

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA MIDDLE SCHOOL, MEDIA CENTER
 38705 GRAND AVENUE
 NORTH BRANCH, MN 55056
 ORGANIZATIONAL SCHOOL BOARD MEETING
 JANUARY 14, 2021
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Oath of Office for New School Board Members 2
- V. Consider Nomination and Election of Officers (all votes are public)
 - A. Chair - Last year - Ekstrom
 - B. Vice Chair - Last year - MacMillan
 - C. Clerk - Last year - Grovender
 - D. Treasurer - Last year - Bollman
- VI. Consider Setting of Board Salary
 - A. Officers: Chair: \$800 annually; Vice Chair: \$500 annually; Clerk and Treasurer: \$300 annually
 - B. Currently \$60 per meeting and \$125 for an all day meeting (four hours or more) 3
- VII. Consider Designation of Official Newspaper 4
- VIII. Consider Appointment of Law Firm - Knutson, Flynn & Deans
- IX. Consider Designation of Official Depositories - Wells Fargo Bank, Associated Bank, MN Trust Bank, Neighborhood National Bank, and US Bank
- X. Consider Delegation of Authority to Make Electronic Funds Transfers on Behalf of the School District. Designate Todd Tetzlaff, Paula Vaughn, Jennifer Thompson, and Susan Shockley
- XI. Consider School Board Meeting Dates 13
- XII. Consider Appointment of Board Committee Representatives 14
- XIII. Consider Authorization, if needed, to use current check signer plate until new plate is processed
- XIV. Consider Resolution Providing Limited Authorization for the Superintendent and Director of Finance and Human Resources to Sign Contracts 15
- XV. Adoption of School Board Policy Book
- XVI. Adjournment to the Regular Meeting

SCHOOL BOARD MEMBER OATH OF OFFICE

It is an honor that you were elected to guide the education of our community’s children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community’s educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education’s key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 138 to the best of my judgment and ability.

Board Chair

Date

Member

Date

RATES OF SCHOOL BOARD PAY FOR 2020

School	Mileage	Brd Reg Mtg	Brd Mtg ½ day	Brd Mtg Over 4 hrs	Officers
Chisago Lakes	IRS rate	\$45 for meetings under 3 hours	\$75 for meetings lasting 3 hours but less than 6 hours	\$125 for meetings 6 hours or more	\$600/yr - Chair, Clerk \$300/yr - Treasurer \$30 more per meeting for Vice Chair if Chair is absent
Forest Lake	IRS rate				\$5,320/yr – President \$5,120/yr – Vice President \$5,120/yr – Clerk \$5,120/yr – Treasurer \$4,920/yr - Directors
Braham	IRS rate	\$75/board mtgs \$50/other mtgs up to 4 hours	\$75 for meetings lasting 4-8 hours	\$125 if over 8 hours	\$800/yr – Chair, Vice Chair, Clerk, and Treasurer \$600/yr - Directors
Cambridge	IRS rate	\$250/month	\$65 under 4 hours	\$130 over 4 hours	\$100/monthly – Chair \$60/monthly– Clerk \$60/monthly - Treasurer
Rush City	IRS rate	\$45		\$90	No officer pay
Princeton	IRS rate	\$50 Official standing board committee meetings \$50 per day for MSBA training			\$550/month-Chair \$450/month-All other officers
North Branch	IRS rate	\$60 under 4 hours; \$125 over 4 hours	\$60 under 4 hours	\$125 over 4 hours	\$800/yr – Chair \$500/yr – Vice Chair \$500/yr – Clerk \$300/yr –Treasurer

COUNTY NEWS REVIEW



234 S Main Street, Cambridge, MN 55008 | 763-691-6001 publicnotice@apgecm.com

RECEIVED
DISTRICT OFFICE
DEC - 2 2020
ISD #138
NORTH BRANCH, MN

November 20, 2020

Arle Chambers
ISD138
38705 Grand Avenue
North Branch, MN 55056

Dear Ms. Chambers and Board Members:

Please accept the following bid from *County News Review* for legal newspaper designation for School District 138. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

We would like to publish your public notices in *County News Review* at the rate of \$2.00 per column inch. If any documents need to be manually typeset, a \$20 flat fee will be charged per public notice. As a newspaper published in the School District, we meet the requirements to qualify as your official legal newspaper.

The following rate structure for legals is effective January 1, 2021:

Per column inch rate: \$2.00

Index: .17863523

Lines per inch: 9

A notarized affidavit will be provided for each notice published. Additional affidavits are \$2.50 each. A \$20.00 charge will be assessed on legal notices that require typing. All published legal notices are posted on *County News Review* website at no additional charge.

The County News Review is published weekly on Thursday. The deadline is 10:00 a.m. on Monday for publication in the same week. Early deadlines apply during a holiday week. Please email legal notices to publicnotice@apgecm.com

Thank you for considering *County News Review* as the official newspaper for School District # 138 for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

Tonya Orbeck

Public Notice Manager
ECM Publishers, Inc. /Adams Publishing Group

Isanti-Chisago County

STAR

930 South Cleveland, Cambridge, MN 55008

763-689-1181

December 10, 2020

Arle Chambers, Administrative Assistant
North Branch School District #138
38705 Grand Ave
North Branch, MN 55056

RECEIVED
DISTRICT OFFICE

DEC 21 2020

ISD #138
NORTH BRANCH, MN

Dear Ms Chambers,

Please accept our 2021 bid for the official newspaper designation for the North Branch Area School District. We would like to remain the official newspaper for the district.

The *Isanti/Chisago County Star* meets all of the requirements of a legal newspaper for the North Branch Area School District as set forth in MN Statute 331A.02. The *Star* is distributed free weekly to 9,754 households including 1,575 in the North Branch School District area.

Our bid is \$2.05 per column inch with a 7 point type and 9 lines per inch which equates to the index figure of .1787 per the attached calculations. We post all legal notices to our website: www.Isanti-chisagocountystar.com., at no additional charge and free to all viewers.

We would prefer legal notices emailed to starlegals@countystar.com. Our deadline is noon on Mondays for Thursday publication.

Thank you for the opportunity to bid for becoming the official newspaper for the North Branch Area School District. We regularly attend your school board meetings and have a long history of serving the residents of the district. If you have any questions, please feel free to contact me.

Sincerely,



Jeff Andres
Group Publisher
Isanti-Chisago County Star
Northstar Media, Inc.

Index Numbers

LEGAL or (Newspaper A)	LINE LENGTH IN PICAS	CLASSIFIED or (Newspaper B)
1. <u>9.56</u>	_____	_____
2. <u>9</u>	LINES PER INCH (72 ÷ LEADING)	_____
3. <u>90</u>	LENGTH OF LCA [☆] IN POINTS	_____
4. <u>2.05</u>	COST/INCH	_____

☆lower case alphabet

$$1. \boxed{9.56} \times 12 = 114.72$$

$$2. \boxed{9} \times 114.72 = 1032.48$$

$$3. 1032.48 \div \boxed{90} = 11.472$$

$$4. \boxed{2.05} \div 11.472 = .1787$$

INDEX

$$1. \underline{\quad} \times 12 = \underline{\quad}$$

$$2. \underline{\quad} \times \underline{\quad} = \underline{\quad}$$

$$3. \underline{\quad} \div \underline{\quad} = \underline{\quad}$$

$$4. \underline{\quad} \div \underline{\quad} = \underline{\quad}$$

INDEX



Office of the Minnesota Secretary of State

Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

NOV 03 2020

Steve Simon
Secretary of State

Must be filed between September 1 and December 31, each year
Filing Fee: \$25.00
Please read the instructions before completing this form.

1. Current Name and Known Office of Issue Address of Newspaper:

Isanti-Chisago County Star
930 S Cleveland Str
Cambridge, MN 55008

2. **IF CHANGED**, list the new name and/or address of known office of issue:

Name of Newspaper: _____

Street Address: _____
(Must be a complete street address or rural route and rural route box number)

City: _____ State: MN Zip Code: _____

3. County of Known Office of Issue: (Required) Isanti

4. Legal Newspaper Phone Number: (Required) 763-689-1181
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Lily Hughes 763-689-1181
Contact Name Daytime Phone Number

6. Email Address for Official Notices

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

E-Mail Address: Starlegals@countystar.com

7. This legal newspaper certifies that it has complied with all of the requirements of Minnesota Statutes, section 331A.02.

8. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

Lily Hughes 9/2/20
Signature of Authorized Representative (Required) Date



NORTHSTAR MEDIA, INC.
930 Cleveland St. S.
Cambridge, MN 55008
(763) 689-1181; (763) 689-1185 (Fax)
www.countystar.com

PUBLICATION DESCRIPTION:

Isanti-Chisago County Star is a publication that is distributed locally. It covers local news including community events, entertainment, sports, business, real estate, and classifieds.

VERIFICATION OF DISTRIBUTION, PRINTING AND INTERNAL RECORDS:

Verification of distribution is conducted by appropriate survey methodology(s). An audit of internal records is conducted by a professional circulation auditor in conformity with accepted circulation auditing procedures, prior to Verified's issuance of an initial audit report and annually thereafter. This audit of internal records includes a review of source printing, distribution and subscription records as well as supporting financial documents. Please see the following pages for additional details.

WEEKLY CIRCULATION: TWELVE MONTH AVERAGE

	ISANTI-STAR THURSDAY	CHISAGO-STAR THURSDAY	COMBINED THURSDAY
FREE CIRCULATION			
CARRIER	7,509	4,779	12,288
TARGET	520	233	753
TOTAL FREE	8,029	5,012	13,041
TOTAL QUALIFIED CIRCULATION	8,029	5,012	13,041
AVERAGE PRESS RUN	8,100	5,054	13,154
PRESS RUN AS OF 06/25/2020	8,100	5,054	13,154
QUALIFIED CIRCULATION HISTORY			
3 MONTHS ENDING JUNE, 2020	7,973	5,007	12,980
3 MONTHS ENDING MARCH, 2020	8,031	5,014	13,045
3 MONTHS ENDING DECEMBER, 2019	8,052	5,016	13,068
3 MONTHS ENDING SEPTEMBER, 2019	8,057	5,013	13,070
12 MONTHS ENDING JUNE, 2019	8,024	5,007	13,031
12 MONTHS ENDING JUNE, 2018	7,965	6,337	14,302

ANNUAL AUDIT REPORT

Isanti-Star

CIRCULATION DATA FOR ISSUE DATE: 06/25/2020 TOTAL QUALIFIED CIRCULATION: 7,964

DISTRIBUTION ANALYSIS BY COUNTY:	COUNTY NAME	DISTRIBUTION
	ISANTI COUNTY	8,089
	TOTAL GROSS DISTRIBUTION	8,089
	LESS TARGET (BULK) RETURNS	(125)
	TOTAL QUALIFIED CIRCULATION	7,964

ESRI Business Information Systems				USPS		PERCENT OF TOTAL DISTRIBUTION	ESRI/USPS COVERAGE	
ZIP CODE	COMMUNITY	COUNT	COUNTY INDEX*	U.S. INDEX*	DELIVERIES**			FREE + PAID = TOTAL
55008	CAMBRIDGE	15,566 / 5,832			6,679 c	5,249	64.9%	90%/79%
	POPULATION/HOUSEHOLDS	2.60	96.3%	100.0%				
	AVERAGE HOUSEHOLD SIZE	\$58,156	95.8%	140.6%				
	MEDIAN HOUSEHOLD INCOME	95%-W	1%-B	1%-A	3%-O	Carrier	4,884	
	RACE***	HO: 2%				Target (Bulk)	365	
	HISPANIC ORIGIN***							
55040	ISANTI	13,010 / 4,614			5,196 c	2,625	32.5%	57%/51%
	POPULATION/HOUSEHOLDS	2.80	103.7%	107.7%				
	AVERAGE HOUSEHOLD SIZE	\$63,391	104.4%	153.2%				
	MEDIAN HOUSEHOLD INCOME	95%-W	1%-B	1%-A	3%-O	Carrier	2,625	
	RACE***	HO: 3%						
	HISPANIC ORIGIN***							
ZIP CODES ACCOUNTING FOR LESS THAN 5% OF TOTAL DISTRIBUTION:								
55006	BRAHAM	3,919 / 1,483			1,512 c	215	2.7%	14%/14%
<u>TOTAL GROSS DISTRIBUTION</u>							<u>8,089</u>	
						Carrier	7,509	
						Target (Bulk)	580	
LESS TARGET (BULK) RETURNS							(125)	
<u>TOTAL QUALIFIED CIRCULATION</u>							<u>7,964</u>	

Chisago-Star

CIRCULATION DATA FOR ISSUE DATE: 06/25/2020 TOTAL QUALIFIED CIRCULATION: 5,011

DISTRIBUTION ANALYSIS BY COUNTY:	COUNTY NAME	DISTRIBUTION
	CHISAGO COUNTY	5,054
	TOTAL GROSS DISTRIBUTION	5,054
	LESS TARGET (BULK) RETURNS	(43)
	TOTAL QUALIFIED CIRCULATION	5,011

ESRI Business Information Systems				USPS		PERCENT OF TOTAL DISTRIBUTION	ESRI/USPS COVERAGE	
ZIP CODE	COMMUNITY	COUNT	COUNTY INDEX*	U.S. INDEX*	DELIVERIES**			FREE + PAID = TOTAL
55056	NORTH BRANCH	14,640 / 5,176			5,254 c	3,999	79.1%	77%/76%
	POPULATION/HOUSEHOLDS	2.80	103.7%	107.7%				
	AVERAGE HOUSEHOLD SIZE	\$66,995	95.2%	161.9%				
	MEDIAN HOUSEHOLD INCOME	96%-W	1%-B	1%-A	2%-O	Carrier	3,839	
	RACE***	HO: 2%				Target (Bulk)	160	
	HISPANIC ORIGIN***							
55032	HARRIS	3,388 / 1,244			1,299 c	940	18.6%	76%/72%
	POPULATION/HOUSEHOLDS	2.70	100.0%	103.8%				
	AVERAGE HOUSEHOLD SIZE	\$68,811	97.8%	166.3%				
	MEDIAN HOUSEHOLD INCOME	96%-W	1%-B	1%-A	2%-O	Carrier	940	
	RACE***	HO: 2%						
	HISPANIC ORIGIN***							

* The zip code percentage for the variable compared to the county or national percentage for the variable.
 ** C-Postal Home Deliveries, PO-Post Office Boxes (may include non-rented boxes), B-Postal Business Deliveries.
 *** Race: W = White, B = Black, A = Asian, O = Other, HO = Hispanic Origin (rounding error may occur).

Source for demographic data: ESRI Business Information Solutions, (2017) (1-800-795-7483).
 AUGUST2020USPS Zip update

ANNUAL AUDIT REPORT

Chisago-Star (continued)

ESRI Business Information Systems				USPS				PERCENT		
ZIP	COMMUNITY	COUNT	COUNTY	U.S.	DELIVERIES**	FREE	+ PAID =	TOTAL	OF TOTAL	ESRI/USPS
CODE			INDEX*	INDEX*					DISTRIBUTION	COVERAGE
ZIP CODES ACCOUNTING FOR LESS THAN 5% OF TOTAL DISTRIBUTION:										
55069	RUSH CITY	5,818 / 1,894			1,899 c	115		115	2.3%	6% / 6%
<u>TOTAL GROSS DISTRIBUTION</u>								<u>5,054</u>		
								Carrier	4,779	
								Target (Bulk)	275	
LESS TARGET (BULK) RETURNS								(43)		
<u>TOTAL QUALIFIED CIRCULATION</u>								<u>5,011</u>		

* The zip code percentage for the variable compared to the county or national percentage for the variable.
 ** C-Postal Home Deliveries, PO-Post Office Boxes (may include non-rented boxes), B-Postal Business Deliveries.
 *** Race: W = White, B = Black, A = Asian, O = Other, HO = Hispanic Origin (rounding error may occur).

Source for demographic data: ESRI Business Information Solutions, (2017) (1-800-795-7483).
 AUGUST2020USPS Zip update

Audit of Records and Affidavit

Verified has conducted an audit of printing, distribution, and financial records, as well other data to substantiate circulation data submitted to Verified. This audit followed guidelines prepared in conformity with generally accepted circulation auditing procedures involving records covering all distribution methods utilized for qualified circulation during the period(s) covered by the reports. The results of this audit warrant the issuance of this audit report as a true and accurate statement of the qualified circulation of the client publication.

VERIFIED AUDIT CIRCULATION swears that to the best of its knowledge all statements contained in this report are true.
August 10, 2020

2021 SCHOOL BOARD MEETING SCHEDULE	
January 14, 2021	Organizational and Regular School Board Meeting
January 28, 2021	Work Session
February 11, 2021	Regular Meeting
February 25, 2021	Work Session
March 11, 2021	Regular Meeting
March 25, 2021	Work Session
April 8, 2021	Regular Meeting
April 22, 2021	Work Session
May 13, 2021	Regular Session
May 27, 2021	Work Session
June 10, 2021	Regular Session
July 8, 2021	Regular Session
August 12, 2021	Regular Session
August 26, 2021	Work Session
September 9, 2021	Regular Session
September 23, 2021	Work Session
October 14, 2021	Regular Session
October 28, 2021	Work Session
November 11, 2021	Regular Session
November 18, 2021	Work Session
December 9, 2021	Regular Session

COMMITTEE ASSIGNMENTS FOR 2020

COMMITTEE	2020 APPOINTEE(S)
Personnel Committee (Chair & V. Chair)	Ekstrom, MacMillan
Custodian	Bollman, Grovender, Osagiede
Nine-month Classified	Ekstrom, MacMillan, Osagiede
Twelve-month Classified	Ekstrom, MacMillan, Osagiede
Twelve-month Classified Salary	Ekstrom, MacMillan, Osagiede
Directors	Ekstrom, MacMillan, Osagiede
Administrators	Ekstrom, MacMillan, Osagiede
Teachers	Bollman, Ekstrom, MacMillan
Community Ed	Grovender
District Staff Development	Bollman
Native American Parent	Osagiede
SCRED	Grovender (Alternate – Osagiede)
OPEB	MacMillan, Bollman
Policy Committee	Bollman, Ekstrom, MacMillan
MSHSL	Ekstrom
SEE	MacMillan (Alternate – Osagiede)
Legislative Liaison	Ekstrom
MSBA Legislative	Ekstrom
ECMECC	Superintendent

**EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH, MINNESOTA**

Pursuant to due call and notice thereof, a meeting of the School Board of Independent School District No. 138, North Branch, Minnesota, was held on the 14th day of January, 2021, at 5:30 p.m.

The following Board members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROVIDING LIMITED AUTHORIZATION FOR THE
SUPERINTENDENT AND DIRECTOR OF FINANCE AND HUMAN RESOURCES TO
SIGN CONTRACTS**

WHEREAS, Independent School District No. 138, North Branch, Minnesota (the “School District”) is an independent school district duly formed and organized pursuant to Minnesota law; and

WHEREAS, Minn. Stat. § 123B.52, subd. 2 allows a school board of an independent school district to authorize the superintendent and business manager to sign contracts within the school district’s adopted budget, and

WHEREAS, Minn. Stat. § 123B.52, subd. 1 stipulates that contracts made without compliance with that statute shall be void.

NOW, THEREFORE, BE IT RESOLVED by the School Board that the Superintendent and Director of Finance and Human Resources shall have the authority to execute and deliver contracts within the School District’s adopted budget, as approved by the School Board. Any

transaction in an amount exceeding the minimum for which bids are required must first be specifically authorized by the School Board and must fulfill all other applicable requirements.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

