

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138  
 NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM, ROOM C120  
 38705 GRAND AVENUE  
 NORTH BRANCH, MN 55056  
 REGULAR SCHOOL BOARD MEETING  
 JANUARY 13, 2022  
 5:45 PM**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Superintendent’s Report 4
- V. Removal of Consent Items for Discussion
- VI. Approval of Consent Items
  - A. Minutes of December 9, 2021 Regular School Board Meeting 17
  - B. Authorization of Payments, Transfers, and Investment Activity 24
  - C. Personnel
    - 1. Tracey Bowman, retirement effective January 27, 2022, as Transition Job Coach at Life Work Center
    - 2. Shelby Soule, resignation effective December 17, 2021, as SPED Assistant at North Branch Area Education Center
    - 3. Mary Colvin, leave request effective December 13, 2021 through March 6, 2022, as Art Teacher at North Branch Area Middle School
    - 4. Taylor Essen, leave request effective December 13, 2021 through January 2, 2022, as Science Teacher at North Branch Area High School
    - 5. Cynthia Scheele, leave request effective January 6, 2022 through January 31, 2022, as School Age Care Senior Adult Assistant at North Branch Area Public Schools
    - 6. Rachel Nordenstrom, leave request effective April 19, 2022 through June 12, 2022, as Second Grade Teacher at Sunrise River Elementary School
    - 7. Amanda Akers, BA+30, Step 1, changed from 0.5 FTE to 1.0 FTE beginning January 3, 2022, as Art Teacher at North Branch Area High School
    - 8. Josephine Osowski, BS, Step 1, beginning January 5, 2022 through the end of the 2021-22 school year, as Elementary Teacher at North Branch Area Education Center
    - 9. Crystal Paulson, employment effective December 6, 2021, as Schoolkeeper at North Branch Area Public Schools
    - 10. Thomas Hagaman, employment effective December 6, 2021, as Schoolkeeper at North Branch Area Public Schools
    - 11. Thomas Hagaman, resignation effective December 10, 2021, as Schoolkeeper at North Branch Area Public Schools
    - 12. Chelsey Johnson, employment effective December 20, 2021 through the end of the 2021-22 school year, as Registered Nurse at North Branch Area Public Schools

- 13. Catherine Gilles, employment effective January 3, 2022, as SPED Assistant at Sunrise River Elementary School
- 14. Peter Osterberg, employment effective January 3, 2022 through the end of the 2021-22 school year, as Math Tutor at Distance Learning Academy
- 15. 2021-22 Extra Curricular Winter Coach Position
  - a. Adam Gronlund, Class 3, Step 1, as 0.5 FTE Assistant Coach for Boys Hockey
- 16. 2021-22 Activity Advisor Positions
  - a. Tomy Cummings, Class 6, Step 1, as 0.5 FTE 10-12 FRC Robotics Coach
  - b. Melissa Kleschult, Class 7, Step 1, as 0.5 FTE Elementary Yearbook Advisor
  - c. Juli Summer, Class 7, Step 1, as 0.5 FTE Elementary Yearbook Advisor
- D. Acceptance of Donations 25

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.

- VII. **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.
- VIII. Old Business
- IX. New Business
  - A. Consider Resolution of School Board Supporting Form A Application to Minnesota State High School League Foundation 26
  - B. Consider Approval of Final 2022-23 School Calendar 27
- X. Addendum
- XI. Information
  - A. Board & Administrator January 2022 Issue 28
- XII. Board Requests
- XIII. 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 <sup>2</sup>

XIV. Dates to Remember

- A. Thursday, January 20, 2022, Negotiations Committee Meeting, 4:00 pm, North Branch Area Education Center, Conference Room
- B. Thursday, January 20, 2022, Custodian Negotiation Session, 4:30 pm, North Branch Area Education Center, Conference Room
- C. Thursday, January 27, 2022, Interview candidate(s) for school board position, 4:30 pm, North Branch Area Education Center, Room B122
- D. Thursday, January 27, 2022, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120
- E. Thursday, February 10, 2022, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
- F. Thursday, February 24, 2022, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120

XV. Adjournment

# Superintendent Update

January 13, 2022





# **Vision**-What we intend to create

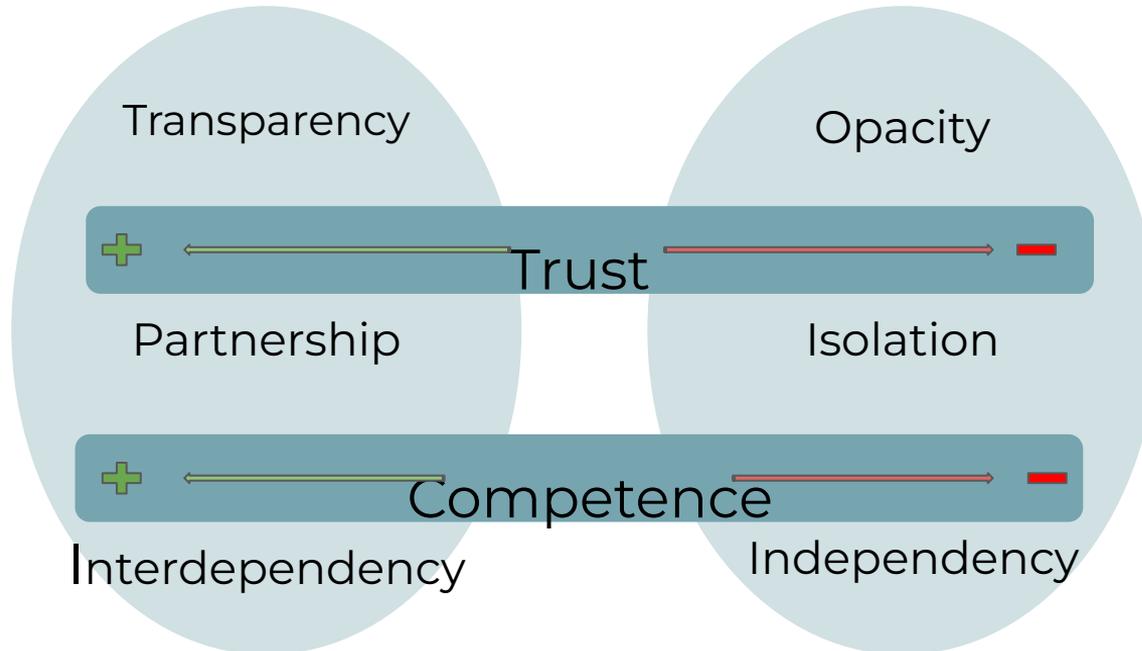
*Inspire dreams  
Build integrity  
Instill hope*

*in our students  
our staff  
our families  
our communities*



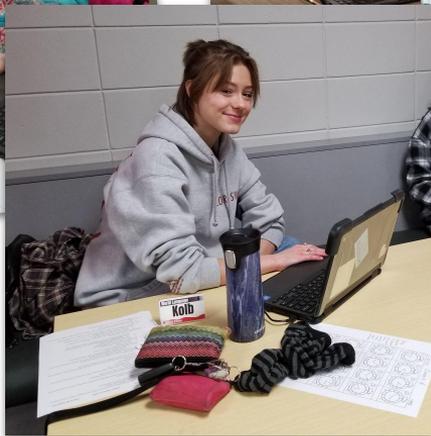
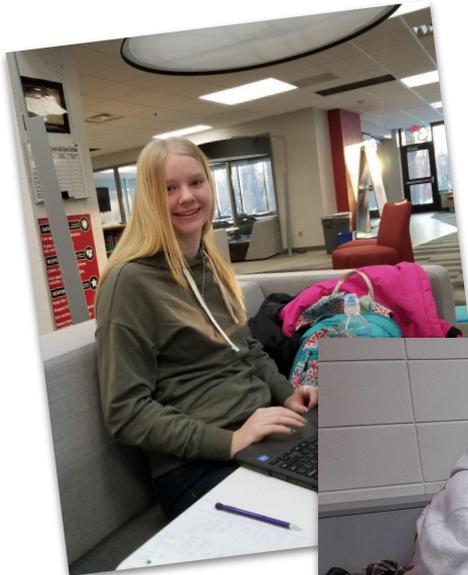


# Dynamics of Trust





# Developing and implementing an innovative learning model that is student-centered





# High School Update- Taylor O'Malley

"I like having more control  
over my own day."

-Taylor

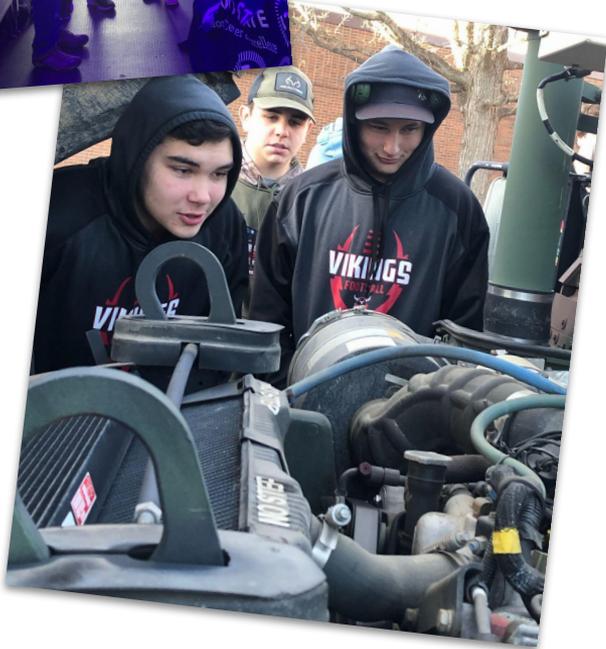


**NORTH BRANCH**  
AREA PUBLIC SCHOOLS  
Inspire Dreams, Build Integrity, Instill Hope



# Alex Holmberg

## The High School Student Experience





# Developing and implementing an innovative learning model that is student-centered



BUSH  
FOUNDATION



# 2021-22 Safe Learning Plan Update



- [2021-22 Historical Data of Confirmed Cases](#) document is available on our NBAPS website.
  - Week of Jan. 3- Jan. 9. In total, the school district reported:
    - 10 confirmed cases among students
    - 6 among staff
- One 5th grade at Level 3
  - Increased mitigation includes: desks spread apart, social distancing during lunch
  - Team teachers come into the classroom
  - Emphasis on spending as much time outside as possible
  - Families encouraged to request a BinaxNOW OTC kit from the school at no cost

# 2021-22 Safe Learning Plan Update



Since November, the COVID Response Team has worked with County public health and the COVID Advisory members to monitor activity at the state and federal levels regarding the OSHA and MN-OSHA Emergency Temporary Standard. Good faith efforts to establish protocols have been<sup>12</sup> in progress since November. Today, the U.S. Supreme Court blocked the federal government's COVID-19 vaccine-or-test requirement for large workplaces.

# Safe Learning Timeline Nov - Jan



## Safe Learning Implementation

- September
  - Complete process through MDH/MDE to access free COVID tests for students and staff
  - Monitoring of Safe Learning Continuum
- October
  - Additional tests ordered
  - Discussion of nursing staff capacity and strategies for additional support<sub>13</sub>
  - Monitoring of Safe Learning Continuum
- November
  - COVID Response Team review and discussion of OSHA ETS; began Policy 491 review
  - Staffing discussion to address capacity constraints; decision to hire additional nurse
  - Additional options secured for free access of COVID tests for all students and staff
  - Board meeting discussion regarding OSHA ETS
  - Monitoring of Safe Learning Continuum

# Safe Learning Timeline Nov - Jan



## Safe Learning Implementation

- December
  - Additional COVID tests ordered
  - No movement from MNOSHA; discussion of protocol for collection of vaccination information
  - Dec 17 - 6th Circuit Court lifts stay on OSHA ETS
  - Part-time RN hired to assist nurses with the workload
  - Policy 491 review and discussion on implementation
  - Monitoring of Safe Learning Continuum
- January
  - Ongoing support for staff shortages
  - Collaborative process and decision on 5-day isolation change
  - Final Draft of Policy 491
  - Districtwide communication of Supreme Court oral arguments and pending OSHA ETS
  - Monitoring of Safe Learning Continuum

# Our North Branch JROTC students open Minnesota School Board Association Conference





**FORWARD**

*Together*

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138  
REGULAR SCHOOL BOARD MEETING  
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM  
DECEMBER 9, 2021**

The School Board of Independent School District 138 met in regular session on Thursday, December 9, 2021, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Board Chair MacMillan called the meeting to order.

Roll Call: Tim MacMillan, Sarah Grovender, Kevin Bollman, Heather Osagiede, Jesse LaValla, and Tanya Giese

Absent: Superintendent Paul

Todd Tetzlaff, Director of Finance and Human Resources, was the acting superintendent in the absence of Superintendent Paul.

Others in Attendance:

Rachel Kytonen, Lori Lavin, Nita Worthley, Kindra Helin, Tim Arimond, Anne Arimond, Todd Tetzlaff, David Treichel, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Approval of Agenda:

Moved by Osagiede, seconded by LaValla and carried unanimously to approve the agenda.

Recognition:

Board Chair MacMillan presented board members Heather Osagiede and Tanya Giese with a certificate for completing Phase I, II, III, and IV of the MSBA training.

Director of Activities Kindra Helin 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, Zachary Johnson, and Josiah Zderad
- Girls Cross Country Award Recipients: Cora Hudella, Norah Judson, and Mykala Sierra
- Football Award Recipients: Tanner Bollman, Luke Cornelius, Aidan Dufleck, Adam Johnstone, Ashton Labelle, Jackson Marcussen, Zachary Monson, Ryan O'Day,

Cole Olson, Samuel Robillard, Tyler Schneidewind, Nathan Skiba, Samuel Sonnek, Andrew Thauwald, Everett Thomsen, and Jacob Tiegen

- Boys Soccer Award Recipients: Tanner Bollman, Nickolas Bovitz, Drew Detzler, Chase Disrud, Eric Flor, Garrett Korkowski, Justin Ramos, Carson Weber, and Kobe Yang
- Girls Soccer Award Recipients: Summer Fruth, Danna Garcia Velazquez, Ava Gerten, Mary Jennrich, Lilly Johnson, Paris Kopp, Isabel Linnerooth, Olivia Lorge, Emmie Meyer, Abigail Randall, and Madison Whitman
- Girls Tennis Award Recipients: Sophia Helinsky, Justine Joyal, Brooke Rothe, Jadyn Volkman, and Rachel Wurdemann
- Volleyball Award Recipients: Lindsey Bunes, Maddie Helin, Lauren Hicks, Isabell Esget, Alexia Kane, Lydia Kuhlman, Lindsey Meizo, Paige Peaslee, and Rylee Ramberg

### **SUPERINTENDENT'S REPORT**

A Superintendent's Report was not given due to Superintendent Paul being absent from the meeting.

### **CONSENT ITEMS**

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

- A. Minutes of November 11, 2021 Regular School Board Meeting
- B. Minutes of November 18, 2021 Work Session
- C. Authorization of Payments, Transfers, and Investment Activity
  - Accounts Payable, Bank 07 – \$688,361.95
  - Auxiliary, Bank 12 - \$55,852.45
  - Payroll, Bank 13 - \$1,798,276.54
  - Scholarship, Bank 18 - \$0.00
  - High School Student Activities, Bank 31 - \$21,116.08
  - Middle School Student Activities, Bank 32 - \$0.00
- D. Personnel
  - 1. Julie Jackson, retirement effective the end of the 2021-22 school year, as First Grade Teacher at Sunrise River Elementary School
  - 2. Ronald Trunk, retirement effective the end of the 2021-22 school year, as Phy Ed Teacher at North Branch Area Middle School

3. Yizong He, resignation effective November 11, 2021, as SPED Assistant at North Branch Area High School
4. Amanda Glaser, resignation effective November 12, 2021, as SPED Assistant at North Branch Area Middle School
5. Holly Zachrison, resignation effective November 30, 2021, as SPED Assistant at North Branch Area Education Center
6. Alexandra Graves, resignation effective December 2, 2021, as SPED Assistant at North Branch Area High School
7. Tammy Lewis, leave request effective November 1, 2021 through November 21, 2021, as Early Childhood Assistant at North Branch Area Education Center
8. Elana Umland, extension of leave request effective November 6, 2021 through November 21, 2021, as Office Clerk at North Branch Area High School
9. Rikki Beaver, BA+45, Step 2, beginning November 22, 2021 through the end of the 2021-22 school year as Distance Learning Teacher at North Branch Area Public Schools
10. Amanda Akers, BA+30, Step 1, beginning December 6, 2021, as 0.5 FTE Art Teacher at North Branch Area High School
11. Jessica Klima, BS, Step 1, as LTS for Rebecca Hilber, from December 6, 2021 through March 4, 2022, as Second Grade Teacher at Sunrise River Elementary School
12. William Eichholz, employment effective November 8, 2021, as School Age Care Adult Assistant
13. Amander Palmer, employment effective November 15, 2021, as School Age Care Adult Assistant
14. Tanya Giese, employment effective November 24, 2021, as Activities Secretary at North Branch Area Public Schools
15. Ashley Reichstadt, employment effective November 30, 2021, as SPED Assistant at North Branch Area Middle School
16. Spencer Yang, employment effective November 30, 2021, as SPED Assistant at North Branch Area Middle School

17. Mallory Miller, employment effective December 6, 2021, as SPED Assistant at North Branch Area Middle School in addition to her current position as Lunchroom Assistant at North Branch Area Middle School
18. Linda Westbrook, employment effective December 13, 2021, as Lunchroom/Playground Assistant at Sunrise River Elementary School
19. Katherine Sapp, position change from SPED Assistant at North Branch Area High School to Building Behavior Technician at North Branch Area High School effective November 15, 2021
20. Mikaela Matheny, position change effective December 6, 2021, from School Age Care Adult Assistant to School Age Care Senior Adult Assistant at North Branch Area Public Schools
21. 2021-22 Extra Curricular Winter Coach Positions
  - a. Norm Nagel, Class 9, Step 10, as Weightroom Supervisor for Trimester 2 for the 2021-22 school year
  - b. Chris Johnson, Class 2, Step 10, as Head Coach for Gymnastics
  - c. Norm Nagel, Class 4, Step 2, as Assistant Coach for Gymnastics
  - d. Jacob Mars, Class 1, Step 2, as Head Coach for Boys Hockey
  - e. Marcus Goerlitz, Class 3, Step 1, as Assistant Coach for Boys Hockey
  - f. Jacob LeVasseur, Class 3, Step 1, as Assistant Coach for Boys Hockey
  - g. Myles Westbrook, Class 3, Step 1, as 0.5 FTE Assistant Coach for Boys Hockey
  - h. Jim Hoard, Class 1, Step 10, as Head Coach for Wrestling
  - i. Todd Dufault, Class 1, Step 5, as Head Coach for Boys Basketball
  - j. Josh Beaver, Class 3, Step 1, as Assistant Coach for Boys Basketball
  - k. Shane Ray, Class 3, Step 3, as Assistant Coach for Boys Basketball
  - l. Jessica Audette, Class 3, Step 4, as Assistant Coach for Girls Basketball
  - m. Mikayla Carlson, Class 3, Step 3, as Assistant Coach for Girls Basketball
22. 2021-22 Activity Advisor Positions
  - a. Jessica Petrik, Class 4, Step 2, as Head Coach for Speech
  - b. Brittany Ahner, Class 6, Step 6, as Assistant Coach for Speech
  - c. Laura Michels, Class 7, Step 3, as One Act Director
  - d. Angela Tveit, Class 6, Step 1, as 10-12 FRC Robotics Coordinator

E. 2020-21 World’s Best Workforce Report Summary

F. Agreement to Provide School Resource Officer (SRO) Services Between City of North Branch and Independent School District No. 138 (North Branch)

G. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
11/1/21	Streater Family Scholarship – NB, MN	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
11/22/21	Danielle Cash – Harris, MN	NBHS Scholarship A/C	\$3,200.00	Scholarship Donation
11/29/21	Charlie Klopp – NB, MN	Community Ed	\$200.00	Concerts in the Park Donation
		<b>Total</b>	<b>\$4,400.00</b>	

Voting for: MacMillan, Grovender, Bollman, Osagiede, LaValla  
 Voting against: None

Abstained: Giese  
Motion carried.

### **OPEN MIC**

No one signed up for open mic.

### **OLD BUSINESS**

#### **A. Approval of Second Reading of the Following Policies**

Moved by Osagiede, seconded by LaValla and carried unanimously to approve the second reading of the following policies:

1. Policy 410 - Family and Medical Leave Policy (Annual review - No MSBA changes)
2. Policy 413 - Harassment and Violence and FORM (Annual review - MSBA changes)
3. Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse and FORM (Annual review - No MSBA changes)
4. Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults (Annual review - No MSBA changes)
5. Policy 506-NB - Student Discipline (Annual review - No MSBA changes)
6. Policy 514 - Bullying Prohibition Policy (Annual review - No MSBA changes)
7. Policy 522 - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process (Annual review - No MSBA changes)
8. Policy 524-NB - Internet Acceptable Use and Safety Policy (Annual review - MSBA changes)
9. Policy 616 - School District System Accountability (Annual review - MSBA changes)
10. Policy 806 - Crisis Management Policy (Annual review - No MSBA changes)

### **NEW BUSINESS**

#### **A. Approval of Resignation of School Board Member Tanya Giese**

Moved by Grovender, seconded by Bollman to approve the resignation of Board Member Tanya Giese effective December 10, 2021. Grovender, Bollman

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

Voting against: None

Abstained: Giese

Motion carried.

B. Approval of Acceptance of Audit Report for FY2021

Mary Reedy, lead auditor from CliftonLarsonAllen briefed the board on the audit stating that overall the audit went very well and reported a clean audit. Moved by Bollman, seconded by Osagiede and carried unanimously to approve the audit report for FY2021.

C. Approval of Certification of Property Tax Levy 2021, Payable 2022 in the Amount of \$9,527,812.07.

Todd Tetzalff, Director of Finance and Human Resources, reviewed the Property Tax Levy 2021, payable 2022. The public were welcome to ask questions.

Moved by Bollman, seconded by LaValla and carried unanimously to approve the certification of the 2021 payable 2022 property tax levy in the amount of \$9,527,812.07.

**INFORMATION**

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

**BOARD REQUESTS**

None

**COMMITTEE REPORTS**

A. SEE (Schools for Equity in Education) – Board Member MacMillan reported there is a SEE meeting on December 10.

B. Negotiations – None

C. MSBA Report – Board Member Osagiede reported the MSBA Delegate Assembly was held recently.

D. MSHSL – None

E. SCRED Report – Board Member Grovender reported on the SCRED meeting she attended on November 16. She also reported the SCRED Legislative Forum is scheduled for December 14.

F. Staff Development Report – Board Member Bollman reported on the staff development meeting which was held on November 30.

G. Community Education – None

H. Policy Committee Report – Board Member MacMillan reported the next Policy Committee meeting is January 13.

## **DATES TO REMEMBER**

- A. December 14, 2021, SCRED Legislative Forum, 5-8 pm, Chuckers Bowl & Lounge, Rush City, MN
- B. January 13, 2022 Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122
- C. January 13, 2022 Organizational Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, C120
- D. January 13, 2022 Regular School Board Meeting, immediately following the Organizational Meeting, North Branch Area Education Center, Boardroom, C120
- E. January 27, 2022, Interview School Board Candidate(s), 4:30 pm, North Branch Area Education Center, Conference Room, B122
- F. January 27, 2022, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120

### Adjournment

Moved by Bollman, seconded by Grovender and carried unanimously to adjourn the regular meeting at 6:36 pm.

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Kevin Bollman, Clerk  
(Unapproved)

**ELECTRONIC FUND TRANSFERS**  
December 2021

Direct Dep Cks			\$1,473,243.72
ACHS			<u>\$13,506.21</u>
			<b>\$1,486,749.93</b>
Other Electronic Fund Transfers:		12/6/2021	\$60,140.39
Federal/FICA Taxes		12/6/2021	\$95,565.07
(Also reflected in P/R info)		12/20/2021	\$54,660.19
		12/20/2021	\$128,148.16
		12/30/2021	\$60,012.12
		12/30/2021	<u>\$103,865.73</u>
			<b>\$502,391.66</b>
Minnesota Withholding Taxes		12/7/2021	\$10,396.48
(Also reflected in P/R info)		12/7/2021	\$16,379.45
		12/21/2021	\$9,121.07
		12/21/2021	<u>\$22,335.41</u>
			<b>\$58,232.41</b>
Economic Service (EBC)		12/6/2021	\$10,331.73
(Also reflected in P/R info)		12/7/2021	\$26,007.30
		12/20/2021	\$10,181.81
		12/20/2021	<u>\$27,282.30</u>
			<b>\$73,803.14</b>
MII LIFE-F S A	PEIP	12/1/2021	\$72.74
	PEIP	12/6/2021	\$1,464.00
	PEIP	12/13/2021	\$460.09
	PEIP	12/20/2021	\$40.76
	PEIP Admin Fee	12/22/2021	<u>\$254.20</u>
			<b>\$2,291.79</b>
MII LIFE-M S A		12/7/2021	\$7,996.73
(Also reflected in P/R info)		12/21/2021	<u>\$8,389.34</u>
			<b>\$16,386.07</b>
Minnesota Teachers Retirement		12/3/2021	\$7,106.70
		12/3/2021	\$66,114.91
		12/17/2021	\$7,106.70
		12/17/2021	\$87,571.88
		12/30/2021	\$7,108.02
		12/30/2021	<u>\$65,982.74</u>
			<b>\$240,990.95</b>
PERA		12/3/2021	\$29,963.82
		12/17/2021	\$29,038.21
		12/30/2021	<u>\$30,356.10</u>
			<b>\$89,358.13</b>
Delta Dental Plan		12/21/2021	<b>\$14,237.17</b>
MN Sales Tax		12/20/2021	<b>\$842.00</b>

DECEMBER 2021

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
12/2/21	NB Area Hockey Association, Inc, P.O. Box 541, North Branch, MN 55056	NBHS Athletics	\$1,500.00	Boys Basketball Program Donation
12/2/21	Margaret Moritz, 6408 15th St N, Oakdale, MN 55128 (Give MN)	NBMS	\$50.00	Middle School Instructional Supplies Donation
12/2/21	Chisago County Chapter of Pheasants Forever, P.O. Box 23, Stacy, MN 55079	NBHS Athletics	\$500.00	Clay Target Program Donation
12/2/21	Revive Chiropractic, P.O. Box 94, North Branch, MN 55056	NBHS Athletics	\$100.00	Football Program Donation
12/2/21	ROA of Minnesota, P.O. Box 11769, St. Paul, MN 55111	NBHS Athletics	\$375.00	JROTC Program Donation
12/8/21	Shaan Hilber, 37687 Elk Ave, North Branch, MN 55056	NBHS	\$90.00	Music 50/50 split (Band & Choir) Department Donation
12/8/21	Margaret Moritz, 6408 15th St N, Oakdale, MN 55128 (The Blackbaud Giving Fund)	NBMS	\$50.00	Middle School Instructional Supplies Donation
12/13/21	North Branch Dental, P.O. Box 220, 6460 Main Street, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
12/13/21	VFW Post 6424 (Ladies Aux Post), P.O. Box 373, North Branch, MN 55056	NBHS Athletics	\$500.00	JROTC Program Donation
12/13/21	VFW Post 6424 (P Lindberg Memorial), 37745 Hawthorne Ave, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00	Scholarship Donation
12/16/21	Anderson & Koch Ford Inc., P.O. Box 158, 5577 St. Croix Trl, North Branch, MN 55056	NBHS Athletics	\$500.00	FRC Robotics Program Donation
12/16/21	B.P.S. Incorp, 314 State Road 35, Osceola, WI 54020-4109	NBHS Athletics	\$1,500.00	Wrestling Program Donation
12/16/21	Chris Darst, 36427 Elk Ave, North Branch, MN 55056	NBHS Scholarship A/C	\$400.00	Scholarship Donation
12/16/21	H & L Machine, LLC, 27380 Lofton Ave, Chisago City, MN 55013	NBHS Athletics	\$250.00	FRC Robotics Program Donation
12/16/21	Lakes Region EMS, Inc., 40245 Fletcher Ave, North Branch, MN 55056	NBHS Athletics	\$150.00	FRC Robotics Program Donation
12/16/21	VFW Post 6424 (Ladies Aux Post), P.O. Box 373, North Branch, MN 55056	NBHS Athletics	\$250.00	FTC Robotics Program Donation
12/23/21	Blue Line Club Boosters, P.O. Box 541, North Branch, MN 55056	NBHS	\$11,149.32	Warming House & Outdoor Rink Improvements
			<b>\$18,864.32</b>	
DEC	Harbor Freight, 26677 Agoura Rd, Calabasas, CA 91302	NBHS Athletics		\$100 Harbor Freight Gift Card for the FRC Program

25

**FORM A**

**RESOLUTION OF GOVERNING BOARD SUPPORTING  
FORM A APPLICATION TO MINNESOTA  
STATE HIGH SCHOOL LEAGUE FOUNDATION**

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota’s high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of \_\_\_\_\_ recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of \_\_\_\_\_ supports the school’s application to the Minnesota State High School League Foundation for a **FORM A** grant to offset student activity fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair/Head of School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk – Treasurer/ Finance Director

# NBAPS August 2022 - July 2023 DRAFT rev.05.11.21

The School Board reserves the right to adjust the school calendar based upon legislation related to education when it is available. School district calendars will be finalized in December of each year for the following school year. Winter Break and Spring Break will remain at predictable times of the school year. Calendar days identified as Professional Development may be adjusted if needed. The classified staff professional development days will be determined on a yearly basis.

August '22						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '22						
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25	26	27	28	29	30	

October '22						
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November '22						
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December '22						
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January '23						
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29	30	31				

February '23						
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March '23						
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April '23						
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May '23						
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28	29	30	31			

June '23						
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25	26	27	28	29	30	

July '23						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

-  First Day of School K-8 / Last Day of School K-12  
CCSLWC in session
-  New Teacher Workshop
-  Welcome Back Conferences K-8  
9 - 12 Grades in session  
CCSLWC Orientation
-  Professional Development Day (No School)
-  New and 2nd Year Teacher Workshop
-  School Closed/Holiday
-  Welcome Back Conferences K - 8  
9th Grade Orientation  
CCSLWC Orientation
-  Graduation

# Board & Administrator

FOR SCHOOL BOARD MEMBERS

January 2022 Vol. 35, No. 9

## Develop trust before becoming board president

As the spokesperson for the school board, the board president must be in constant -- if not daily -- contact with the superintendent. Accordingly, if you have recently been elected to the position or you're thinking of running for board president down the line, get to know your superintendent and take steps to develop trust. Communicate

with the superintendent on a regular basis, be honest about your concerns and motivations, offer constructive feedback, and actively participate in board meetings and executive sessions. Starting off on the right foot will ensure that you and the superintendent will make a great team in the future. ■

## Bring in expert to train board before superintendent's evaluation

One of the most important responsibilities of the school board is to evaluate the superintendent's performance each year. Not only does the evaluation enable the board to assess whether the district is successful under the superintendent's leadership, it also presents the board an opportunity to provide detailed feedback and identify areas in which the superintendent needs further development.

Because the evaluation is such an important event, consider bringing in an expert beforehand to train all board members on the process. This may be especially helpful if the board has recently welcomed new and inexperienced members into the fold.

For example, on Sept. 30, 2021, the school board for Chapel Hill-Carrboro (N.C.) City Schools held a special meeting to discuss the superintendent evaluation process. During this meeting, a school law expert trained board members on how to fill out the state's evaluation packet, which uses seven standards to

gauge the superintendent's success and objectives.

You can do something similar for your board. Consider asking your district's legal counsel or another expert to lead a training session a few weeks before the superintendent's annual evaluation is due.

At this training, board members can ask the trainer to review how to:

- Evaluate the superintendent using state-imposed evaluation standards or worksheets, if applicable.
- Analyze the superintendent's self-evaluation.
- Determine whether the superintendent has met yearly goals.
- Develop and communicate goals and expectations for the upcoming year.
- Accurately assess the superintendent's performance in the context of the COVID-19 pandemic.
- Prevent bias or prejudice from impacting the evaluation process.
- Set appropriate salary increases. ■

## Pause before posting

Board members should be careful about discussing school-related business on social media such as Facebook, Twitter, and blogs. If posted comments about school issues prompt responses from other board members, the back-and-forth dialogue on a social networking page could amount to a quorum of the board deliberating in violation of the Open Meetings Act. Social media platforms can implicate both the records and meeting provisions of the “right to know” law.

Here are some guidelines to follow:

- Convey that you are communicating as an

individual member of the board and not as an official district spokesperson.

- Do not comment on other board members’ pages or respond to their comments.
- Avoid posting content that indicates you have already formed an opinion on the matter.
- Post only content that has been released to the public.
- Respect the privacy of others.
- Take a minute and review before you hit “post.”
- Consider designating a social media spokesperson to provide board perspective. ■

## Use board committee report to enhance organization, efficiency

Committees can significantly streamline the school board’s decision-making process. However, when a committee has dedicated a lot of time and effort into researching a specific project or issue, it may sometimes be difficult for the committee to

organize its findings and condense them into one neat recommendation. To help your committee chairs with this process, ask them to fill out this form when they are ready to present a final recommendation to the board as a whole.

Board Committee Report	
Instructions: Once your committee has researched the assigned issue and has developed a final recommendation, fill out this form and present it to the whole school board. Attach any important documents that you would like the board to consider.	
Committee name: _____	Date: _____
<b>Names of members in attendance:</b>	
1.) _____	2.) _____
3.) _____	4.) _____
<b>Statement of committee issue or area of responsibility:</b> _____	
<b>Final committee recommendation:</b> _____ _____	
<b>Reasons for recommendation:</b> _____ _____	
<b>Policies or bylaws affected by committee recommendation:</b> _____ _____	
<b>Recommended board action stated in the form of a motion:</b> _____ _____	
<b>Signatures of all committee members in attendance:</b>	
1.) _____	2.) _____
3.) _____	4.) _____ ■