

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA MIDDLE SCHOOL, MEDIA CENTER
 38431 LINCOLN TRL
 NORTH BRANCH, MN 55056
 REGULAR SCHOOL BOARD MEETING
 SEPTEMBER 9, 2021
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent’s Report 5
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of August 12, 2021 Regular School Board Meeting 25
 - B. Minutes of August 19, 2021 School Board Retreat 38
 - C. Minutes of August 26, 2021 Work Session 39
 - D. Authorization of Payments, Transfers, and Investment Activity 40
 - E. Personnel
 - 1. Glen Stevens, retirement effective December 22, 2021, as Assistant Principal at North Branch Area High School
 - 2. Nicole Sanders, resignation effective June 14, 2021, as SPED Assistant at North Branch Area High School
 - 3. Thomas Terhaar, resignation effective June 14, 2021, as SPED Assistant at North Branch Area High School
 - 4. Ann Perell, resignation effective August 1, 2021, as SPED Assistant at North Branch Area High School
 - 5. Dawn Follmer, resignation effective August 23, 2021, as SPED Assistant at Life Work Center
 - 6. Lori Zengler, resignation effective August 26, 2021, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 - 7. Cindy Jutz, resignation effective August 31, 2021, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 - 8. Peggy Haapoja-Toussaint, resignation effective September 3, 2021, as Early Childhood Secretary at North Branch Area Education Center
 - 9. Shannon Graupman, resignation effective September 10, 2021, as SPED Assistant at Life Work Center
 - 10. Jodiann Fanth, request to be released from her contract for the upcoming 2021-22 school year, contingent upon the district hiring a suitable replacement, as English/Language Arts Teacher at North Branch Area Middle School. Contract release granted.
 - 11. Elizabeth Huselid, request to be released from her contract for the upcoming 2021-22 school year, contingent upon the district hiring a suitable

- replacement, as Elementary Teacher at Sunrise River Elementary School. Contract release granted.
12. Jerome Huselid, request to be released from his contract for the upcoming 2021-22 school year, contingent upon the district hiring a suitable replacement, as Elementary Teacher at North Branch Area Middle School. Contract release granted.
 13. Allison Mantel, contract release granted for the upcoming 2021-22 school year, as Elementary Teacher at Sunrise River Elementary School
 14. Kyle Pagel, contract release granted for the upcoming 2021-22 school year, as Instrumental Music Teacher at North Branch Area Middle School
 15. Rachel Bailey, BS, Step 7, beginning with the 2021-22 school year, as SPED Teacher at North Branch Area High School
 16. Stephanie Olson, BS, Step 4, beginning September 2, 2021 as English/Language Arts Teacher at North Branch Area Middle School
 17. Amanda Cook, BS, Step 5, beginning September 7, 2021, as 0.5 FTE Distance Learning Teacher at North Branch Area Public Schools
 18. Jamie Dary, BS, Step 1, beginning with the 2021-22 school year, as Elementary Teacher at Sunrise River Elementary School
 19. Alan Grund, MA, Step 4, employment effective September 7, 2021, as Elementary Teacher at Sunrise River Elementary School, includes temporary long-term assignment as Second Grade Teacher from September 7, 2021 through October 29, 2021 at Sunrise River Elementary School
 20. Jake Harren, BA, Step 5, beginning with the 2021-22 school year, as Elementary Teacher at Sunrise River Elementary School
 21. Thomas McCarthy, MA+60, Step 17, beginning with the 2021-22 school year, as Academic Dean for Student Success at North Branch Area High School
 22. Cole Nichols, BA/BS, Step 8, one-year contract for 2021-22 for a Tier 1 License for Industrial Tech/Tech Ed Teacher at North Branch Area High School
 23. Benjamin Paro, BM+15, Step 7, beginning with the 2021-22 school year, as Instrumental Music Teacher at North Branch Area Middle School
 24. Caitlin Podratz, Step 1, beginning with the 2021-22 school year, as Community Education Early Childhood Instructor at North Branch Area Education Center
 25. Natalie Sandstrom, MA, Step 1, beginning with the 2021-22 school year, as Elementary Teacher at Sunrise River Elementary School
 26. Kristi Stoltz, Step 1, beginning with the 2021-22 school year, as Community Education Early Childhood Instructor at North Branch Area Education Center
 27. Jennifer Gibbs, BS, Step 2, position change beginning with the 2021-22 school year, from Community Education Early Childhood Instructor at North Branch Area Education Center to Elementary Teacher at Sunrise River Elementary School
 28. Erin Vorpahl, MEd, Step 14, employment beginning with the 2021-22 school year, as 0.3 FTE DLA Teacher at North Branch Area Public Schools
 29. Mikaela Matheny, employment effective August 23, 2021, as School Age Care Adult Assistant at North Branch Area Education Center
 30. Juliane Bartel, employment effective September 1, 2021, as SPED Assistant at North Branch Area Education Center

31. Xin Lan Connett, employment effective September 1, 2021, as Early Childhood Assistant at North Branch Area Education Center
32. Alexandra Graves, employment effective September 1, 2021, as SPED Assistant at North Branch Area High School
33. Mallory Miller, employment effective September 1, 2021, as Lunchroom Assistant at North Branch Area Middle School
34. Michelle Mitchell, employment effective September 1, 2021, as Lunchroom/Playground Assistant at North Branch Area Education Center
35. Jolene Schulte, employment effective September 1, 2021, as Lunchroom/Playground Assistant at North Branch Area Education Center
36. Joanie Tjomsland, employment effective September 1, 2021, as Schoolkeeper at North Branch Area Public Schools
37. Kayleigh Nudell, employment effective September 2, 2021, as SPED Assistant at Sunrise River Elementary School
38. Allysha Ness, employment effective September 7, 2021, as SPED Assistant at North Branch Area Education Center
39. Shelby Soule, employment effective September 7, 2021, as SPED Assistant at North Branch Area Education Center
40. Jennifer Aguirre, position change beginning August 30, 2021, from SPED Assistant at North Branch Area Education Center to Early Childhood Secretary at North Branch Area Education Center
41. Brent Lundgren, position change beginning with the 2021-22 school year, from SPED Teacher at North Branch Area High School to Elementary Teacher at North Branch Area Middle School
42. Kristin Mayne, position change beginning August 24, 2021, from Career Center Clerk at North Branch Area High School to Career Navigator at North Branch Area High School
43. Brianne McClellan, BS, Step 5, position change beginning with the 2021-22 school year, from 0.67 FTE ALC/Distance Learning Social Studies Teacher at North Branch Area Public Schools to 0.5 FTE ALC Social Studies Teacher at Norse Area Learning Center and 0.5 FTE Health Teacher at North Branch Area High School
44. 2021-22 Extra Curricular Fall Coach Positions
 - a. Sean Huset, Class 3, Step 7, as Assistant Coach for Football
 - b. Jessica Konrad, Class 3, Step 3, as Assistant Coach for Volleyball

F. Scoreboard Advertising Agreement Between North Branch Area Public Schools and the Following Business

1. North Branch Physical Therapy

G. Acceptance of Donations

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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
- X. New Business
 - A. Consider Resolution for Health and Safety Measures for the 2021-2022 School Year 42
 - B. Consider Resolution Appointing Election Judges for the November 2, 2021 School District Special Election 44
 - C. Consider Renewal of Membership in Schools for Equity in Education (SEE) for 2021-22 - \$3,881.00 46
 - D. Consider Certification of Proposed Property Tax Levy 2021 Payable 2022 50
 - E. Consider Setting December 9, 2021 to Certify the Property Tax Levy 2021 Payable 2022
- XI. Addendum
- XII. Information
 - A. Board & Administrator September 2021 Issue 57
- XIII. Board Requests
- XIV. Committee Reports
 - A. SEE (Schools for Equity in Education)
 - B. Negotiations
 - C. MSBA Update or Report
 - D. MSHSL
 - E. SCRED Report
 - F. Staff Development Report
 - G. Community Education Advisory Committee Report
 - H. Policy Committee Report
- XV. Dates to Remember
 - A. Tuesday, September 14, 2021, Negotiations Committee Meeting, 4:00 pm, North Branch Area Education Center
 - B. Tuesday, September 14, 2021, NBEA Negotiation Session, 4:30 pm, North Branch Area Education Center
 - C. Thursday, September 23, 2021, Work Session, 5:30 pm, North Branch Area Education Center
 - D. Monday, October 11, 2021, Negotiations Committee Meeting, 4:00 pm, North Branch Area Education Center, Conference Room
 - E. Monday, October 11, 2021, Custodian Negotiation Session, 4:30 pm, North Branch Area Education Center, Conference Room
 - F. Thursday, October 14, 2021, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center
 - G. Thursday, October 28, 2021, Work Session, 5:30 pm, North Branch Area Education Center
- XVI. Adjournment

Superintendent Update

Forward Together
September 9, 2021

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Vision-What we intend to create

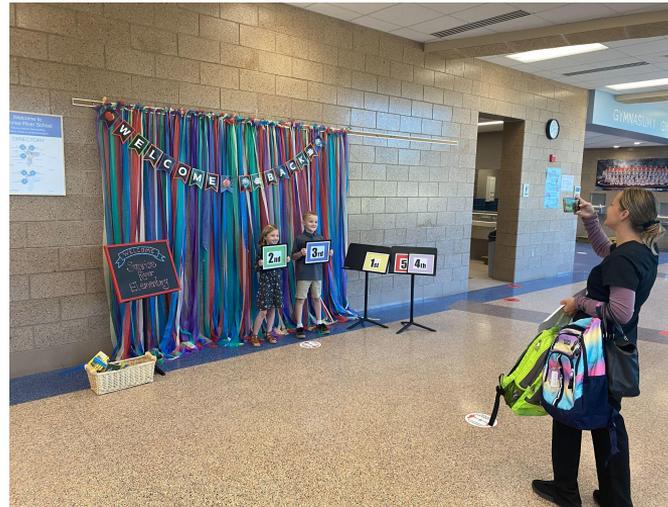
Inspire dreams, build integrity and instill hope in our students, our staff, our families and our communities.





Relationships First

Welcome Week Inspiration





Be our Guest!

We invite senior citizens, 60 and up, to attend home sports and fine arts events free of charge.

- Over 100 passes have been hand delivered by our students and the list continues to grow!
- THANK YOU for supporting our students!

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Senior Community Member Lifetime Activity Pass

This Senior Community Member Activity Pass grants free admission into home activities* for

SIGN HERE: _____

Validated by Sara Paul, Superintendent



Evidence of Using District Data to Drive Decisions

- Staff surveys used to strengthen safety protocols
- COVID Response Form provides ongoing two-way communication
- Bus quarantine data provided to MDE and led to change of MDE⁹ guidance.
- Close contact data used to adjust mandatory quarantine protocols for in-school close contacts
- Summer School operated at Level One with no evidence of COVID spread



Negative Impacts that must be addressed

Moving Forward Together

- Distance Learning
 - Some families choose this learning model
 - Many families are returning back to in-person learning because it did not work for them
- State Quarantine Guidance- Number of missed days of schools was staggering
- Social and emotional wellbeing of our students and providing safe learning environments
- COVID spread will increase Safe Learning Level

2021-22 “Return to In-Person Learning”



Level 1 on our Safe Learning Continuum

- **Consultation process used to make Level One decision:**

NBAPS is uniquely positioned to utilize our data from the 2020-21 school year and summer school programming to guide our decisions for the coming school year. The COVID Response Team will continue to engage in a consultation process for decision making:

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- Weekly consultation with county and regional public health officials to review COVID indicators
- NBAPS COVID Response Team weekly review and evaluation of mitigation strategies and District COVID data
- Consultation with COVID Advisory Team when a shift of level on our Safe Learning Continuum is being considered
- Safe Learning Levels adjusted as needed with multiple modes of communication to staff, students, parents, and community members



Ventilation

Operation of the building in which employees and students are located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems.

Thanks to taxpayer support of a bond referendum, NBAPS has some of the best ventilation systems in the state.

- Outside recess is encouraged for K-6 students
- Outside gym time is encouraged for elementary and secondary students



Disinfecting and Cleaning

General “high touch” areas will be cleaned and sanitized regularly by custodians and other employees.

Staff will have access to supplies for more regular cleaning.

Additional hand-washing stations are available in every building



Face Coverings

- All employees, students and visitors have the option to wear face coverings.
 - Masks will be readily available to all visitors, staff, and students.
 - Correct wearing of masks will be communicated and promoted.
 - Federal mask mandate on buses
 - Masks are available on all buses
 - Priority of each bus driver is to provide safe transport to and from school



Self Assessment Expectations

Students, Parents, Staff, Visitors

- A **self-assessment** is expected before entering school grounds or school transportation.
- Students exhibiting COVID symptoms must be absent from school until symptoms meet the return to school standards.

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Notification Expectations

- Parents must contact their school attendance line immediately to report absences for students who are experiencing symptoms as described in the self-assessment.
- Parents of students who test positive for COVID-19 must contact the school Health Services office immediately upon learning of the test results. **A conversation with the school nurse is required before anyone from the household returns to school.**



No-Cost COVID Testing available to all Minnesotans

NBAPS encourages families to [order in-house test kits](#) to keep on hand. The State of Minnesota and Vault Medical Services have teamed up to offer at-home COVID-19 saliva testing for everyone who lives in Minnesota, with or without symptoms, at no cost. Typically Vault saliva test kits ship within a day of receiving the order. Note that shipping and delivery does not happen on Sundays or holidays. 16

If you need a test immediately, visit [Find Testing Locations](#) for in-person options.



Screening Options Under Consideration

The COVID Response team is working with MDE to access the following home screening test.

Students

[BinaxNOW OTC At-Home Testing Information \(PDF\)](#)

- Individual rapid antigen test that will be available to be sent home ¹⁷ with students.
- The state intends to provide enough tests for every student though supply volume from the test vendor will determine how many tests the state can distribute to schools.
- *This test is for students only.*



Screening Options Under Consideration

Staff

Rapid tests available for staff available through school nurses.

[Cue Testing Information \(PDF\)](#)

- Individual rapid molecular (non-invasive) nasal swab test that schools ¹⁸ can use onsite for staff that present symptoms and can also be used for asymptomatic screening.
- This test is currently funded by HHS through October 31, 2021.
- Availability depends on federal supply and local demand. Beginning of 2021-22 school year (Sept. 3) continuing throughout the early fall.



Expectations for Student Activities

NBAPS places a high priority on the holistic development of our students

A COVID outbreak in an activity can jeopardize individual contests and even entire seasons.

NBAPS data from last year indicates that the majority of spread in activities was caused by team social interaction outside of school rather than from the physical involvement in school activities.

The following additional mitigation strategies will be used to prevent the spread of COVID in activities:

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- Participants are strongly encouraged to limit gathering socially during their respective seasons
 - When unavoidable, participants are reminded to maintain social distancing
- Teammates of a positive case will be notified directly
- Activities participants are strongly encouraged to [pre-order home tests](#) so they are available when needed; additional screening options will be available from the school nurse once received from MDE.
- Participants must take responsibility for self-monitoring and removing themselves from activities until symptoms improve.



Physical Distancing

“Arms Length Away” from others as feasible

Our general rule is to stay “an arms length away” from others.

- Students will interact with some of their classmates during partner and small group activities, which will be less than an arms length away at times.
- Staff should maintain an arms length away from other staff members, and from students as feasible.



COVID Information and Reporting

- Public settings pose the risk to exposure of COVID-19
- COVID Dashboard updated weekly
- The COVID Response Team will continue to coordinate the notification of the appropriate agencies of positive cases



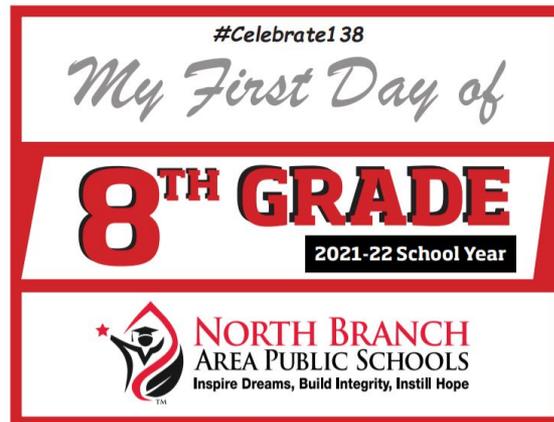
Health Status and Health Information

NBAPS adheres to all federal and state regulations and laws to protect the privacy of employee and student health status and health information.



First Day of School Photos- Viking Style!

We love to see students on the first day of school, so we created **first day of school photo signs for each grade** that families can print or pull up on their device and use in their first day of school photos. Don't forget to tag us and use #Celebrate138 when you post your photos!





**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA HIGH SCHOOL, GLASS CLASSROOM
AUGUST 12, 2021**

The School Board of Independent School District 138 met in regular session on Thursday, August 12, 2021, at 5:30 p.m. at the North Branch Area High School Glass Classroom.

Board Chair MacMillan called the meeting to order.

Roll Call: Tim MacMillan, Sarah Grovender, Kevin Bollman (arrived at 5:40 pm), Heather Osagiede, Tanya Giese, Jesse LaValla, and Superintendent Paul

Others in Attendance:

Bill Stickels III, Denise Martin, Rachel Kytonen, David Treichel, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Approval of Agenda:

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

SUPERINTENDENT'S REPORT

Superintendent Paul updated the school board on the components of the strategic plan and the safe learning continuum. She also reported on social and emotional learning, co-curricular activities, MSHSL, school board governance, Welcome Days communication, and virtual monthly sessions with the Superintendent.

CONSENT ITEMS

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

- A. Minutes of July 8, 2021 Regular School Board Meeting
- B. Minutes of July 15, 2021 OPEB Committee Meeting
- C. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$1,003,105.54
 - Auxiliary, Bank 12 - \$15,189.88
 - Payroll, Bank 13 - \$1,065,223.83
 - Scholarship, Bank 18 - \$61,110.00
 - High School Student Activities, Bank 31 - \$0.00
 - Middle School Student Activities, Bank 32 - \$0.00

D. Personnel

1. Diane Higley, retirement effective August 16, 2021, as SPED Assistant at North Branch Area Middle School
2. Kasey Cesafsky, resignation effective August 18, 2021, as Career Navigator at North Branch Area High School
3. Nina Lopez, resignation effective July 12, 2021, as SPED Assistant at North Branch Area Education Center
4. Nicollete DeVall, resignation effective July 14, 2021, as Community Education Early Childhood Instructor at North Branch Area Education Center
5. Bridgett Das, resignation effective July 30, 2021, as SPED Assistant at North Branch Area High School
6. Joan Audette, leave request effective July 14, 2021 through August 10, 2021, as Community Education Secretary at North Branch Area Public Schools
7. Cynthia Scheele, leave request effective October 14, 2021 through January 5, 2022, as Senior Adult Assistant at North Branch Area Public Schools
8. Allison Mantel, request to be released from her contract for the upcoming 2021-22 school year, contingent upon the district hiring a suitable replacement, as Elementary Teacher at Sunrise River Elementary School
9. Kyle Pagel, request to be released from his contract for the upcoming 2021-22 school year, contingent upon the district hiring a suitable replacement, as Instrumental Music Teacher at North Branch Area Middle School
10. Elizabeth Budahn, BA, Step 4, beginning with the 2021-22 school year, as Vocal Music Teacher for grades 6-12
11. Annetta Dickman, BA, Step 1, beginning with the 2021-22 school year, as English Teacher at North Branch Area High School
12. Amy Kahl, BS, Step 8, beginning with the 2021-22 school year, as Elementary Teacher at North Branch Area Education Center
13. Vicki Kristo, BS, Step 3, beginning with the 2021-22 school year, as Elementary Teacher at Sunrise River Elementary School
14. Brianne McClellan, BS, Step 5, beginning with the 2021-22 school year, as 0.67 ALC/Distance Learning Social Studies Teacher at North Branch Area Public Schools
15. Whitney Murphy, BS, Step 1, one-year contract for 2021-22 for a Tier 1 License for SPED Teacher at North Branch Area High School

16. Rachel Nordenstrom, BA, Step 3, beginning with the 2021-22 school year, as Elementary Teacher at Sunrise River Elementary School
17. Samantha Weiss, MA, Step 2, beginning with the 2021-22 school year, as Spanish Teacher at North Branch Area High School
18. Ashley Diederichs, employment effective August 16, 2021, as Office Clerk at North Branch Area Education Center
19. Julie Flodquist, position change beginning with the 2021-22 school year, from SPED Assistant at Sunrise River Elementary School to Media Clerk at Sunrise River Elementary School
20. Amanda Glaser, position change beginning with the 2021-22 school year due to recall rights, from Lunchroom Assistant at North Branch Area Middle School to SPED Assistant at North Branch Area Middle School
21. Sarah Izzo, position change beginning with the 2021-22 school year, from DL Teacher to Elementary Teacher at North Branch Area Education Center

22. 2021-22 Extra Curricular Fall Coach Positions

- a. Norm Nagel, Class 2, Step 2, as Head Coach for Cross Country
- b. Nita Worthley, Class 4, Step 2, as Assistant Coach for Cross Country
- c. Jake Borash, Class 2, Step 5, as Head Coach for Boys Soccer
- d. Chad Johnson, Class 4, Step 8, as Assistant Coach for Boys Soccer
- e. Josh Kopp, Class 2, Step 3, as Head Coach for Girls Soccer
- f. Sherri Keller, Class 4, Step 6, as Assistant Coach for Girls Soccer
- g. Joel Santjer, Class 3, Step 5, as Head Coach for Girls Tennis
- h. Andy Spofford, Class 5, Step 5, as Assistant Coach for Girls Tennis
- i. Justin Voss, Class 1, Step 3, as Head Coach for Football
- j. Dan Johnson, Class 3, Step 6, as Assistant Coach for Football
- k. Kyle Kahl, Class 3, Step 8, as Assistant Coach for Football
- l. Brent Lundgren, Class 3, Step 7, as Assistant Coach for Football
- m. Ian McWilliams, Class 3, Step 9, as Assistant Coach for Football
- n. Mason Niederkorn, Class 3, Step 4, as Assistant Coach for Football
- o. Andrew Timmer, Class 3, Step 1, as Assistant Coach for Football
- p. Mike Selbitschka, Class 1, Step 8, as Head Coach for Volleyball
- q. Tammi Minke, Class 3, Step 10, as Assistant Coach for Volleyball
- r. Abby Moon, Class 3, Step 6, as Assistant Coach for Volleyball
- s. Ron Trunk, Class 3, Step 10, as Assistant Coach for Volleyball
- t. Kathy Crudo, Class 6, Step 5, as Middle School Volleyball Coach
- u. Jim VanEerden, Class 6, Step 8, as Middle School Volleyball Coach
- v. Parker Johnson, Class 6, Step 2, as Coach for Middle School Boys Soccer
- w. Logan Delmont, Class 6, Step 1, as Coach for Middle School Girls Soccer
- x. Max Johnson - Volunteer Coach for Boys Soccer
- y. Brandon Korkowski - Volunteer Coach for Boys Soccer
- z. Jenel Korkowski - Volunteer Coach for Boys Soccer
- aa. Don Mattson - Volunteer Coach for Boys Soccer
- ab. Steve Dickhudt - Volunteer Coach for Volleyball

23. 2021-22 Activity Advisor Positions

- a. James Pope, Class 8, Step 9, as High School Pep Band Advisor
- b. James Pope, Class 4, Step 9, as High School Jazz Band Advisor
- c. Elizabeth Budahn, Class 4, Step 4, as Extra-Curricular Vocals (Harmonaires)
- d. Jennifer Joyal, Class 9, Step 10, as Assistant Knowledge Bowl Advisor
- e. Laura Rothe, Class 8, Step 5, as National Honor Society Advisor
- f. Ashley Twait, Class 10, Step 2, as Prom Advisor
- g. Jennifer VanDyke, Class 6, Step 7, as Student Council Advisor

- h. Sydney Rydberg-Engel, Class 7, Step 1, as Yearbook Advisor
- i. Hannah Rawleigh, Class 6, Step 2, as ProStart Advisor
- j. Julie Cooley, Class 6, Step 5, as DECA Advisor
- k. Elizabeth Budahn, Class 10, Step 4, as Middle School Show Choir Advisor
- l. Pam Newbauer, Class 9, Step 10, as Middle School Knowledge Bowl Advisor
- m. Pam Newbauer, Class 8, Step 10, as Middle School Speech Advisor
- n. Pam Newbauer, Class 8, Step 10, as Middle School Student Council Advisor
- o. Jessica Richter, Class 7, Step 4, as Middle School Yearbook Advisor
- p. Abby Moon, Class 8, Step 6, as Middle School Math League Advisor

E. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
7/9/21	East Central Energy – Braham, MN	Community Ed	\$100.00	Concerts in the Park
7/9/21	Lions Club of NB	Community Ed	\$300.00	Concerts in the Park
July '21	Christine Piper donated a baritone to the Music Department	NBMS		
		Total	\$400.00	

OPEN MIC

Steve Scarborough, parent and community member, spoke regarding his concerns on mask mandates.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

A. MSHSL Why We Play Video

The school board viewed a training video from the Minnesota State High School League (MSHSL) called Why We Play - Defining the Purpose of Education-Based Athletic and Activity Programs. The training must be completed before approving the Minnesota State High School League’s Membership Resolution. The resolution will be approved following viewing the video. The intent of this requirement is to assist schools and their communities in aligning around a shared common language, where every stakeholder clearly understands the purpose of education-based athletic and activity programs.

B. Approval of 2021-2022 Resolution for Membership in the Minnesota State High School League

Moved by Bollman, seconded by Osagiede and carried unanimously to approve the following resolution of the MSHSL:

**2021-2022 Resolution for Membership in the
Minnesota State High School League**

RESOLVED, that the Governing Board of School District Number 138, County of Chisago, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the North Branch High School is authorized by this, the Governing Board of said school district or school to:

Renew its membership in the Minnesota State High School League; and participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's Official Handbook, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

C. Approval of Appendix W - Region 7AA Facilities Use Agreement for 2021-22
Moved by Grovender, seconded by Giese and carried unanimously to approve Appendix W - Region 7AA Facilities Use Agreement for 2021-22.

D. Approval of Resolution Regarding Fund Balance Transfers
The following resolution was moved by Grovender and seconded by LaValla:

RESOLUTION REGARDING FUND BALANCE TRANSFERS

WHEREAS, Minnesota Governor Tim Walz issued Emergency Executive Order 20-19 on March 25, 2020, which stated in part:

Paragraph 21. Upon approval by the Executive Council, school districts and schools are authorized to transfer operating funds from certain programs that are not already assigned to or encumbered by staff salary and benefits, or otherwise encumbered by federal law, for the following purposes:

A. to provide care to Eligible Children during the school day between November 23, 2020 through January 15, 2021.

WHEREAS, a fund transfer is allowed if the transfer meets the criteria set forth in Paragraph 21(c) of Emergency Executive Order 20-19:

1. The transfer does not increase state aid obligations to the district or result in additional property tax authority for the district or charter school.
2. A transfer is limited to the operating funds of a district or charter school.
3. A school board must approve a fund transfer by the fiscal year reporting deadline.
4. A district or charter school must maintain accounting records for the purpose of this Executive Order that are sufficient to document both the specific funds transferred and use of those funds. Such accounting records are subject to auditor review.
5. Any execution of this flexibility must not interfere with or jeopardize funding per federal requirements.
6. Any transfer must not interfere with the equitable delivery of distance learning or social distancing models

WHEREAS, the School Board of North Branch Area Public Schools, Independent School District 138, has determined that that the criteria identified under Paragraph 21(c) have been satisfied for a fund transfer pursuant to Emergency Executive Order 20-19;

WHEREAS, the School Board of Independent School District has reviewed and approved the attached *Request for Fund Transfer*

THEREFORE, BE IT RESOLVED, that the School Board of Independent School District 138 authorizes the School District administration to submit the attached *Request for Fund Transfer*.

The vote on adoption of the Resolution was as follows:

Aye: MacMillan, Grovender, Bollman, Osagiede, Giese, LaValla

Nay: None

Absent: None

Whereupon, said Resolution was declared duly adopted.

E. Approval of Resolution Calling a Special Election to Fill a School Board Vacancy
Member Bollman introduced the following resolution and moved its adoption:

**RESOLUTION CALLING A SPECIAL ELECTION
TO FILL A SCHOOL BOARD VACANCY**

WHEREAS, a vacancy has occurred in the office of school board member with a term expiring January 2, 2023.

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

1. The clerk shall accept Affidavits of Candidacy for this office between 84 and 98 days before the date of the special election.
2. (a) It is necessary for the school district to hold a special election to elect one (1) individual to fill the vacancy in the term of school board member expiring January 2, 2023.

(b) The clerk shall include on the special election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.
3. The special election is hereby called and directed to be held on Tuesday, November 2, 2021 between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.
4. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by the polling place, as previously established and designated by school board resolution for school district elections during calendar year 2021, is hereby designated for this special election.
5. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the County Auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall specify the date of said election and the office to be voted on at said special election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted in the combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot must reflect the office, candidates and rotation sequence on the ballots used in the combined polling place.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the special election.

The notice of special election so posted and published shall state the office to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and combined polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each combined polling place on election day.

6. The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with any election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.
7. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system:

[Form of Ballot on Next Page]

Special Election Ballot

Independent School District No. 138
(North Branch Area Public Schools)

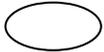
November 2, 2021

Instructions To Voters:

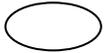
To vote, completely fill in the oval(s) next to your choice(s) like this: .

**Special Election
For School Board Member
to fill vacancy in term expiring January 2, 2023**

Vote for One



Jesse LaValla



write-in, if any

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

8. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill that vacancy in the manner specified in Minnesota law.
9. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.
10. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the special election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.
11. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the special election and in the newspaper of widest circulation once on the day preceding the special election, or once the week preceding the special election if the newspaper is a weekly.
12. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges

trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

13. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the November 2, 2021 special election. The election judges shall act as clerks of election and submit the results to the school board for canvass in the manner provided for other school district elections. The special election must be canvassed between the third and the tenth day following the special election.
14. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

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

F. Approval of 2021-22 Student and Parent Handbook

Moved by Bollman, seconded by Grovedner and carried unanimously to approve the 2021-2022 student and parent handbook.

G. Approval of Watermain Easement Agreement

Moved by Bollman, seconded by Grovender and carried unanimously to approve the watermain easement agreement.

H. Approval of Trail Easement Agreement

Moved by Bollman, seconded by Grovender and carried unanimously to approve the trail easement agreement.

INFORMATION

The board reviewed the August 2021 issue of the Board and Administrator.

BOARD REQUESTS

None

COMMITTEE REPORTS

A. SEE (Schools for Equity in Education) – Board Member MacMillan reported there was a SEE meeting on August 12 but was unable to attend.

B. Negotiations – Board Member MacMillan reported the teacher negotiations are scheduled for August 17.

C. MSBA Report – None

D. MSHSL – None

E. SCRED Report – Board Member Grovender reported on the SCRED meeting she attended on August 10.

F. Staff Development Report – None

G. Community Education – None

H. Policy Committee Report – None

DATES TO REMEMBER

A. August 17, 2021, Negotiations Committee Meeting, 3:30 pm, North Branch Area High School, High School Office Conference Room I

B. August 17, 2021, NBEA Negotiation Session, 4:30 pm, North Branch Area High School, High School Office Conference Room

C. August 19, 2021, 4:30 pm, School Board Retreat, North Branch Area High School, Glass Classroom

D. August 26, 2021, Work Session, 5:30 pm, North Branch Area High School, Glass Classroom

E. August 31, 2021, Negotiations Committee Meeting, 4:00 pm, North Branch Area Education Center, Conference Room

F. August 31, 2021, Custodian Negotiation Session, 4:30 pm, North Branch Area Education Center, Conference Room

G. September 9, 2021, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center

H. September 23, 2021, Work Session, 5:30 pm, North Branch Area Education Center

Adjournment

Moved by Osagiede, seconded by Giese and carried unanimously to adjourn the regular meeting at 6:34 pm.

Kevin Bollman, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
SCHOOL BOARD RETREAT
August 19, 2021

The School Board of Independent School District 138 held a school board retreat on Thursday, August 19, 2021, at 4:00 p.m. at the North Branch Area High School Glass Classroom.

Members Present: Tim MacMillan, Sarah Grovender, Kevin Bollman (via remote access), Heather Osagiede, Tanya Giese, Jesse LaValla, and Superintendent Paul

Brad Lundell, Executive Director for Schools for Equity in Education (SEE), presented information on the history of SEE, SEE member benefits, 2021 accomplishments, and looking ahead to 2022.

Superintendent Paul discussed student success indicators.

Board Chair MacMillan proposed a timeline for finalizing the superintendent and school board goals. Discussion of goals will be discussed at the September work session.

The board adjourned the retreat at 7:00 p.m.

Kevin Bollman, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA HIGH SCHOOL, GLASS CLASSROOM
SCHOOL BOARD WORKING SESSION
August 26, 2021**

The School Board of Independent School District 138 met in a Working Session on Thursday, August 26, 2021, at 5:30 p.m. in the Glass Classroom at the North Branch Area High School.

Chair MacMillan called the meeting to order.

Roll Call: Tim MacMillan, Sarah Grovender, Kevin Bollman, Heather Osagiede (via remote access), Tanya Giese, Jesse LaValla, and Superintendent Paul

Others in Attendance:

Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Work Session Topics

Superintendent's Update

Superintendent Paul reported on the 2020-21 Safe Learning Plan and the 2021-22 Return to In-Person Learning Plan. She talked about ESSER III, face coverings, COVID information and reporting, and a proposed resolution that will be coming forward at the September 9 regular board meeting.

Superintendent Paul introduced Senator Mark Koran who presented information on the past legislative session, which included equalization, broadband, special education, and transportation sparsity.

Chair MacMillan adjourned the meeting at 6:18 pm.

Kevin Bollman, Clerk
(Unapproved)

ELECTRONIC FUND TRANSFERS
August 2021

Direct Dep Cks	\$623,651.86		
ACHS	<u>\$27,607.07</u>		
	\$651,258.93		
Transfer from Construction Account to General Operating:		2017A Bond	8/13/2021 \$390,095.01
Wells Fargo Debt Service Payment:			8/17/2021 \$71,197.43
Other Electronic Fund Transfers:			8/2/2021 \$44,851.21
Federal/FICA Taxes			8/2/2021 \$89,478.73
(Also reflected in P/R info)			8/16/2021 \$50,521.58
			8/16/2021 \$70,567.94
			8/30/2021 \$41,163.59
			8/30/2021 <u>\$62,657.16</u>
			\$359,240.21
Minnesota Withholding Taxes			8/3/2021 \$7,725.24
(Also reflected in P/R info)			8/3/2021 \$14,407.64
			8/17/2021 \$7,384.13
			8/17/2021 \$10,863.64
			8/31/2021 \$7,312.45
			8/31/2021 <u>\$10,653.01</u>
			\$58,346.11
Economic Service (EBC)			8/2/2021 \$0.32
(Also reflected in P/R info)			8/16/2021 \$17,922.57
			8/16/2021 \$34,581.75
			8/30/2021 \$9,823.73
			8/30/2021 <u>\$17,922.56</u>
			\$80,250.93
MII LIFE-F S A		PEIP	8/2/2021 \$12.10
		PEIP	8/9/2021 \$284.32
		PEIP	8/16/2021 \$761.67
		PEIP	8/23/2021 \$44.94
		PEIP Admin Fee	8/24/2021 \$250.20
		PEIP	8/30/2021 <u>\$340.14</u>
			\$1,693.37
MII LIFE-M S A			8/17/2021 \$6,681.04
(Also reflected in P/R info)			8/31/2021 <u>\$5,949.20</u>
			\$12,630.24
Minnesota Teachers Retirement			8/13/2021 \$7,960.20
			8/13/2021 \$10,540.16
			8/13/2021 \$40,787.80
			8/27/2021 \$3,190.91
			8/27/2021 \$7,960.20
			8/27/2021 <u>\$40,690.55</u>
			\$111,129.82
PERA			8/31/2021 \$18,751.65
			8/27/2021 <u>\$16,607.46</u>
			\$35,359.11
Delta Dental Plan			8/23/2021 \$20,320.59
MN Sales Tax			8/19/2021 \$11.00

AUGUST 2021

DATE	DONATION FROM	DONATION TO	USE
Aug	Anderson Koch Ford, P.O. Box 158, North Branch, MN 55056	Sunrise River Elem.	Donated Back to School Supplies for Students
Aug	Anytime Fitness, 38873 14th Ave, North Branch, MN 55056	Sunrise River Elem.	Donated Back to School Supplies for Students

Consider Resolution for Health and Safety Measures for the 2021-2022 School Year

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of Independent School District No. 138 (the “School District”) in the School Board; and

WHEREAS, the Superintendent of the School District [hereinafter the “Superintendent”] is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 302, Superintendent; and

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) and the Minnesota Department of Health (“MDH”) have determined that the COVID-19 pandemic is currently ongoing and may remain ongoing for an unknown time; and

WHEREAS, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

WHEREAS, the MDH has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the School Districts has established a consultative process to inform decision making; and

WHEREAS, the School District has a Safe Learning Continuum that shows five level of mitigation; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding COVID-19 health and safety measures, the current CDC, MDE, and MDH recommendations for each, and other relevant information; and

WHEREAS, the School District provided in-person learning throughout the 2020-21 school year and collected data to inform decisions; and

WHEREAS, the School District provided in-person learning during 2021 summer school programming at Level 1 on the Safe Learning Continuum with data indicating lack of COVID-19 spread; and

WHEREAS, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that the school year commence at a Level 1 on the Safe Learning Continuum, and that staff, students, and visitors within the School District buildings, are encouraged to follow the strategies of physical distancing, handwashing, respiratory

etiquette, cleaning and disinfection, and staying home when sick. Staff, students, and visitors have the option to wear a face covering. The decision to get vaccinated is a personal health decision, and is not required by the School District.

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

Section 1: The Superintendent is hereby directed to implement the following health and safety measures to open the 2021-2022 school year: Return to School at a Level 1 on the School District Safe Learning Continuum. Staff, students, and visitors who are present in School District buildings are encouraged to follow the strategies of physical distancing, handwashing, respiratory etiquette, cleaning and disinfection, and staying home when sick. Individuals may voluntarily wear a mask if they so choose. The decision to get vaccinated is a personal health decision, and is not required by the School District. Decisions to move to increasing levels on the Safe Learning Continuum will be guided by the level of COVID-19 spread within the School District as well as other relevant factors.

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement different health and safety measures as reflected on the Safe Learning Continuum for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of different health and safety measures is necessary, and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation of different health and safety measures.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District's mitigation efforts and School District's COVID-19 data and other matters deemed relevant by the Superintendent or School Board.

Adopted this _____ day of _____, 2021.

Roll Call Vote

School Board Chair

School Board Clerk

EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 138
(NORTH BRANCH AREA PUBLIC SCHOOLS)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 138, State of Minnesota, was duly held in said school district on September 9, 2021, at 5:30 o'clock p.m. for the purpose, in part, of adopting a resolution appointing election judges.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE NOVEMBER 2, 2021
SCHOOL DISTRICT SPECIAL ELECTION**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's special election on November 2, 2021 to act as such at the combined polling place listed on said exhibit.
2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

The motion for the adoption of the foregoing resolution was duly seconded by _____ . On a roll call vote, the following voted in favor:

and the following voted against:

EXHIBIT A

COMBINED POLLING PLACE

ELECTION JUDGES

Main Street Church

Head Election Judge

Lynn Wilson
Dan Goldbloom
Thomas Davis
Jeanne Walz
Kathleen Olson
Dan Ostercamp
Annette Boeser
Rebecca Whiting
Sandra Hewitt
Lorraine Moeller
Anna Gilkerson
Rebecca Leuer
Gloria Mechels
Dianne Klund
Jamie Kelley

Alternates

Absentee Ballot Board

Dan Goldbloom
Lynning Peterson
Barbara Vincent
Lynn Wilson

June 7, 2021

Dear Sara,

What a year it has been! The complications caused by the COVID-19 pandemic have made this a challenging year, and I want to commend you and all education professionals for your leadership during these exceedingly difficult times. I further want to thank you for your continued membership in SEE and support of the organization's efforts.

The past year has not been straightforward in many ways. Additionally, the Legislature has not finished work on the state education budget for the next biennium. However, SEE is working in the trenches for you and getting the message for equitable funding and taxpayer fairness before legislators of both parties.

The year ahead will see the organization back to normal with a slate of in-person meetings that will feature interesting and relevant education topics. In addition, you can expect the same level of legislative activities and communication with the Minnesota Department of Education, keeping you up-to-date on the latest efforts coming from the state government.

Our goal at SEE is to provide you with the valuable services you seek when working with your legislative leadership, local legislators, and leadership at the Minnesota Department of Education. There is never a shortage of information coming out from elected officials, and it is our mission to keep you abreast of all news that affects your school district.

I sincerely hope you have gained value from your membership over the past year and will join us again in the year ahead. In partnership, we can continue our mission to ensure all students have access to high-quality educational opportunities regardless of where they live in Minnesota.

Thank you.

Sincerely,



Brad Lundell

SEE Districts

- Albany
- Albert Lea
- Annandale
- Anoka-Hennepin
 - Austin
 - Belle Plaine
 - Big Lake
 - Braham
- Buffalo-Hanover-Montrose
 - Byron
- Cambridge-Isanti
 - Cannon Falls
 - Centennial
 - Chisago Lakes
 - Dassel-Cokato
 - Delano
 - East Central
 - Faribault
 - Forest Lake
 - Fridley
 - Hastings
 - Hinckley-Finlayson
- Howard Lake-Waverly-Winsted
 - Hutchinson
 - Jordan
- Kasson-Mantorville
 - Kimball
 - Lake City
 - Litchfield
 - Maple Lake
 - Medford
 - Melrose
 - Milaca
 - Monticello
 - Mora
- New London-Spicer
 - New Prague
 - North Branch
 - Northfield
 - Owatonna
 - Paynesville
 - Pine Island
 - Princeton
- Prior Lake-Savage
 - Rockford
 - Rocori
- Rosemount-Apple Valley-Eagan
 - Royalton
 - Rush City
- Sartell-St. Stephen
 - St. Francis
- St. Michael-Albertville
 - Stewartville
 - Stillwater
 - Waconia

Associate Members

- Resource Training and Solutions
- St. Croix River Education District
- SW Metro Intermediate District



SEE Districts

- Albany
- Albert Lea
- Annandale
- Anoka-Hennepin
- Austin
- Belle Plaine
- Big Lake
- Braham
- Buffalo-Hanover-Montrose
- Byron
- Cambridge-Isanti
- Cannon Falls
- Centennial
- Chisago Lakes
- Dassel-Cokato
- Delano
- East Central
- Faribault
- Forest Lake
- Fridley
- Hastings
- Hinckley-Finlayson
- Howard Lake-Waverly-Winsted
- Hutchinson
- Jordan
- Kasson-Mantorville
- Kimball
- Lake City
- Litchfield
- Maple Lake
- Medford
- Melrose
- Milaca
- Monticello
- Mora
- New London-Spicer
- New Prague
- North Branch
- Northfield
- Owatonna
- Paynesville
- Pine Island
- Princeton
- Prior Lake-Savage
- Rockford
- Rocori
- Rosemount-Apple Valley-Eagan
- Royalton
- Rush City
- Sartell-St. Stephen
- St. Francis
- St. Michael-Albertville
- Stewartville
- Stillwater
- Waconia

Schools for Equity in Education (SEE) is a vibrant organization with a mission that all public school children must have equal access to a high-quality education regardless of where they live in Minnesota. The success of this mission does not depend on geography but relies on school districts with similar characteristics coming together to form a political mass that can and will impact Minnesota education finance and policy decisions.

Working together, we will make a difference!

About SEE Districts

- SEE is a coalition of 55 Minnesota school districts. SEE districts serve approximately 230,000 children, approximately one-third of Minnesota's K-12 students.
- Two common characteristics bring SEE districts together:
 - * The student demographics in SEE school districts do not generate significant categorical aid or other funding from the state. Thus, SEE districts tend to receive the minimum in state funding.
 - * SEE districts tend to be lower-property wealth districts where the taxpayer cost for a school levy dollar is high. This makes it more expensive for taxpayers and challenging to pass voter-approved levies to make up for inadequate state funding.
- SEE districts range in size from less than 1,000 pupils to over 37,000. SEE districts are located across the state, including suburban and Greater Minnesota school districts.

Advantages of SEE Membership

A constant presence at the Minnesota Capitol lobbying on issues that impact your district.

- Speaking with one voice on shared issues enhances the ability to influence state funding and policy.
- SEE districts retain high-caliber, experienced lobbyists by leveraging their buying power with other districts.
- SEE lobbyists have a deep understanding of the legislative process and expertise in education funding and policy.

Understandable data and resources to support communication on the issues that impact SEE districts.

- SEE's staff can make complex issues understandable. For example, SEE's Capitol Pizza video simplified the issue of equity without having to understand the complexities of school finance.
- SEE maintains an excellent website with information specific to individual SEE districts to assist communications with your community and legislators. MinnPost declared that the SEE website was the go-to place for education funding information that, "... is home to an impressive collection of documents that might well be titled, "School Finance for Dummies.""
- See provides timely and accurate information through weekly legislative updates, daily blogs, and action alerts during the legislative session and continued research throughout the year.

“The quality of a child’s education should not depend on their zipcode.”



A SEE day at the Capitol brings community members together with their legislators.

More Advantages of SEE Membership

Professional development and networking at SEE meetings and events

- Excellent programming at SEE general membership meetings connects administrators and board members with educational experts and political insiders to discuss timely and relevant issues. CEUs are available. The meetings are held in Roseville. Previous program speakers included:
 - Key legislators, including House and Senate leadership and E-12 committee chairs, discussing their legislative priorities.
 - Dr. Bill Morris, one of Minnesota’s leading analysts of public opinion and political trends, sharing Minnesotan’s perspective on education and other issues.
 - A legislative session wrap-up from the Minnesota Department of Education, days after the end of the legislative session.
 - Dr. Clayton Cook, an expert on social-emotional learning from the University of Minnesota, communicating his research.
- Approximately seventy SEE members attend each of the six general membership meetings, providing excellent networking opportunities with colleagues that share similar interests and challenges.
- Additionally, at SEE’s four annual regional meetings, SEE staff meets directly with members in small group settings around the state to provide current information in a format that promotes questions and a free exchange of ideas.
- With SEE’s meetings and event, members become better informed and prepared to address funding and equity issues with their communities and legislators.

A community outreach liaison who educates and engages a growing network of education advocates including parents, community members, and business leaders within SEE districts and stands ready to support community engagement in your district.

- The liaison organizes and hosts highly-effective “SEE Days at the Capitol”, bringing community members and their legislators together with direct liaison support to discuss K-12 issues specific to their districts.
- The liaison is ready to travel to SEE districts to share a powerful, yet easy to understand, presentation for community members, school boards or staff that explains how schools are funded, why they continue to struggle financially and what can be done to help.



Schools for Equity in Education

Brad Lundell, Executive Director
1884 Como Avenue
St. Paul, MN 55108
Phone: 651-647-6251
Cell: 612-220-7459
E-mail: brad.lundell@schoolsforequity.org

All public school children must have equal access to a high quality education regardless of where they live in Minnesota.

Visit SEE’s website!
www.schoolsforequity.org



May 28, 2021

North Branch School District
Attention: Superintendent Sara Paul
38705 Grand Avenue
North Branch, MN 55056

Invoice
Membership Fee for 2021-22
Schools for Equity in Education

Following is the membership fee for the North Branch School District School commencing July 1, 2021 through June 30, 2022.

2020-21 Membership Dues	Change in Membership Dues	2021-22 Membership Dues
\$3,881	\$0	\$3,881

Please make check payable to *Schools for Equity in Education* and mail to:

Schools for Equity in Education
Attn: Membership
1884 Como Avenue
St. Paul, MN 55108

If you have any questions, please contact Brad Lundell at 612/220-7459 or Deb Griffiths at 612/309-0089.

Thank you for your interest and support. We look forward to serving you and your district during the coming year.



Proposed Property Tax Levy 2022



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

September 9, 2021

Proposed Levy for Truth in Taxation

- Actual levy will be certified in December
- Proposed levy will be used in computing tax impact for notices mailed in November
- Proposed levy represents maximum School Board authority
- Levy amounts can be corrected, if needed, if Board certifies “Maximum”

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Levy Components

- 19 separate levies
 - Formulas established by state legislature
 - Formula changes impact levy amounts
- Adjustments for prior years
- Abatement adjustments
- Tax base changes from 2020 to 2021
 - Equalized levies increase or decrease with tax base
 - Market value versus tax capacity levies

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Recommendation

- Certify maximum
 - Permits changes to data by MDE
 - Board would not need to recertify changes
- Set the date for certifying the levy
 - December 9th school board meeting
 - Discuss budget and provide time for public comment

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Levy Timeline

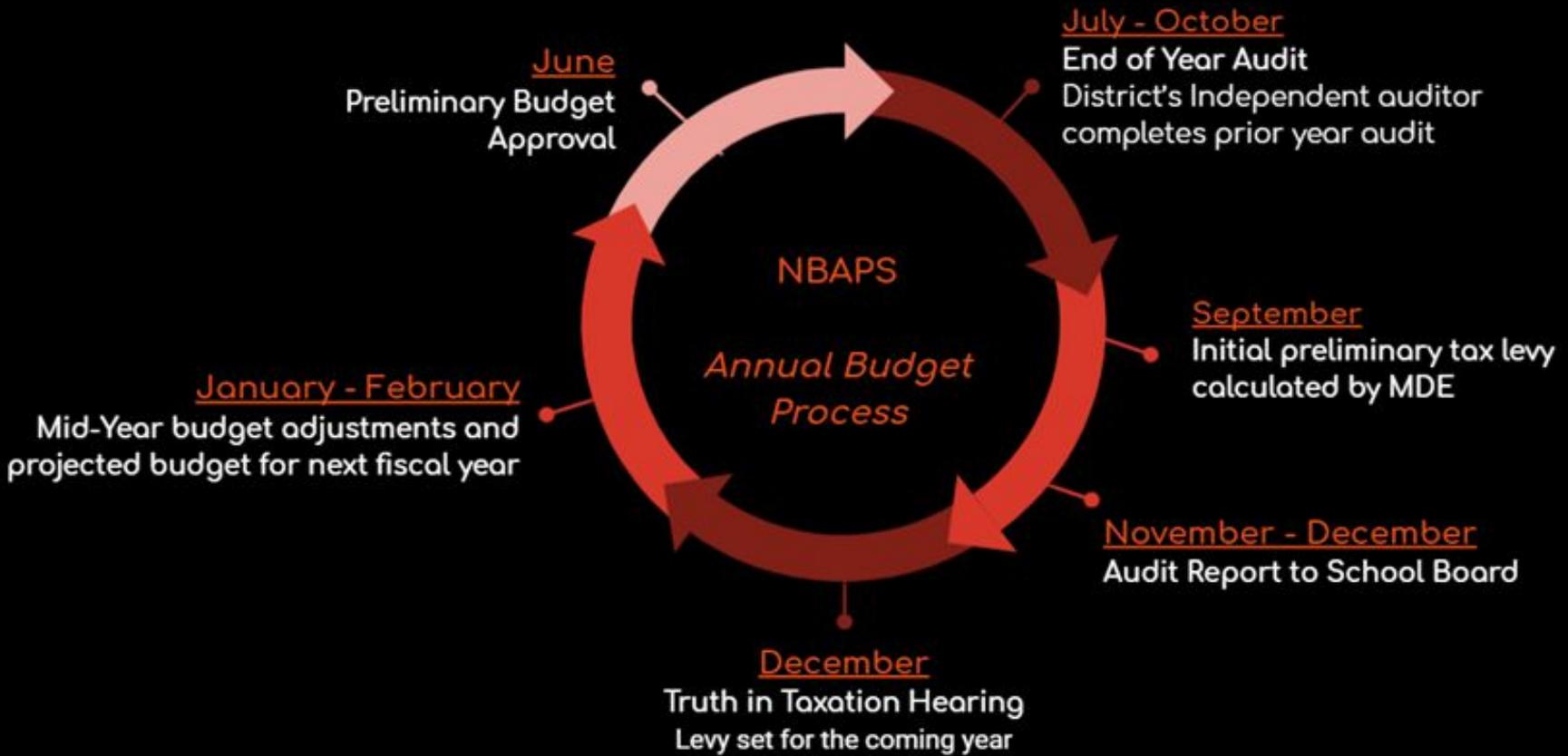
- September
 - Proposed levy to County Auditor by September 30th

- November
 - Truth in Taxation Notices mailed by County Auditor

- December
 - Tax Hearing and Certification of Levy
 - December 9th School Board Meeting

- May
 - First half tax payments due

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Questions

- Are there any questions?
- If members of the public have specific questions about the school levy, please contact:

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Board & Administrator

FOR SCHOOL BOARD MEMBERS

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School board meeting refresh

Consider new ways to conduct your school board meeting in the coming school year. The way you prepare for your meeting might need to change in light of the “new normal” post-coronavirus.

When preparing for the next school board meeting, consider the following:

- **Virtual meetings.** Appreciate that many stakeholders may continue to virtually participate in the meeting. Your agenda may need to detail the transition to in-person meetings and reflect how the meeting will be conducted to allow for both in-person and online participation. Meeting procedures and the time allotted for each agenda item may need to be adjusted to accommodate different meeting formats.

- **Public comment.** The board will need to continue to provide a means for virtual public comment on agenda items. Review district policies for collecting and meaningfully considering public comment. Be certain to document that the board considered all input from stakeholders.

- **Open meetings.** Ensure that procedures are in place to make meetings open to the public as required by law, via live streaming technology, archived recordings accessible on the district’s website, or broadcasts through cable channels, YouTube, or other platforms. Assign a board member to maintain an accurate and current events calen-

dar that provides the required notice to the public of open meetings according to state sunshine laws.

- **Accessibility.** Revisit your website and correspondence to ensure that board policies and procedures are accessible to all stakeholders. Don’t overlook how stakeholders may address the board, provide input, and comment.

- **Agenda items.** Expect that many of the high-priority issues at the start of the school year might involve COVID-19 health and safety protocols, recovery services due as a result of learning loss during the pandemic, accommodating continuing online learners, staffing and budgeting stressors, requests for hybrid instruction, and mask and vaccine policies. The board should prepare in advance to present a united front on these issues and navigate the “new normal” as a group. Determine what topics are of current interest and prioritize them. Include details for each meeting agenda item and delegate time parameters. Document any special meetings and agenda items that require board approval.

Your next board meeting should embrace all of the new ways to participate and collaborate. Consider the start of the 2021-22 school year a “fresh start” and an opportunity to strengthen and support the board’s working partnership with stakeholders. ■

Honor your retiring superintendent

The retirement of a superintendent can be bitter-sweet for both the superintendent and the school board, especially if board members developed a good

working relationship with the superintendent during her tenure. Before your superintendent departs, consider holding an event to honor her accomplishments.

When Jean Shumate, former superintendent for the Stanwood-Camano (Wash.) School District, retired on June 30, members of the school board spoke about her achievements during a public meeting. For example, one board member highlighted how Shumate helped the district overcome a financial crisis and rebuild its general fund.

You can do something similar for your retiring superintendent by:

- Inviting current and former board members who worked with the superintendent to her last board meeting.
- Having board members say a few remarks about the superintendent's contributions to the district.
- Presenting the superintendent a retirement gift, such as an engraved glass award or fountain pen. ■

Refine your school board's committees

The first board meeting in the new school year is probably the best time to examine the board's governance needs and determine whether your board committees need to be adjusted to align with those needs. School boards should refrain from continuing the same committees year-to-year, and target groups to focus on specific current needs.

There are essential core committees that every school board should have, such as governance, development, finance, academic excellence, director support and evaluation, audit, budget, planning, development, and public engagement committees. However, your board should consider smaller, more directed, groups to tackle special projects. Committees to handle fundraising, curriculum, or buildings and facilities might be needed. Citizen advisory committees for adult community education, career and technical education, and advanced academic programs might also prove beneficial. Also, consider a committee to review and revise the board's by laws, especially after the changes that resulted from the pandemic.

Each committee should have a "job description" and goals. While committee members might develop goals, the board should supply some direction to ensure that each committee stays focused.

Discuss whether committee chairs and vice chairs should be board members.

The board should also ensure that the board's governance manual identifies standing committees and includes procedures for meetings, conducting business, and reporting at each board meeting. The committees' work can help to facilitate the board's decision-making. They should meet regularly between board meetings, take attendance, and remain accountable to the group and to the board. Board policies and procedures should also reflect rules for committees, including tracking attendance, keeping minutes, documenting decisions, and archiving notes. The school board president, director, or chair should have a role in each committee, even if that means only sitting-in on a meeting each month to keep abreast of the committee's progress.

This year, the board's public advisory committee may face the biggest demands, having to address the transition back to in-person instruction, health and safety protocols, mask mandates, vaccination requirements, and recovery services for learning loss. Anticipate this need when organizing your committees to avoid insufficient membership on committees and committee member burnout. ■

Communicate questions, concerns before the board meeting

Communication is a two-way street. Just as board members expect the superintendent to inform them of potential issues before they show up on the board meeting agenda, board members should also relay their concerns to the superintendent in a timely manner.

If you have questions about district opera-

tions or doubts about a specific hot-button issue, communicate directly with the superintendent or board president at least a few days in advance of the next board meeting. This will allow you to air out your concerns and provides the superintendent sufficient time to research the issue and prepare a solution. ■