

**REGULAR SCHOOL BOARD MEETING  
SARTELL-ST. STEPHEN PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT NO 748  
DEC. 16, 2024 • SARTELL HIGH SCHOOL**

Chair Tricia Meling, opened the Truth in Taxation public hearing for the proposed 2024 Payable 2025 Levy at 6 p.m.

**A. Truth in Taxation Public Hearing**

Business Manager Joe Prom reviewed the 2024 Payable 2025 Levy materials including the 2024-2025 budget, types of levies and property tax calculations.

The regular school board meeting of Independent School District 748 was called to order at 6:14 p.m. by Chair Meling. Members present: Meling; Matt Moehrle, vice chair; Emily Larson, clerk; Jen Smith, treasurer; Jason Nies, director; Scott Wenshau, director, and Michael Rivard, superintendent. Members absent: None

The Pledge of Allegiance was said.

A motion was made by Larson and seconded by Moehrle to APPROVE THE AGENDA AS PRESENTED. A motion was made by Meling and seconded by Nies to amend the agenda to add a Fall Activities Update to Item C. All in favor. Motion carried.

There were no requests to speak at the Public Forum.

A motion was made by Nies and seconded by Moehrle to APPROVE CONSENT ITEMS B.5.a-B.5.f AS PRESENTED BELOW. All in favor. Motion carried.

B.5.a Minutes of the regular school board meeting held on Nov. 18, 2024

Minutes of the school board work session held on Dec. 5, 2024

B.5.b Checks in the amount of \$945,123.87 as presented:

General Fund	414,927.65
Food Service Fund	177,962.99
Transportation Fund	216,022.68
Community Service Fund	14,224.19
Capital Expenditure Fund	85,675.41
Activity Accounts	13,662.13
Internal Service Fund	22,648.82
Check numbers 191147 – 191377	

AP ACH History in the amount of \$9,751.53 as presented:

General Fund	9,118.75
Food Service Fund	106.13
Transportation Fund	90.00
Activities Accounts	436.65
Check numbers 242500075 – 242500094	

Receipts in the amount of \$5,814,814.47 as presented:

General Fund	3,495,331.13
Food Service Fund	443,751.26
Transportation Fund	48,215.02
Community Service Fund	113,454.89
Capital Expenditure Fund	3,500.00
Debt Service Fund	1,701,219.42
Activity Accounts	9,342.75
Receipts 53755 – 53865	

Wire transfers in the amount of \$1,746,445.52 as presented:

General Fund	1,249,874.35
Food Service Fund	58,393.08
Transportation Fund	21,391.71
Community Service Fund	32,294.03
Capital Expenditure Fund	2,448.70
Activity Accounts	316.14
Internal Service Fund	381,727.51
Wire transfers 202400305 – 202400365	

B.5.c Approve resolution accepting the following donations:

Various Sartell Middle School \$1,083, middle school drama program; Trobec's Bus Service, Sartell High School, \$2,000, golf simulator project; Magnifi Financial Credit Union, Sartell High School, \$1,000, golf simulator project; Deerwood Bank, Sartell High School, \$500, golf simulator project; Patrick Lynch, Sartell High School, \$25,000, golf simulator project; Gilleland Family Fund, Sartell High School, \$25,000, golf simulator project.

Sartell Wrestling Booster Club, Sartell High School, \$8,161.75, wrestling program; Granite Electronics Sartell High School \$100, Sabre robotics; Lyon Sheet Metal & Heating, Sartell High School, \$500, boys' basketball; Sabres All Sport Booster Club, Sartell High School, \$1,147.44, boys' soccer transportation costs; Deerwood Bank, Sartell High School, \$200, boys' basketball; Kristen & David Jacobs family, Sartell Middle School, winter coats, middle school

students.

B.5.d Accept resignations: Jolie Frauendienst, RIS, paraprofessional, 12/20/24; Doug Friedrichs, SHS, assistant hockey coach, 11/14/24; Diana Jimenez, SMS, paraprofessional, 12/13/24; Kimberly Jordan, PMPs, paraprofessional, 1/1/24; Kathryn Ruch-Barcelo, RIS, paraprofessional, 11/29/24; Melinda Shaw, SMS, food service worker, 12/11/24; Lisa Stangler, RIS, food service worker, 12/13/24

Accept release of employment: Cecil Ausley, SHS, paraprofessional, 11/15/24; Justin Sauer, SHS, custodian, 11/22/24; Dominick Smith, SMS, lunch supervisor, 11/19/24

Accept retirements: Kelli Schramel, RIS, cook's helper, 4/24/25

B.5.e Accept personnel changes

**NEW EMPLOYEES:**

Kirralee Adams-Scott, ORELc, temporary food service worker, \$17.45/hour, RI, Step 1, temp. for Kathryn Randall, 11/25/24; Molly Emslander, PMPs, cook, \$23.51/hour, RIV, Step 3, replacing Cheryl Nies, 12/5/24; Emma Gent, SHS, LTS paraprofessional, \$17.77/hour, RIV, Step 1, for open position, 12/16/24; Marilee Lefebber, DSC, executive assistant, \$32/hour, new position, 12/1/24; Carter Olson, SMS, boys' basketball coach, \$3,105 (6.35 percent), BA, Step 1, replacing Chad Dukowitz, 1/2/25; Josephine Philippi, RIS, student supervisor/paraprofessional, \$15/hour, RI, Step 1, replacing Kathy Ruch-Barcelo, 11/25/24; Saihua Yu, SMS, Math Counts, \$1,154 (2.25 percent), BA, Step 3, replacing Cindy Austin, 12/2/24

**RENEWALS:**

Kim Hess, SMS, spring play publicity, \$1,127 (2.25 percent) BA, Step 2, renewal, 1/6/25

**LEAVES OF ABSENCE:**

Karen Klein, ORELc, head cook, LOA, 12/13/24-12/20/24; Mary Knellwolf, ORELc, paraprofessional, LOA, 11/25/24-1/14/25; Gina Prose, RIS, third grade, LOA, 1/20/25-6/30/25; Kelli Schramel, RIS, cook's helper, LOA, 1/23/25-4/23/25; Josh Stewart, SHS, SPED teacher, LOA, intermittent, 1/2/25-6/30/25; Katherine Stewart, SMS, seventh-grade science, LOA, intermittent, 1/2/25-6/30/25

B.5.f Approve Seniority Lists: Certified Staff, MSEA, 284 Multi-Unit, 284 Clerical

**C. REPORTS:**

**C.1 Sabre Star Report:**

Sara Nelson, principal at Pine Meadow Primary School, presented Gene Severson with the December SABRE Staff Star Award.

**C.2 School Board Student Representative Report:**

Student Board Representative Bennett Prose reported on the exciting things happening around the district.

**C.3 Fall Activities Update:**

Students from girls' swim and dive, football, girls' and boys' soccer, girls' and boys' cross country, girls' tennis, volleyball and the fall play reported on the highlights and challenges of the fall activities season.

**C.4 Superintendent Report:**

- A Robotics grant was received in the amount of \$3,000.
- Chelsea Thielen, newly elected school board member, spent time at the District Service Center for onboarding and orientation.
- There will be several outreach events to inform the community about our upcoming referendum.
- Jason Nies was recognized for his 12 years of dedicated service on the school board.

**C.5 School Board Committee Report:**

- Matt Moehrle – Benton Stearns Education District: Next meeting will be Wednesday, Dec. 18. They are continuing to look for a facility that will meet the needs of students.
- Emily Larson - Comprehensive Achievement and Civic Readiness: Last week's meeting had a presentation on proficiency-based grading.
- Jen Smith - Schools Advocating for Fair Funding: Our district's visit day at the capital is Thursday, Feb. 13, 2025.
- Matt Moehrle – Negotiations: The paraprofessional contract will be presented to be approved at tonight's meeting.
- Matt Moehrle – Senior Connection: Upcoming meeting Jan. 22 will have representatives from Niron Magnetics. Jan. 27 meeting will have headline speaker Joe Schmidt: sports broadcaster.

**D. ACTION ITEMS:**

D.1 A motion was made by Smith and seconded by Larson to APPROVE POLICY 410, 412 and 413. All in favor. Motion carried.

D.2 A motion was made by Smith and seconded by Moehrle to APPROVE RESOLUTION FOR APPOINTING ELECTION JUDGES AND ABSENTEE BALLOT BOARD MEMBERS. All in favor. Motion carried.

D.3 A motion was made by Nies and seconded by Smith to APPROVE 2024 PAYABLE 2025 PROPERTY TAX LEVY. All in favor. Motion carried.

D.4 A motion was made by Smith and seconded by Nies to APPROVE CONTRACT WITH MINNESOTA SCHOOL EMPLOYEES ASSOCIATION. All in favor. Motion carried.

**E. DISCUSSION:**

First Reading of Board Policies: 522, 606, 606.1, and 620: There was discussion on policy 606.1-Part VI.D.8 for clarification on how to handle a tie school board vote.

**F. ADJOURNMENT**

A motion to ADJOURN THE MEETING at 7:03 p.m. was made by Nies and seconded by Larson. All in favor. Motion carried.

**G. UPCOMING DATES**

Annual Organizational Meeting - Monday, Jan. 6, 2025  
Regular School Board Meeting - Monday, Jan. 27, 2025

/s/ Emily Larson, Clerk

Publish: Feb. 7, 2025