

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138  
REGULAR SCHOOL BOARD MEETING  
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM  
July 11, 2024**

The School Board of Independent School District 138 met in regular session on Thursday, July 11, 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, Sarah Grovender, Tim MacMillan, Superintendent Paul, Heather Naegele and Jesse LaValla (via remote)

Absent: Adam Trampe

Others in Attendance:

Chad Carlson, Ryan Minke, Josh Beaver, Kindra Helin, Molly Whelan, Rachel Kytonen, Jacob Truby, Todd Tetzlaff, and Pakou Lee

The Pledge of Allegiance was said by all.

Approval of Agenda:

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

Recognition:

Spring Sport Recipients

Below are the spring award recipients. View the coaches' videos at the following link:  
<https://www.isd138.org/article/1679296>

- Girls Softball Award Recipients: Hannah Bernier, Aubrey Charpenter, Carli Kantorowicz, Morgan Mann, Alexis Mathison, Abigail Pfeifer, Mikayla Skiba, and Peyton Verdon
  
- Boys Baseball Award Recipients: Ty Ellsworth, Lucas Goggin, Benjamin Herges, Andrew Orf, Jackson Puelston, Patrick Spinler, and Noah Thorsen
  
- Boys Golf Award Recipients: Carter Magnison, Nicholas Melvin, and Tyler Minke
  
- Girls Golf Award Recipients: Ashley Bistodeau, Annabelle Lattimore, and Jenna Minke

- Boys Tennis Award Recipient: Wyatt Helberg and Drake Mellen
- Boys Track Award Recipient: Michael Dragicevich, Blake Lelm, Jacob Robillard, Brody Rothe, Jordan Stumm, Zachary Sway, Everett Thomsen, Carson Eber and Andrew Witkowski
- Girls Track Award Recipients: Shaeyna Andreotti, Sophie Benedict, Derrian Dick, Ella Dick, Dakota Esget, Ava Gerten, Brooke Giese, Ruby Hanson, Heidi Hedberg, Kailie Kopp, Ella Kuhlman, Brooklyn Maki, Jenna Minke, Elle Nielsen, Brianna Polipnik, Sophia Thorsen, Madison Whitman and Ava Witkowski
- Clay Target Award Recipients: Isabella Anderson, Brenden Donahue, Tanner Helin, Ava Mohs and Aubrey Russell
- Adapted Bowling Award Recipients: Briana Beck, Benjamin Elliott, Shelby Pantelis, and Molly Sullivan
- Speech Award Recipients: Wan Nok Noah, Helen Pust and Victoria White
- One Act Play Award Recipients: Gracie (Quinn) Colstad, Alexandra Ellis, Kylie Grams, Taylor Lutzke, Carter MacWilliams, Jarad MacWilliams, Leah Melton, Abigail Neu, Kathleen Neu, Ayla Okstad and Cosette Trampe

## **SUPERINTENDENT'S REPORT**

Superintendent Paul reported on the Viking Spotlight featuring Amanda Daeger, High School Assistant Principal and Jacob Truby, High School Assistant Principal.

Teacher Apprenticeship Launch: Save the Date- August 12, 2024 from 8:00am – 9:00am at the Mankato State Office in Edina, MN

Crisis Management Update: Access Church has agreed to be a reunification site should the school district need to transport students off campus as a result of a crisis situation. Todd Tetzlaff and North Branch Area Public Schools are continuing to work with the North Branch Police department.

Currently the North Branch Police Department are short staffed, resulting in short term adjustments to the SRO (School Resource Officer) position. Once fully staffed, the North Branch Police Department will return to full time presence in school.

Internet Acceptable Use Policy – a lot of work and meaningful plan in place.

First round of Opioid Action Council Grant approved this summer from the MN Department of Education. A peer recovery specialist from Know the Truth will be assigned to North Branch Area Middle school next year.

## **CONSENT ITEMS**

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

- A. Minutes of June 13, 2024 Policy Committee Meeting
- B. Minutes of June 13, 2024 School Board Retreat
- C. Minutes of June 13, 2024 Public Hearing on Student Fees
- D. Minutes of June 13, 2024 Regular School Board Meeting
- E. Authorization of Payments, Transfers, and Investment Activity

- Accounts Payable, Bank 07 – \$1,221,744.10
- Auxiliary, Bank 12 - \$26,565.58
- Payroll, Bank 13 - \$3,363,150.00
- Scholarship, Bank 18 - \$58,995.00
- High School Student Activities, Bank 31 - \$4,679.75
- Middle School Student Activities, Bank 32 - \$0.00

### F. Personnel

1. Julie Johnson, resignation effective June 20, 2024, as EL Assistant at North Branch Area Public Schools
2. Leah Kent, resignation effective June 25, 2024, as School Age Care Adult Assistant at North Branch Education Center
3. Mike Kolb, resignation effective June 30, 2024, as French Teacher at North Branch Area High School
4. Joseph Lattimore, resignation effective June 30, 2024, as Due Process Lead Teacher (TOSA) at North Branch Area Middle School
5. Veronica McElmury, resignation effective June 28, 2024, as Schoolkeeper at North Branch Area Public Schools
6. Andrea Thiner, resignation effective June 27, 2024, as High School Assistant Principal at North Branch Area High School
7. Samantha Bartz, leave request from approximately October 23, 2024, through January 14, 2025, as 2nd Grade Teacher at Sunrise Elementary School

8. Patrick Tepoorten, extension of leave request July 1, 2024 through July 31, 2024, as Community Relations Coordinator/Grant Writer at North Branch Area Public Schools
9. Art Tobin, extension of leave request July 1, 2024 through December 31, 2024, as Director of Buildings and Grounds at North Branch Area Public Schools
10. Brinna Barlow, BS, Step 1, beginning with the 2024-25 school year, as English/Language Arts Teacher at North Branch Area High School
11. Samuel Lubs, BA, Step 1, beginning with the 2024-25 school year, as Vocal Music Teacher at North Branch Area High School and North Branch Area Middle School
12. Nicholas Pawlik, BS, Step 5, one-year contract for 2024-25 for a Tier 1 License, as SPED Teacher at North Branch Middle School
13. Ashley Rivard, BS, Step 10, beginning with the 2024-25 school year, as Family Resource Coach at North Branch Area Public Schools
14. Caleb Stiles, BA, Step 1, one-year contract for 2024-25 for a Tier 1 License, as SPED Teacher at North Branch Area High School
15. Samantha Stoesz, BA, Step 9, beginning with the 2024-25 school year, as English Teacher at North Branch Area Middle School
16. Deanna Wilson, BA, Step 3, one-year contract with the 2024-25 school year for a Tier 1 License, as English Teacher at North Branch Area Middle School
17. Juliana Orellano-Tirado, employment effective June 10, 2024, as School Age Care Adult Assistant
18. Juliet Orellano-Tirado, employment effective May 13, 2024, as School Age Care Adult Assistant
19. Pakou Lee, employment effective June 17, 2024, as Administrative Assistant/Executive Secretary at North Branch Area Public Schools
20. Andrew VanEerden, employment effective June 7, 2024, as School Age Care Senior Adult Assistant
21. Sarah Buchholz, termination effective June 6, 2024, as SPED Assistant at North Branch Area High School

22. Nikkita Huckell, termination effective June 6, 2024, as SPED Assistant at North Branch Area High School

23. Jessica Waukazo, termination effective June 6, 2024, as SPED Assistant at North Branch Area Middle School

24. 2023-24 Extra Curricular Spring Coach Positions

a. Clint Mattson, Class 4, Step 1, as Assistant Coach for Boys Baseball

b. Nick Solberg, Class 4, Step 1, as Assistant Coach for Boys Baseball

G. Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

The Board recommends authorizing Sara Paul to act as the Identified Official with Authority (IOwA) and Pakou Lee to act as the IOwA Proxy to add and remove names only for LEA for North Branch Area Public Schools.

H. Acceptance of Donations

**JUNE 2024**

DATE	DONATION FROM	DONATION TO	Amount:	USE
6/13/2024	Stacy Lent Fire Dept. Relief Assn., PO Box 123, Stacy, MN 55079	NBHS Athletics	\$250.00	DECA Conference Donation
6/13/2024	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Dance Program-Sports Physical Donations
6/13/2024	VFW Post 6424, PO Box 373, North Branch, MN 55056	NBHS Athletics	\$1,000.00	JROTC National Team Donation
6/20/2024	NBAEF, 3886812th Ave #4, North Branch, MN 55056	Community Ed	\$250.00	Concerts in the Park Donation
6/27/2024	Edelstein Family Foundation, 103 Portland Ave, Minneapolis, MN 55404	NBHS Scholarship A/C	\$58,995.00	Scholarship Donation
6/27/2024	Josh Kopp, P.O Box 862, North Branch, MN 55056	NBHS Athletics	\$1,600.00	Girls Soccer Program Donation
			<b>\$62,145.00</b>	
JUNE	Heather Naegele, 7525 277th Ave NE, North Branch, MN 55056	NBMS		*Donated a trumpet to the middle school music program

**OPEN MIC**

No one signed up for open mic.

**OLD BUSINESS**

- A. Approval of Summary Bids for Garbage Pickup  
 Moved by Grovender, seconded by Johnson and carried unanimously to accept the bid of Terry’s Disposal for garbage pickup for SY2025. Bids results are attached.
  
- B. Approval of Summary of Bids for Diesel Fuel and Gasoline  
 Moved by Grovender, seconded by Johnson and carried unanimously to award the bid for diesel fuel and gasoline to Petroleum Traders Corp. for SY2025 for the school district and the City of North Branch. Bid results are attached.
  
- C. Approval of Second Reading of the Following Policies  
 Moved by Naegele, seconded by Grovender and carried unanimously to approve the second reading of the following policies:
  - 1. Policy 524 - Internet Acceptable Use and Safety Policy
  - 2. Policy 606 - Textbooks and Instructional Materials (Minor MSBA changes)

**NEW BUSINESS**

- A. Approval of Resolution Relating to Election of School Board Members and Calling the School District General Election

Member MacMillan introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 138, State of Minnesota, as follows:

- 1. It is necessary for the School District to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each. The Clerk shall include on the general election ballot the names of the individuals who file or have filed Affidavits of

Candidacy during the period established for filing such Affidavits as though they had been included by name in this resolution. The Clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held in conjunction with the State General Election on Tuesday, November 5, 2024.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the School District and which have been established by the cities or towns located in whole or in part within the School District. The voting hours at those polling places shall be the same as those for the State General Election.

4. The Clerk is hereby authorized and directed to cause written notice of said general election to be provided to the County Auditor of each county in which the School District is located, in whole or in part, at least eighty-four (84) days before the date of said election. The notice shall specify the date of said election and the office or offices to be voted on at said general election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

5. The Clerk is hereby authorized and directed to cause notice of said general election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said election.

6. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said election and to cause two sample ballots to be posted in polling places located within the School District on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

7. The Clerk is hereby authorized and directed to cause notice of said election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election. The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

8. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with state, city, township and county election authorities conducting the state general and other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

9. The Clerk and members of the administration are further authorized and directed to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system or to comply with the form and content requirements of applicable state election laws:

**[Form of Ballot on the Following Page]**


# General Election Ballot

## Independent School District No. 138 (North Branch Area Public Schools)

November 5, 2024

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### Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this: .

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### School Board Member

Vote for Up to Three

Name

Name

Name

Name

Name

Name

\_\_\_\_\_

write-in, if any

\_\_\_\_\_

write-in, if any

\_\_\_\_\_

write-in, if any

10. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

11. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

12. If the School District will be contracting to print the ballots for this election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

13. The individuals designated as judges for the State General Election shall act as election judges for this general election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the School Board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

14. The School District Clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02 available on the School District's website. The Clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The Clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

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: MacMillan, Grovender, LaValla, Naegele, and the following voted against the same: None whereupon said resolution was declared duly passed and adopted.

B. Approval of Renewal of Membership in Resource Training Solutions

Moved by Grovender, second by Johnson and carried unanimously to renew membership with Resource Training Solutions in the amount of \$3,606.80.

C. Approval of 2024-2025 Resolution for Membership in the Minnesota State High School League

Moved by Naegele, seconded by Grovender and carried unanimously to approve the following resolution of the MSHSL:

**2024-2025 Resolution for Membership in the  
Minnesota State High School League**

RESOIVED, that the Governing Board or Entity of North Branch Area High School located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOIVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's Official Handbook, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has

reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

D. Superintendent's Evaluation Summary

The North Branch School Board conducted the Superintendent's evaluation and all Board members provided input on her elevation. The Board reviewed performance goals and objectives, leadership and management skills, communication and relationship, fiscal management, student achievement and instructional leadership, operational efficiency, professional development, and stakeholder feedback. The Board wants to thank the Superintendent for all her skills and attention to these areas above and the leadership she provides this district. The Board are appreciative of her skills and ability to continue and set district up for success now and into the future.

**ADDENDUM**

A. Approval of the following personnel consent items

Moved by Grovender, seconded by Naegele and carried unanimously to approve the consent items.

1. Amanda Daeger, employment effective July 16, 2024, as High School Assistant Principal at North Branch Area High School
2. Jacob Truby, employment effective July 15, 2024, as High School Assistant Principal at North Branch Area High School

B. Approval of the 2024-25 Student and Parent Handbook

Moved by Naegele, second by Grovender and carried unanimously to approve the 2024-2025 Student and Parent Handbook.

**INFORMATION**

None

## **BOARD REQUESTS**

Board Member MacMillan reminded and requested Board members to sign up for the upcoming MSBA Summer Seminar.

## **COMMITTEE REPORTS**

Board Member MacMillan reported on the OPEB meeting he attended on July 8.

## **DATES TO REMEMBER**

- A. Monday, July 8, 2024, OPEB Committee Meeting, 1:00 pm, Virtual
- B. Monday, July 8, 2024, Negotiations Committee Meeting, 3:30 pm, North Branch Area Education Center
- C. Monday, July 8, 2024, NBSSA Negotiations Session, 4:00 pm, North Branch Area Education Center
- D. Thursday, August 1, 2024, School Board Working Session, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
- E. Thursday, August 8, 2024, Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122
- F. Thursday, August 8, 2024, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
- G. Wednesday, August 21, 2024, Negotiations Committee Meeting, 3:30 pm, North Branch Area Education Center
- H. Wednesday, August 21, 2024, Principal Negotiations Session, 4:00 pm, North Branch Area Education Center
- I. Thursday, August 22, 2024, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120

## **Adjournment**

Moved by Grovender, seconded by Naegele and carried unanimously to adjourn the regular meeting at 6:50 pm.

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Heather Naegele, Clerk  
(Unapproved)