

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM, ROOM C120
 38705 GRAND AVENUE
 NORTH BRANCH, MN 55056
 ORGANIZATIONAL SCHOOL BOARD MEETING
 JANUARY 12, 2023
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Oath of Office 2
- V. Consider Nomination and Election of Officers (all votes are public)
 - A. Chair - Last year - MacMillan
 - B. Vice Chair - Last year - Grovender
 - C. Clerk - Last year - Bollman
 - D. Treasurer - Last year - Naegele
- VI. Consider Setting of Board Salary
 - A. Officers: Chair: \$800 annually; Vice Chair: \$500 annually; Clerk and Treasurer: \$300 annually
 - B. Currently \$60 per meeting and \$125 for an all day meeting (four hours or more) 3
- VII. Consider Designation of Official Newspaper 4
- VIII. Consider Appointment of Law Firm - Kennedy & Graven, Chartered and other legal support as needed
- IX. Consider Designation of Official Depositories - Wells Fargo Bank, Associated Bank, MN Trust Bank, and Neighborhood National Bank
- X. Consider Delegation of Authority to Make Electronic Funds Transfers on Behalf of the School District. Designate Todd Tetzlaff, Paula Vaughn, Jennifer Thompson, Christine Lundberg, and Stephanie Wendel
- XI. Consider School Board Meeting Dates 8
- XII. Consider Appointment of Board Committee Representatives 9
- XIII. Consider Authorization, if needed, to use current check signer plate until new plate is processed
- XIV. Consider Resolution Providing Limited Authorization for the Superintendent and Director of Business Services to Sign Contracts 10
- XV. Adoption of School Board Policy Book
- XVI. Adjournment to the Regular Meeting

SCHOOL BOARD MEMBER OATH OF OFFICE

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

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

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

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

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

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

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

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

Board Chair

Date

Member

Date

COMPARISON OF RATES OF SCHOOL BOARD PAY FOR 2022

School	Mileage	Brd Reg Mtg	Brd Mtg ½ day	Brd Mtg Over 4 hrs	Officers
Chisago Lakes	IRS rate	\$45 for meetings under 3 hours	\$75 for meetings lasting 3 hours but less than 6 hours	\$125 for meetings 6 hours or more	\$600/yr - Chair, Clerk \$300/yr - Treasurer \$30 more per meeting for Vice Chair if Chair is absent
Forest Lake	IRS rate				\$5,518/yr – President \$5,318/yr – Vice President \$5,318/yr – Clerk \$5,318/yr – Treasurer \$5,118/yr - Directors
Braham	IRS rate	\$75/board mtgs \$50/other mtgs up to 4 hours	\$75 for meetings lasting 4-8 hours	\$125 if over 8 hours	\$800/yr – Chair, Vice Chair, Clerk, and Treasurer \$600/yr - Directors
Cambridge	IRS rate	\$250/month	\$65 under 4 hours	\$130 over 4 hours	\$100/monthly – Chair \$60/monthly– Clerk \$60/monthly - Treasurer
Rush City	IRS rate	\$50		\$100	No officer pay
Princeton	IRS rate	\$50 Official standing board committee meetings \$50 per day for MSBA training			\$550/month-Chair \$450/month-All other officers
North Branch	IRS rate	\$60 under 4 hours; \$125 over 4 hours	\$60 under 4 hours	\$125 over 4 hours	\$800/yr – Chair \$500/yr – Vice Chair \$500/yr – Clerk \$300/yr –Treasurer



REC'D @ DISTRICT
OFFICE

DEC 14 2022

ISD #138
NORTH BRANCH. MN

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

December 22, 2023

Arle Chambers
ISD138
38705 Grand Avenue
North Branch, MN 55056

Dear Ms. Chambers and Board Members:

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

We would like to publish your public notices in **County News Review** at the rate of \$1.99 per column inch. If any documents need to be manually typeset, a \$20 flat fee will be charged per public notice.

The following rate structure for legals is effective January 1, 2023:

Per column inch rate: \$1.99

Index: 0.1800

Lines per inch: 9

**To expand coverage, your notices will also be published in the Scotsman at no additional charge.*

All published legal notices are posted on **County News Review** website at no additional charge. A notarized affidavit will be provided for each notice published. A \$20 charge will be assessed on legal notices that require typing.

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

Thank you for considering **County News Review** as the official newspaper for School District # 138 for the upcoming year. Your school board meeting are attended by our reporter and published regularly. We appreciate the opportunity to serve the needs of your community.

Sincerely,

Tonya Orbeck

UNITED STATES POSTAL SERVICE Statement of Ownership, Management, and Circulation
 (All Periodicals Publications Except Requester Publications)

1. Publication Title County News Review	2. Publication Number 2 1 7 2 0	3. Filing Date 09-22-2022
4. Issue Frequency Weekly - Thursday	5. Number of Issues Published Annually 52	6. Annual Subscription Price \$57.00
7. Complete Mailing Address of Known Office of Publication (Not printer) (Street, city, county, state, and ZIP+4®) 234 S Main St Cambridge, MN 55008 - Isanti County		Contact Person C Swanson Telephone (include area code) 763-424-7396

8. Complete Mailing Address of Headquarters or General Business Office of Publisher (Not printer)
 4095 Coon Rapids Blvd
 Coon Rapids, MN 55433

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (Do not leave blank)

Publisher (Name and complete mailing address)
 JEREMY BRADFIELD - 4095 Coon Rapids Blvd, Coon Rapids, MN 55433

Editor (Name and complete mailing address)
 Keith Anderson - 234 S Main St, Cambridge, MN 55008

Managing Editor (Name and complete mailing address)
 None

10. Owner (Do not leave blank. If the publication is owned by a corporation, give the name and address of the corporation immediately followed by the names and addresses of all stockholders owning or holding 1 percent or more of the total amount of stock. If not owned by a corporation, give the names and addresses of the individual owners. If owned by a partnership or other unincorporated firm, give its name and address as well as those of each individual owner. If the publication is published by a nonprofit organization, give its name and address.)

Full Name	Complete Mailing Address
APG East Central Minnesota	4095 Coon Rapids Blvd Coon Rapids, MN 55433

11. Known Bondholders, Mortgagees, and Other Security Holders Owning or Holding 1 Percent or More of Total Amount of Bonds, Mortgages, or Other Securities. If none, check box None

Full Name	Complete Mailing Address

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)
 The purpose, function, and nonprofit status of this organization and the exempt status for federal income tax purposes:
 Has Not Changed During Preceding 12 Months
 Has Changed During Preceding 12 Months (Publisher must submit explanation of change with this statement)

13. Publication Title County News Review	14. Issue Date for Circulation Data Below 09-22-2022
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15. Extent and Nature of Circulations		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Total Number of Copies (Net press run)		1396	1244
b. Paid Circulation (By Mail and Outside the Mail)	(1) Mailed Outside-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	372	334
	(2) Mailed In-County Paid Subscriptions Stated on PS Form 3541 (Include paid distribution above nominal rate, advertiser's proof copies, and exchange copies)	610	532
	(3) Paid Distribution Outside the Mails including Sales Through Dealers and Carriers, Street Vendors, Counter Sales, and Other Paid Distribution Outside USPS®	287	375
	(4) Paid Distribution by Other Classes of Mail Through the USPS (e.g., First-Class Mail®)		
c. Total Paid Distribution (Sum of 15b (1), (2), (3), and (4))		1269	1241
d. Free or Nominal Rate Distribution (By Mail and Outside the Mail)	(1) Free or Nominal Rate Outside-County Copies Included on PS Form 3541	2	2
	(2) Free or Nominal Rate In-County Copies Included on PS Form 3541	1	1
	(3) Free or Nominal Rate Copies Mailed at Other Classes Through the USPS (e.g., First-Class Mail)		
	(4) Free or Nominal Rate Distribution Outside the Mail (Carriers or other means)		
e. Total Free or Nominal Rate Distribution (Sum of 15d (1), (2), (3), and (4))		3	3
f. Total Distribution (Sum of 15c and 15e)		1272	1244
g. Copies not Distributed (See Instructions to Publishers #4 (page #3))		120	0
h. Total (Sum of 15f and g)		1392	1244
i. Percent Paid (15c divided by 15f times 100)		99.76%	99.76%

*If you are claiming electronic copies, go to line 16 on page 3. If you are not claiming electronic copies, skip to line 17 on page 3.

16. Electronic Copy Circulation		Average No. Copies Each Issue During Preceding 12 Months	No. Copies of Single Issue Published Nearest to Filing Date
a. Paid Electronic Copies		21	42
b. Total Paid Print Copies (Line 15c) + Paid Electronic Copies (Line 16a)		1290	1283
c. Total Print Distribution (Line 15f) + Paid Electronic Copies (Line 16a)		1293	1286
d. Percent Paid (Both Print & Electronic Copies) (16b divided by 16c x 100)		99.77%	99.77%

I certify that 50% of all my distributed copies (electronic and print) are paid above a nominal price.

17. Publication of Statement of Ownership
 If the publication is a general publication, publication of this statement is required. Will be printed Publication not required.
 in the October 6, 2022 issue of this publication.

18. Signature and Title of Editor, Publisher, Business Manager, or Owner Chelsey Swanson Date 09-26-2022

I certify that all information furnished on this form is true and complete. I understand that anyone who furnishes false or misleading information on this form or who omits material or information requested on the form may be subject to criminal sanctions (including fines and imprisonment) and/or civil sanctions (including civil penalties).

Isanti-Chisago County

STAR



930 South Cleveland, Cambridge, MN 55008

763-689-1181

December 1, 2022

REC'D @ DISTRICT
OFFICE

DEC 16 2022

ISD #138
NORTH BRANCH. MN

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

Dear Ms. Chambers,

Please accept our 2023 bid to remain the official newspaper for the North Branch School District. The *Isanti/Chisago County Star* meets all of the requirements of a legal newspaper for the North Branch School District as set forth in MN Statute 331A.02. The *Star* is distributed free weekly to 8,466 households including 1,550 in the North Branch School District. We post all legal notices to our website (Isanti-chisagocountystar.com) under a public notice tab, in the *Star* e-edition also on the website and on the statewide public notice website (mnpublishnotice.com), all at no additional charge and free to all viewers.

Our bid is \$2.10 per column inch with 7 point type and 9 lines per inch which equates to the index figure of .183. This is the same price as 2022 even though the cost of paper and other materials to produce the *Star* have increased greatly again over the last year.

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

The *Star* is the only locally owned newspaper. We have 20 employees in our Cambridge facility who put together all of our newspapers with six of those employees living in the North Branch School District.

Thank you for the opportunity to bid to remain the official newspaper for the North Branch School District for 2023. We regularly attend your school board meetings and have a long history of serving the residents of the district. If you have any questions, please feel free to contact me.

Sincerely,

Jeff Andres
Group Publisher, *Isanti-Chisago County Star*



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

PUBLICATION DESCRIPTION:

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

VERIFICATION OF DISTRIBUTION, PRINTING AND INTERNAL RECORDS:

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

WEEKLY CIRCULATION: TWELVE MONTH AVERAGE

	ISANTI-STAR THURSDAY	CHISAGO-STAR THURSDAY	COMBINED THURSDAY
FREE CIRCULATION			
CARRIER	7,434	1,224	8,658
TARGET	495	353	848
TOTAL FREE	7,929	1,577	9,506
TOTAL QUALIFIED CIRCULATION	7,929	1,577	9,506
AVERAGE PRESS RUN	8,016	1,634	9,650

QUALIFIED CIRCULATION HISTORY

3 MONTHS ENDING MARCH, 2022	7,778	1,564	9,342
3 MONTHS ENDING DECEMBER, 2021	8,002	1,581	9,583
3 MONTHS ENDING SEPTEMBER, 2021	8,004	1,590	9,594
12 MONTHS ENDING JUNE, 2021	7,983	2,433	10,416
12 MONTHS ENDING JUNE, 2020	8,029	5,012	13,041

2023 SCHOOL BOARD MEETING SCHEDULE	
January 12, 2023	Organizational & Regular School Board Mtg
January 26, 2023	Work Session
February 9, 2023	Regular Meeting
February 23, 2023	Work Session
March 9, 2023	Regular Meeting
March 23, 2023	Work Session
April 13, 2023	Regular Meeting
April 27, 2023	Work Session
May 11, 2023	Regular Session
May 25, 2023	Work Session
June 8, 2023	Regular Session
June 12, 2023	School Board Retreat
July 13, 2023	Regular Session
August 10, 2023	Regular Session
August 24, 2023	Work Session
September 14, 2023	Regular Session
September 28, 2023	Work Session
October 12, 2023	Regular Session
October 26, 2023	Work Session
November 9, 2023	Regular Session
November 16, 2023	Work Session
December 14, 2023	Regular Session

COMMITTEE ASSIGNMENTS FOR 2022

COMMITTEE	2022 SCHOOL BOARD MEMBER APPOINTEE(S)
Personnel Committee (Chair & V. Chair)	Grovender, MacMillan
Custodian	Bollman, Grovender, Naegele
Nine-month Classified	Grovender, MacMillan, Naegele
Twelve-month Classified	Grovender, MacMillan, Naegele
Twelve-month Classified Salary	Grovender, MacMillan, Naegele
Directors	Grovender, MacMillan, Naegele
Administrators	Grovender, MacMillan, Naegele
Teachers	Bollman, Grovender, MacMillan
Community Ed	LaValla
District Staff Development	Bollman
ECMECC	Superintendent
Legislative Liaison	Naegele
MSBA Legislative	Naegele
MSHSL	Superintendent
Native American Parent Advisory Committee	Naegele
OPEB	MacMillan, Bollman
Policy Committee	Bollman, Grovender, MacMillan
SCRED	Grovender (Alternate – Naegele)
SEE	MacMillan (Alternate – Naegele)

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

Pursuant to due call and notice thereof, a meeting of the School Board of Independent School District No. 138, North Branch, Minnesota, was held on the 12th day of January 2023, at 5:30 p.m.

The following Board members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

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

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

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

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

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

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

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

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

