

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER
38705 GRAND AVENUE
NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, MAY 14, 2020
5:30 PM**

AGENDA

Notice is hereby given that the School Board of North Branch Area Public Schools will hold a Regular School Board Meeting on Thursday, May 14, 2020 at 5:30 PM in the North Branch Area Education Center
38705 Grand Avenue
North Branch, MN 55056, 38705 Grand Ave, North Branch, MN 55056.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent's Report
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of April 2, 2020 Special School Board Meeting
 - B. Minutes of April 9, 2020 Special School Board Meeting
 - C. Minutes of April 9, 2020 Regular School Board Meeting
 - D. Authorization of Payments, Transfers, and Investment Activity
 - E. Personnel
 - 1. Steven Peterson, retirement effective May 15, 2020, as Groundskeeper at North Branch Area Public Schools
 - 2. Cindy Nelson, retirement effective the end of the 2019-20 school year, as SPED Assistant at North Branch Area Middle School
 - 3. Brittany Ahner, resignation effective the end of the 2019-20 school year, as SPED Assistant at North Branch Area Middle School

4. Cherie Turek, resignation effective May 29, 2020, as Technology Support Specialist II at North Branch Area Public Schools
5. Karee Malterud, change of position from Technology Help Desk Secretary to Technology Support Specialist I, effective June 1, 2020, at North Branch Area Public Schools
6. Ryan Minke, employment effective the beginning of the 2020-21 school year as Behavior Technician at North Branch Area Middle School
7. Joy Lampl - Math Teacher - High School - end of assignment 06-09-20 (Tier 1 License)
8. Cole Nichols - Tech Ed Teacher - High School - end of assignment 06-09-20 (Tier 1 License)

F. Letter of Agreement to Extend Probationary Period

1. Alexis Meskill - Extend Probationary Period At Least Through the 2020-21 School Year

G. Acceptance of Donations

Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 138 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

VIII. **Open Mic:** Open mic is available to community members during regular school board meetings. It is not available at special meetings, emergency meetings, or work sessions. Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information. Open mic comments should be sent to School Board Chair Kirby Ekstrom at kekstrom@isd138.org.

IX. Old Business

X. New Business

- A. Consider Superintendent Contract for Sara Paul effective July 1, 2020, and ending June 30, 2023
- B. Consider Setting June 11, 2020 at 5:30 p.m. for Public Hearing on Student Fees

- C. Consider Authorizing the Issuance of Purchase Orders for Fiscal Year 2020-21 in an Amount not to Exceed 80 Percent of the Adopted 2019-20 Budget for Supplies and Services
- D. Consider Letter of Agreement Addressing Alternative Teacher Performance Pay (Qcomp) and Teacher Development and Evaluation (TDE) During Peacetime Emergency
- E. Consider Tenure of the Following Teachers
 - 1. Meghan Hanegraaf - Elementary Teacher - Sunrise River Elementary School
 - 2. James Larson - SPED Teacher - North Branch Area High School
 - 3. Tara Posegate - Elementary Teacher - Sunrise River Elementary School
 - 4. Christopher Thompson - Distance Learning/ALC Teacher - North Branch Area Public Schools
- F. Consider Timeline for School Board Vacancy
- G. Consider Dissolution of Girls Hockey Cooperative Between North Branch Area High School and St. Francis High School and Application of Girls Hockey Cooperative Between North Branch Area High School, St. Francis High School, and Cambridge-Isanti High School
- H. Discussion on Waiving the Portion of the Attendance Policy that Deals with Absences and Grade Reductions

XI. Addendum

A. Consent

- 1. Cynthia Dworshak - change from 0.5 FTE to 1.0 FTE SPED Assistant, beginning with the 2020-21 school year at North Branch Area Middle School
- 2. Amanda Glaser - position change from Lunchroom Assistant to SPED Assistant, beginning with the 2020-21 school year at North Branch Area Middle School
- 3. Lindsey Doolittle, termination effective June 8, 2020, as SPED Assistant at North Branch Area Middle School
- 4. Christopher Thompson - change of position from 1.0 FTE Distance Learning/ALC Teacher to 0.5 FTE Distance Learning/ALC Teacher and 0.5 ALC Coordinator at North Branch Area Public Schools

B. New Business

- 1. Consider Lease and Premises Use Agreement Between St. Croix River Education District (SCRED) and Independent School District No. 138

2. Consider Coaches Pay

XII. Information

XIII. Board Requests

XIV. Committee Reports

- A. SEE (Schools for Equity in Education)
- B. Negotiations
- C. MSBA Update or Report
- D. MSHSL
- E. SCRED Report
- F. Staff Development Report
- G. Community Education Advisory Committee Report
- H. Policy Committee Report

XV. Dates to Remember

- A. Thursday, May 28, 2020, Life Work Center Graduation and Awards Ceremony, 6:00 pm
- B. Thursday, June 11, 2020 Public Hearing on Student Fees, 5:30 pm, Location to be determined
- C. Thursday, June 11, 2020 Regular School Board Meeting, beginning immediately after the Public Hearing, Location to be determined

XVI. Adjournment

ECMECC Distance Learning & Technology Family Survey (May 2020)

Executive summary - May 5, 2020

The East Central Minnesota Education Cable Cooperative (ECMECC), the technology consortium/cooperative the school district belongs to, conducted a Distance Learning & Technology Family Survey of member school districts between April 15 and 29 seeking feedback from families regarding their experiences with internet and device access, and distance learning guidance from school districts. 263 families took the voluntary survey, representing 466 NBAPS students; roughly 17% of the student population. The age groups of students represented is as follows:

- K-2 - 88 students
- 3-5 - 119 students
- 6-8 - 118 students
- 9-12 - 139 students

Roughly 70% of the responding families live in the cities of North Branch, Harris, and Stacy, and the remainder from surrounding rural areas. [The complete report can be viewed here.](#)

Distance Learning & Technology Family Survey results

Internet access at home: 2.7% of respondents reported no internet access at home. Most of those reported that a cell phone plan is their only access. This result reflects a recent school district survey that showed 2.5% of families without home internet access.

Enough devices for distance learning: Approximately 10% reported not enough devices for their students to participate in distance learning successfully. NBAPS is aware from a local survey that roughly 32% report sharing devices amongst family members.

Cell service only access: Approximately 8% indicated that some kind of cellular service is their only internet access at home; through phone sharing or hotspot tied to cell provider.

Satisfaction with internet for distance learning: Approximately 30% of respondents indicated general dissatisfaction with their current situation. A recent school district survey indicated that 20% of respondents had unreliable internet at home.

Satisfaction with district devices: Over 68% of respondents are satisfied with school-issued devices students have received for distance learning, while 12% are generally dissatisfied.

Satisfaction with technology guidance: Over 60% of respondents are satisfied with the level of technology guidance received from the school district regarding distance learning. About 20% are dissatisfied.

ECMECC recommendations

Work with local service providers, when possible, to identify potential solutions for those who have no service or are not finding current service satisfactory. Roughly 30% of families indicated dissatisfaction with their current Internet service and accompanying comments indicate they are struggling with distance learning. The district may want to:

- Discuss possible methods for identifying specific families still struggling with technology in order to provide further support.
- Identify families without enough devices or who are dissatisfied and/or struggling with those devices to provide additional guidance.

Representative comments

Many respondents provided comments as part of the ECMECC survey. Below are a few of those comments, chosen as representative of the overall:

On poor internet (primary complaint):

- WiFi is NOT Reliable freezes and locks hard to do distance learning when this keeps

ECMECC Distance Learning & Technology Family Survey (May 2020)

Executive summary - May 5, 2020

happening... Especially During peak learning hours

- Our internet seems to slow during the day when multiple people are working. Things lag and many times I am unable to send or receive emails.
- It is very difficult to have scheduled chat times for everyone in the house during the day between 10:00-2:00...internet service knocks off one person at a time throughout the day.
- We need to take turns using the internet, and sometimes work takes a lot of extra time to accomplish tasks. Our bandwidth is not enough to support 3 devices at a time, so schooling is the one that suffers.

On shared devices:

- A lot of different places to go at times that get confusing for a 10year and one device struggles to reconnect a few times throughout the day.
- We only have an ipad for the kids to do work on. It works, but not well for things like typing etc.. I know there were chrome books offered to those without devices (and they should be the priority), but for the rest of us without adequate hardware, we are trying to patch things together.i know other districts were able to offer devices to all, I wish that was an option for us.
- I have 3 children, two have devices provided by the school. My youngest uses our home desktop and it would have been better to have a chrome book for her as well. Having all the kids use google classroom might be a more uniform way to teach everyone, instead of the younger students using seesaw.

On distance learning:

- The inability to email with my own child and the inability to print are the frustrating parts of the technology provided by the school district. (I understand it is for their safety but I do think you could allow parent emails.) Sometimes she has delays with buffering of the videos, but that problem isn't terrible.
- Thank you to everyone who has made distance learning possible for the students.
- We have not received any specific directions from the school about utilizing technology.
- It is wonderful to see how caring your teachers on staff are of our students.
- It can be hard to organize everything. One child's teacher uses email to send schoolwork and the other uses seesaw. Every teacher is doing something different it seems. More consistency would help
- Our biggest issue is teachers creating videos that break up the audio I assume due to lack of internet availability. We get very bogged down with everyone on their Chromebooks and my working from home. It gets very slow.
- DOES NOT WORK! GET THE KIDS BACK IN SCHOOL! I am not a teacher. I have a full time job yet I am forced to be a teacher for 3 different grades on top of that. I pay taxes to have my children educated in SCHOOL! This is not working. You're all supposed to be educated so why don't you show us how smart you think you are and figure it out.
- We are making the best of a difficult situation.
- The Elementary Teachers have been awesome. The high school teachers still might be giving out too much work.

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
SPECIAL SCHOOL BOARD MEETING
April 2, 2020**

The School Board of Independent School District held a Special School Board Meeting at 2:30 p.m. on April 2, 2020, via live streaming.

Board Member Ekstrom called the meeting to order.

Roll Call: Kirby Ekstrom, Tim MacMillan, Sarah Grovender, Kevin Bollman, and Heather Osagiede

Absent: Darryl Goebel

The Pledge of Allegiance was said by all.

Others in Attendance:

Arle Chambers

Approval of Agenda

Moved by Grovender, seconded by MacMillan, to approve the agenda.

Voting for: Ekstrom, MacMillan, Grovender, Bollman, Osagiede

Voting against: None

Motion carried.

New Business

A. Approval of Resolution to Convert Future Board Meetings to Teleconference

Member Osagiede introduced the following resolution and moved its adoption:

**RESOLUTION TO CONVERT FUTURE
BOARD MEETINGS
TO TELECONFERENCE**

Due to the current federal and state emergency declarations and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, by action of the school board of ISD #138, all future meetings of the North Branch School Board will be conducted in accordance with Minnesota Statutes 13D.021 - Meetings by Telephone or Other Electronic Means—until further notice.

Due to the health pandemic, the school board has determined that it is not feasible for at least one board member, the superintendent, or the school

district's legal counsel to be physically present at the regular meeting location. It is also not feasible for the public to attend at the regular meeting location due to the health pandemic.

In accordance with Minnesota Statutes 13D.021, members of the public are not permitted to attend this meeting due to the current health pandemic. Persons may monitor this meeting from a remote location by YouTube Live at <https://www.youtube.com/user/TheVibeNBAHS>.

Public comment for school board meetings may be submitted as follows: Board Chair Kirby Ekstrom at kekstrom@isd138.org.

The motion for the adoption of the foregoing resolution was duly seconded by Member Grovender, and upon vote being taken thereon, the

following voted in favor thereof: Ekstrom, MacMillan, Grovender, Bollman, Osagiede

and the following voted against: None

whereupon said resolution was declared duly passed and adopted.

B. Superintendent Candidate Interviews

The interviews for the superintendent candidates were as follows.

- 2:30 pm – Todd Felhofer
- 3:25 pm – Sara Paul
- 4:20 pm – Christina Bemboom

C. Discussion with Interview Committees

Following the superintendent interviews, the School Board held a debriefing session to gather input from the staff/community, administration, and school board committees. The School Board selected Christine Bemboom and Sara Paul as finalists for the position of Superintendent of Schools.

The school board will conduct finalist interviews in a special meeting on Thursday, April 9, beginning at 3:30 p.m. with Christina Bemboom, followed by Sara Paul at 4:20 p.m. Discussion will follow at the school board's regular meeting, which will begin at 5:30 p.m. It is expected the school board will select one of the candidates as the next superintendent and proceed to contract negotiations.

A live-stream of the interviews and school board meeting will be available at the North Branch Area High School VIBE YouTube page: <https://www.youtube.com/user/TheVibeNBAHS>.

Adjournment

Moved by Bollman, seconded by Osagiede to adjourn the meeting at 6:42 p.m.

Voting for: Ekstrom, MacMillan, Grovender, Bollman, Osagiede

Voting against: None

Motion carried.

Sarah Grovender, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
SPECIAL SCHOOL BOARD MEETING
April 9, 2020

The School Board of Independent School District held a Special School Board Meeting at 3:30 p.m. on April 9, 2020, via live streaming.

Board Member Ekstrom called the meeting to order.

Roll Call: Kirby Ekstrom, Tim MacMillan, Sarah Grovender, Darryl Goebel, Kevin Bollman, and Heather Osagiede

Others in Attendance:

Arle Chambers

Approval of Agenda

Moved by Grovender, seconded by Bollman to approve the agenda.

Voting for: Ekstrom, MacMillan, Grovender, Goebel, Bollman, Osagiede

Voting against: None

Motion carried.

New Business

A. **Superintendent Finalist Interviews**

The school board interviewed the superintendent finalists at the following times:

3:30 pm – Christina Bemboom

4:20 pm – Sara Paul

Adjournment

Moved by Bollman, seconded by Osagiede to adjourn the meeting at 5:12 p.m.

Voting for: Ekstrom, MacMillan, Grovender, Goebel, Bollman, Osagiede

Voting against: None

Motion carried.

Sarah Grovender, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
REMOTE LOCATION
APRIL 9, 2020**

The School Board of Independent School District 138 met in regular session on Thursday, April 9, 2020, at 5:30 p.m. via live streaming.

Board Chair Ekstrom called the meeting to order.

Roll Call: Kirby Ekstrom, Tim MacMillan, Darryl Goebel, Sarah Grovender, Kevin Bollman, Heather Osagiede, and Superintendent Henton

Others in Attendance:

Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Approval of Agenda:

Moved by MacMillan, seconded by Osagiede to approve the agenda.

Voting for: Ekstrom, MacMillan, Grovender, Goebel, Bollman, Osagiede

Voting against: None

Motion carried.

Recognition:

Superintendent Henton recognized and congratulated the following athletes:

The following students were recognized by the Board:

- Boys Basketball Award Recipients: Carson Klein, Logan Murphy, Adam Rehm, Travis Schoeberl, Andrew Thauwald, Drew VanEerden, and Carter Whitman
- Girls Basketball Award Recipients: Megan Bunes, Katherine Carlson, Madison Helin, Paige Peaslee, and Brooke Rothe
- Dance Award Recipients: Myah Darwin, Skyler Frilseth, Olivia Osland, Alexis Smoluch, Karissa Swanstrom, and Chloe Triggs
- Gymnastics Award Recipients: Paige Bauer, Dakota Esget, and Rebekah Fish
- Boys Hockey Award Recipients: Jordan Axberg, Cody Croal, Matthew DeKanick, Dawson Johnson, Joseph Kerchner, Zachariah Larson, Tucker Sachs, and Jake Turek

- Girls Hockey Award Recipient: Jenna Kurkowski
- Wrestling Award Recipients: Brandt Bombard, Ashton Labelle, and Joshua Logan

SUPERINTENDENT'S REPORT

Superintendent Henton reported on how distance learning is going thus far, how staff will be required to wear face masks beginning on April 13, how multiple communication is being sent out to families, and how the school district is monitoring the budget due to COVID-19.

CONSENT ITEMS

Moved by MacMillan, seconded by Grovender to approve the following consent items.

Voting for: Ekstrom, MacMillan, Grovender, Goebel, Bollman, Osagiede

Voting against: None

Motion carried.

- A. Minutes of March 5, 2020 Regular School Board Meeting
- B. Minutes of March 20, 2020 Emergency School Board Meeting
- C. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$1,940,459.90
 - Auxiliary, Bank 12 - \$20,652.40
 - Payroll, Bank 13 - \$1,690,985.20
 - Scholarship, Bank 18 - \$7,000.00
 - High School Student Activities, Bank 31 - \$36,537.25
 - Middle School Student Activities, Bank 32 - \$69.29
- D. Personnel
 1. Kelly Coleman, four (4) year leave request beginning with the 2020-21 school year as English/Language Arts Teacher at North Branch Area High School
 2. Daniel Seiler, extension of leave request effective March 16, 2020 through March 27, 2020, as Schoolkeeper at North Branch Area Middle School
 3. Jerome Martinez, resignation effective March 27, 2020, as Schoolkeeper at North Branch Area Public Schools
 4. Gretchen Christensen, BS, Step 4, 0.5 FTE LTS for Tara Posegate, from April 13, 2020 until the end of the 2019-20 school year, as Third Grade Teacher at Sunrise River Elementary School

5. Lindsey Doolittle, employment effective February 26, 2020, as Lunchroom Assistant at North Branch Area Middle School
6. Kelly Detzler, employment effective July 1, 2020 as Principal for North Branch Area Middle School
7. 2019-20 Extra Curricular Spring Coach Positions
 - a. Norm Nagel, Class 2, Step 8, as Head Coach for Girls Track and Field
 - b. Brandon Hartzberg, Class 4, Step 2, as 0.75 FTE Assistant Coach for Baseball
 - c. Mikayla Carlson, Class 4, Step 2, as Assistant Coach for Softball
 - d. Charles Linder, Class 4, Step 1, as Assistant Coach for Baseball
8. 2019-20 Activity Advisor Positions
 - a. Laura Michels, Class 3, Step 2, as Co-Director for Spring Musical
 - b. Scott Tolzmann, Class 3, Step 1, as Co-Director for Spring Musical

E. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
3/4/20	Shaan Hilber – NB, MN	NBHS	\$175.00	Band and Choir Donation
3/4/20	Northstar Media Inc. – Cambridge, MN	Sunrise River Elem	\$75.00	Design Ad Donation
3/4/20	Wells Fargo P/R Match – Anonymous	Distance Learning	\$210.00	Distance Learning Supplies
3/6/20	American Legion Post No. 85 – NB, MN	NBHS Athletics	\$2,000.00	JROTC Program
3/6/20	NB Area Hockey Association, Inc. – NB, MN	NBHS Athletics	\$1,000.00	Girls Softball Program
3/6/20	Ryan Schlagel (Thomson Reuter Match Program – Cambridge, MN	NBHS Athletics	\$1,000.00	FTC Robotics #7288 Team
3/6/20	Wells Fargo P/R Match – Chad VanDyke	NBHS Scholarship A/C	\$222.11	Scholarship Donation
3/6/20	Wilson Tool International – White Bear Lake, MN	NBHS Athletics	\$5,000.00	FRC Robotics Program
3/6/20	Chad VanDyke – NB, MN (P/R Pledge Wells Fargo)	NBHS Scholarship A/C	\$222.11	Scholarship Donation
3/31/20	Chisago County Pheasants Forever, Inc. – Stacy, MN	NBHS Scholarship A/C	\$750.00	Scholarship Donation
3/31/20	ERA Muske Co. Foundation – Forest Lake, MN	NBHS Scholarship A/C	\$500.00	Scholarship Donation
3/31/20	Hazelden Betty Ford – Center City, MN	NBHS Scholarship A/C	\$600.00	Scholarship Donation
3/31/20	NB Quarterback Club – NB, MN	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
		Total	\$12,754.22	

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

A. Approval of Resignation of School Board Member Darryl Goebel

Moved by Grovender, seconded by Bollman to approve the resignation of Board Member Darryl Goebel effective April 17, 2020.

Voting for: Ekstrom, MacMillan, Grovender, Bollman, Osagiede

Voting against: None

Abstained: Goebel

Motion carried.

B. Nomination of School Board Treasurer Position

Motion by Ekstrom, seconded by MacMillan to nominate Kevin Bollman as Treasurer.

Voting for: Ekstrom, MacMillan, Grovender, Goebel, Osagiede

Voting against: None

Abstained: Bollman

Motion carried.

Due to the resignation of School Board Member Goebel, committee assignments needed to be filled. The following board members will be serving on the following committees to replace School Board Member Goebel.

Custodian – Osagiede

Twelve-month Classified – Osagiede

Twelve-month Classified Salary – Osagiede

Directors – Osagiede

Administrators – Osagiede

Teachers – Bollman

Native American Parent – Osagiede

Policy Committee - Bollman

C. Approval of Resolution Relating to the Termination and Nonrenewal of the Following Probationary Teachers

Moved by MacMillan, seconded by Goebel to approve the resolution relating to the termination and nonrenewal of the following probationary teachers.

1. Abraham Hartsell - Science Teacher - North Branch Area High School

Member MacMillan introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF ABRAHAM HARTSELL, A
PROBATIONARY TEACHER.**

WHEREAS, Abraham Hartsell is a probationary teacher in Independent School District No. 138.

BE IT RESOLVED, by the School Board of Independent School District No. 138, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Abraham Hartsell a probationary teacher in Independent School District No. 138, is hereby terminated at the close of the current 2019-20 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION
AND NON-RENEWAL

Mr. Abraham Hartsell
Address
City, State, Zip Code

Dear Mr. Hartsell:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 138 held on April 9, 2020, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2020-21 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because of the financial condition of the school district and decrease in enrollment.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 138

Sarah Grovender
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Goebel and upon vote being taken thereon, the following voted in favor thereof: Ekstrom, MacMillan, Grovender, Goebel, Bollman, Osagiede and the following voted against the same: None whereupon said resolution was declared duly passed and adopted.

2. Audrey Hinds - English/Language Arts Teacher - North Branch Area Middle School

Member MacMillan introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF AUDREY HINDS, A
PROBATIONARY TEACHER.**

WHEREAS, Audrey Hinds is a probationary teacher in Independent School District No. 138.

BE IT RESOLVED, by the School Board of Independent School District No. 138, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Audrey Hinds, a probationary teacher in Independent School District No. 138, is hereby terminated at the close of the current 2019-20 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION
AND NON-RENEWAL**

Ms. Audrey Hinds
Address
City, State, Zip Code

Dear Ms. Hinds:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 138 held on April 9, 2020, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2020-21 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because of the financial condition of the school district and decrease in enrollment.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 138

Sarah Grovender
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Goebel and upon vote being taken thereon, the following voted in favor thereof: Ekstrom, MacMillan, Grovender, Goebel, Bollman, Osagiede and the following voted against the same: None whereupon said resolution was declared duly passed and adopted.

3. Jessica Schwinn - Intervention Teacher - Sunrise River Elementary School

Member MacMillan introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT
OF JESSICA SCHWINN, A
PROBATIONARY TEACHER.**

WHEREAS, Jessica Schwinn is a probationary teacher in Independent School District No. 138.

BE IT RESOLVED, by the School Board of Independent School District No. 138, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Jessica Schwinn, a probationary teacher in Independent School District No. 138, is hereby terminated at the close of the current 2019-20 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

**NOTICE OF TERMINATION
AND NON-RENEWAL**

Ms. Jessica Schwinn
Address
City, State, Zip Code

Dear Ms. Schwinn:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 138 held on April 9, 2020, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2020-21 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because of the financial condition of the school district and decrease in enrollment.

Yours very truly,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 138

Sarah Grovender
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Goebel and upon vote being taken thereon, the following voted in favor thereof: Ekstrom, MacMillan, Grovender, Goebel, Bollman, Osagiede and the following voted against the same: None whereupon said resolution was declared duly passed and adopted.

D. Approval of Resolution Releasing the Following Support Staff Due to Budget Reductions

Board Member MacMillan introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION OF THE FOLLOWING SUPPORT STAFF EMPLOYEES

BE IT RESOLVED, by the School Board of Independent School District 138, that due to the financial condition of the School District the below named employees will be released at the end of the 2019-2020 school year:

Non-Probationary Employees
Brittany Ahner

Deborah Drost
Cynthia Dworshak (reduce from 1.0 to 0.5 FTE)
Ryan Minke

Probationary Employee
Lindsey Doolittle

BE IT FURTHER RESOLVED that written notice will be sent to the employees listed above regarding their status as to recall rights.

The motion for the adoption of the foregoing resolution was duly seconded by Board Member Osagiede and upon a vote being taken thereon, the following voted in favor thereof: Ekstrom, MacMillan, Grovender, Goebel, Bollman, Osagiede

and the following voted against: None

Whereupon said resolution was declared duly passed and adopted.

E. Approval of Resolution Releasing the Following At-Will Employee Due to Budget Reductions

Board Member Bollman introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION OF THE FOLLOWING AT WILL EMPLOYEES

BE IT RESOLVED, by the School Board of Independent School District 138, that due to the financial condition of the school district the below named employees will be released at the end of the close of the 2019-2020 school year:

Heidi Scheffer
William Weinreis

The motion for the adoption of the foregoing resolution was duly seconded by Board Member Gobel and upon a vote being taken thereon, the following voted in favor thereof: Ekstrom, MacMillan, Grovender, Goebel, Bollman, Osagiede

and the following voted against: None

Whereupon said resolution was declared duly passed and adopted.

Motion by Bollman seconded by MacMillan to move agenda Item XII-B-1 (Discussion on transferring funds...) in front of XI-F (School board discussion on superintendent finalists).

Voting for: Ekstrom, MacMillan, Grovender, Goebel, Bollman, Osagiede
Voting against: None
Motion carried.

F. Discussion on Transferring Funds from Restricted or Reserved Funds to Provide for Transportation, Child Care and Food Service According to Governor Walz Emergency Executive Order 20-19

Superintendent Henton reported that under the Governor's Executive Order 20-19, school districts have been given the authority to transfer funds that are usually restricted in order to cover the expenditures that are incurring in child care, food service and transportation. Superintendent Henton mentioned that we have only one fund that has enough of a fund balance that we might consider transferring funds to cover these new expenses and that is the Staff Development fund. Any transfer of funds must occur during this fiscal year by June 30, 2020. A resolution will come forth at the June board meeting to approve the transfer of funds.

G. School Board Discussion on Superintendent Finalists

The school board discussed the two superintendent finalists, Christina Bemboom and Sara Paul. After each board member discussed the strengths and weaknesses of each candidate, it was the consensus of the board to rank each candidate. Five of the school board members chose Sara Paul as the top candidate.

Motion by Ekstrom, seconded by MacMillan to offer the position to Sara Paul.

Voting for: Ekstrom, MacMillan, Grovender, Goebel, Bollman, Osagiede
Voting against: None
Motion carried.

The school board will now enter into contract negotiations with Sara Paul, and it is expected she will begin serving as the Superintendent for North Branch Area Public Schools on July 1, 2020.

BOARD REQUESTS

No requests.

INFORMATION

The board reviewed the April 2020 issue of the Board and Administrator.

COMMITTEE REPORTS

A. SEE (Schools for Equity in Education) – Board Member MacMillan reported that the SEE meeting on April 17 was cancelled.

- B. Negotiations – None
- C. MSBA Report – Board Member Ekstrom had a virtual MSBA meeting with discussion on distance learning.
- D. MSHSL – Board Member Ekstrom reported there was a lot of discussion on the spring sports season at a virtual meeting he attended.
- E. SCRED Report – Board Member Grovender reported on the meeting she attended on March 17. The next meeting is scheduled for May 12.
- F. Staff Development Report – None
- G. Community Education – Board Member Grovender reported that all meetings and events have been cancelled at this time.
- H. Policy Committee Report – None

DATES TO REMEMBER

- A. Thursday, May 14, 2020 Regular School Board Meeting, 5:30 pm, Location to be Determined

Adjournment

Moved by Bollman, seconded by Osagiede to adjourn the meeting at 7:13 p.m.

Voting for: Ekstrom, MacMillan, Grovender, Goebel, Bollman, Osagiede

Voting against: None

Motion carried

Sarah Grovender, Clerk
(Unapproved)

**ELECTRONIC FUND TRANSFERS
APRIL 2020**

Direct Dep Cks			\$858,034.69
ACHS			<u>\$18,236.31</u>
			\$876,271.00
Transfer from Construction Account to General Operating:	2017A Bond	4/10/2020	\$1,087,785.02
Other Electronic Fund Transfers:		4/6/2020	\$96,082.71
Federal/FICA Taxes		4/13/2020	\$57,227.41
(Also reflected in P/R info)		4/20/2020	\$94,705.73
		4/27/2020	<u>\$58,723.61</u>
			\$306,739.46
Minnesota Withholding Taxes		4/8/2020	\$16,127.09
(Also reflected in P/R info)		4/14/2020	\$9,151.85
		4/21/2020	\$15,756.25
		4/28/2020	<u>\$9,346.74</u>
			\$50,381.93
Economic Service (EBC)		4/6/2020	\$23,722.21
(Also reflected in P/R info)		4/14/2020	\$10,287.85
		4/20/2020	\$23,722.21
		4/27/2020	<u>\$10,487.85</u>
			\$68,220.12
MII LIFE-F S A	PEIP	4/6/2020	\$263.28
	PEIP	4/13/2020	\$827.22
	PEIP	4/20/2020	\$499.43
	PEIP Admin Fees	4/22/2020	\$64.50
	PEIP	4/27/2020	<u>\$672.69</u>
			\$2,327.12
MII LIFE-M S A		4/7/2020	\$2,972.79
(Also reflected in P/R info)		4/14/2020	\$7,096.59
		4/21/2020	\$2,972.79
		4/28/2020	<u>\$6,945.09</u>
			\$19,987.26
Minnesota Teachers Retirement		4/3/2020	\$64,583.21
		4/10/2020	\$6,545.53
		4/17/2020	\$63,922.30
		4/24/2020	<u>\$6,545.53</u>
			\$141,596.57
PERA		4/10/2020	\$29,235.70
		4/24/2020	<u>\$29,458.08</u>
			\$58,693.78
Delta Dental Plan		4/21/2020	\$15,705.56
MN Sales Tax		4/20/2020	\$602.00

APRIL 2020

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
4/1/20	iSmile Orthodontics, 38891 7th Ave, North Branch, MN 55056	Sunrise River Elem.	\$1,000.00	FY 21 Boosterthon Fun Run Donation
4/3/20	Almelund Threshing Company, 17760 St. Croix Trl, Taylors Falls, MN 55084	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
4/3/20	NB Area Hockey Association Inc, P.O. Box 541, North Branch, MN 55056	NBHS Scholarship A/C	\$2,100.00	Scholarship Donation
4/13/20	Laura Darst, 36427 Elk Ave, North Branch, MN 55056	NBHS Scholarship A/C	\$150.00	Scholarship Donation
4/13/20	Maureen Thomsen, 44251 Government Rd, Harris, MN 55032	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
4/17/20	North Branch Fire Relief Association, P.O. Box 245, North Branch, MN 55056	NBHS Scholarship A/C	\$3,000.00	Scholarship Donation
4/17/20	Jeanne Walz or Tina Thompson, 39168 Riverside Ct, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
4/21/20	North Branch Area Chamber of Commerce, P.O. Box 577, North Branch, MN 55056	NBHS Scholarship A/C	\$1,250.00	Scholarship Donation
4/21/20	North Branch Area Traveling Baseball, P.O. Box 644, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00	Scholarship Donation
4/29/20	Shaan Hilber, 37687 Elk Ave, North Branch, MN 55056	NBHS	\$150.00	Music (Band & Choir) Department Donation
4/29/20	Viking Blue Line Club, P.O. Box 894, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
			\$12,150.00	
APR	A local girl scout troop donated 87 boxes of cookies to staff working onsite at the ED Center and children attending the SAC program.			

**LETTER OF AGREEMENT
ADDRESSING ALTERNATIVE TEACHER PERFORMANCE PAY (QCOMP)
AND TEACHER DEVELOPMENT AND EVALUATION (TDE)
DURING PEACETIME EMERGENCY**

This Agreement is entered into by and between Independent School District No. 138 North Branch Area Public Schools, Minnesota (hereinafter the “School District”) and the North Branch Education Association (hereinafter the “Association”).

RECITALS:

WHEREAS, the School District and the Association are parties to a collective bargaining agreement for the time period from July 1, 2019 to June 30, 2021 (the “CBA”); and

WHEREAS, the School District and the Association are parties to a certain Amended and Restated Memorandum of Understanding for the time period from July 1, 2019 to June 30, 2021, which addresses: (1) teacher development and evaluation in accordance with Minn. Stat. § 122A.40, subd. 8; and (2) an alternative teacher performance pay system in accordance with Minn. Stat. § 122A.414 (hereinafter the “QCOMP-TDE Plan”); and

WHEREAS, the QCOMP-TDE Plan provides for a three-year professional review cycle for each teacher that includes an individual growth and development plan, a peer review process, and at least one summative evaluation performed by a qualified and trained evaluator such as a school administrator; and for the years when a tenured teacher is not evaluated by a qualified and trained evaluator, the teacher must be evaluated by a peer review process; and

WHEREAS, Minn. Stat. § 122A.40, subd. 5, generally provides that probationary teachers must be evaluated at least three times throughout each school year in accordance with the QCOMP-TDE Plan, and further provides that a probationary teacher must complete at least 120 days of teaching service each year during the probationary period; and

WHEREAS, the QCOMP-TDE Plan generally ties teacher performance pay to in-class teacher observations, performance evaluations, participation in professional learning communities (“PLCs”) and the achievement of “Site Goals” (schoolwide achievement gains as measured by a standardized test such as the MCA, NWEA MAP, Fastbridge, ACT, etc.); and

WHEREAS, on March 13, 2020, the Governor of the State of the Minnesota declared a peacetime emergency in response to the COVID-19 pandemic; and

WHEREAS, pursuant to Emergency Executive Order 20-02, the Governor of the State of the Minnesota ordered the closure of all public school buildings in the State of Minnesota through March 27, 2020 in order to provide time for schools to plan adequately for continuity of education during the COVID-19 pandemic; and

WHEREAS, pursuant to Emergency Executive Order 20-19, the Governor of the State of the Minnesota ordered the continued closure of all public school buildings and facilities beginning on March 30, 2020 through May 4, 2020 (the “Distance Learning Period”); and

WHEREAS, pursuant to Emergency Executive Order 20-41, the Governor of the State of Minnesota extended the closure of all public school buildings for the remainder of the 2019-2020 school year (the “Extended Distance Learning Period”); and

WHEREAS, according to Emergency Executive Order 20-41, consistent with applicable labor agreements, school districts must utilize available staff who are able to work during the Distance Learning Period and the Extended Distance Learning Period; and

WHEREAS, according to Emergency Executive Order 20-41, during the Extended Distance Learning Period, all public schools must provide continuous education based upon previously developed distance learning plans; and

WHEREAS, in light of the closure of public school buildings during the peacetime emergency and the imposition of the Distance Learning Period and the Extended Distance Learning Period, the School District and the Association recognize that they will be unable to implement certain components of the QCOMP-TDE; and

WHEREAS, the School District and the Association now desire to amend the QCOMP-TDE Plan for the limited purpose of clarifying their respective obligations for the remainder of the school year as a result of the closure of public school buildings due to the peacetime emergency.

NOW, THEREFORE, in consideration of the promises and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

AMENDMENTS TO TDE COMPONENTS

1. **Probationary Teachers; Observations and Evaluations; Peer Reviews.** For the remainder of the 2019-2020 school year, formal observations and evaluations of probationary teachers shall be discontinued. The School District’s decision on whether to nonrenew the teaching contract of a probationary teacher shall be based upon observations and data collected prior to March 18, 2020 (the date of the Governor’s Emergency Executive Order related to school closure and preparation for distance learning). No peer review activities will be conducted for purposes of evaluation during the Extended Distance Learning Period.
2. **Probationary Teachers; Days of Teaching Service.** The days of instruction during the Distance Learning Period, the Extended Distance Learning Period, and the days of planning for the implementation of distance learning will be counted toward the required 120 days of teaching service under Minn. Stat. § 122A.40, subd. 5(e).
3. **Summative Evaluations.** Summative evaluations of teachers shall be based upon observations and data collected prior to March 18, 2020 (the date of the Governor’s

Emergency Executive Order related to school closure and preparation for distance learning) and may include student growth data from any prior year of the three-year professional review cycle. Activities related to summative evaluations should be conducted by video conference or conference call, and not in person.

4. ***Teachers on Improvement Plans.*** A teacher on an improvement plan may have the plan reviewed by the School District on a case-by-case basis to determine whether any part of the improvement plan requires modification during the Extended Distance Learning Period. Any modifications to the improvement plan must receive prior written approval of the School District.

AMENDMENTS TO QCOMP COMPONENTS

5. ***Observations and Evaluations; Step Advancement on Salary Schedule.*** For the remainder of the 2019-2020 school year, formal observations and evaluations of teachers shall be discontinued. Performance pay, and step advancement on the teacher salary schedule, will be awarded to teachers who meet the standards of the QCOMP-TDE Plan based upon observations and data collected prior to March 18, 2020.
6. ***Adjustment of Site Goals.*** The QCOMP-TDE Plan provides that a Product Performance Stipend in the amount \$450 will be determined by the site administrator upon review of standardized test results. The parties agree that, in light of increased PLC activity during the Distance Learning Period and the Extended Distance Learning Period, that half of the Product Performance Stipend, in the amount of \$225, will be subtracted from that stipend and added to the PLC participation stipend, as further explained in Section 8, below. The maximum Product Performance Stipend for any teacher will be \$225. The parties agree that the \$225 site goal stipend for the North Branch Area High School and the North Branch Area Learning Center will be paid to qualifying teachers if students at those schools meet identified goals on the ACT, which was administered in February 2020, prior to the declaration of the peacetime emergency. The parties agree that on a one-time basis, with respect to the North Branch Area Middle School, Early Childhood, Sunrise River Elementary School, and Life Work Center, the Product Performance Stipend in the amount of \$225 will be carried forward and added to the \$450 Product Performance Stipend for these sites in the 2020-2021 school year. In the event a licensed teacher is transferred from a site that was unable to conduct standardized testing during the peacetime emergency, such teacher will remain eligible for the additional \$225 Product Performance Stipend during the 2020-2021 school year.
7. ***Measures of Student Growth.*** Performance pay for measures of student growth can be awarded when student growth is demonstrated based upon data collected in the 2019-2020 school year prior to March 18, 2020.
8. ***Professional Learning Communities.*** For the remainder of the 2019-20 school year, the PLC participation component of the QCOMP-TDE Plan will be modified as follows:

- a. Teachers will not be required to complete the end-of-year PLC Participation Self-Evaluation. The \$100 stipend attributed to the completion of this self-evaluation shall be added to the \$400 PLC participation stipend.
 - b. As provided in Section 6, above, the modified Product Performance Stipend, in the amount of \$225, shall also be added to the PLC participation stipend, for possible maximum total stipend of \$775.
 - c. In calculating the PLC participation stipend, the attendance and participation percentages in the QCOMP-TDE Plan shall continue to apply.
9. ***No Plan Change Form Required.*** The School District and the Association agree that the changes set forth in this Agreement do not require the preparation and submission of a QCOMP “plan change form” to the Minnesota Department Education.

GENERAL PROVISIONS

10. ***Term of Agreement; Modification.*** This Agreement shall commence on the date it is fully executed by the parties and shall remain in effect until the close of business on June 30, 2020. This Agreement may be modified by mutual written agreement of the parties hereto.
11. ***No Past Practice.*** By entering into this Agreement, the parties acknowledge and agree that the actions taken by the School District in this Agreement shall not constitute, nor be interpreted as, a past practice.
12. ***No Reopening of Negotiations.*** This Agreement does not constitute a reopening of the CBA or negotiations.

[SIGNATURES TO FOLLOW]

**INDEPENDENT SCHOOL DISTRICT
NO. 138**

Dated: _____, 2020

By: _____

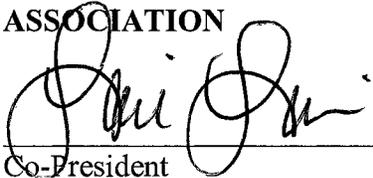
Board Chair

Clerk

**NORTH BRANCH EDUCATION
ASSOCIATION**

Dated: 5/8 _____, 2020

By: _____

Co-President 

By: _____

Co-President 

NORTH BRANCH AREA PUBLIC SCHOOLS
APPOINTMENT OF SCHOOL BOARD MEMBER

TIME LINES
2020

May 15, 2020	Publish application via social media, website, and Chamber of Commerce
May 21, 28, June 4, 2020	Application published in the County News, Cambridge STAR, and Chisago County Press
June 10, 2020	Application deadline
June 11, 2020 4:30 pm	School Board interviews the candidates
June 11, 2020	School Board finalist named at Regular School Board Meeting
July 9, 2020	First board meeting where candidate will take office

**INDEPENDENT SCHOOL DISTRICT 138
NOTICE OF VACANCY**

The Board of Education for the North Branch Area Schools is accepting applications to fill the vacancy created by Darryl Goebel's resignation. If you are interested in serving on the school board, call Arle Chambers at 651-674-1011 for more information and an application. Applications are due back in the district office by June 10, 2020. Interviews will be conducted on June 11, 2020 with the appointment made at the Regular School Board meeting on June 11, 2020.

Notice placed in the Cambridge Star, County News, and Chisago County Press. Please run the week of May 21, 28, and June 4, 2020.

3. What do you perceive to be the School Board's role in the operation of the school district?

4. What motivates you to become a member of the North Branch Area Public Schools' School Board?

5. Explain the superintendent's role in the operation of the school district.

6. What is your vision for the future of North Branch Area Public Schools?

7. What strengths, skills and abilities would you bring to the position of School Board member?

Application for Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Hockey (Girls) beginning with the 20 20 - 20 21 school year. (activity/ies) (if applicable, indicate boys /girls)

List ALL schools included in the cooperative sponsorship. Attach another sheet if necessary.

	School	Enrollment (10-12)*	City	Administrative Region**	Competitive Section**
High School #1:	St. Francis High School	1234	St. Francis, MN	7AA	5A
High School #2:	North Branch High School	767	North Branch, MN	7AA	5A
High School #3:	Cambridge-Isanti H.S.	1316	Cambridge, MN	7AA	7AA
High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes -- This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes -- An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity (see model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

4. List the number of students, by grade level, who participated in this activity during the previous year. If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.

	7th	8th	9th	10th	11th	12th
High School #1 SP	-	2	3	2	6	5
High School #2 NB	-	-	-	1	3	1
High School #3 CI	-	3	5	5	3	2
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): "The Northern Tier Stars"
Northern Tier, Mascot: STARS Colors: Royal Blue, White, Navy, Red
- Host School (school that will receive revenue share check): St. Francis

Board of Education (or designee)	School	Date
Signed <u>Jake Humphrey</u>	<u>ISD 15, St. Francis Area Schools</u>	<u>5/11/2020</u>
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

_____ Approved _____ Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director 36

Application for Cooperative Sponsorship

Deadline: Not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

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List ALL schools included in the cooperative sponsorship. Attach another sheet if necessary.

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High School #4:					

*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

**Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?
 Yes -- This application must include a review and comments from the conference(s) of which the schools are members.
 No
- Do any of the above schools currently have a cooperative agreement in this activity?
 Yes -- An application for dissolution must be submitted for the existing agreement.
 No
- Describe the conditions which have prompted your request to co-sponsor this activity (see model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About%20MSHSL/Membership%20Information%20A%20History%20&%20Model%20Resolution%20for%20School%20Boards))

4. List the number of students, by grade level, who participated in this activity during the previous year. If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.

	7th	8th	9th	10th	11th	12th
High School #1 SP	-	2	3	2	6	5
High School #2 NB	-	-	-	1	3	1
High School #3 CI	-	3	5	5	3	2
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs): "The Northern Tier Stars"
Northern Tier, Mascot: STARS Colors: Royal Blue, White, Navy, Red
- Host School (school that will receive revenue share check): St. Francis

Board of Education (or designee)	School	Date
Signed <u>Jake Humphrey</u>	<u>ISD 15, St. Francis Area Schools</u>	<u>5/11/2020</u>
Signed _____	_____	_____
Signed _____	_____	_____
Signed _____	_____	_____

Official Action of the MSHSL Board of Directors

_____ Approved _____ Not Approved

Signature: _____ Date: _____
 MSHSL Executive Director 37

STUDENTS

Attendance Policy

503-NB

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain

North Branch Independent School District No. 138: District Policy 503-NB

Adopted: November 11, 1997

Reviewed: June 10, 1999, June 8, 2000, June 14, 2001 (MSBA Model Policy reviewed March 2009), July 11, 2013

Number Changed from 5113 to 503: June 8, 2000

Revised: June 8, 2000, June 26, 2001, May 13, 2004, April 2008, May 2009, July 11, 2013, July 10, 2014, May 12, 2016

Effective: September 2009, July 11, 2013, July 10, 2014, May 12, 2016

503-NB Attendance Policy, page 1 of 8

STUDENTS

Attendance Policy

503-NB

accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

The superintendent shall develop procedures to implement the policy for district schools and keep the school board informed of any changes in these procedures.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian will verify within two days of the absence, in writing or by phone, the reason for the student's absence from school. The school district reserves the right to request documentation for any excused absence. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness. (Documentation from a medical provider may be required.)
 - (2) Serious illness or injury in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental or orthodontic treatment, or counseling appointment.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious instruction not to exceed three hours in any week.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.

North Branch Independent School District No. 138: District Policy 503-NB

Adopted: November 11, 1997

Reviewed: June 10, 1999, June 8, 2000, June 14, 2001 (MSBA Model Policy reviewed March 2009), July 11, 2013

Number Changed from 5113 to 503: June 8, 2000

Revised: June 8, 2000, June 26, 2001, May 13, 2004, April 2008, May 2009, July 11, 2013, July 10, 2014, May 12, 2016

Effective: September 2009, July 11, 2013, July 10, 2014, May 12, 2016

503-NB Attendance Policy, page 2 of 8

STUDENTS

Attendance Policy

503-NB

- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies
- (11) Active duty in any military branch of the United States
- (12) Family member on military leave
- (13) Observance of a religious or cultural holiday
- (14) Successfully appealed absences
- (15) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. The student is responsible for contacting teachers to initiate makeup work.
- (2) Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home/Needed at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.

North Branch Independent School District No. 138: District Policy 503-NB

Adopted: November 11, 1997

Reviewed: June 10, 1999, June 8, 2000, June 14, 2001 (MSBA Model Policy reviewed March 2009), July 11, 2013

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Effective: September 2009, July 11, 2013, July 10, 2014, May 12, 2016

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- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies. Three unexcused tardies equal one unexcused absence.
- (8) Any other absence not included under the attendance procedures set out in this policy.
For Example: Hunting, Fishing, 4-H, Rodeo, etc.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) With the exception of truancy absences, work missed on a day marked unexcused may be turned in the day after the student returns to school. Work completed on the day of truancy that represents work from multiple days (tests, group projects, long term projects) will be accepted.
 - (b) After the 3rd cumulated unexcused absence in a trimester, a student's parent or guardian will be notified by mail that his or her child is nearing a total of 5 unexcused absences and that, after the 5th unexcused absence, students in grades 9-12 shall have their grade reduced by one increment for each unexcused absence thereafter.
 - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will offer the student's parent or guardian an opportunity to request such a conference.
 - (d) For high school students in grades 9-12 on the 6th cumulative unexcused absence in a trimester the teacher will reduce the student's letter grade by one increment in consultation with the building administrator. The grade will be reduced one increment for each unexcused absence thereafter (i.e. A- to B+). The administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative contact must be made with

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the student and parent and the parent must be provided an opportunity to have an administrative conference if desired.

- (e) Students may be assigned detention or suspended from school for truancy.
- (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (g) A student may appeal the grade reduction process if the student feels that he/she has a valid reason (i.e. unforeseeable extenuating circumstance) for the absence. An Appeals Committee will review and make a decision on the appeal.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. A student will be marked tardy if they arrive to class within ten minutes of the bell. Students that are more than ten minutes late will be marked absent.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office or classroom for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.

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- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition for grades 9-12, 3 unexcused tardies are equivalent to one unexcused absence. Three late to school unexcused tardies for grades K-8 are the equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year.

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1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school or high school, or a child who is 17 years of age who is absent from attendance at school without

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lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Board of Education, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References:

NB Policy 506 (Student Discipline)

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**LEASE AND PREMISES USE AGREEMENT
BETWEEN SCRED AND NORTH BRANCH AREA PUBLIC SCHOOLS**

This Lease and Premises Use Agreement (“Agreement”) is made by and between St. Croix River Education District (“SCRED”) and Independent School District No. 138, North Branch, Minnesota (the “School District”).

RECITALS

A. SCRED is an education district duly formed pursuant to Minnesota law and whose members are independent school districts; and

B. SCRED operates educational facilities and programs which are intended to deliver special education and related services, and other educational services, to students enrolled in its member school districts; and

C. The School District is a member of SCRED; and

D. The School District maintains school building at 38431 Lincoln Trail North Branch, Minnesota known as North Branch Area Middle School (hereinafter the “Middle School”) and

E. As part of its services, SCRED provides transition services to special education students who need such services to receive a free appropriate public education, and

F. The School District presently operates a transition program for special education students at the Brooker Building known as the Life Work Center (the “LWC”), as well as an alternative learning center (the “ALC”); and

G. SCRED recently has expressed an interest in assuming operation of the LWC for the benefit of the School District and other SCRED members; and

H. To facilitate its assumption of control and operation of the LWC, SCRED desires to lease portions of the Middle School from the School District in accordance with the terms and conditions described below.

NOW, THEREFORE, in consideration of the promises and agreements hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. ***Lease of Premises.*** The School District hereby leases to SCRED approximately 6,750 square feet of space in the Middle School which consists of exclusive use of Rooms B105, B106, B107, B201, B202, B203, B204, and B205 at the North Middle School, described in the attached **Exhibit A (the spaces described and depicted in Exhibit A is referred to as the “Premises”)**. As part of the lease of the Premises, the School District hereby leases to SCRED all fixtures and equipment located in or on the Premises. Throughout the term of this Lease, SCRED shall also have the non-exclusive right to use common areas of the Middle School including restrooms, hallways, sidewalks, and parking lots.

2. **Term.** The Term of this Agreement shall be one (1) year (the “Term”) commencing on July 1, 2012 (the “Commencement Date”) and ending on June 30, 2021.
3. **Rent.** SCRED agrees to pay to the School District during the Term four (4) equal installments of rent in the amount of \$16,875.00 per installment (the “Rent”). The Rent shall be paid on the first day of the month in the following months: October 2020, January 2021, April 2021 and September 2021.
4. **Utilities Costs; Maintenance Costs.** SCRED and the School District acknowledge and agree that the Rent also includes payment to the School District for the pro rata cost of heat, electricity, internet and telephone service for the Premises. Janitorial services and janitorial supplies will be paid after year end reconciliation of program costs in the final program payment. The School District shall provide exterior lawn and snow removal services at its sole expense.
5. **Alterations or Improvements by SCRED.** SCRED shall not, without the School District’s prior consent, make, nor permit to be made, any alterations, additions or improvements (collectively “Alterations”) to the Premises. SCRED shall promptly repair any damage to the Premises caused by its Alterations to the Premises.
6. **SCRED’s Insurance.** SCRED agrees to carry commercial general liability insurance, including a broad form general liability endorsement making specific reference to personal injury liability and “Damage to Premises Rented to You” coverage or endorsements. The commercial general liability insurance shall cover the Premises and SCRED’s use thereof. Such commercial general liability insurance shall provide for a minimum of Two Million Dollars (\$2,000,000) combined single limit coverage for all operations, plus a minimum of Five Hundred Thousand Dollars (\$500,000) for the “Damage to Premises Rented to You” coverage or endorsement. SCRED agrees to carry insurance against fire, vandalism and malicious mischief, and such other risks as are, from time to time, included in standard extended coverage endorsements, with an “Special Coverage Form-Open Perils” endorsement, insuring SCRED’s improvements or alterations, trade fixtures, furniture, furnishings, special equipment, and all other items of personal property of SCRED located on or within the Premises. Said policy or policies shall name School District as an additional insured.
7. **Damage or Destruction – Waiver of Claims.** Notwithstanding anything in this Agreement to the contrary, neither the School District nor SCRED shall be liable to the other for, and each expressly waives claims against the other for, loss arising out of damage or destruction of the Premises, or other property, personal property or contents therein if such damage or destruction is caused by a peril included within an insurance policy. Such absence of liability shall exist whether or not the damage or destruction is caused by the negligence of School District or SCRED, or their respective officers, employees, or agents. It is the intention and agreement of School District and SCRED that each party shall look to its insurer for reimbursement of any such loss, and the insurer involved shall have no subrogation rights against the other party. Each party shall advise its insurance company of this release and such policy shall, if necessary, contain a waiver of any right of subrogation by the insurer against the other party. The terms of this Section shall survive the expiration or earlier termination of the Agreement.
8. **Default.** If SCRED shall default in the observance or performance of any term of this Agreement, or if SCRED shall fail to pay any sum of money required to be paid by SCRED

hereunder, School District shall provide SCRED with five (5) business days written notice of the default. If the default remains uncured after such written notice, School District's sole remedy is to terminate this Agreement. Any sums due and owing School District that are not disputed by SCRED as of the date of termination shall be paid by SCRED no later than 30 days following termination of this Agreement. If School District shall default in the observance or performance of any term of this Agreement, SCRED shall provide School District with five (5) business days written notice of the default. If the default remains uncured after providing such written notice, SCRED's sole remedy is to terminate this Agreement. Any sums due and owing SCRED that are not disputed by School District as of the date of termination shall be paid by School District no later than 30 days following termination of this Agreement.

9. **Notice.** All notices under the Agreement must be in writing and shall be sent by courier delivery, express mail, certified mail, return receipt requested, to:

SCRED: St. Croix River Education District
ATTN: Executive Director
425 S Dana Ave
Rush City, MN 55069

School District: Independent School District No. 138
ATTN: Superintendent
38705 Grand Avenue
North Branch, Minnesota 55056

10. **No Oral Waiver.** No breach of any provision of this Agreement can be waived by any party hereto unless such waiver is made in writing. Waiver of any breach by any undersigned use party will not be deemed to be a waiver of any other breach of the same or any other provision hereof.

11. **Signs.** SCRED shall obtain the School District's prior written consent to the type and placement of any sign or other advertising at the entrance to or exterior of the Premises. SCRED agrees to pay the costs for the design, fabrication, installation, and maintenance of its signs. Upon the expiration or earlier termination of this Lease, SCRED shall, at its sole cost and expense, remove the signage and restore and repair all parts of the ~~Brooker Building or the~~ Middle School affected by the installation or removal of the signage, to the condition existing prior to its installation or to a condition reasonably acceptable to the School District. The provisions of this paragraph shall survive the expiration or earlier termination of this Lease.

12. **Entire Agreement/Modifications/Applicable Law.** This Agreement, including Exhibit A and Exhibit B attached hereto, contains all of the agreements and understandings between the parties and supersedes and replaces any prior negotiations or proposed agreements, written or oral. Each of the parties hereto acknowledges that no other party nor agent of any other party, has made any promises, representations or warranties whatsoever, express or implied, not contained herein, to induce it to execute this Agreement. This document may not be modified or altered except by a subsequent writing to be signed by all parties hereto. All terms and conditions shall be construed and interpreted in accordance with and be subject to the laws of the State of Minnesota.

13. **Authority.** School District and SCRED represent to each other that the persons signing this Agreement are duly authorized and have legal capacity to execute and deliver this Agreement.

14. **Severability.** In the event that any provision or section of this Agreement is rendered invalid by the decision of any court or by the enactment of any law, ordinance or regulation, such provision of this Agreement shall be deemed to have never been included therein and the balance of this Agreement shall continue in effect in accordance with its terms.

15. **Assignment.** This Agreement may not be assigned by SCRED without the prior written consent of the School District. SCRED may not delegate its duties under this Agreement to another party without the School District's prior written consent.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth below.

**INDEPENDENT SCHOOL DISTRICT
NO. 138**

Dated: _____, 2020

By: _____
Board Chair

Dated: _____, 2020

By: _____
Clerk

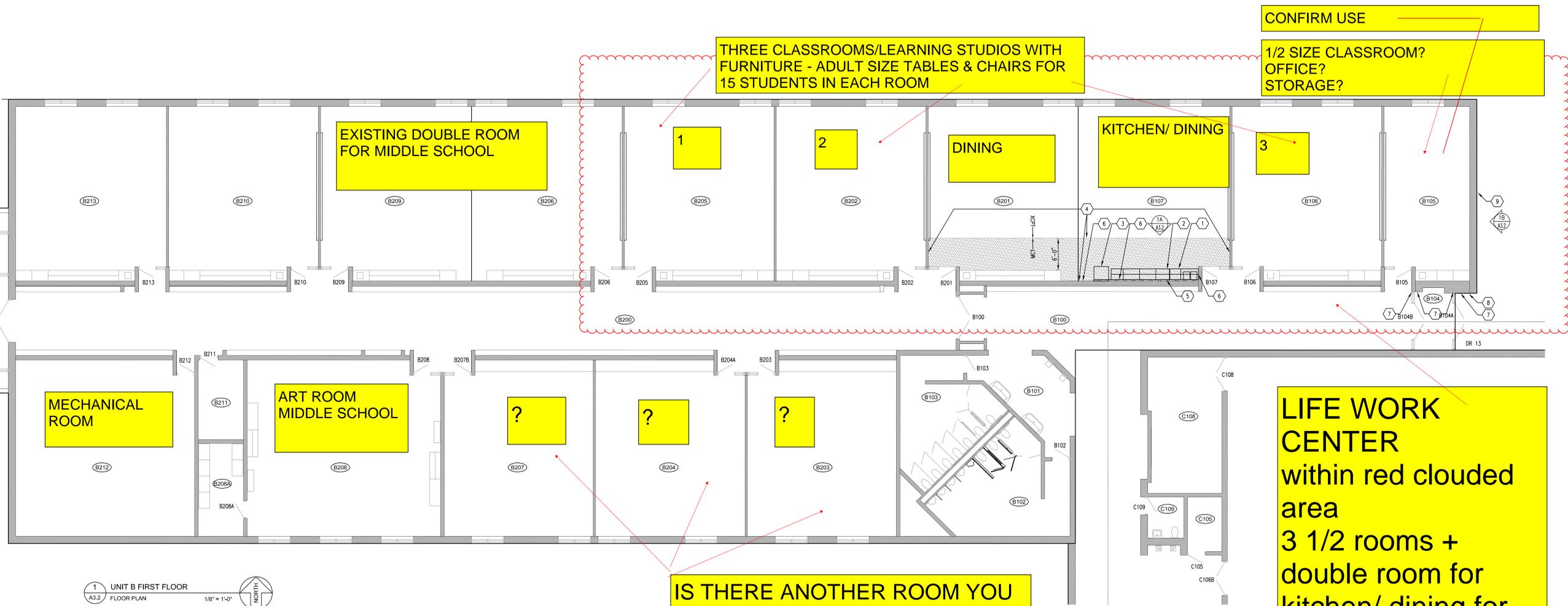
ST. CROIX RIVER EDUCATION DISTRICT

Dated: _____, 2020

By: _____
Board Chair

Dated: _____, 2020

By: _____
Clerk

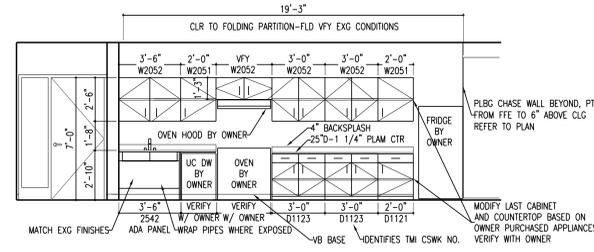


1 UNIT B FIRST FLOOR
 A3.2 FLOOR PLAN
 1/8" = 1'-0"
 NORTH

- UNIT B FIRST FLOOR PLAN KEY NOTES:
- 1 RELOCATED UNDERCOUNTER DISHWASHER BY OWNER. COORD W/ MECH / ELECT
 - 2 OVEN W/ HOOD PROVIDED BY OWNER. COORD W/ MECH / ELECT
 - 3 REFRIGERATOR PROVIDED BY OWNER. COORD W/ MECH / ELECT
 - 4 PROVIDE MCT FLOORING AND VINYL BASE WHERE EXISTING CARPET FLOORING AND VINYL BASE REMOVED. PROVIDE RUBBER TRANSITION STRIP BETWEEN EXISTING CARPET FLOORING AND MCT FLOORING AT RMS B107 AND B201
 - 5 PLBG CHASE WALL-5/8" GBD (PT TO MATCH ADJ EXG) FROM FFE TO 6" ABOVE EXISTING CEILING HT. OVER 2 1/2" STL STUD FRAMING AT 16" OC. FLD VLY LENGTH ALLOW FOR OPERATION OF FOLDING PARTITION. COORD W/ MECH AND ELECT DWGS
 - 6 PREP AND PAINT EXISTING AND PLBG CHASE WALL(S) AT CSWK TO MATCH EXISTING
 - 7 PROVIDE AUTO DOOR OPERATOR. COORD W/ ELECT
 - 8 PROVIDE CARD READER. COORD W/ ELECT
 - 9 12" HIGH METAL LETTERS ON STAND-OFFS. COLOR AND FONT BY ARCHITECT. REFER TO 1B/A3.2

IS THERE ANOTHER ROOM YOU WANT DESIGNATED FOR LWC?
 3 1/2 ROOMS SHOWN BUT FOUR CLASSROOMS WITH FURNITURE REQUESTED IN 11/27/19 EMAIL

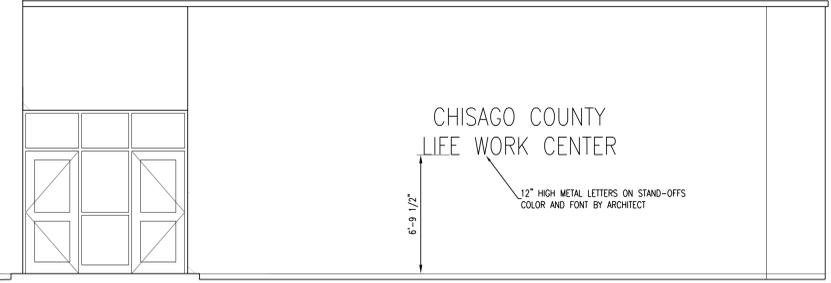
LIFE WORK CENTER
 within red clouded area
 3 1/2 rooms + double room for kitchen/ dining for 35-40 at adult size tables and chairs



1A CASEWORK ELEVATION
 A3.1 UNIT B
 1/4" = 1'-0"

- GENERAL CASEWORK NOTES
1. CASEWORK NUMBERS ARE LISTED WITH TMI CORPORATION (UON).
 2. 4" VINYL BASE ON ALL EXPOSED SIDES OF CASEWORK BY RESILIENT FLOOR SUPPLIER (UON).
 3. COUNTERTOPS TO BE PLUM WITH 4" HIGH BACKSPLASH AND ENDSPLASH AT ALL VERTICAL SURFACES (UON).
 4. USE SCRIBE STRIP ON ALL CASEWORK WHERE IT MEETS A WALL.
 5. CASEWORK ENDS AND BACKS SHALL BE FINISHED WHERE EXPOSED TO VIEW.
 6. MECHANICAL TO ROUGH-IN AND HOOK-UP FOR ALL SINKS AND FIXTURES PROVIDED BY CASEWORK MANUFACTURER.
 7. ELECTRICAL TO PROVIDE CONNECTION TO ANY ELECTRICAL DEVICES PROVIDED BY CASEWORK MANUFACTURER.
 8. CASEWORK INSTALLER TO PROVIDE CUTOFF IN BACK OF CABINET AS NEEDED TO PROTECT CASEWORK DOOR AND HINGE.
 9. CASEWORK INSTALLER TO PROVIDE STOP CHANS WHERE NEEDED TO PROTECT CABINET DOOR AND HINGE.
 10. PROVIDE FILLER PANEL AT FRONT, TOP AND BOTTOM AS REQUIRED TO ENCLOSE SPACE. PANELS TO MATCH ADJACENT CABINET MATERIAL.
 11. PROVIDE BLOCKING FOR CASEWORK LOCATED ON GBD/STL STUD WALL.
 12. CASEWORK INSTALLER TO INSTALL ALL APPLIANCES SUPPLIED BY OWNER AS CALLED FOR ON CASEWORK ELEVATIONS. MECHANICAL AND ELECTRICAL TO PROVIDE CONNECTIONS AS REQUIRED.
 13. PROVIDE LOCKS ON CABINET DOORS AND DRAWERS WHERE NOTED.
 14. PROVIDE 1/4" KOROLATH SHIMS FOR ALL CABINETS AT FLOOR.

1B PARTIAL EAST EXTERIOR ELEV
 A3.2 UNIT B
 1/4" = 1'-0"



REVISIONS

North Branch Area Public Schools
 Middle School
 Deferred Maintenance and Alterations
 Independent School District No. 138
 37775 Grand Ave North
 North Branch, Minnesota 55056

SIGNATURE / SEAL
 I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Architect under the laws of the State of Minnesota.
 Daniel C. Mott, AIA
 TYPED OR PRINTED NAME
 NOVEMBER 19, 2019
 DATE
 14024
 LICENSE NUMBER
 KEYPLAN MIDDLE SCHOOL
 DRAWN BY
 CHECKED BY
 DCM
 ISSUED FOR
 CONSTRUCTION DOCUMENTS
 ISSUE DATE
 NOVEMBER 19, 2019
 SHEET NAME
 UNIT B
 FIRST FLOOR
 PLAN
 AT&R PROJECT NO.
 17025.8
 REVISION NO.
 SHEET NUMBER