

REGULAR SCHOOL BOARD MEETING

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

JULY 21, 2025 • DISTRICT SERVICE CENTER

A.1 The regular school board meeting of Independent School District 748 was called to order at 6 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 (attended virtually due to vacation); Michael Rivard, superintendent. Members absent: None

A.2 The Pledge of Allegiance was said.

A.3 A motion was made by Smith and seconded by Larson to APPROVE THE AGENDA AS PRESENTED. By roll call vote: Thielen: Yes, Moehrle: Yes, Meling: Yes, Larson: Yes, Smith: Yes and Wenshau: Yes. 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. A vote was called.

• Those in favor of Jen Smith for Board Chair. By roll call vote: Thielen: No, Moehrle: No, Meling: No, Larson: Yes, Smith: Yes and Wenshau: Yes

• Those in favor of Tricia Meling for Board Chair. By roll call vote: Thielen: Yes, Moehrle: Yes, Meling: Yes, Larson: No, Smith: No and Wenshau: No

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 Thielen and seconded by Moehrle to APPROVE CONSENT ITEMS A.6.a-A.6.d AS PRESENTED BELOW. By roll call vote: Thielen: Yes, Moehrle: Yes, Meling: Yes, Larson: Yes, Smith: Yes and Wenshau: Yes. Motion carried.

A.6.a Minutes of the Regular School Board Meeting held on June 16, 2025

A.6.b Checks in the amount of \$1,397,482.47 as presented:	
General Fund	593,631.25
Food Service Fund	19,954.86
Transportation Fund	310,346.00
Community Service Fund	20,858.20
Capital Expenditure Fund	329,128.97
Building Fund	80,985.43
Activity Accounts	13,071.86
Internal Service Fund	29,505.90
Check numbers 192844 – 193100	

AP ACH History in the amount of \$1,719.79 as presented:	
General Fund	529.30
Food Service Fund	76.58
Community Service Fund	685.62
Activities Accounts	428.29
Check numbers 242500213 – 252600003	

Receipts in the amount of \$6,545,240.87 as presented:	
General Fund	3,463,978.71
Food Service Fund	371,587.61
Transportation Fund	37,179.90
Community Service Fund	100,915.89
Capital Expenditure Fund	681,666.64
Debt Service Fund	1,864,715.27
Activity Accounts	16,755.79
Internal Service Fund	8,441.06
Receipts 54628 – 54705	

Wire transfers in the amount of \$3,297,751.18 as presented:	
General Fund	1,770,588.63
Food Service Fund	16,789.36
Transportation Fund	12,018.98
Community Service Fund	50,936.60
Capital Expenditure Fund	400,199.63
Debt Service Fund	359,250.00
Activity Accounts	35.00
Internal Service Fund	687,932.98
Wire transfers 202400766 – 202500033	

A.6.c Accept Resignations: Tyra Schlichting, DSC nutrition services secretary, 7/3/25; Jenna Scott, PMPS second-grade teacher, 6/2/25; Tammy Stangl, OREL C food service worker, 6/16/25.

Accept Releases of Employment: Brooklyn Olson, OREL C para-

professional, 5/30/25.

Accept Retirements: John Kirchner, transportation bus driver, 8/31/25; Burton Ramsey, RIS custodian, 6/24/25; Ronell Uran, RIS administrative assistant, 10/31/25.

A.6.d Accept Personnel Changes:

New Employees: Garret Amo, SMS paraprofessional, \$20.62/hour, RIV, Step 3, transfer due to student need, 8/25/25; Samantha Beck, SMS paraprofessional, \$19.68/hour, RIV, Step 2, transfer due to student need 8/25/25; Char Becker, OREL C paraprofessional, \$24.82/hour, RIV, Step 7, return to prior position, 8/25/25; Andrew Berger, SHS clay target head coach, \$2,414 (4.5 percent), BA, Step 5, replacing Paul Moe, 3/30/26; Lauren Carlson, RIS custodian, \$20.81/hour, RII, Step 2, replacing Burton Ramsey, 7/28/25; Taylor Garcia, OREL C speech-language pathologist, \$68,412, MA, Step 7, replacing Amy Glanz, 8/25/25.

Gretta Johnson, SMS diving coach, \$3,105 (6.35 percent), BA, Step 1, replacing Michala Haskamp, 8/11/25; Amy Kreuz, RIS paraprofessional, \$19.68/hour, RIV, Step 2, transfer due to student need, 8/25/25; Karen Kuehn, OREL C paraprofessional – 18-22 Program, \$21.65/hour, RIV, Step 4, new position, 8/25/25; Mimi Rolfzen, OREL C paraprofessional, \$20.62/hour, RIV, Step 3, transfer due to student need, 8/25/25; Tawnee Studeman, RIS paraprofessional, \$22.65/hour, RIV, Step 5, transfer due to student need, 8/25/25; Taisha Tobish, SMS paraprofessional, \$20.62/hour, RIV, Step 3, transfer due to student need, 8/25/25; Natalie Westergren, SMS paraprofessional, \$22.65/hour, RIV, Step 5, transfer due to student need, 8/25/25.

Leave of Absence: Mimi Rolfzen, OREL C paraprofessional, LOA, 9/2/25-11/17/25, intermittent beg. 11/17/25.

B. REPORTS

B.1 Superintendent Report:

- The back-to-school workshop for all staff will be on Tuesday, Aug. 26.

- Oak Ridge Early Learning Center is remodeling to prepare for the new 18-22 program to start this fall.

B.2 Community Survey Report:

- Superintendent Rivard and Communications Specialist Sarah Kleppe presented a sum-

mary of the 2025 Community Survey results.

B.3 School Board Committee Reports

- Negotiations: Moehrle reported negotiations with both SEA and SEIU are in the early stages, with discussions so far focusing primarily on contractual language.

- Minnesota State High School League: Moehrle reported many new representatives were appointed at the meeting he attended.

At 7:04 pm Moehrle motioned to go to a 5-minute recess because Director Wenshau’s virtual connection was lost. Seconded by Larson. By roll call vote: Thielen: Yes, Moehrle: Yes, Meling: Yes, Larson: Yes and Smith: Yes. Motion carried.

At 7:08pm Director Wenshau’s connection was restored and Thielen motioned to come out of recess. Seconded by Larson. By roll call vote: Thielen: Yes, Moehrle: Yes, Meling: Yes, Larson: Yes, Smith: Yes and Wenshau: Yes. Motion carried.

- There was a return to the Minnesota State High School League update by Moehrle and he noted the ninth-grade governance was fully approved, making Minnesota the last state to implement this change.

C. ACTION ITEMS

C.1 A motion was made by Smith and seconded by Larson to APPROVE THE RESOLUTION ACCEPTING DONATIONS AS PRESENTED BELOW. The donations were read aloud by Thielen. By roll-call vote: Thielen: Yes, Moehrle: Yes, Meling: Yes, Larson: Yes, Smith: Yes and Wenshau: Yes. Motion carried.

Donations: Sartell-St. Stephen Education Foundation, Sartell High School, \$2,000, Rustie Froemming Cross Country, scholarships; Sartell All-Sports Booster Club, Sartell High School, \$1,596, track record board

C.2 A motion was made by Smith and seconded by Moehrle to APPROVE THE EMPLOYEE HANDBOOK. Discussion was held. By roll call vote: Thielen: Yes, Moehrle: Yes, Meling: Yes, Larson: Yes, Smith: Yes and Wenshau: Yes. Motion carried.

C.3 A motion was made by Thielen and seconded by Smith to APPROVE THE LONG-TERM FACILITY MAINTENANCE EXPENDITURE APPLICATION. Discussion was held. By roll-call vote: Thielen: Yes, Moehrle: Yes, Meling: Yes, Larson:

Yes, Smith: Yes and Wenshau: Yes. Motion carried.

C.4 A motion was made by Smith and seconded by Larson to APPROVE THE SCHOOL HANDBOOKS. Discussion was held. By roll-call vote: Thielen: Yes, Moehrle: Yes, Meling: Yes, Larson: Yes, Smith: Yes and Wenshau: Yes. Motion carried.

C.5 A motion was made to NOMINATE A RESOURCE TRAINING AND SOLUTIONS BOARD OF DIRECTOR. Motion by Smith and seconded by Larson. Discussion was held.

A motion to amend was made to ADD DIRECTOR SMITH TO THE NOMINATION. Motion by Meling and seconded by Thielen. Discussion was held. By roll-call vote: Thielen: Yes, Moehrle: Yes, Meling: Yes, Larson: Yes, Smith: Yes and Wenshau: Yes. Motion carried.

The original motion to NOMINATE A RESOURCE TRAINING AND SOLUTIONS BOARD OF DIRECTOR WITH THE AMENDMENT TO ADD DIRECTOR SMITH TO THE NOMINATION was voted on. By roll-call vote: Thielen: Yes, Moehrle: Yes, Meling: Yes, Larson: Yes, Smith: Yes and Wenshau: Yes. Motion carried.

D. DISCUSSION

D.1 Second reading and discussion of Policies 498, 503, 506, and 512

D.2 The three takeaways will include:

- Community Survey Results
- Committee Reports
- Approval of School Handbooks

E. UPCOMING DATES

- Community Education Advisory – 5:15 p.m. Monday, Aug. 4
- Policy Committee – 4:30 p.m. Wednesday, Aug. 13
- Board Work Session – 6 p.m. Wednesday, Aug. 13
- Regular School Board Meeting – 6 p.m. Monday, Aug. 18
- Facilities Committee – 4 p.m. Tuesday, Aug. 19
- Finance & Personnel Committee – 3 p.m. Thursday, Sept. 11

F. ADJOURNMENT

A motion to ADJOURN THE MEETING at 8:13 p.m. was made by Smith and seconded by Larson. By roll-call vote: Thielen: Yes, Moehrle: Yes, Meling: Yes, Larson: Yes, Smith: Yes and Wenshau: Yes. Motion carried.

/s/ Emily Larson, clerk
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