

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138  
REGULAR SCHOOL BOARD MEETING  
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM  
April 10, 2025**

The School Board of Independent School District 138 met in regular session on Thursday, April 10, 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, Tim MacMillan, Heather Naegele, Superintendent Paul, and Adam Trampe

Absent: None

Others in Attendance:

David Treichel, Pakou Lee, Pat Tepoorten, Rachel Kytönen, and Todd Tetzlaff

The Pledge of Allegiance was said by all.

Approval of Agenda:

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

**SUPERINTENDENT'S REPORT**

Superintendent Paul spotlighted Dameion Palmer successfully completing the Ford ACE Program, Dakota Esget as the 2025 Athena Award winner, the Joy of Learning at Sunrise River Elementary School, 8<sup>th</sup> grade students discovering the game of Dara – a traditional Nigerian strategy game, and NBAPS bond rating upgrade from A2 to A1.

Safety concerns following the April 9, 2025 gas leakage incident resulting in a temporary road closure on Grand Ave and Lincoln Trail was addressed. Superintendent Paul thanked all emergency crews who had worked to keep students, staff and the community safe.

Legislative updates were given and a request was made to Board Members to contact legislators to support the HF 1538 / SF 2123 (Teacher Apprenticeship Program) and the HF 878 / SF 312 (investing in community spaces) bill.

Reminders/Announcements of what's happening in our district

- Kindergarten enrollment is now open
- NBAHS Floral Class are selling corsages for prom up until April 17, 2025
- April 12, 2025 from 10:00 AM – 4:00 PM at County Market, Viking staff raising money for student scholarships
- April 27, 2025 – Purse and Yeti Bingo at Lent Town Hall

- Choice not Chance in Action is coming up
- May 5, 2025 from 1:00 PM – 2:30 PM, NBAHS Auto Shop Auto Show
- May 7, 2025 at 7:05 AM – Walk and Roll to School
- May 29, 2025 – Community Service Day

Removal of Consent Items for Discussion:

None

**CONSENT ITEMS**

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

A. Minutes of March 6, 2025 Regular School Board Meeting

B. Minutes of March 27, 2025 Special School Board Meeting

C. Authorization of Payments, Transfers, and Investment Activity

- Accounts Payable, Bank 07 – \$1,717,380.54
- Auxiliary, Bank 12 - \$9,162.08
- Payroll, Bank 13 - \$2,204,248.93
- Scholarship, Bank 18 - \$3,500.00
- High School Student Activities, Bank 31 - \$10,745.15
- Middle School Student Activities, Bank 32 - \$65.47

D. Personnel

1. Cassandra Keacher, resignation effective March 5, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
2. Julie Anderson, resignation effective June 13, 2025, as Office Clerk at North Branch Area High School
3. Allie Endle, resignation effective end of 2024-25 School Year, as Grade 1 Teacher at Sunrise River Elementary School
4. Kourtney Enstad, resignation effective March 28, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
5. Brooke Havrilla, resignation effective February 28, 2025, as Special Education Assistant at North Branch Area High School
6. Abigail Maser, resignation effective at the end of 2024-25 School Year, as Special Education Teacher at Sunrise River Elementary School

7. Brianna Smith-Sheppard, resignation effective March 25, 2025, as Schoolkeeper at North Branch Area Public Schools
8. Jessica M. Richter, extension of leave request from March 17, 2025 through the remainder of the 2024-25 School Year, as Special Education Assistant at North Branch Area Middle School
9. Licia Sieracki, extension of leave request from March 28, 2025 through April 23, 2025, as Special Education Assistant at Sunrise River Elementary School
10. Rachel Mellem, leave request effective August 25, 2025 through January 4, 2026, as Grade 2 Teacher at Sunrise River Elementary School
11. Nicole Wallgren, leave request from approximately May 19, 2025 to July 20, 2025, as Office Clerk at North Branch Area Education Center
12. Fawn Sparks, termination effective April 2, 2025, as Schoolkeeper at North Branch Area Public Schools
13. Brianna Barlow, non-renewal for the 2025-26 school year, as English/Language Arts Teacher at North Branch Area High School
14. Laura Sletten, position change effective February 25, 2025 from Schoolkeeper to Custodian at North Branch Area Public Schools
15. Sandra Blake, employment effective March 3, 2025, as Special Education Assistant at North Branch Area High School
16. Paola Kessler, employment effective March 17, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
17. Norman Nagel, employment effective March 3, 2025 as Lunchroom Assistant at North Branch Area Middle School
18. Robert Pufall, employment effective February 10, 2025, as Special Education Assistant at North Branch Area Education Center
19. Lucas Edson, BS, Step 2, 1.0 FTE, effective March 4, 2025 for the 2024-25 School Year as Trades and Industry Teacher at North Branch Area High School
20. Cassandra Johnson, BS, Step 1, LTS for Courtney Wood, effective April 7, 2025 through June 9, 2025, as Grade 2 Teacher at Sunrise River Elementary School
21. 2024-25 Extracurricular Spring Coach Positions

- a. Kyle Kahl, Class 6, Step 10, as Coach for Middle School Baseball
- b. Jim Van Eerden, Class 6, Step 10, as Coach for Middle School Baseball
- c. Mikayla Carlson, Class 6, Step 6, as Coach for Middle School Softball
- d. Charlie Linder, Class 4, Step 3, changed to 0.5 FTE Assistant Coach for Baseball
- e. Josh Beaver, Class 4, Step 4, as Assistant Coach for Baseball
- f. Clint Mattson, Class 4, Step 2, as Assistant Coach for Baseball
- g. Casey Schwalbe, Class 4, Step 2, as Assistant Coach for Baseball
- h. Steve Christensen, Class 4, Step 10, as 0.5 FTE Assistant Coach for Baseball
- i. Alison Potrament, Class 5, Step 1, as Assistant Coach for Softball
- j. Everett Everett Appleby, Class 4, Step 3, as 0.5 FTE Assistant Coach for Track and Field
- k. Kathy Kimble Robotcek, Class 4, Step 10, as Assistant Coach for Track and Field
- l. Bryant Meyer, Class 5, Step 4, as Assistant Coach for Boys Tennis
- m. John Paul Rossini, Volunteer Coach for Boys Tennis

#### 22. 2024-25 Activity Advisor Position

- a) Angela Lund (Brown), Class 9, Step 5, as 0.5 FTE Advisor for the Spring Musical Accompanist (Choreographer)
- b) Angela Lund (Brown), Class 9, Step 6, as 0.25 FTE Advisor for the Spring Musical Set Design (Props)

#### E. Acceptance of Donations

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
3/4/25	Anderson Landscaping Service LLC, 39155 Mica Ave, North Branch, MN 55056	Sunrise River Elem.	\$1,000.00	Fun Run Donation
3/4/25	Empire Insurance Group, 6063 Main St, Ste. A, North Branch, MN 55056	Sunrise River Elem.	\$500.00	Fun Run Donation
3/4/25	Generations Real Estate Group, Kim Theis, 4715 384th St, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
3/4/25	Greenside Electric LLC, 7768 Lent Trl, Stacy, MN 55079	Sunrise River Elem.	\$500.00	Fun Run Donation
3/4/25	Olson Power & Equipment, PO Box 39, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
3/4/25	Peterson's North Branch Mill, PO Box 218, North Branch, MN 55056	Sunrise River Elem.	\$500.00	Fun Run Donation
3/6/25	Anonymous	Sunrise River Elem.	\$64.00	Fun Run Donation
3/7/25	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	NBHS Athletics	\$250.00	FTC Robotics Program Donation
3/7/25	Gene Haas Foundation, 2800 Sturgis Rd, Oxnard, CA 99030	NBHS Athletics	\$4,000.00	FTC Robotics Program Donation
3/7/25	Benevity/Polaris (Matching Gift-B Nysse)	NBHS Athletics	\$485.50	FRC Robotics Program Donation
3/7/25	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Boys Basketball Program-Sports Physical Donation
3/10/25	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	Sunrise River Elem.	\$500.00	Fun Run Donation
3/10/25	First State Bank of Wyoming, PO Box 308, Wyoming, MN 55092	Sunrise River Elem.	\$250.00	Fun Run Donation
3/10/25	North Branch Dental, PO Box 220, North Branch, MN 55056	NBHS Athletics	\$100.00	Career Day Sponsor Donation
3/10/25	North Branch Dental, PO Box 220, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
3/10/25	Tom Kadlec Chevrolet, 38420 Tanger Drive, North Branch, MN 55056	Sunrise River Elem.	\$1,000.00	Fun Run Donation
3/19/25	Cyber Grants/US Bank (Matching Gift)	Sunrise River Elem.	\$64.00	Fun Run Donation
3/21/25	CAF America/Associated Bank (A. Fenton)	NBHS Athletics	\$250.00	Gymnastics Program Donation
3/21/25	CAF America/Associated Bank (J. Thelander)	NBHS Athletics	\$250.00	Knowledge Bowl Program Donation
3/24/25	American Legion Post #85, PO Box 87, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
3/24/25	Cambridge Orthodontics, 125 McKinley St N, Cambridge, MN 55008	Sunrise River Elem.	\$750.00	Fun Run Donation
3/24/25	Kwik Trip, PO Box 2107, La Crosse, WI 54602	Sunrise River Elem.	\$250.00	Fun Run Donation
3/24/25	Mincco Credit Union, 38877 10th Ave, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
3/24/25	North Grid Electric, 1347 440th St, Harris, MN 55032	Sunrise River Elem.	\$250.00	Fun Run Donation
3/24/25	The Hungry Farmer Meat Co, 5563 Athens Trl, Ste. 1, North Branch, MN 55056	Sunrise River Elem.	\$500.00	Fun Run Donation
3/31/25	Chisago County Pheasants Forever, PO Box 23, Stacy, MN 55079	NBHS Scholarship A/C	\$750.00	Scholarship Donation
3/31/25	First State Bank of Wyoming, PO Box 308, Wyoming, MN 55092	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
3/31/25	Barbara Nelson, PO Box 102, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
3/31/25	Maureen Thomsen, 7214 385th St, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
3/31/25	VFW Post 6424, PO Box 373, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
			<b>\$17,513.50</b>	
MAR	Kwik Trip, PO Box 2107, La Crosse, WI 54602	NBHS Athletics		*Donated (8) \$25.00 Gift Cards to the FRC Robotics Team

## **OPEN MIC**

No one signed up for open mic.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

- A. Approval of the Authorization of the Issuance of Purchase Orders for Fiscal Year 2025-26 in an Amount not to Exceed 80 Percent of the Adopted 2024-25 Budget for Supplies and Services

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Authorization of the Issuance of Purchase Orders for Fiscal Year 2025-26 in an Amount not to Exceed 80 Percent of the Adopted 2024-25 Budget for Supplies and Services.

- B. Approval of the Support Staff Association Apprentice Letter of Agreement Modification to Remove the Pilot Short Call Sub Requirement

Moved by Naegele, seconded by LaValla and carried unanimously to approve the Support Staff Association Apprentice Letter of Agreement Modification to Remove the Pilot Short Call Sub Requirement.

## **INFORMATION**

None

## **BOARD REQUESTS**

Request made by Member Trampe – Superintendent Paul will address request in her weekly email updates to Board Members.

## **COMMITTEE REPORTS**

- A. Member Grovender reported on SCRED
- B. Member Naegele gave a reminder that there's an upcoming SAFF meeting Friday, April 11, 2025

## **DATES TO REMEMBER**

- A. April 27, 2025 at 5:30 PM - School Board Work Session, Sunrise River Elementary School, Media Center
- B. May 8, 2025 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center - Board Room, Room C120
- C. May 8, 2025 at 5:30 PM – Regular School Board Meeting, North Branch Area Education Center - Board Room, Room C120
- D. May 22, 2025 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room C120
- E. May 27, 2025 at 3:30 PM, Negotiations Committee Meeting, North Branch Area Education Center
- F. May 27, 2025 at 4:00 PM, Custodian Negotiations Session, North Branch Area Education Center, DO Conference Room B122

## **Adjournment**

Moved by Grovender, seconded by LaValla and carried unanimously to adjourn the regular meeting at 6:03 PM.

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Heather Naegele, Clerk