

REGULAR SCHOOL BOARD MEETING

SARTELL-ST. STEPHEN PUBLIC SCHOOLS INDEPENDENT SCHOOL DISTRICT NO 748

APRIL 21, 2025 • ST. STEPHEN CITY HALL

A.1 The regular school board meeting of Independent School District 748 was called to order at 6:30 p.m. by Acting Chair Tricia Meling. Members present: Meling; Matt Moehrle, vice chair; Emily Larson, clerk; Chelsea Thielen, treasurer; Jen Smith, director; Scott Wenshau, director; Michael Rivard, superintendent. Members absent: None

A.2 The Pledge of Allegiance was said.

A.3 A motion was made by Larson and seconded by Thielen to APPROVE THE AGENDA AS PRESENTED. All in favor. Motion carried.

A.4 The Board revisited the previous nominations of Tricia Meling and Jen Smith for the position of Board Chair. Acting Board Chair Meling opened the floor for further nominations. No additional nominations were received. Discussion was held. A vote was called.

- Votes for Smith: Larson, Smith and Wenshau
 - Votes for Meling: Moehrle, Meling and Thielen
- The vote resulted in a tie and the Board Chair was not elected.

A.5 There were no requests to speak at the Public Forum.

A.6 A motion was made by Moehrle and seconded by Smith to APPROVE CONSENT ITEMS A.6.a-A.6.d AS PRESENTED BELOW. All in favor. Motion carried.

A.6.a Minutes of the Regular School Board Meeting held on March 17, 2025
Minutes of the School Board Work Session held on April 3, 2025

A.6.bChecks in the amount of \$1,536,873.74 as presented:

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|-------------------------------|------------|
| General Fund | 872,967.61 |
| Food Service Fund | 162,992.21 |
| Transportation Fund | 188,605.90 |
| Community Service Fund | 16,208.47 |
| Capital Expenditure Fund | 163,574.09 |
| Building Fund | 46,213.80 |
| Activity Accounts | 38,335.74 |
| Internal Service Fund | 47,975.92 |
| Check numbers 192118 – 192332 | |

AP ACH History in the amount of \$6,199.62 as presented:

| | |
|-------------------------------------|----------|
| General Fund | 3,411.06 |
| Food Service Fund | 14.00 |
| Community Service Fund | 84.21 |
| Activities Accounts | 2,690.35 |
| Check numbers 242500152 – 242500167 | |

Receipts in the amount of \$6,082,925.51 as presented:

| | |
|------------------------|--------------|
| General Fund | 5,496,311.28 |
| Food Service Fund | 360,443.39 |
| Transportation Fund | 55,248.41 |
| Community Service Fund | 126,200.62 |
| Activity Accounts | 35,410.75 |
| Internal Service Fund | 9,311.06 |
| Receipts 54230 – 54346 | |

Wire transfers in the amount of \$1,875,442.05 as presented:

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|--------------------------------------|--------------|
| General Fund | 1,362,749.67 |
| Food Service Fund | 47,239.53 |
| Transportation Fund | 19,855.34 |
| Community Service Fund | 33,246.62 |
| Capital Expenditure Fund | 2,286.62 |
| Activity Accounts | 35.00 |
| Internal Service Fund | 410,029.27 |
| Wire transfers 202400576 – 202400637 | |

A.6.c Accept Resignations/Release of Employment/Retirements:
RELEASE OF EMPLOYMENT: Brandon Mayse, SHS, custodian, 3/31/25

RESIGNATIONS: Zachary Dingmann, RIS, principal, 6/30/25; Amy Glanz, ORELC, speech-language pathologist, 6/2/25, Jessie Mortensen, RIS, SPED teacher, 6/2/25

RETIREMENTS: Tracey Watkin, SMS, SPED teacher, 6/2/25

A.6.d Accept Personnel Changes:

NEW EMPLOYEES: Jason Anderson, SHS, clay target assistant coach (50 percent), \$550, (2.25 percent), BA, Step 1, splitting position with Joe Schulte, 3/31/25; Sarah Bennett, SMS, community education program coordinator, \$26/hour, new position, 5/5/25; Daniel Buchholz, SHS, assistant track and field coach (50 percent), \$3,490 (9.5 percent), BA, Step 6, new position, 4/2/25; Kent Christen, SHS, marching band – drumline, \$4,645 (9.5 percent), BA, Step 1, replacing Joseph Sicora, 4/7/25; Ryan Dale, SMS, after-school para – tennis, \$18.05/hour, RIV, Step 1, new position, 4/14/25; Angela Heckman, SHS, art club advisor, \$1,341 (2.25 percent), BA, Step 10, replacing Michael Carlson, 9/2/25.

Shannan Houghton, RIS, MTSS interventionist, \$94,919, MA30, Step 17, replacing Diane Roob, 8/25/25; Chad Krauel, RIS, MTSS interventionist, \$94,919, MA30, Step 17, replacing Julie Hagen, 8/25/25; Erin Krueger, ORELC, 18-22 special education teacher, \$80,544, MA20, Step 12, new position, 8/25/25; Eleanore Lohse, SMS, orchestra teacher (.5 FTE), \$24,448.50, BA, Step 1, replacing Julia Osborne, 8/25/25; Josh Meader, SMS, boys tennis coach, \$2,200 (4.5 percent), BA, Step 1, replacing Logan Lintvedt, 4/1/25; Joe Nelson, SHS, physical education teacher, \$57,106, BA20, Step 4, replacing Karl Scharnweber, 8/25/25.

Carmen Peterson, SMS, special education teacher, \$82,456 , MA30, Step 11, replacing Tracey Watkin, 8/25/25; Kelsey Pier-son, TBD,speech-language pathologist (.4 FTE), \$29,265.50, MA, Step 11, replacing .4 of Janis Minnerath, 8/25/25; Steven Prigge, SHS, The Mill - Q4, \$1,100 (2.25 percent), BA, Step 1, Hannah Gelhar LOA, 3/31/25; Karl Scharnweber, RIS, physical education teacher, \$85,713, MA30, Step 12, replacing Joe Nelson, 8/25/25; Gene Severson, PMPS, physical education teacher (.67 FTE), \$41,685, BA20, Step 7, replacing Gene Severson, 8/25/25

LEAVES OF ABSENCE: Shan-nan Houghton, RIS, third-grade teacher, LOA, 5/9/25-6/2/25; Sharon McDonald, PMPS, SPED teacher, LOA, 4/15/25-6/2/25; Amy Moe, PMPS, instructional coach, LOA, inter-mittent, 4/14/25-6/2/25; Jim Schmitt, SHS, lead custodian, LOA, 4/7/25-6/30/25; Haley Schoenberg, PMPS, speech-lan-guage pathologist, LOA, 5/3/25-6/2/25; Elizabeth Schy-ma, RIS, fourth-grade teacher, LOA, 9/3/25-12/1/25; Britney Soldner, ORELC, SPED teacher, LOA, intermittent, 4/10/25-6/2/25; Lori Tchida, SHS/ Transportation, custodian/bus driver, LOA, 4/28/25-6/16/25

B. REPORTS

B.1 Sabre Star Report:

• Riverview Intermediate School Principal Zach Dingmann presented Amy Haglin with the April Sabre Star Award.

B.2 School Board Student Representative Report:

• High School Students and Student Board Representatives Emily Schlangen and Bennett Prose reported on the exciting things happening around the district.

B.3 Superintendent Report:

• Rivard gave an update on the projected enrollment for the 25-26 school year.
• NAIPAC will have a special graduation ceremony on May 17 for our American Indian students.
• Our district’s counselors and social workers met with Sartell Pediatrics Mental Health

Department to talk about the services they provide.

B.4 District Finance Report:

• Director of Business Joe Prom presented the district’s finance report.

B.5 2025-2026 FTE Projections Based on Enrollments & Resignations:

• Rivard, Prom and Krista Durrwachter presented a report on the preliminary FTE staffing projections for the 2025–2026 school year. They outlined the process used to determine bud-get reductions and how it re-lates to staffing decisions.

B.6 Insurance Broker Report:

• Executive Director of Hu-man Resources Krista Durr-wachter gave an update on the Insurance Broker selection process.

B.7 School Board Commit-tee Reports:

• Benton Stearns Education District: Moehrle provided an update on the properties re-viewed by BSED as potential sites for a new facility. Despite exploring various options, ef-forts to secure a suitable loca-tion have been unsuccessful.

• Communication and Tech-nology: There will be a meeting on April 28.

• Community Education Ad-visory: There will be a meeting on May 5.

• Finance and Personnel: There is a meeting being sched-uled for the first week in June.

• Legislative Network & SAFF: Smith noted the current budgetary deficits are the result of mandated requirements im-posed on schools, rather than any issues related to financial mismanagement.

• Negotiations: There will be an SEA negotiations meeting in May.

• Facilities: There will be a meeting on April 28.

• Policy: Smith gave an up-date on the policies that were reviewed during April’s policy meeting.

• Sartell Senior Connection: There are three Tunes & Trucks events planned for this summer on June 10, July 15 and Aug. 12. There is also a Spring Market Fundraiser planned for April 26 to benefit the Sartell Historical Society and the Sartell Senior Connection.

• Comprehensive Achieve-ment & Civic Readiness: The required eight hours of LETRS training for paraprofessionals will happen next school year. Our certified staff will be able to implement this training.
• Minnesota State High School League: Smith reported on the MSHSL Board Meeting and provided an overview of how section placements are de-termined, including the frequen-cy with which these placements are reviewed and updated.

C. ACTION ITEMS

C.1 A motion was made by Smith and seconded by Larson

to APPROVE THE RESOLUTION ACCEPTING DONATIONS. The donations were read aloud by Thielen. All in favor. Motion carried.

Donations: The Grands at Mulligans, Sartell High School, \$60, FunFest silent auction; Wells Fargo on behalf of Scott Kenning, Sartell High School, \$500, boys tennis; Sabres All-Sport Booster Club, Sartell High School, \$2,638.48, softball ap-parel; Magnifi Financial, Sartell High School, \$250, Sabre Robot-ics; GLT Architects, Sartell High School, \$500, Sabre Robotics; Central Minnesota Manufac-turers Association, Sartell High School, \$750, Sabre Robotics; Sartell Sabre Dance Team Boost-er Club, Sartell High School, \$1,254, dance strength coach; Magnifi Financial, Sartell High School, \$250, DECA; Sabres All-Sport Booster Club, Sartell High School, \$7,255.23, lacrosse ap-parel; Sabres All-Sport Boost-er Club, Sartell High School, \$247.80, softball travel tops; Minnesota Vikings Foundation, Community Education, \$10,000, girls flag football program.

C.2 A motion was made by Moehrle and seconded by Thiel-en to APPROVE THE RESO-LUTION FOR NON-RENEWALS OF EMPLOYMENT. Discussion was held. All in favor. Motion carried.

C.3 A motion was made by Thielen and seconded by Smith to APPROVE THE REVISED 2024-2025 BUDGET. Discussion was held. All in favor. Motion carried.

C.4 A motion was made by Thielen and seconded by Larson to APPROVE THE RATIFYING RESOLUTION. Discussion was held. All in favor. Motion car-ried.

C.5 A motion was made by Smith and seconded by Larson to APPROVE POLICY 501. All in favor. Motion carried.

C.6 A motion was made by Smith and seconded by Moehrle to APPROVE POLICY 507. All in favor. Motion carried.

D. DISCUSSION

D.1 First reading of Policies 417, 425 & 505

E. ADJOURNMENT

A motion to ADJOURN THE MEETING at 8:21 p.m. was made by Larson and seconded by Moehrle. All in favor. Mo-tion carried.

F. UPCOMING DATES

• Board Work Session - Thursday, May 1
• Regular School Board Meeting - Monday, May 19 at Sartell High School

G. SPECIAL NOTE-CON-STRUCTION

• There is construction around the District Service Cen-ter. For more information click on the link in the online agen-da.

/s/ Emily Larson, clerk
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