

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA MIDDLE SCHOOL, MEDIA CENTER
 38705 GRAND AVENUE
 NORTH BRANCH, MN 55056
 REGULAR SCHOOL BOARD MEETING
 FEBRUARY 11, 2021
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent's Report 4
- A. Minnesota School Board Recognition Week - February 22-26, 2021
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
- A. Minutes of January 14, 2021 Policy Committee Meeting 14
- B. Minutes of January 14, 2021 Organizational Meeting 15
- C. Minutes of January 14, 2021 Regular School Board Meeting 20
- D. Minutes of January 28, 2021 Work Session 25
- E. Authorization of Payments, Transfers, and Investment Activity 26
- F. Personnel
- 1. Lori Blomquist, retirement effective the end of the 2020-21 school year, as Social Studies Teacher at North Branch Area Middle School
- 2. Brett Carlson, rescind pre-approved leave request of January 1, 2021 through June 30, 2021, and return to work on January 7, 2021, as Director of Community Education at North Branch Area Public Schools
- 3. Lily Rayer, resignation effective January 29, 2021, as SPED Assistant at Life Work Center
- 4. Vicki Kristo, BS, Step 2, LTS for Samantha Bartz, from August 31, 2020 through December 22, 2020, as Second Grade Teacher at Sunrise River Elementary School
- 5. Jared Hollembeak, employment effective January 19, 2021, as SPED Assistant at North Branch Area Education Center
- 6. Patricia Rainer, temporary employment effective February 1, 2021 through the end of the the 2020-21 school as SPED Assistant at North Branch Area Middle School and Life Work Center
- 7. 2020-21 Extra Curricular Winter Coach Position
- a. Sean Huset, Class 6, Step 7, as Coach for Middle School Boys Basketball
- 8. 2020-21 Activity Advisor Position
- a. Jenel Korkowski, Class 6, Step 4, as 10-12 FRC Robotics Coordinator
- G. Acceptance of Donations 1 27
- 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 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 on the open mic sign-in sheet. Please limit your comments to three minutes.
- IX. Old Business
 - A. Consider Second Reading of Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process 28
- X. New Business
 - A. Consider Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefor 45
 - B. Consider Change of Law Firm from Knutson, Flynn & Deans to Kennedy & Graven, Chartered
 - C. Consider 2020-21 American Indian Resolution 46
 - D. Consider First Reading of Proposed St. Croix River Education District (SCRED) Agreement to Cooperate with Amendments
- XI. Addendum
 - A. New Business
 - 1. Consider Selection of School Board Candidate to Fill Vacancy
 - 2. Consider Resolution Filling School Board Vacancy by Appointment 53
- XII. Information
 - A. Board & Administrator February 2021 Issue 54
- XIII. Board Requests
- XIV. Committee Reports
 - A. SEE (Schools for Equity in Education)
 - B. Negotiations
 - 1. Principals
 - 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, February 25, 2021 Policy Committee Meeting, 4:30 pm, North Branch Area Middle School, Room 816

- B. Thursday, February 25, 2021, Work Session, 5:30 pm, North Branch Area Middle School, Media Center
 - C. Thursday, March 11, 2021, Regular School Board Meeting, 5:30 pm, North Branch Area Middle School, Media Center
 - D. Thursday, March 25, 2021, Work Session, 5:30 pm, North Branch Area Middle School, Media Center
- XVI. Adjournment

Superintendent Update

Better Together
Superintendent Sara Paul
February 11, 2021



NBAPS Goals



Prepare all learners for success in school and in life.

- **Flexibility and choice** for families to decide what is best for each child: distance learning or 5-day, in-school option
- Value **safety** and place a priority on the **health and wellness** of **students and staff**

Raise accountability for all staff and programs

- Establish **mutual commitments** for procedures/protocols to mitigate risk
- Provide **predictability** of daily schedule, instructional model and learning environments⁵

Increase community engagement

- Include students, families, and staff members in a **responsive, adaptable,** and **ongoing** planning process

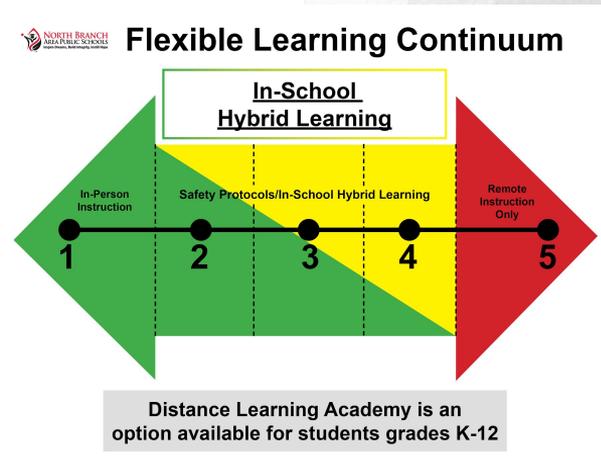
Commit resources to district priorities

- Share the responsibility to **maximize resources**

Safe Learning Update



- K-8 Students continue to be in school 5 days per week
- High School Students will return to 5 days per week at trimester transition
- Distance Learning Academy providing quality option



COVID Update



Screenings

- Opportunities continue every other Thursday

Vaccinations

- State pilot program is still underway; County provides short notice opportunities- all efforts are appreciated
- Receiving a vaccine is a personal choice and is not required by NBAPS.

Few New Cases

- For the week of February 1-7, NBAPS had one confirmed cases of COVID-19 among students and none among staff.

Few Close Contacts

- There were five close contacts identified as a result of this case, but only one of the close contacts occurred in school.

Welcome Class of 2034!



- Excited to welcome incoming Kindergarteners to North Branch Area Public Schools!
- The kindergarten experience at NBAPS has so much to offer in this critical year of learning:
 - Holistic development to bring out each child's gifts and talents
 - Strong foundational literacy and math skills
 - Hands-on learning opportunities, including art, music, physical education and Spanish, as well as science and engineering modules
- Virtual information sessions will be held next week on the following schedule:
 - Wednesday, Feb. 17 - 3:30 p.m.
 - Wednesday, Feb. 17 - 6:30 p.m.
 - Thursday, Feb. 18 - 10 a.m.

Viking Staff Excellence!



North Branch Area Education Foundation Classroom Grant Recipients

- Tracey Bowman
- Mary Colvin
- Pam Newbauer
- Sara Schmidt

Total awards were in
excess of \$10,000



Viking Student Excellence!



- *One Act Play*
 - Fighting Demons by Angela Hill
 - Placed first at subsections and sections
 - GOING TO STATE
- *Viking Success*
 - *Boys Basketball- buzzer beater against Becker*
 - *Girls Basketball- Kate Carlson- 1,000 career point*
 - *Dance- improving towards podium status*
 - *Gymnastics- hot streak- continue to have higher scores than the week before*
 - *Girls Hockey- 5-1 record*
 - *Boys Hockey- took conference rival Monticello into overtime*
 - *Wrestling- individual successes- looking forward to team peaking at sections*
 - *Robotics/Speech/Knowledge Bowl- virtual meets happening on Saturday*

Snowcoming!

Congratulations to King and Queen Harrison
Toussaint and Chloe Fortuna!



High School Redesign Phase One Update



All students prepared for school and life.

- Personalizing Learning
- Expanding Partnerships
- 14 NEW Career and Tech Ed Courses
- 4 NEW College-Level Courses

Registration process underway.

- Multiple modes of Communication
 - Registration Guide with embedded information videos
 - Face to Face Student Information Sessions
 - Family “Choose Your Adventure” Information Sessions



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Minnesota School Board Recognition Week February 22-26, 2021

Thank you for delivering on our mission!



NORTH BRANCH AREA PUBLIC SCHOOLS
Inspire Dreams, Build Integrity, Instill Hope

CONTINUOUS IMPROVEMENT PLAN 2019-2021

<p>Goal 1: Prepare all learners for success in school and life</p> <p>Measurable Learning Objectives:</p> <ul style="list-style-type: none"> Develop a shared vision for the future of the district. Align all programs and services to the vision. Ensure that all students are prepared for success in school and life. Ensure that all students are prepared for success in school and life. 	<p>Measurable Learning Objectives:</p> <ul style="list-style-type: none"> Develop a shared vision for the future of the district. Align all programs and services to the vision. Ensure that all students are prepared for success in school and life. Ensure that all students are prepared for success in school and life.
<p>Goal 2: Raise accountability for all staff and programs</p> <p>Measurable Learning Objectives:</p> <ul style="list-style-type: none"> Develop a shared vision for the future of the district. Align all programs and services to the vision. Ensure that all students are prepared for success in school and life. Ensure that all students are prepared for success in school and life. 	<p>Measurable Learning Objectives:</p> <ul style="list-style-type: none"> Develop a shared vision for the future of the district. Align all programs and services to the vision. Ensure that all students are prepared for success in school and life. Ensure that all students are prepared for success in school and life.
<p>Goal 3: Increase community engagement</p> <p>Measurable Learning Objectives:</p> <ul style="list-style-type: none"> Develop a shared vision for the future of the district. Align all programs and services to the vision. Ensure that all students are prepared for success in school and life. Ensure that all students are prepared for success in school and life. 	<p>Measurable Learning Objectives:</p> <ul style="list-style-type: none"> Develop a shared vision for the future of the district. Align all programs and services to the vision. Ensure that all students are prepared for success in school and life. Ensure that all students are prepared for success in school and life.
<p>Goal 4: Caseload resources to district priorities</p> <p>Measurable Learning Objectives:</p> <ul style="list-style-type: none"> Develop a shared vision for the future of the district. Align all programs and services to the vision. Ensure that all students are prepared for success in school and life. Ensure that all students are prepared for success in school and life. 	<p>Measurable Learning Objectives:</p> <ul style="list-style-type: none"> Develop a shared vision for the future of the district. Align all programs and services to the vision. Ensure that all students are prepared for success in school and life. Ensure that all students are prepared for success in school and life.

North Branch Area Public Schools
98705 Grand Ave., North Branch, MN 55056
Phone: 651-674-1000
Web: nbsd.org

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA MIDDLE SCHOOL, MEDIA CENTER
POLICY COMMITTEE MEETING
JANUARY 14, 2021**

The Policy Committee met on Thursday, January 14, 2021 at 5:00 p.m. in the Media Center at the North Branch Area Middle School.

Members in Attendance: Kirby Ekstrom, Tim MacMillan, Kevin Bollman, Sarah Grovender, Superintendent Paul, Todd Tetzlaff, and David Treichel

Policy Discussed

A. Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

Policy 522 will be presented at the January 14 regular board meeting for a first reading.

The meeting concluded at 5:15 p.m.

Kevin Bollman, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
ORGANIZATIONAL SCHOOL BOARD MEETING
NORTH BRANCH AREA MIDDLE SCHOOL, MEDIA CENTER
JANUARY 14, 2021**

The School Board of North Branch Independent School District 138 held its Organizational meeting on Thursday, January 14, 2021, at 5:30 p.m. at the North Branch Area Middle School in the Media Center.

Roll Call: Kirby Ekstrom, Tim MacMillan, Sarah Grovender, Kevin Bollman, Heather Osagiede, Tanya Giese, and Superintendent Paul

Others in Attendance

Bill Stickels III, Rachel Kytonen, Jan Ekstrom, Andrea Schmidt, David Treichel, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Oath of Office for New School Members

The Oath of Office was read and newly elected school board members, Tanya Giese, Tim MacMillan, and Heather Osagiede were seated at the board table.

Nomination of Officers

Chair

Motion by Grovender, seconded by Osagiede to nominate Tim MacMillan as Chair. After a call for more nominations and none being received, Tim MacMillan was elected as Chair unanimously.

Vice Chair

Motion by Bollman, seconded by Giese to nominate Sarah Grovender as Vice Chair. After a call for more nominations and none being received, Sarah Grovender was elected as Vice Chair unanimously.

Clerk

Motion by Ekstrom, seconded by Grovender to nominate Kevin Bollman as Clerk. After a call for more nominations and none being received, Kevin Bollman was elected as Clerk unanimously.

Treasurer

Motion by Ekstrom, seconded by Grovender to nominate Heather Osagiede as Treasurer. After a call for more nominations and none being received, Heather Osagiede was elected as Treasurer unanimously.

Setting Of Board Salary

Moved by Bollman, seconded by Grovender and carried unanimously to keep the current reimbursement of \$60 per meeting under four hours and \$125 for all day meetings lasting more than four hours and to keep the current reimbursement for officers at the following amount: Chair at \$800 annually; Vice Chair and Clerk at \$500

annually and Treasurer at \$300 annually.

Designation of Official Newspaper

Moved by Ekstrom, seconded by Grovender and carried unanimously to designate the Isanti-Chisago County Star as the official newspaper.

Appointment of Law Firm – Knutson, Flynn & Deans

Moved by Grovender, seconded by Osagiede and carried unanimously to keep Knutson, Flynn & Deans as the district law firm.

Designation of Official Depositories – Wells Fargo Bank, Associated Bank, MN Trust Bank, Neighborhood National Bank, and US Bank

Moved by Osagiede, seconded by Bollman and carried unanimously to designate Wells Fargo Bank, Associated Bank, MN Trust Bank, Neighborhood National Bank, and US Bank as the official depositories.

Delegation of Authority to Make Electronic Funds Transfers on Behalf of the School District. Designate Todd Tetzlaff, Paula Vaughn, Jennifer Thompson and Susan Shockley

Moved by Osagiede, seconded by Giese and carried unanimously to designate Todd Tetzlaff, Paula Vaughn, Jennifer Thompson and Susan Shockley the authority to make electronic funds transfers on behalf of the school district.

Setting Board Meeting Dates for 2021

Moved by Grovender, seconded by Osagiede and carried unanimously to set the board meeting dates for 2021.

The meeting dates for 2021 are as follows:

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

Meetings will be held at 5:30 pm.

Appointment of Board Committee Representatives

Moved by Grovender, seconded by Osagiede and carried unanimously to approve the following committee assignments for 2021:

COMMITTEE	2021 APPOINTEE(S)
Personnel Committee (Chair & V. Chair)	Grovender, MacMillan
Custodian	Bollman, Grovender, Osagiede
Nine-month Classified	Grovender, MacMillan, Osagiede
Twelve-month Classified	Grovender, MacMillan, Osagiede
Twelve-month Classified Salary	Grovender, MacMillan, Osagiede
Directors	Grovender, MacMillan, Osagiede
Administrators	Grovender, MacMillan, Osagiede
Teachers	Bollman, Grovender, MacMillan
Community Ed	Giese
District Staff Development	Bollman
Native American Parent	Osagiede
SCRED	Grovender (Alternate – Osagiede)
OPEB	MacMillan, Bollman
Policy Committee	Bollman, Grovender, MacMillan
MSHSL	Andrea Schmidt – Activities Director (Alternate – Superintendent)
SEE	MacMillan (Alternate – Osagiede)
Legislative Liaison	Osagiede
MSBA Legislative	Osagiede
ECMECC	Darin Marcussen- Director of Technology and Superintendent

Authorization to use current check signer plate until new plate is processed

Moved by Bollman, seconded by Grovender and carried unanimously to use the current check signer plate until a new plate is processed.

Approval of Resolution Providing Limited Authorization for the Superintendent and Director of Finance and Human Resources to Sign Contracts

Member Grovender 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 Ekstrom, and upon vote being taken thereon, the following voted in favor thereof: Ekstrom, MacMillan, Grovender, Bollman, Osagiede, Giese

and the following voted against: None

whereupon said resolution was declared duly passed and adopted.

Adoption of School Board Policy Book

Moved by Ekstrom, seconded by Giese and carried unanimously to adopt the School Board Policy Book.

Adjournment

Board Chair MacMillan adjourned the Organizational meeting at 5:52 p.m. to go into the Regular Board Meeting.

Kevin Bollman, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA MIDDLE SCHOOL, MEDIA CENTER
JANUARY 14, 2021**

The School Board of Independent School District 138 met in regular session on Thursday, January 14, 2021, at 5:55 p.m. at the North Branch Area Middle School Media Center.

Board Chair MacMillan called the meeting to order.

Roll Call: Kirby Ekstrom, Tim MacMillan, Sarah Grovender, Kevin Bollman, Heather Osagiede, Tanya Giese, and Superintendent Paul

Others in Attendance:

Bill Stickels III, Rachel Kytönen, Jan Ekstrom, Andrea Schmidt, David Treichel, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

Approval of Agenda:

Moved by Bollman, seconded by Grovender and carried unanimously to approve the agenda.

Recognition:

Superintendent Paul introduced Director of Activities Andrea Schmidt who shared videos of the coaches recognizing the fall athletes. The season summaries can be found online on the NBAPS website. Below are the fall award recipients.

- Boys Cross Country Award Recipients: Paul Boelk and Zachary Johnson
- Girls Cross Country Award Recipients: Cora Hudella and Norah Judson
- Football Award Recipients: Gavyn Jensen-Schneider, Austin Kane, Caden Kantorowicz, Ashton Labelle, Logan Murphy, Caleb Norwig, Nathan Skiba, Andrew Thauwalt, and Alexander Webster
- Boys Soccer Award Recipients: Dylan Beaver, Tanner Bollman, Nickolas Bovitz, Garrett Korkowski, Aaron Maroschek, Justin Ramos, Austin Richter, Noah Schwartzrock, and Kobe Yang
- Girls Soccer Award Recipients: Laura Anderson, Paige Bauer, Lilly Johnson, Paris Kopp, Sylvia Linkert, Isabel Linnerooth, Hailey Mauer, Emmie Meyer, Abigail Randall, and Leah Romo
- Girls Tennis Award Recipients: Hailey Bistodeau, Sophia Helinsky, Justine Joyal, Chloe Moline, Hollie Ohnsorg, Brooke Rothe, Sophia Smith, Miaya Volkman, and Rachel Wurdemann

- Volleyball Award Recipients: Lindsey Bunes, Chloe Fortuna, Maddie Helin, Lauren Hicks, Reagan Irons, Isabell Esget, Lydia Kuhlman, Paige Peaslee, Rylee Ramberg, and Paige Sheehan

SUPERINTENDENT'S REPORT

Superintendent Paul reported that students will be returning to in-person learning on January 19. K-5 will start at Level 2, grades 6-8 will start at Level 3, and 9-12 at Level 4. She also reported on staff that have presented at NASBO and MSBA, health best practices in instructional settings, technology, Viking Support Stars, and the January 15th professional development day.

CONSENT ITEMS

Moved by Ekstrom, seconded by Grovender and carried unanimously to approve the following consent items.

- A. Minutes of December 10, 2020 Regular School Board Meeting
- B. Authorization of Payments, Transfers, and Investment Activity
- Accounts Payable, Bank 07 – \$1,340,444.05
 - Auxiliary, Bank 12 - \$13,335.00
 - Payroll, Bank 13 - \$2,593,661.24
 - Scholarship, Bank 18 - \$15,200.00
 - High School Student Activities, Bank 31 - \$1,493.17
 - Middle School Student Activities, Bank 32 - \$ 0.00
- C. Personnel
1. Ramona McAllister, retirement effective January 8, 2021, as SPED Assistant at North Branch Area Education Center
 2. Sandra Husnik, retirement effective May 28, 2021, as Office Clerk for Community Education/District Office at North Branch Area Public Schools
 3. Kendall Norman, resignation effective December 11, 2020, as SPED Assistant at North Branch Area Middle School and Indian Education Liaison at North Branch Area Public Schools
 4. Carmen Money, leave request effective January 4, 2021 through January 14, 2021, as Early Childhood Assistant at North Branch Area Education Center
 5. Lorie Petrik, leave request effective January 4, 2021 through the end of the 2020-21 school year, as Community Education Early Childhood Instructor at North Branch Area Education Center
 6. Stephanie Pribyl, leave request effective January 6, 2021 through January 18, 2021, as SPED Assistant at North Branch Area High School

7. Nicollete DeVall, leave request effective March 8, 2021 through the end of the 2020-21 school year, as Community Education Early Childhood Instructor at North Branch Area Education Center
8. Kelly Johnson, leave request effective May 6, 2021 through the end of the 2020-21 school year, as Second Grade Teacher at Sunrise River Elementary School
9. John Barrett, employment effective January 4, 2021, as JROTC Instructor at North Branch Area High School
10. Alexandra Graves, temporary assignment ended January 8, 2021, as JROTC Assistant at North Branch Area High School
11. 2020-21 Extra Curricular Winter Coach Positions
 - a. Alex Kuhlman, Class 1, Step 5, as Head Coach for Boys Basketball
 - b. Shane Ray, Class 3, Step 2, as Assistant Coach for Boys Basketball
 - c. Ryan Minke, Class 3, Step 7, as Assistant Coach for Boys Basketball
 - d. Tom Terhaar, Class 3, Step 1, as Assistant Coach for Boys Basketball
 - e. Alison Trampe, Class 1, Step 3, as Head Coach for Girls Basketball
 - f. Jessica Audette, Class 3, Step 3, as Assistant Coach for Girls Basketball
 - g. Mikayla Carlson, Class 3, Step 2, as Assistant Coach for Girls Basketball
 - h. Mikayla Johnson, Class 2, Step 1, as Head Coach for Gymnastics
 - i. Norm Nagel, Class 4, Step 1, as Assistant Coach for Gymnastics
 - j. Jim Hoard, Class 1, Step 9, as Head Coach for Wrestling
 - k. Kyle Kahl, Class 3, Step 7, as Assistant Coach for Wrestling
 - l. Jacob Mars, Class 1, Step 1, as Head Coach for Boys Hockey
 - m. Adam Gronlund, Class 3, Step 1, as Assistant Coach for Boys Hockey
 - n. Jacob Levassuer, Class 3, Step 1, as Assistant Coach for Boys Hockey
 - o. Fred Zappa, Class 3, Step 1, as Assistant Coach for Boys Hockey
 - p. Kathy Crudo, Class 6, Step 2, as Coach for Middle School Girls Basketball
 - q. Jim VanEerden, Class 6, Step 10, as Coach for Middle School Girls Basketball
 - r. Jim VanEerden, Class 6, Step 10, as Coach for Middle School Boys Basketball
12. 2020-21 Activity Advisor Position
 - a. Brittany Ahner, Class 6, Step 5, as Assistant Coach for Speech

D. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
12/3/20	Mightycause Charitable Foundation-GiveMN Donations	NBAPS	\$225.00	District Educational Supplies
12/16/20	Members Cooperative Union – Cloquet, MN	NBAPS	\$75.00	District Educational Supplies
12/31/20	Stacy Lent VFD Relief Assn – Stacy, MN	NBHS Scholarship A/C	\$10,000.00	Scholarship Donation
12/31/20	Stacy Lions Club – Stacy, MN	NBHS Scholarship A/C	\$10,000.00	Scholarship Donation
12/31/20	Streater Family Scholarship – NB, MN	NBHS Scholarship A/C	\$500.00	Scholarship Donation
		Total	\$20,800.00	

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

A. Approval of Ratification of Contract Between the North Branch Support Staff Association and North Branch Independent School District Effective July 1, 2020 through June 30, 2022

Moved by Bollman, seconded by Giese and carried unanimously to approve the ratification of the contract between the North Branch Support Staff Association and North Branch Independent School District for July 1, 2020, through June 30, 2022.

The agreement includes increases in wages for both years of the contract, increases in insurance contributions and a career increment stipend for employees with 15 or more years of service to the school district.

B. Approval of the Pay Equity Report

Todd Tetzlaff, Director of Finance and Human Resources, gave a report on behalf of Kathleen Murphy from Murphy Management Consultants, to present the Pay Equity Implementation Report. Mr. Tetzlaff reviewed the process used and the results indicate the district is in compliance. The report needs to be submitted by January 31st and needs board approval. Moved by Osagiede, seconded by Giese and carried unanimously to approve the Pay Equity Implementation Report, Compliance Report, and Predicted Pay Report.

C. Approval of First Reading of Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

Moved by Ekstrom, seconded by Giese and carried unanimously to approve the first reading of Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process.

D. Approval of Resignation of School Board Member Kirby Ekstrom

School Board Member Kirby Ekstrom announced his resignation as school board member from North Branch Area Public Schools. Superintendent Paul and each of the school board members expressed their appreciation of Kirby's dedication and service to the school board for 20 years.

Moved by Osagiede, seconded by Bollman and carried unanimously to approve the resignation of school board member Kirby Ekstrom.

INFORMATION

The board reviewed the January 2021 issue of the Board & Administrator.

BOARD REQUESTS

None

COMMITTEE REPORTS

A. SEE (Schools for Equity in Education) – School Board Member Osagiede reported on the recent virtual SEE meeting she attended.

- B. Negotiations – None
- C. MSBA Report – Board Member Ekstrom and Board Member Grovender reported on the virtual MSBA Leadership Conference they attended.
- D. MSHSL – Board Member Ekstrom reported on the January 6 MSHSL meeting he attended.
- E. SCRED Report – Board Member Grovender reported on the SCRED meeting she attended on January 12.
- F. Staff Development Report – Board Member Bollman gave a report on staff development.
- G. Community Education – None
- H. Policy Committee Report – None

DATES TO REMEMBER

- A. January 28, 2021, School Board Work Session, 5:30 pm, North Branch Area Middle School, Media Center
- B. February 11, 2021 Regular School Board Meeting, 5:30 pm, North Branch Area Middle School, Media Center
- C. February 25, 2021, School Board Work Session, 5:30 pm, North Branch Area Middle School, Media Center

Adjournment

Moved by Ekstrom, seconded by Giese, and carried unanimously to adjourn the regular meeting at 7:21 pm.

Kevin Bollman, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA MIDDLE SCHOOL
SCHOOL BOARD WORKING SESSION
January 28, 2021

The School Board of Independent School District 138 met in a Working Session on Thursday, January 28, 2021, at 5:30 p.m. in the Media Center at the North Branch Area Middle Center.

Chair MacMillan called the meeting to order.

The Pledge of Allegiance was said by all.

Roll Call: Tim MacMillan, Sarah Grovender, Tanya Giese, and Superintendent Paul

Absent: Kevin Bollman, Heather Osagiede

Others in Attendance:

Denise Martin, Coleman McDonough, Nita Worthley, Amy Randall, Diane Solberg, Tami Minke, Kevin Grote, Lori Lavin, David Treichel, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

Superintendent's Report

Superintendent Paul gave an update on COVID testing and vaccinations, the Safe Learning Plan, High School Redesign, MSBA presentation on January 21, and the school board vacancy.

Items Discussed

Budget Discussion for 2021-22

Todd Tetzlaff, Director of Finance and Human Resources, reviewed the current year budget as well as projections for next year. The final budget for FY22 will be presented at the June 10 school board meeting.

High School Redesign Update

Superintendent Paul introduced Coleman McDonough, High School Principal, who reported that all high school students will be returning in-person 5 days a week for 3rd trimester.

David Treichel, Director of Teaching and Learning, gave an update on Phase One of the high school redesign.

Adjournment

Chair MacMillan adjourned the meeting at 6:35 pm.

Kevin Bollman, Clerk
(Unapproved)

**ELECTRONIC FUND TRANSFERS
JANUARY 2021**

Direct Dep Cks	\$774,836.12			
ACHS	<u>\$15,197.00</u>			
	\$790,033.12			
Transfer from Construction Account to General Operating:		2017A Bond	1/15/2021	\$592,711.31
Wells Fargo Debt Service Payment:			1/29/2021	\$1,755,750.00
Other Electronic Fund Transfers:			1/4/2021	\$54,855.85
Federal/FICA Taxes			1/4/2021	\$92,806.95
(Also reflected in P/R info)			1/19/2021	\$47,331.64
			1/19/2021	<u>\$83,047.84</u>
				\$278,042.28
Minnesota Withholding Taxes			1/5/2021	\$9,733.86
(Also reflected in P/R info)			1/5/2021	\$16,865.83
			1/20/2021	\$7,704.70
			1/20/2021	<u>\$14,162.97</u>
				\$48,467.36
Economic Service (EBC)			1/19/2021	\$9,483.31
(Also reflected in P/R info)			1/19/2021	<u>\$25,871.46</u>
				\$35,354.77
MII LIFE-F S A		PEIP	1/5/2021	\$27.53
		PEIP	1/19/2021	\$124.01
		PEIP	1/25/2021	<u>\$4,607.56</u>
				\$4,759.10
MII LIFE-M S A			1/20/2021	\$8,449.31
(Also reflected in P/R info)				
Minnesota Teachers Retirement			1/5/2021	\$7,274.28
			1/15/2021	\$8,097.13
			1/15/2021	\$57,815.40
			1/29/2021	\$7,718.39
			1/29/2021	<u>\$59,974.83</u>
				\$140,880.03
PERA			1/15/2021	\$22,410.70
			1/29/2021	<u>\$30,643.47</u>
				\$53,054.17
Delta Dental Plan			1/21/2021	\$19,795.82
MN Sales Tax			1/21/2021	\$39.00

JANUARY 2021

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
1/27/21	Box Tops for Education	Sunrise River Elem.	<u>\$64.20</u> \$64.20	Sunrise Supplies

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TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

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I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is:

Todd Tetzlaff, Director of Finance and Human Resources, 651-674-1009, 38705 Grand Ave,
North Branch, MN 55056, ttetzlaf@isd138.org

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.

North Branch Independent School District No. 138: Policy #522

Adopted: April 11, 2002

Replaces: NB Policy 5145 Nondiscrimination on the Basis of Sex in Education Programs and Activities

Revised: May 13, 2004, May 11, 2017

Effective: April 11, 2002, May 13, 2004, May 11, 2017

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- B. “Complainant” means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- A. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- B. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- C. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- D. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- E. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with

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respect to the respondent and are offered to prove consent.

- F. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- G. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- H. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).
- I. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- J. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written

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determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administrating the grievance process.

2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a

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respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any

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individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days

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following the parties' agreement to participate in such informal process.

2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

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IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal

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complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:

1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into

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consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:

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1. Would not meet the definition of sexual harassment, even if proven;
 2. Did not occur in the school district's education program or activity; or
 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 2. The respondent is no longer enrolled or employed by the school district; or
 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect

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and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.

- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
1. Identification of the allegations potentially constituting sexual harassment;
 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 3. Findings of fact supporting the determination;
 4. Conclusions regarding the application of the school district's code of conduct to the facts;

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Adopted: April 11, 2002

Replaces: NB Policy 5145 Nondiscrimination on the Basis of Sex in Education Programs and Activities

Revised: May 13, 2004, May 11, 2017

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5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

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- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;

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3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights

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of the United States Department of Education, or both; and

4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
 1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 2. Any appeal and the result therefrom;
 3. Any informal resolution and the result therefrom; and
 4. All materials used to train Title IX Personnel.

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Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: NB Policy 102 (Equal Educational Opportunity)
NB Policy 413 (Harassment and Violence)
NB Policy 506 (Student Discipline)
NB Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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Member _____ introduced the following resolution
and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION
TO MAKE RECOMMENDATIONS FOR REDUCTIONS
IN PROGRAMS AND POSITIONS AND REASONS
THEREFOR.

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, there has been a reduction in student enrollment, and,

WHEREAS, this reduction in expenditure and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 138, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

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 the same:

whereupon said resolution was declared duly passed and adopted.

Annual Compliance Overview

Minnesota Statutes, section 124D.78 requires Minnesota districts, charters, and tribal schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the statute cites that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence. This vote is formally reflected on the annual compliance documents. Members of the AIPAC must present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to the OAIE.

Completing and Submitting the Documents

The following items are required when submitting annual compliance:

- ✓ The annual compliance/vote of concurrence or nonconcurrence document
- ✓ The AIPAC resolution document
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage)

All items are fillable PDF forms. When completing, remember to:

- Include the district or school name and identifying number.
- Place a check mark next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required. **Digital signatures are accepted.*
- Use the drop-down menu in the roster to select the appropriate committee member options.

The District or School Does Not Have an AIPAC:

Districts or schools that do not have an AIPAC are still required to complete this paperwork.

- Place a check mark next to “Does Not Have an AIPAC”.
- Obtain the signature of the superintendent or charter/tribal school director and the school board chair. The resolution page is not required.

Submission Deadline:

Email all three required items **by March 1** to: mde.indian-education@state.mn.us

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name:

The American Indian Parent Advisory Committee Vote

The AIPAC Issued a Vote of Concurrence

Date of Concurrent Vote:

Date the AIPAC presented to the school board:

The AIPAC Issued a Vote of Nonconcurrence

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote:

Date the AIPAC presented to the school board:

Date the written response from the school board is due:

The District/School Does Not Have an AIPAC

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

**Digital signatures are accepted*

School Board Chairperson 2/11/2021
Date

Superintendent or Charter/Tribal School Director 2/11/2021
Date

Victoria Halverson , digital signature (per email 2/3/2021 11:09 pm)

AIPAC Chairperson 2/3/2021
Date

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

We, the American Indian Parent Advisory Committee, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

We, the American Indian Parent Advisory Committee, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

Victoria Halverson , digital signature (per email 2/3/2021 11:09 pm)

AIPAC Chairperson Printed Name and Signature

2/3/2021

Date

The American Indian Parent Advisory Committee

About Membership

Minnesota Statutes, section 124D.78, subdivision 3 cites, *The American Indian education parent advisory committee must be composed of parents of children eligible to be enrolled in American Indian education programs; secondary students eligible to be served; American Indian language and culture education teachers and paraprofessionals; American Indian teachers; counselors; adult American Indian people enrolled in educational programs; and representatives from community groups. A majority of each committee must be parents of children enrolled or eligible to be enrolled in the programs. The number of parents of American Indian and non-American Indian children shall reflect approximately the proportion of children of those groups enrolled in the programs.*

About the Roster and Sign-in Sheet

The roster is for committee members only. This form is electronic and fillable. Please type the committee member's name, email, and phone in the first column. Subsequent columns contain a drop-down menu option. Select the best option for each particular committee member.

The sign-in sheet is for district employees is also fillable. District employees often participate in committee meetings and serve as a bridge between the committee and the district, helping to navigate district processes while furthering the goals and initiatives of the committee members. Employee participation levels vary depending on the district. If an employee identifies as American Indian, they are eligible to serve as a voting committee member and may be included on the roster, rather than the district sign-in sheet.

Submission

The American Indian Parent Advisory Committee roster is due twice each school year:

- October 1: For districts with 20 or more American Indian students as part of the American Indian Education Aid application.
- March 1: For districts with 10 or more American Indian students as part of the annual compliance process.
- Submit to: mde.indian-education@state.mn.us

American Indian Parent Advisory Committee Member Roster

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
Victoria Halverson	Yes	Chair/Co-chair	Parent/Guardian of an American Indian Student
Teresa Carlson	Yes	Secretary	Parent/Guardian of an American Indian Student
Jackie Weissmann	Yes	General Member	Parent/Guardian of an American Indian Student
Kayla Gariepy	Yes	General Member	Parent/Guardian of an American Indian Student
Alanna Hansen	Yes	General Member	Parent/Guardian of an American Indian Student
Amanda Schloer	Yes	General Member	Parent/Guardian of an American Indian Student
Audra Burgeson	Yes	General Member	Parent/Guardian of an American Indian Student
	Select one...	Select one...	Select one...

District Employee Sign-in Sheet

Employee Name, Email, and Phone	Employee Title
Joanne Kreitz	Behavior Technician, SPED Asst.
Amanda Glaser	SPED Education Asst. 52
Stacy Fairbanks	SPED Education Asst.

**RESOLUTION FILLING SCHOOL BOARD
VACANCY BY APPOINTMENT**

WHEREAS, a vacancy exists in the office of school board member with a term expiring after the November 2021 election; and

WHEREAS, the vacancy occurred more than ninety (90) days prior to the first Tuesday after the first Monday in November in the year the vacancy occurred and prior to the fourth year of the vacant term;

NOW THEREFORE BE IT RESOLVED by the School Board of Independent School District No. 138, State of Minnesota, as follows:

Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b, _____ is hereby appointed to fill the vacancy and to serve until a successor is elected and qualified. The appointment shall be effective at the next regular school board meeting after the adoption of this resolution unless a valid petition to reject the appointee is filed with the school district clerk pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b(b) within that thirty (30) day time period.

Board & Administrator

FOR SCHOOL BOARD MEMBERS

February 2021 Vol. 34, No. 10

Start off on the right foot as a new school board member

Running as a school board candidate and serving on the school board are two very different things. If you have recently been elected as a school board member, you may feel like you have won the race. However, you should quickly shift your attention to the next challenge: governing the operations of the school district.

Learning how to be a board member and an advocate for your district can take time. But there are a few things you can do immediately to ensure you start your term on the right foot.

Use the following checklist to ensure you have all your bases covered as a new board member:

Check boxes as completed	Actions to take as a new board member
<input type="checkbox"/>	Introduce yourself to the board president and your fellow board members.
<input type="checkbox"/>	Introduce yourself to the superintendent. To get acquainted and develop rapport, consider inviting the superintendent to lunch or meeting with him individually.
<input type="checkbox"/>	Review your board's mission statement, strategic plan, and goals.
<input type="checkbox"/>	Obtain a copy of the board's policy manual and bylaws and review each chapter.
<input type="checkbox"/>	Ask the board president or other senior board member to explain board procedures for meetings and adopting and revising policies.
<input type="checkbox"/>	Review the board's calendar, add the dates of board meetings to your schedule, and print out the meeting agenda for any upcoming meetings. Add any other important dates to your schedule and individual calendar.
<input type="checkbox"/>	Attend orientation for new board members and ask for clarification of your role as a board member.
<input type="checkbox"/>	Examine the district's most recent annual performance report. Ask your superintendent to brief you on the state's accountability system and how it works, if you are unfamiliar.
<input type="checkbox"/>	Review the district's current budget and budget calendar. Obtain any necessary materials the board is developing or using to prepare the next budget.
<input type="checkbox"/>	If your board is holding a reception for you and other new board members, attend the reception. This may be a good opportunity to get to know your colleagues, the superintendent, and meet stakeholders and important members of the community.
<input type="checkbox"/>	Ensure you review your state's Open Meetings Act and Freedom of Information Act. Also, review state and local employment and education laws and policies. Ask the board's legal counsel for clarification if you have any questions.
<input type="checkbox"/>	Learn about the process for hiring and evaluating the superintendent. If the superintendent's evaluation is coming up soon, ask your board president or other senior board member for help in understanding the evaluation process. ■

Review nepotism policy

Because school districts are often one of the largest employers in the community, it's not unusual to have relatives working together in the district. To promote a fair workplace, districts usually have anti-nepotism policies. Such policies help deflect litigation surrounding hiring, promotion, evaluation, and compensation in schools.

Nepotism is the act of favoring someone for employment purposes, such as hiring or promoting, due to a non-work relationship. Anti-nepotism rules in school districts typically

prohibit a public official from appointing, promoting, employing, advancing or advocating for appointment, employment, promotion, or advancement in or to a position in the agency in which he serves or over which he exercises control any individual who is a relative. The rule then defines who is considered a "relative."

Many nepotism policies have been in place for decades. Considering reviewing your rule with district counsel to ensure that it is equitable as well as up to date. ■

Conduct a COVID-19 performance review for your district

With March 2021 marking the one-year anniversary of the extended school closures caused by COVID-19 for many districts across the country, now is the time for district leaders to take a brief step back to see how effective their district's response to the pandemic was.

As with any good performance review, districts should take the time to evaluate what parts of their response they did well — for example, maybe your district got iPads and/or laptops to your students within two weeks of the shutdown! Districts should also consider how their response could have been improved — maybe they could have reached out

to parents more, or sent additional training or encouragement to its staff. In addition, take the time to acknowledge district staff who went above and beyond during the COVID-19 pandemic.

While no one wants a repeat of the COVID-19 school closures, districts shouldn't assume that this was a one-time deal. Reviewing how their response to COVID-19 met (or missed) the mark is one of the best ways to ensure that districts are better prepared to meet the needs of their students should they need to close schools down for an extended period of time. ■

Two tips for better board meetings

Consider these two ways to improve board meetings:

1. Arrive early. Instead of arriving to board room at the last minute or sitting off alone studying your agenda materials, make it a point to meet and greet audience members. Introduce yourself to

individuals you don't know and ask whether they are interested in a particular agenda item.

2. Start off on a positive note. Ask the superintendent to begin each meeting with good news about students, employees, or the district's educational program. ■