

**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
 JUNE 8, 2023
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent’s Report 4
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of the May 3, 2023 Strategic Plan Advisory Meeting 15
 - B. Minutes of May 11, 2023 Regular School Board Meeting 16
 - C. Minutes of May 25, 2023 Work Session 22
 - D. Authorization of Payments, Transfers, and Investment Activity 24
 - E. Personnel
 - 1. Julie Flodquist, retirement effective at the end of the 2022-23 school year, as Media Clerk at Sunrise River Elementary School
 - 2. Vicki Klun, retirement effective at the end of the 2022-23 school year, as Elementary Teacher at North Branch Area Education Center
 - 3. Julie Demo, retirement effective August 11, 2023, as Lead Custodian at North Branch Area Public Schools
 - 4. Jennifer Bostrom, resignation effective May 23, 2023, as Lunchroom/Playground Assistant at Sunrise River Elementary School and Schoolkeeper at North Branch Area Public Schools
 - 5. Lindsey Swartz, resignation effective May 24, 2023, as SPED Assistant at North Branch Area High School
 - 6. William Eichholz, resignation effective June 7, 2023, as School Age Care Adult Assistant at North Branch Area Education Center
 - 7. Madison Mench, resignation effective at the end of the 2022-23 school year, as SPED Assistant at North Branch Area High School
 - 8. Brenda Hughes, leave request effective May 10, 2023 through July 7, 2023, as Schoolkeeper at North Branch Area Public Schools
 - 9. Lauri Reed, extension of leave request effective May 15, 2023 until the end of the 2022-23 school year, as Intervention Teacher at Sunrise River Elementary School
 - 10. Debora Axling, leave request effective May 23, 2023 through June 26, 2023, as Groundskeeper at North Branch Area Public Schools
 - 11. Courtney Baugher, BS₁ Step 5, beginning with the 2023-24 school year, as Elementary Teacher at Sunrise River Elementary School

12. Hunter Brandel, BAA, Step 1, beginning with the 2023-24 school year, as Social Studies Teacher at North Branch Area High School
13. Amelia Fiedler, MS, Step 3, beginning with the 2023-24 school year, as Speech Language Pathologist at Sunrise River Elementary School
14. Josh Hanson, MS, Step 8, beginning with the 2023-24 school year, as Elementary Teacher at Sunrise River Elementary School
15. Alli Johnson, BA, Step 1, beginning with the 2023-24 school year, as Elementary Teacher at Sunrise River Elementary School
16. Whitney Murphy, BS, Step 3, one-year contract for 2023-24 for a Tier 2 License, as SPED Teacher at North Branch Area High School
17. Gracia Quinehan, BS+45, Step 1, beginning with the 2023-24 school year, as Science Teacher at North Branch Area Middle School
18. Mindy Lattimore, position change beginning with the 2023-24 school year, from 1.0 FTE Instructional Strategies Coach at North Branch Area High School to .75 FTE ALC/DLA Teacher at North Branch Area Public Schools
19. Elizabeth Sandberg, non-renew for the 2023-24 school year, as SPED Teacher at North Branch Area High School
20. Lizabeth Overland, termination effective May 10, 2023, as SPED Assistant at North Branch Area Education Center

- F. 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.

- 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 Revisions to the 2022-23 Budget and Adoption of 2023-24 Budget
 - B. Consider Approval of the Long-Term Facilities Maintenance Plan 26
 - C. Consider Student Fees for 2023-24
 - D. Consider Resolution Approving Long-term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of those Projects in the District's Application for Fiscal Year 2025 Long-term Facility Maintenance Revenue 28
 - E. Q Comp Update 49

- F. Consider Renewal of Membership in Minnesota School Boards Association (MSBA) \$10,500.00 65
- G. Consider Request to Bid for Garbage Services
- H. Consider Request to Bid for Fuel and Gasoline
- XI. Addendum
 - A. Consent
 - 1. Michele Anderson, one-year contract for 2023-24 for a Tier 1 License, as SPED Teacher at North Branch Area High School
 - 2. Jonathan Bodell, BEd, Step 1, beginning with the 2023-24 school year, as Business Teacher at North Branch Area High School
 - 3. Rebecca Springman, MS+30, Step 8, one-year contract for 2023-24 for a Tier 2 License, as Math Teacher at North Branch Area High School
 - B. New Business
 - 1. Consider Resolution Certifying the Population Estimate for the 2023 Payable 2024 Levy of Independent School District #138 68
- XII. Information
- XIII. Board Requests
- XIV. Committee Reports
- XV. Dates to Remember
 - A. Friday, June 9, 2023, End of Year Staff Breakfast, North Branch Area High School, Commons Area, Coffee at 7:15 am; Recognition Program at 7:30 am
 - B. Sunday, June 11, 2023, Graduation of the Class of 2023, 2:00 pm, North Branch Area High School. Board members should be there at 1:30 pm.
 - C. Tuesday, June 20, 2023, Negotiations Committee Meeting, 3:30 pm, North Branch Area Education Center
 - D. Tuesday, June 20, 2023, Custodian Negotiation Session, 4:00 pm, North Branch Area Education Center
 - E. Tuesday, June 20, 2023, School Board Retreat, 5:00 pm, North Branch Area High School, Glass Classroom
 - F. Tuesday, June 27, 2023, Negotiations Committee Meeting, 3:30 pm, North Branch Area Education Center
 - G. Tuesday, June 27, 2023, NBEA Negotiation Session, 4:30 pm, North Branch Area Education Center
 - H. Thursday, July 13, 2023, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
 - I. Tuesday, July 25, 2023, OPEB Committee Meeting, 10:00 am, Virtual
- XVI. Motion to Close Meeting for a Closed Session on Negotiations

The School Board will close the meeting pursuant Minn. Stat. § 13D.03 to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals concerning the NBEA contract.
- XVII. Motion to Reopen Regular Meeting
- XVIII. Adjournment

Superintendent Update

June 8, 2023

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Prepare all learners for success in school and in life.

Elementary End of Year Highlights

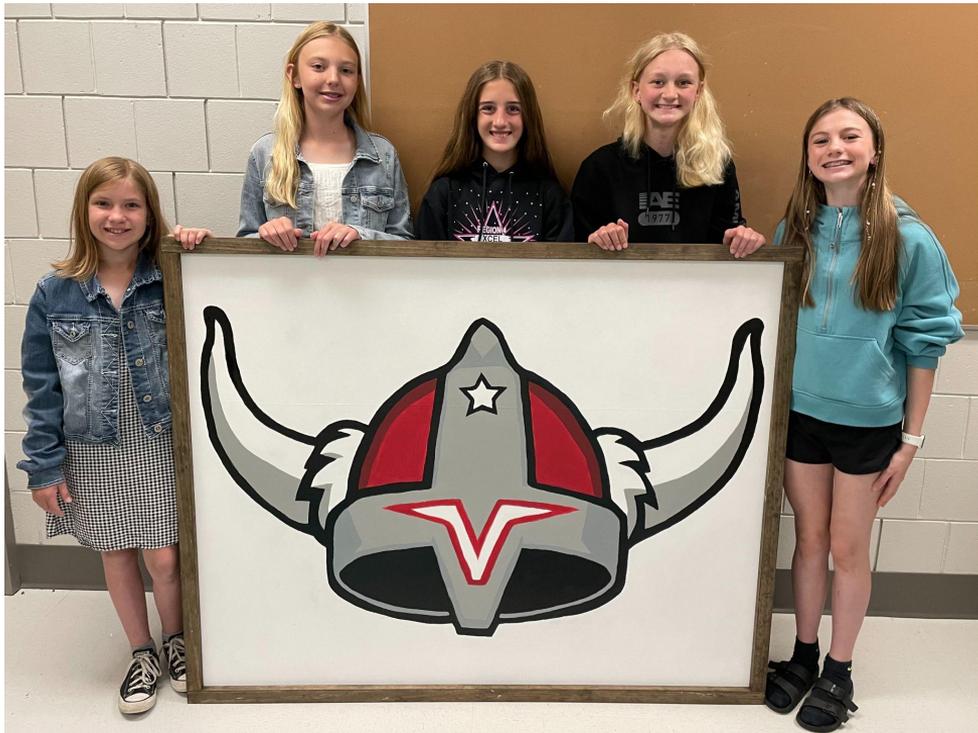
Fun Run at Ed Center
and Sunrise





Prepare all learners for success in school and in life.

Middle School End of Year Highlights



Six MBMS 7th grade students completed a large painting of the Viking helmet logo.

- Lauren Thiel, Jillian Anderson, Morgan Pell, Ava Witkowski, Brie Detzler and Kyra Shepard dedicated numerous sessions⁶ perfecting the details of this symbol of our school pride.
- It will be installed in a middle school hallway over the summer. Middle school art teacher,
- Lee Ann Falen guided the students with the design process throughout the project.

Thanks to She's Crafty for donating the wood, plus making and staining the frame for this project!



Prepare all learners for success in school and in life.

High School End of Year Highlights

North Branch Girls
Track & Field crowned
Section 7AA
Champions!

finished with 145 points,
23 points ahead of
second place Chisago
Lakes.





Prepare all learners for success in school and in life.

High School End of Year Highlights

STATE QUALIFIERS
NORTH BRANCH TRACK & FIELD

Grade	Athlete	Event
JR	SHAAYNA ANDREOTTI	100M Hurdles
SR	NICK BOVITZ	Long Jump Triple Jump
SO	DERRIAN DICK	400M Dash
FR	ELLA DICK	Pole Vault
SO	DAKOTA ESGET	100M Dash
SO	ELLA KUHLMAN	300M Hurdles
SO	ASAYSHA OLSON	Triple Jump

SKOL VIKINGS

STATE QUALIFIERS
NORTH BRANCH TRACK & FIELD

Grade	Athlete(s)	Event
8	SOPHIA THORSEN	200M Dash
JR	MADISON WHITMAN	Long Jump 500M Dash
SO	SOPHIA BENEDICT ELLA DICK KAILIE KOPP ELLA KUHLMAN	4x100M RELAY
SO	DERRIAN DICK SOPHIA THORSEN DAKOTA ESGET ELLA KUHLMAN	4x200M RELAY

SKOL VIKINGS

12 North Branch athletes compete this Friday and Saturday.

- [State Track Meet AA Schedule](#)
- [State Track Tickets](#)



Prepare all learners for success in school and in life.

High School End of Year Highlights

**GOLF STATE
QUALIFIERS**

**OLIVIA WEYENBERG
NICK MELVIN**

*JUNE 13-14
RIDGES AT SAND CREEK*

Olivia Weyenberg's second straight year qualifying for the state tournament

Nick Melvin qualified for state in his first year of MSHSL⁹ eligibility!

State golf next Tuesday and Wednesday at the Ridges at Sand Creek in Jordan

- Tickets are not required



Prepare all learners for success in school and in life.

High School End of Year Highlights

The Viking tradition of the graduate walk through continued today with the Class of 2023 visiting sites across the district to receive the congratulations and well wishes of staff and students alike.





Mutual accountability for shared outcomes.

Governor Tim Walz recently signed legislation establishing Juneteenth (June 19) as a state holiday which goes into effect this year. With the short notice from the Minnesota Department of Education, NBAPS will be closed on Monday, June 19 this year to observe this new state holiday. All district services will be closed. We will make decisions on how this holiday impacts school district operations in upcoming years once we have further guidance from MDE.

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Juneteenth- a holiday celebrated on June 19 to commemorate the end of slavery in the United States. The holiday was first celebrated in Texas, where on that date in 1865, in the aftermath of the Civil War, enslaved people were declared free under the terms of the 1862 Emancipation Proclamation.



Mobilizing Community Engagement.

Teddy Bear Band and Child Care Fair



2023 Baccalaureate Service





Aligning resources to district priorities.

County partnerships and Funding:

- SHIP Grants awarded to support staff wellness
- School safety funding under consideration



FORWARD

Together

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA HIGH SCHOOL, MEDIA CENTER
STRATEGIC PLAN ADVISORY MEETING
May 3, 2023**

The Strategic Plan Advisory meeting started at 5:30 pm in the Media Center at the North Branch Area High School.

Board Members Present: Tim MacMillan, Sarah Grovender, Heather Naegele, Shelly Johnson

Others present: Superintendent Paul and approximately 30 staff, parents, and students.

Topics discussed included communications enhancements and the school safety plan.

The meeting concluded at 7:30 pm.

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
MAY 11, 2023**

The School Board of Independent School District 138 met in regular session on Thursday, May 11, 2023, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

Roll Call: Tim MacMillan, Sarah Grovender, Heather Naegele, Jesse LaValla, Adam Trampe, Shelly Johnson, and Superintendent Paul

Others in Attendance:

Molly Whelan, John Wagner, Kindra Helin, Gina Scott, Christine Johnson, Lori Lavin, David Treichel, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Approval of Agenda:

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

Recognition:

The following students were recognized at the board meeting.

Winter Sport Recipients

Below are the winter award recipients. View the coaches' videos at the following link:
<https://rb.gy/i4oc3>

- Boys Basketball Award Recipients: Brody Beaver, Chazz Johnson, Carson Klein, Blake Lelm, Owen Link, Tyler Minke, James Weinkauf, and Mason Young
- Girls Basketball Award Recipients: Johanna Bartkey, Ashley Bistodeau, Hailey Diaz, Ella Kuhlman, Annabelle Lattimore, Chloe Lattimore, and Natalia Rosales
- Dance Award Recipients: Erica Graupman, Leota Johnson, Alexis Smoluch, and Sophia Wolfe
- Gymnastics Award Recipients: Ella Dick, Dakota Esget, Brooke Giese, Liberty Nielsen, and Josie Parrucci
- Boys Hockey Award Recipients: Loghan Croal and Zachary Monson
- Wrestling Award Recipients: Jack Baker, Ethan Kester, and Michael Thao

- One Act Play: Aubrey-Ann Denesen, Cameron Fenner, Kylie Grams, Jillian Horsfall, Abigail Neu, Ayla Okstad, Juliana Orellano, Kelly Steele, and Carter Triggs

SUPERINTENDENT'S REPORT

Superintendent Paul reported on Scholarship Awards Night, which was held on May 10. She reported that Middle School social studies students had the opportunity to learn from retired Supreme Court Justice Alan Page, and that the NBAPS Wellness Committee met on May 10.

She also reported that roughly 75-100 kids of all ages, parents and friends, walked, biked, and skateboarded to school on May 3 for Spring Walk and Roll to School Day. She also mentioned upcoming events, which includes the Indigenous Spring Drum and Dance Cultural Exhibition, bagging groceries at North Branch County Market, Community Service Day, Vehicle Fair, Teddy Bear Band Concert, and Child Care Provider Resource Fair.

CONSENT ITEMS

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

- A. Minutes of April 13, 2023 Regular School Board Meeting
- B. Minutes of April 27, 2023 Work Session
- C. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$975,284.34
 - Auxiliary, Bank 12 - \$7,528.05
 - Payroll, Bank 13 - \$1,887,566.45
 - Scholarship, Bank 18 - \$1,000.00
 - High School Student Activities, Bank 31 - \$19,992.90
 - Middle School Student Activities, Bank 32 - \$0.00
- D. Personnel
 1. Pam Lindblom, retirement effective June 8, 2023, as Early Childhood Assistant at North Branch Area Education Center
 2. Diane Perrault, retirement effective at the end of the 2022-23 school year, as SPED Assistant at North Branch Area Education Center
 3. Lori Zimmerman, retirement effective June 30, 2023, as Elementary Principal at Sunrise River Elementary School
 4. Jerry Miller, resignation effective April 17, 2023, as Schoolkeeper at North Branch Area Public Schools

5. Christine Erickson, resignation effective at the end of the 2022-23 school year, as Science Teacher at North Branch Area Middle School
6. Sara Gustafson, resignation effective at the end of the 2022-23 school year, as English/Language Arts Teacher at North Branch Area High School
7. Kirstin Perales, resignation effective at the end of the 2022-23 school year, as Elementary Teacher at Sunrise River Elementary School
8. Michelle Tabor, resignation effective at the end of the 2022-23 school year, as English/Language Arts Teacher at North Branch Area Middle School
9. Olivia Berg, BS, Step 2, beginning with the 2023-24 school year, as Elementary Teacher at Sunrise River Elementary School
10. Alan Grund, MA, Step 6, beginning with the 2023-24 school year, as Elementary Teacher at Sunrise River Elementary School and North Branch Area Education Center
11. Jessica Konrad, BS, Step 4, beginning with the 2023-24 school year, as Social Studies Teacher at North Branch Area High School
12. Amber VanHorn, BS+15, Step 11, beginning with the 2023-24 school year, as Elementary Teacher at Sunrise River Elementary School
13. Amanda Glaser, employment effective December 19, 2022, as Long-term Substitute SPED Assistant at North Branch Area Middle School
14. Amanda Glaser, position change effective April 11, 2023 from Long-term Substitute SPED Assistant to Full-time SPED Assistant at North Branch Area Middle School
15. Deonne Nelson, employment effective April 11, 2023, as SPED Assistant at Life Work Center
16. Kristin Niemi, employment effective April 24, 2023, as SPED Assistant at North Branch Area High School
17. Carrie Hoffman, employment effective July 1, 2023, as Elementary Assistant Principal at Sunrise River Elementary School
18. Samantha Hoffman, position change effective May 22, 2023 from School Age Care Senior Adult Assistant to School Age Care Adult Assistant at North Branch Area Education Center

19. Amanda Akers, position eliminated for the 2023-24 school year, as Art Teacher at North Branch Area High School
20. Samantha Leger, termination effective April 27, 2023, as SPED Assistant at North Branch Area High School
21. Amanda Yepma, termination effective April 27, 2023, as SPED Assistant at North Branch Area High School
22. 2022-23 Extra Curricular Spring Coach Positions
 - a. Paige Larson, Class 4, Step 1, as Assistant Coach for Track & Field
 - b. Brandon Hunter - Volunteer Coach for Softball
 - c. Heather Kost - Volunteer Coach for Softball
 - d. Eli Erickson - Volunteer Coach for Track
23. 2022-23 Activity Advisor Position
 - a. Joyce Mix, Class 9, Step 2, as Musical Set Design (Costumes)
 - b. Jay Schueller, Class 9, Step 6, as Musical Set
 - c. Jay Schueller, Class 9, Step 6, as Musical Tech

E. Tenure of the Following Teachers

- a. Chelsea Halseth - Special Ed Teacher - North Branch Area Education Center
- b. Katelyn Moore - Elementary Teacher - North Branch Area Education Center
- c. Lee Ann Falen - Art Teacher - North Branch Area Middle School
- d. Sydney Rydberg-Engel - Art Teacher - North Branch Area High School
- e. Erik Lien - Social Studies Teacher - ALC/DLA

F. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
4/5/23	Clear Creek Dental – NB, MN	NBHS Scholarship A/C	\$500.00	Scholarship Donation
4/5/23	Gene Haas Foundation– Oxnard, CA	NBHS Scholarship A/C	\$12,000.00	Scholarship Donation
4/5/23	Max Malmquist – NB, MN	NBHS Scholarship A/C	\$2,000.00	Scholarship Donation
4/6/23	Anderson & Koch Ford – NB, MN	Sunrise/Ed Center	\$750.00	Boosterthon Fun Run
4/6/23	North Branch Dental – NB, MN	Sunrise/Ed Center	\$250.00	Boosterthon Fun Run
4/12/23	American Legion Post No. 85 – NB, MN	NBHS Athletics	\$2,500.00	JROTC Program
4/13/23	Shaan Hilber – NB, MN	NBHS	\$90.00	Band & Choir Departments
4/19/23	Austin Miller Companies – Cambridge, MN	NBHS Athletics	\$500.00	DECA Program
4/19/23	Chisago County Pheasants Forever – Stacy, MN	NBHS Athletics	\$1,000.00	Clay Target Program
4/19/23	NB Area Hockey Association – NB, MN	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
4/20/23	Empire Insurance Group – NB, MN	Sunrise/Ed Center	\$500.00	Boosterthon Fun Run
4/20/23	First State Bank of Wyoming – Wyoming, MN	Sunrise/Ed Center	\$250.00	Boosterthon Fun Run
4/20/23	Generations RE LLC – NB, MN	Community Ed	\$200.00	Concerts in the Park
4/20/23	Kwik Trip – La Crosse, WI	Sunrise/Ed Center	\$750.00	Boosterthon Fun Run
4/20/23	Minnco Credit Union – NB, MN	Sunrise/Ed Center	\$250.00	Boosterthon Fun Run
4/20/23	North Branch Chevrolet – NB, MN	Sunrise/Ed Center	\$250.00	Boosterthon Fun Run

4/20/23	Perreault Chiropractic & Acupuncture – NB, MN	Sunrise/Ed Center	\$250.00	Boosterthon Fun Run
4/20/23	Peterson’s North Branch Mill – NB, MN	Sunrise/Ed Center	\$250.00	Boosterthon Fun Run
4/25/23	East Central Energy – Braham, MN	NBHS Scholarship A/C	\$3,000.00	Scholarship Donation
4/25/23	North Branch Fire Relief Association – NB, MN	NBHS Scholarship A/C	\$4,500.00	Scholarship Donation
4/26/23	Fairbanks Finishings – Harris, MN	Sunrise/Ed Center	\$250.00	Boosterthon Fun Run
4/26/23	Lions Club of North Branch – NB, MN	Sunrise/Ed Center	\$750.00	Boosterthon Fun Run
4/26/23	Margaret Moritz (Address not provided)	NBAPS	\$75.00	District Donation
4/26/23	Olson Power & Equipment – NB, MN	Sunrise/Ed Center	\$250.00	Boosterthon Fun Run
		TOTAL	\$32,115.00	
April '23	Kelly Doohen – NB, MN	NBMS		A flute was donated to the NBAMS Band Program.

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

A. Approval of Second Reading of the Following Policies

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

1. Policy 708 - Transportation of Nonpublic School Students (MSBA changes)
2. Policy 709-NB - Student Transportation Safety Policy (MSBA changes)
3. Policy 721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources (MSBA changes)

NEW BUSINESS

A. Approval of Lease and Premises Use Agreement Between St. Croix River Education District (SCRED) and Independent School District No. 138 Commencing on July 1, 2023 and Ending on June 30, 2024

Moved by Trampe, seconded by Naegele and carried unanimously to approve the Lease and Premises Use Agreement between St. Croix River Education District (SCRED) and Independent School District No. 138 commencing on July 1, 2023 and ending on June 30, 2024.

B. Approval of Setting June 8, 2023 at 5:30 p.m. for Public Hearing on Student Fees

Motion by Naegele, seconded by Trampe and carried unanimously to set June 8, 2023 at 5:30 p.m. for a Public Hearing on Student Fees.

INFORMATION

The board reviewed the fundraising reports for Early Childhood, Sunrise River Elementary School, North Branch Area Middle School, and the North Branch Area High School Activities from November 1, 2022 through April 30, 2023.

The board reviewed the May 2023 issue of the Board and Administrator.

BOARD REQUESTS

None

COMMITTEE REPORTS

Board Member Naegele reported on the SEE meeting she recently attended.

DATES TO REMEMBER

- A. May 25, 2023, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120
- B. May 31, 2023, Negotiations Committee Meeting, 3:30 pm, North Branch Area Education Center
- C. May 31, 2023, NBEA Negotiation Session, 4:00 pm, North Branch Area Education Center
- D. June 1, 2023, Life Work Center Graduation and Awards Ceremony, 6:00 pm, North Branch High School Edelstein Auditorium
- E. June 8, 2023, Last Day of School for Students
- F. June 8, 2023 Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122
- G. June 8, 2023, Public Hearing on Student Fees, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
- H. June 8, 2023, Regular School Board Meeting, beginning immediately after the Public Hearing, North Branch Area Education Center, Boardroom, Room C120
- I. June 9, 2023, End of Year Staff Breakfast, North Branch Area High School, Commons Area, Coffee at 7:15 am; Recognition Program at 7:30 am
- J. June 11, 2023, Graduation of the Class of 2023, 2:00 pm, North Branch Area High School. Board members should be there at 1:30 pm.
- K. June 20, 2023, School Board Retreat, 5:00 pm, North Branch Area High School, Glass Classroom

Adjournment

Moved by Grovender, seconded by LaValla and carried unanimously to adjourn the regular meeting at 6:02 p.m.

Heather Naegele, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
SCHOOL BOARD WORKING SESSION
May 25, 2023

The School Board of Independent School District 138 met in a Working Session on Thursday, May 25, 2023, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

Roll Call: Tim MacMillan, Sarah Grovender (via remote), Heather Naegele, Adam Trampe, Shelly Johnson, and Superintendent Paul

Absent: Jesse LaValla

Others in Attendance:

Lori Lavin, Sherri Keller, Rachelle Weinand, Melissa Kleschult, Darin Marcussen, David Treichel, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Work Session Topics

Superintendent's Report

Superintendent Paul reported on Elementary Track and Field Day, the 5th grade Biz Town field trip experience, the Vehicle Fair, Community Service Day, and the Indigenous Spring Drum and Dance Cultural Exhibition that was held on May 12.

She also reported on upcoming events, which include the Teddy Bear Band Concert, the Child Care Provider Resource Fair, and the graduation ceremony that will be held on June 11.

Deepening Learning Through Technology Integration

David Treichel, Director of Teaching and Learning, introduced Media Specialist and Technology Integrationists Sherri Keller, Rachelle Weinand, Melissa Kleschult, and Director of Technology Darin Marcussen. They shared a video on collective work using technology in the classroom.

Proposed Revised FY 2022-23 Budget

Todd Tetzlaff, Director of Finance and Human Resources, presented information on the proposed revised FY 2022-23 budget.

Proposed FY 2023-24 Budget

Director of Finance and Human Resources Todd Tetzlaff presented information on the proposed FY 2023-24 budget.

Proposed FY 2023-24 LTFM Budget

Todd Tetzlaff, Director of Finance and Human Resources, presented information on the proposed FY 2023-24 LTFM budget.

Chair MacMillan adjourned the meeting at 6:43 pm.

Heather Naegele, Clerk
(Unapproved)

**ELECTRONIC FUND TRANSFERS
MAY 2023**

Direct Dep Cks		\$1,018,126.98	
ACHS		<u>\$12,369.97</u>	
		\$1,030,496.95	
Other Electronic Fund Transfers:			
Federal/FICA Taxes			5/1/2023 \$204.66
(Also reflected in P/R info)			5/8/2023 \$62,815.33
			5/8/2023 \$98,954.64
			5/12/2023 \$242.44
			5/22/2023 \$62,032.48
			5/22/2023 <u>\$109,000.78</u>
			\$333,250.33
Minnesota Withholding Taxes			5/2/2023 \$19.89
(Also reflected in P/R info)			5/9/2023 \$9,744.43
			5/9/2023 \$17,146.74
			5/12/2023 \$56.74
			5/23/2023 \$9,941.93
			5/23/2023 <u>\$18,995.32</u>
			\$55,905.05
Economic Service (EBC)			5/8/2023 \$9,221.04
(Also reflected in P/R info)			5/8/2023 \$23,991.14
			5/22/2023 \$9,198.88
			5/22/2023 <u>\$23,991.14</u>
			\$66,402.20
MII LIFE-F S A	PEIP		5/9/2023 \$76.64
	PEIP		5/16/2023 \$78.07
	PEIP		5/25/2023 \$106.70
	PEIP		5/31/2023 \$112.90
	PEIP Admin Inv		5/31/2023 \$415.50
	PEIP		5/31/2023 <u>\$117.42</u>
			\$907.23
MII LIFE-M S A			5/8/2023 \$2,125.63
			5/8/2023 \$5,300.14
			5/22/2023 \$2,125.63
			5/22/2023 <u>\$5,300.14</u>
			\$14,851.54
Minnesota Teachers Retirement			5/5/2023 \$8,785.95
			5/5/2023 \$71,009.57
			5/19/2023 \$8,499.30
			5/19/2023 <u>\$77,071.09</u>
			\$165,365.91
PERA			5/1/2023 \$187.26
			5/5/2023 \$32,150.73
			5/12/2023 \$183.12
			5/19/2023 <u>\$31,421.60</u>
			\$63,942.71
Delta Dental Plan			5/23/2023 \$16,755.02
MN Sales Tax			5/22/2023 \$44.00

MAY 2023

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
5/2/23	North Branch Fire Relief Assoc., P.O. Box 245, North Branch, MN 55056	NBHS Athletics	\$500.00	FRC Robotics Program Donation
5/2/23	Stacy Lent Fire Dept Relief Assn., P.O. Box 123, Stacy, MN 55079	NBHS Athletics	\$250.00	DECA Nationals Donation
5/3/23	Neighborhood National Bank, 5481 St. Croix Trl., North Branch, MN 55056	Sunrise/Ed Center	\$250.00	Boosterthon Fun Run
5/3/23	North Branch DQ Grill & Chill, 38729 14th Ave., North Branch, MN 55056	Sunrise/Ed Center	\$500.00	Boosterthon Fun Run
5/10/23	Revive Chiropractic, P.O. Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Track Program Donation
5/11/23	Shaan Hilber, 37687 Elk Ave, North Branch, MN 55056	NBHS	\$60.00	Music 50/50 split (Band & Choir) Department Donation
5/16/23	Associated Bank N.A Fund, a fund of the Greater Green Bay Community Foundation	NBHS Athletics	\$250.00	JROTC Trophy Case Donation
5/16/23	Associated Bank N.A Fund, a fund of the Greater Green Bay Community Foundation	NBHS Athletics	\$250.00	Gymnastics Program Donation
5/25/23	Shaan Hilber, 37687 Elk Ave, North Branch, MN 55056	NBHS	\$60.00	Music 50/50 split (Band & Choir) Department Donation
5/30/23	Gregg & Rita Anderson, 34012 Selva Rd., Dana Point, CA 92629	NBHS Athletics	\$100.00	Clay Target Donation in Memorial of D. Swanberg
5/30/23	Steve Dammann, 32965 Jewell Ct., Chisago City, MN 55013	NBHS Athletics	\$100.00	Clay Target Donation in Memorial of D. Swanberg
5/30/23	Ryan & Tanya Giese, 4749 316th Ln., Stacy, MN 55079	NBHS Athletics	\$50.00	Clay Target Donation in Memorial of D. Swanberg
5/30/23	Michelle Gonzales, 45313 Government Rd., Harris, MN 55032	NBHS Athletics	\$300.00	JROTC National Drill Donation
5/30/23	Gary Moe, 26951 Jonquil Dr., Chisago City, MN 55013	NBHS Athletics	\$50.00	Clay Target Donation in Memorial of D. Swanberg
5/30/23	Andrea Schroeder & Daniel Andrus, P.O. Box 52, Stacy, MN 55079	NBHS Athletics	\$50.00	Clay Target Donation in Memorial of D. Swanberg
5/31/23	Almelund Threshing Company, 17760 St. Croix Trl., Taylor Falls, MN 55084	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
			\$3,820.00	



Division of School Finance
400 NE Stinson Blvd
Minneapolis, MN 55413

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-09

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 1238.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.		Enter Information		District Info.		Enter Information		Fiscal Year (FY) Ending June 30				
District Name:	North Branch Public Schools	Date:	6/6/2023									
District Number:	0138	Email:	ttetzlaf@isd138.org									
District Contact Name:	Todd Tetzlaff											
Contact Phone #:	(651) 674 - 1009											
Expenditure Categories		2023 (base year)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	Category (1)											
347	Physical Hazards	\$14,682	\$14,976	\$15,275	\$15,581	\$15,892	\$16,210	\$16,534	\$16,865	\$17,202	\$17,546	\$17,897
349	Other Hazardous Materials	\$9,572	\$9,763	\$9,958	\$10,158	\$10,361	\$10,568	\$10,779	\$10,995	\$11,215	\$11,439	\$12,000
352	Environmental Health and Safety Management	\$58,415	\$59,583	\$60,775	\$61,990	\$63,230	\$64,495	\$65,785	\$67,100	\$68,442	\$69,811	\$70,000
358	Asbestos Removal and Encapsulation	\$3,247	\$3,312	\$3,378	\$3,445	\$3,514	\$3,585	\$3,656	\$3,729	\$3,804	\$3,880	\$4,000
363	Fire Safety	\$21,090	\$21,512	\$21,942	\$22,381	\$22,828	\$23,285	\$23,751	\$24,226	\$24,710	\$25,205	\$22,500
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$107,005	\$109,145	\$111,328	\$113,555	\$115,826	\$118,142	\$120,505	\$122,915	\$125,373	\$127,881	\$126,397
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$50,000	\$275,000	\$300,000	\$300,000	\$300,000
369	Building Hardware and Equipment	\$14,000	\$9,000	\$25,000	\$30,000	\$24,000	\$24,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
370	Electrical	\$25,000	\$30,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$40,000	\$40,000	\$40,000
379	Interior Surfaces	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$175,000	\$200,000	\$200,000	\$200,000
380	Mechanical Systems	\$40,000	\$40,000	\$50,000	\$70,000	\$120,000	\$120,000	\$50,000	\$400,000	\$320,000	\$320,000	\$320,000
381	Plumbing	\$10,000	\$10,000	\$25,000	\$0	\$0	\$25,000	\$50,000	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$15,000	\$15,000	\$15,000	\$28,000	\$28,000	\$28,000
383	Roof Systems	\$5,000	\$5,000	\$10,000	\$10,000	\$10,000	\$15,000	\$0	\$0	\$0	\$0	\$0
384	Site Projects	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000	\$5,000	\$5,000	\$5,000	\$5,000
Total Deferred Capital Expense and Maintenance		\$159,000	\$159,000	\$160,000	\$160,000	\$204,000	\$239,000	\$245,000	\$920,000	\$918,000	\$918,000	\$918,000
Total Annual 10-Year Plan Expenditures		\$266,005	\$268,145	\$271,328	\$273,555	\$319,826	\$357,142	\$365,505	\$1,042,915	\$1,043,373	\$1,045,881	\$1,044,397

**School District's Proportionate Share of LTFM
Intermediates/Cooperatives**

**Extract of Minutes of School Board Meeting
School District No. 138
North Branch Area Public Schools
State of Minnesota**

Pursuant to due call and notice thereof, a School Board meeting of School District No. 138, State of Minnesota, was held on June 8, 2023, at 5:30 pm, for the purpose, in part, of approving the FY 25 Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of St. Croix River Education School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

_____ introduced the following resolution and moved its adoption:

Resolution approving long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of those projects in the district's application for fiscal year (FY) 2025 long-term facility maintenance revenue

Be it resolved by the School Board of District No. 138, State of Minnesota, as follows:

1. The Governing Board of St. Croix River Education District has approved a long-term facility maintenance program budget for its facilities for the 2024-2025 school year (FY 2025) in the amount of \$104,902 of which District Number 138's proportionate share is \$26,645.11 consisting of \$26,645.11 for pay as you go projects. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes, section 123B.53, subdivision 1, as amended, provides that if a special education district's long-term facility maintenance budget is approved by the school boards of each of the education district's member school districts, each member district may include its proportionate share of the costs of the education school district's program in its long-term facility maintenance revenue application.

3. The proportionate share of the costs of the education district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the education district's long-term facility maintenance program times the most current finalized year end ADM percentage of participation in the education district. For school year 2024-25 (fiscal year 25), the long-term facility maintenance costs shall be funded through annual levy. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for FY 25 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the education district's program, the district shall promptly pay to the education district the applicable aid or levy proceeds.

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

_____.

And the following voted against: _____.

Whereupon said resolution was approved and adopted by the school board of Independent School District No. 138.

STATE OF MINNESOTA)
) ss
COUNTY OF CHISAGO)

I, the undersigned, being the duly qualified and acting Clerk of School District No. 138, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 138, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of St. Croix River Education District No. 6009’s long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk on June 8, 2023.

Clerk

School District No. 138

Long-Term Facilities Maintenance Revenue Allocation (ED-02479-08) Instructions for Completion

General Information:

Minnesota Statutes 2021, section 123B.595, subd. 3 (Long-Term Facilities Maintenance Revenue) states:

subd. 3. Intermediate districts and other cooperative units.

Upon approval through the adoption of a resolution by each member district school board of an intermediate district or other cooperative units under Minnesota Statutes 2021, section 123A.24, subd. 2, and the approval of the commissioner of education, a school district may include in its authority under this section a proportionate share of the Long-Term Facilities Maintenance (LTFM) costs of the intermediate district or cooperative unit. The cooperative unit may issue bonds to finance the project costs or levy for the costs, using LTFM revenue transferred from member districts to make debt service payments or pay project costs.

Authority under this subd. is in addition to the authority for individual district projects under subd. 1.

The LTFM revenue in cell H12 (Number 3 - Total revenue amounts to allocate) should match the sum of expenditures on Line 48 of the LTFM Application – Ten Year Expenditure spreadsheet on the MDE website. ***If LTFM bonding is planned, a preliminary bond schedule should also be attached.*** Detail revenue totals at the bottom of the spreadsheet should also agree with lines numbered (1 - cell H10) and (2 - cell H11). Please provide method of allocation (ex. ANTC, pupil units, etc) agreed to by member districts in the notes section at the bottom of the spreadsheet. Note that for districts planning to issue bonds, the responsibilities of member districts regarding long-term obligations should be specified in the cooperative agreement when joining or leaving the cooperative/intermediate district.

A copy of the completed report should be mailed to the address below along with the member school district board resolutions and proposed bond schedule if applicable. The electronic "actual" Excel copy of the LTFM ten-year expenditure spreadsheet should also be emailed to the web address shown below. If a revised report is prepared, clearly mark the report as revised, update the completion date, and email the revised spreadsheet.

Minnesota Department of Education
Division of School Finance
400 NE Stinson Blvd.
Minneapolis, MN 55413
mde.facilities@state.mn.us

If you have any questions after reading these instructions, please call the Minnesota Department of Education, Division of School Finance at 651-582-8566 or email mde.facilities@state.mn.us. Copies of the "Long-Term Facilities Maintenance Cooperative Allocation Worksheet" are available on the LTFM webpage under MDE > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance.



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-07

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information
District Name:	St. Croix River Education District	Date:	5/16/2023
District Number:	6009-61	Email:	shischer@scred.k12.mn.us
District Contact Name:	Suzanne Hischer		
Contact Phone #	320-358-1213		

Expenditure Categories		Fiscal Year (FY) Ending June 30												
		2023 (base year)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033		
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.														
Finance Code	Category (1)													
347	Physical Hazards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year														
Finance Code	Category (2)													
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151														
Finance Code	Category (3)													
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Approved Voluntary Pre-K Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility														
Finance Code	Category (4)													
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Accessibility Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects														
Finance Code	Category (5)													
368	Building Envelope	\$0	\$31,200	\$56,473	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$47,500	\$47,500	\$0	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$0	\$0	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$0	\$0	\$0	\$116,250	\$0	\$0	\$0	\$0	\$20,095	\$297,000	\$0	\$0	\$0
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$238,100	\$0	\$0
384	Site Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Deferred Capital Expense and Maintenance	\$0	\$31,200	\$56,473	\$116,250	\$90,000	\$47,500	\$47,500	\$0	\$20,095	\$535,100	\$0	\$0	\$0
Total Annual 10-Year Plan Expenditures		\$0	\$31,200	\$56,473	\$116,250	\$90,000	\$47,500	\$47,500	\$0	\$20,095	\$535,100	\$0	\$0	\$0

Long-Term Facilities Maintenance Expenditure Categories used in the Excel Spreadsheet Template

Category 1: Health and Safety Expenditures by Uniform Financial and Accounting Reporting Standards (UFARS) Finance Codes 347, 349, 352, 358, 363 and 366 (this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366).

projects for Fiscal Year (FY) 2022 and FY 2023. The later years can be a rough estimate. Fiscal 2021 is an estimate of what the **final** UFARS expenditures will be. Once the FY 2021 audited financial data is complete and final UFARS data has been submitted, enter the actual FY 2021 Health and Safety (H&S) expenditures on the Health and Safety Data Submission System. Category 1 excludes projects costing \$100,000 or more for asbestos removal or encapsulation, fire safety, and indoor air quality as they are entered under Category 2 as listed below. Also enter FY 2021, FY 2022 and FY 2023 totals per finance code in the Health and Safety Data Submission on the Minnesota Department of Education (MDE) website (MDE homepage > Districts, Schools and Educators > Business and Finance > Data Submissions, then select the Health and Safety category) so harmless revenue calculates properly on the levy.

Category 2: Health and Safety Expenditures by UFARS Finance Code for Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Quality projects costing \$100,000 or more per Project, per Site, per Year.

A district enters totals by finance code for individual projects that cost \$100,000 or more per site, per year for asbestos removal and encapsulation, fire safety, or indoor air quality as they generate additional revenue. Also, enter FY 2021, FY 2022 and FY 2023 H&S projects costing \$100,000 or more **on a separate line** in the Health and Safety Data Submission System on the MDE website (the project description should include the site name and whether it is financed by “pay-as-you-go” or bonded dollars).

Category 3: Remodeling for Approved Voluntary Prekindergarten (VPK) Program

If the district has an approved VPK program include planned expenditures for remodeling projects.

Category 4: Americans with Disabilities Act (ADA) Accessibility Projects

Enter approved project costs to increase accessibility to school facilities. The project shall conform to both the district’s ADA/Section 504 disabled access transition plan and the current ADA Accessibility Guidelines for Buildings and Facilities, as well as applicable state and local building and fire codes.

Category 5: Deferred Maintenance Projects by UFARS Finance Code.

Facility deferred maintenance projects are broken into nine finance codes. Each code represents a component grouping of a building designed to ease assignment of a project into the proper code. The code breakdown is also meaningful for comparison of costs among school districts and to the Minnesota legislature to assess school facility costs and the ongoing need for facility funding.

Additional Documentation

Category 2 Asbestos Removal and Encapsulation, Fire Safety and Indoor Air Projects \$100,000 or over per Project, per Site, per Year

For districts with asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year for FY 2022 or FY 2023 the ten-year plan includes a narrative describing the scope and cost of the project in greater detail. Individual project approval is required as these projects generate additional revenue.

- a. For **asbestos removal and encapsulation projects**, give a description of the type and amount of asbestos and the scope of the project including an engineer or contractor estimate of the cost -**narrative from contractor/professional engineer**.
- b. For **fire safety projects**, include a project description and an estimate of the cost **from the professional engineer**. If a building permit has been pulled for other school construction projects, the building inspector has jurisdiction over the review of the fire suppression rework, but the State Fire Marshal should be contacted for final review and approval; otherwise, the fire suppression rework requires an order from the state fire marshal, schools division. If replacing a fire alarm system which is inoperable, **submit State Fire Marshal orders to substantiate**.
- c. For **indoor air quality projects**, describe which American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Indoor Air Quality (IAQ) standards are not being met and indicate how the project will result in meeting ASHRAE standards and include an estimate of cost from the project engineer. Also, include a floor plan to reflect classrooms affected and a report listing cubic feet per minute (CFM) ratings - **narrative from professional engineer**.

Category 3 Approved Voluntary Prekindergarten (VPK) Program - Remodeling Costs

For districts with an approved voluntary prekindergarten program under section 124D.151, a narrative describing the project to remodel existing instructional space to accommodate kindergarten instruction. In the narrative, describe the square footage and use of the existing instructional space, changes to be made to the facility, and the final square footage and features of the prekindergarten instructional space, for example, bathroom space, play area, and small group instruction space. This narrative may be the same narrative submitted to MDE as part of the application to obtain approval for the voluntary prekindergarten program under section 124D.151.

Category 5 Deferred Maintenance Projects costing \$2,000,000 per Project, per Site, per Year

For districts with deferred maintenance projects for FY 2022 or FY 2023 costing \$2,000,000 or more per project, per site, per year, a narrative describing each project in greater detail is required. In the narrative, discuss the deferred capital and maintenance criteria that make the project eligible for Long-Term facilities maintenance revenue and the work necessary to prevent further erosion of facilities. Describe the scope of work in sufficient detail to indicate the change in condition of the facility and provide an indication of the improvement to useful life. Indicate the level of deferred maintenance work needed for the facility before and after the project will be completed. Include an architect or consultant cost estimate detailing categories of work and associated cost including an estimate of fees - **narrative from professional engineer/architect**.

Updating the Health and Safety Database

The Minnesota Department of Education (MDE) will continue to use the existing Health and Safety (H&S) database (located on the MDE website under MDE > Districts, Schools and Educators > Business and Finance > Data Submissions, select Health and Safety) to drive levy processing for fall levies. Districts enter summary data by finance code, consistent with the summary data for Fiscal Year (FY) 2021, FY 2022 and FY 2023 included on the district's ten-year plan expenditure spreadsheet. Detailed information by project will still be required for asbestos removal and encapsulation, fire safety and indoor air quality projects costing \$100,000 or more per project, per site, per year since those generate additional revenue over and above the Long-Term Facilities Maintenance (LTFM) formula allowance. Do not enter information for deferred maintenance or accessibility finance codes. The Health and Safety amounts provide an accurate calculation of the hold harmless revenue estimate on the levy and aid entitlement reports, and either add to revenue or show complete information for persons who seek levy information.

When comfortable with data and assumptions, a district should **enter the total health and safety cost from the expenditure spreadsheet in the hold harmless section of the revenue spreadsheet and the Health and Safety Data Submission System**. Hold harmless revenue depends on the year's H&S costs plus deferred maintenance revenue for districts that did not qualify for alternative facilities revenue. Hold harmless for an alternative facilities school district is health and safety plus an amount to fund the other ten-year plan projects. For FY 2021 and later, MDE is asking school districts to enter **totals by finance code** from the expenditure spreadsheet in the **Health and Safety Data Submission System** (instructions on how to enter H&S data on the data submissions website may be found on the LTFM webpage under MDE > Districts, Schools and Educators > Business and Finance > School Finance > Facilities and Technology > Long-Term Facilities Maintenance, then select "Health and Safety Website Instructions" (these instructions may also be found on the Health and Safety Data Submission System). MDE uses the submission system to load the prior law calculation H&S amount into the Levy Limitation and Certification system and LTFM Aid Entitlement system. Without this step, the levy shows zero in the health and safety line under the old law revenue and the calculation is inaccurate. An alternative facilities school district should not include the amount in both the Health and Safety Data Submission System and in the revenue amount entered for deferred maintenance ten-year plan projects levy as the H&S levy will be doubled. In the Health and Safety Data Submission System, enter the H&S finance totals, six in all (if all are included in the ten-year planned projects) from the expenditure spreadsheet plus separately enter each individual project (asbestos removal and encapsulation, fire safety or indoor air quality) costing \$100,000 or

Note: School Districts should continue to update H&S expenditures in the Health and Safety Data Submission system on a regular basis to accurately cost estimate decreases or increases for applicable fiscal years.

Make sure to update the system for final, audited UFARS H&S financial data (reference the 20-21 UFARS Turnaround Report titled **Expenditure by Finance Code Report** on the Minnesota Funding Reports (MFR) webpage located at Data Center > Data Reports and Analytics, locate the School Finance Reports section, select Minnesota Funding Reports (MFR). Enter your school name, view all reports, select UFARS Turnaround Reports category, select 20-21 school year, under Report select "All" and then List Reports.

Long-Term Facilities Maintenance

Scenario	Project Description
A - Fund 01	Project(s) between \$100,000 to \$1,999,999 per site for finance codes 358, 363 and 366 funded on a pay as you go basis with excess funds remaining.
B - Fund 06	Project(s) \$2 million or more per site for Finance Codes 358, 363 and 366, funded with pay as you go (no debt issued) project is completed with excess funds remaining.
C - Fund 06	Project(s) between \$100,000 to \$1,999,999 per site for Finance Codes 358, 363 and 366, funded with debt, with excess funds remaining.

D - Fund 06	Project(s) \$2,000,000 or more per site for Finance Codes 358, 363 and 366, funded with debt with excess funds remaining.
E - Fund 01	Funding in Fund 01 has accumulated over time providing for a project over \$2 million per site.
F - Fund 06	Project(s) \$2 million or more per site funded with pay as you go (no debt issued), project is completed with excess funds remaining.

<p>G - Fund 06</p>	<p>Project(s) under \$2 million per site funded with debt issued, project is completed with excess funds remaining.</p>
<p>H - Fund 06</p>	<p>Project(s) \$2 million or more per site funded with debt, project is completed with excess funds remaining.</p>
<p>Long-Term Facilities Maintenance Guide for Transfers</p>	
<p>end of worksheet</p>	

ce (LTFM) Fund Transfers as of 12/29/16

Conclusion	Minnesota Statutes	Funds
No fund transfer required. MDE will adjust revenues based on the lesser of actual expenditures or approved costs.	123B.595 (reserve)	
Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the project. At the completion of the project any amount that was transferred in excess of expenditures must be returned to Fund 01. MDE will adjust revenues in the general fund based on the lesser of final expenditures or approved costs.	123B.595 (reserve)	1 to 6 to 1
At the conclusion of the project, if the district does not have further approved LTFM projects in Finance Codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in Finance Codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for Finance Codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.	475.61 (transfer)	6 to 7

<p>At the conclusion of the project, if the district does not have further approved LTFM projects in finance codes 358, 363, and 366 that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects in finance codes 358, 363 or 366 that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved 467 Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue for finance codes 358, 363 and 366. LTFM revenue is computed based on actual debt service payments.</p>	<p>475.61 (transfer)</p>	<p>6 to 7</p>
<p>Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the projects. At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.</p>	<p>123B.595 (reserve)</p>	<p>1 to 6 to 1</p>
<p>Funds must be transferred from Fund 01 to Fund 06 in the amount of the payments for the projects. At the completion of the project any amount that was transferred in excess of final expenditures must be returned to Fund 01.</p>	<p>123B.595 or MN Laws 2015, 1st SS, Ch 3, Art 7, Sec 19</p>	<p>1 to 6 to 1</p>

<p>At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.</p>	<p>123B.595 (reserve) or 475.61 (transfer), 475.65</p>	<p>6 to 7</p>
<p>At the conclusion of the project, if the district does not have further approved LTFM projects that can be funded under the language of the bond issue, the district should transfer the excess funds from Fund 06 to Fund 07. Districts with additional approved LTFM projects that can be funded under the language of the bond issue should retain the excess in the LTFM Restricted/Reserved Balance Sheet Account 467, Fund 06 and incorporate the excess funds into the calculation of the next LTFM bond issue. LTFM revenue is computed based on actual debt service payments.</p>	<p>123B.595 (reserve) or 475.61 (transfer), 475.65</p>	<p>6 to 7</p>

RESTRICTED GRID CODES

Program Code(s)	Finance Codes	Object Code	Source Code
865 and 867	358, 363 and 366	910	649
866	358, 363 & 366	910	649

867	358, 363 and 366	910	649
Fund 01-865 Fund 06-867	All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

865	All Finance Codes, except 358, 363 and 366	910	649
867	All Finance Codes, except 358, 363 and 366	910	649

Journal Entry

No Entry Required

Entry 1:

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-867-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-867-000-649-000
Credit Expense 01-005-865-3XX-910-000

Debit Expense 06-005-866-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-867-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Entry 1:

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-867-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-867-000-649-000
Credit Expense 01-005-865-3XX-910-000

Entry 1:

Debit Expense 01-005-865-3XX-910-000
Credit Revenue 06-005-867-000-649-000

Correcting Entry to Return Funds:

Debit Revenue 06-005-867-000-649-000
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Debit Expense 06-005-865-3XX-910-000
Credit Revenue 07-005-000-000-649-000

Debit Expense 06-005-865-3XX-910-000
Credit Revenue 07-005-000-000-649-000



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

QCOMP ANNUAL REPORT

NORTH BRANCH AREA PUBLIC SCHOOLS

Q COMP

There are four components that are reviewed annually. Data is collected by our Q comp site advisors through surveys and interviews. Findings and recommendations focus on the four components.

01 Career Advancement Options

Teacher leadership positions and responsibilities i.e. Professional Learning Community (PLC) Facilitators, Instructional Coaches, Q comp site advisors

03 Teacher Evaluation

Principal evaluations
Peer observations are conducted by Instructional Coach, PLC Facilitator, and PLC

02 Job-Embedded Professional Development

Wednesday morning PLC meetings
Professional Development Days
What I Need Professional Development

04 Performance pay and Alternative Salary Schedule

Staff receive additional compensation for successfully completing and reaching their goals set out in then beginner of the school year





FINDINGS

100% of our teacher leaders received the annual training and were supported by the site advisors throughout the year.

Teacher leaders serve on the building leadership team

85% of the staff strongly agree that teacher leaders positively impact student learning.

CONSIDERATIONS

Beyond the initial leadership training in the Fall, the plan is to provide deliberate and ongoing leadership training for our PLC Facilitators during the school year

Analyze and investigate areas to strengthen with our in Teacher Leadership Evaluation





FINDINGS

84% of the staff strongly agreed that professional development impacted instruction and students in the classroom.

Weekly PLC meetings allowed teachers time to collaborate with colleagues to address the needs of students and instructional strategies best used to meet the need.

The weekly meetings allowed PLCs to work the cycle of deliberate practice

CONSIDERATIONS

Teacher feedback will be used by Q comp site advisors and the instructional coaching team when constructing future professional development





CONSIDERATIONS

Review and make adjustments to our comprehensive training for new evaluators and peer reviewers.

Providing ongoing training and support throughout the year to ensure the feedback given is meaningful and applicable.

Provide Principal and Assistant Principals inter-rater reliability training during the summer of 2023 with ongoing integrity and fidelity checks throughout the year

FINDINGS

78% of the staff strongly agree that peer observations, learning labs, and principal observations impacted classroom instruction and student achievement.

Comments in the survey reflected positively on the collaborative and growth mindset feel of the observations from both teacher leaders and administrators

Observations provided staff with constructive ideas and direction to enhance student learning





FINDINGS

End of year student assessment results are being calculated and will be available in the coming weeks.

CONSIDERATIONS

Building Leadership teams will use the data in their summer goal setting and action plan meetings



GENERAL PROGRAM IMPACT



During the 2023-24 school year, the PLCs used the continuous PLC cycle to drive our reflections, data collection, and "now what" action steps. The weekly meetings and continuous PLC cycle have benefitted our instructional practices and student achievement.

55

As our focus on Formative Assessments has evolved, so has the review of student data within our District. This year we have included data facilitators, school social workers, and school psychologists in the building leadership teams to analyze the academic and social-emotional learning data. Our desired outcome is to use multiple points of reference to create individualized learning for each student.

We will continue to review and reflect on how best to support and align our work with the Strategic direction of the District.



THANK YOU

Jennifer Heath - Early Education Center

Dede Besch - Sunrise River Elementary School

Lori Lavin - North Branch Area Middle School

**Juanita Worthley - North Branch Area High School and
Norse Area Learning Center**

Q Comp Annual Report

This template, which may be changed as needed, is designed to help formulate the Quality Compensation (Q Comp) Annual Report. Per [Minnesota Statutes, section 122A.414, subdivision 3\(a\)](#) the report must be submitted to the school board by June 15 of each year and include findings and recommendations for the program. We also recommend that the report include a summary of what was implemented for the year, to help provide context for the findings and recommendations.

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. **All information reported should be based on the current school year.** We recommend that each question be addressed with a brief summary of 3-7 sentences.

North Branch Area Public School Notes: All district licensed staff, 150 tenure, and probationary teachers, were surveyed concerning the impact elements of Core Component Career Advancement, Core Component Job-embedded Professional Development, and Core Component Teacher Evaluation. The survey consisted of a five-point scale. Additionally, a site visit was conducted by each Site Building Leaders using the MDE Program Review Rubric. The responses to the following questions are a compilation of these assessment tools.

Core Component: Career Advancement Options

Implementation

Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)? **Yes**

If no, please explain what changes have occurred and why? **N/A**

Impact

How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

The survey results indicate that a significant majority of staff members, specifically 87%, agreed that teacher leaders had a positive impact on classroom instruction. The comments provided by the staff members further elaborated on the ways in which these leaders were supportive, particularly in terms of providing support, strategies, and feedback.

The fact that such a high percentage of staff members acknowledged the impact of teacher leaders suggests that their presence and involvement have been instrumental in improving classroom instruction. The supportive nature of these leaders, as reflected in the comments, highlights their dedication to assisting teachers in their professional growth and development.

By offering support, strategies, and feedback, teacher leaders contribute to the overall enhancement of instructional practices. They likely provide guidance, resources, and mentoring to teachers, enabling them to refine their teaching methods and address any challenges they may face in the classroom.

These survey results indicate a positive perception of teacher leaders among the staff, suggesting that their presence and efforts are valued and appreciated. The recognition of their impact on classroom instruction underscores the importance of their role in fostering professional growth and ultimately benefiting student learning outcomes.

How did the work of teacher leaders impact student achievement?

The survey results reveal that a significant majority of staff members, specifically 85%, agreed that teacher leaders had a positive impact on student achievement. The comments provided by the staff members further elaborated on how these leaders facilitated conversations that supported Professional Learning Communities (PLCs) in terms of student achievement and student engagement.

The fact that such a high percentage of staff members acknowledged the impact of teacher leaders on student achievement suggests that their involvement and guidance have been instrumental in improving student outcomes. The facilitation of conversations within PLCs indicates that teacher leaders create opportunities for collaborative discussions and shared learning among educators.

The comments provided in the survey highlight the value of teacher leaders in creating a supportive and collaborative environment that focuses on student success. By facilitating conversations that promote student achievement and engagement, these leaders play a vital role in driving instructional improvement and positively impacting student outcomes.

Overall, the survey results indicate that teacher leaders are recognized by staff members for their contribution to student achievement. Their facilitation of conversations within PLCs serves as a platform for knowledge-sharing and collective efforts to improve teaching practices, ultimately benefiting student engagement and achievement.

Review Findings

How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

In our annual program review, we reviewed the training that all leaders received at their sites. All teacher leaders had initial training before school began and all sites conducted monthly ongoing data site reviews that impacted subsequent training at their sites.

What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

The self-reported confidence and perceived effectiveness of Teacher Leaders are indicators of their professionalism and commitment to their roles. It implies that they are actively engaged in their work, continually seeking ways to support and empower others in achieving their goals.

Overall, the survey results indicate that Teacher Leaders feel confident, knowledgeable, and supportive in their job requirements. This positive perception suggests that they are well-positioned to make a meaningful and valuable contribution to the professional growth of their colleagues and the overall success of the educational community they serve.

Recommendations

How will the district use the review findings to improve the effectiveness of teacher leadership?

We will use these findings to improve the ongoing training of our leaders in the areas of conducting observations and knowledgeable best practices in the classroom. We will focus on initial leadership training for new teacher leaders and other leadership opportunities for all teacher leaders. We will also strengthen the Teacher Leadership Evaluation that occurs within the Professional Learning Communities. In addition, we will provide district wide trainings to ensure alignment of district Q-Comp goals.

Core Component: Job-embedded Professional Development

Implementation

Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)? **Yes**

If no, please explain the changes that have occurred and why? **NA**

Impact

How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

In a survey of the staff, 82% of the staff agreed that professional development impacted classroom instruction. Our professional development in 2022-2023 focused on our building and district goals centered around two Marzano Focus Elements: Using Formative Assessment to Track Progress, and Planning to Close the Achievement Gap Using Data. Professional development also continued to focus on the competencies of Social Emotional Learning. Within the survey, staff members cite examples of LETRS training, focusing on F data and missing assignment data, and looking at formative assessment data and learning new ways to formatively assess students.

How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

In that same survey, 84% of the staff agreed that professional development impacted student achievement. Professional Learning Communities focused their learning on looking at student data and then implementing strategies around formative assessment, questioning, closing the achievement gap, student engagement, and student achievement.

Review Findings

How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

The work of the PLC allowed teachers to work with colleagues to identify these needs and strategies to increase student achievement. Some strategies were identified by the District Instructional Support Team who work closely with the PLCs and administration. In addition leadership teams met monthly to examine data and discuss next steps or strategies to improve student achievement.

How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

During our weekly PLC meetings common formative assessments were developed. Then, after implementation and instruction, PLCs reviewed data to plan for next steps and differentiation of instruction. Instructional strategies were also identified as those that had the greatest potential impact on student learning.

How will the district use the review findings to improve the effectiveness of job-embedded professional development?

The findings, along with ongoing reflections, will be used to continuously improve the professional development that is given by teacher leaders within the district or the work that is being done within the PLCs. One change that we made this year was to meet weekly to foster ongoing collaborative conversations about student achievement and next steps in classroom instruction.

Core Component: Teacher Evaluation

Implementation

Are licensed staff members observed/evaluated as outlined in the approved plan (approval letter and subsequent plan change approval letters)? **YES**

If no, please explain the changes that have occurred and why? **NA**

Impact

What impact did the observation/evaluation process, including coaching, have on classroom instruction?

The survey results indicate that a significant majority of staff members, specifically 77.5%, agreed that the observation/evaluation process had an impact on classroom instruction. The comments provided by the staff members further reflected positively on the collaborative nature of the observations conducted by both teacher leaders and administrators, emphasizing the value of these observations in helping them reflect on their teaching styles.

By creating a culture of continuous improvement, the observation/evaluation process helps teachers develop professionally and enhance their instructional practices. It promotes a learning community where educators work together to support one another's growth and ultimately improve student learning outcomes.

Overall, the survey results highlight the positive impact of the observation/evaluation process on classroom instruction. The collaborative nature of the observations and the emphasis on reflection contribute to a supportive and growth-oriented environment that benefits teachers and students alike.

What impact did the observation/evaluation process, including coaching, have on student achievement?

In the same survey, 77.75% of staff agreed that their observation/evaluation process impacted student achievement. This can be harder for staff to articulate, but generally, the staff commented on how the process resulted in students being more engaged. They also spoke of the collaboration with their PLC allowed them to make their teaching and lessons better for the students from different perspectives.

Review Findings

How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?

Observations provided staff with constructive ideas and direction to enhance student learning. Staff was comfortable and receptive to the support that was given and many had success implementing the ideas that were given to them. Learning lab observations were also utilized in PLC's to provide impactful feedback.

How did the training observers/evaluators received throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

PLC Facilitators and staff members were given training prior to the start of the school year with follow up trainings on an as-needed basis throughout the school year. Conversations occurred during PLC meetings about Marzano elements and the look-fors for those elements.

Recommendations

How will the district use the review findings to improve the effectiveness of teacher evaluation?

During the 2023-24 school year, we will focus on comprehensive training for new evaluators and peer reviewers. Teacher Leaders and Administration will have continued inter-rater reliability training. All groups will have ongoing training and conversations throughout the year

Core Component: Performance Pay and Alternative Salary Schedule

Implementation

Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)? **YES**

If no, please explain the changes that have occurred and why?

Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

If no, please explain the changes that have occurred and why?

Impact

What percentage of all licensed staff met the standard to earn performance pay for the measures of student achievement? % TBD

What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results? 100%

What percentage of tenured licensed staff met the standard to earn performance pay for observation/evaluation results? 100 %

What percentage of probationary licensed staff met the standard to earn performance pay for observation/evaluation results? 100 %

Is performance pay awarded for another area (besides schoolwide goals, measures of student achievement and observation/evaluation results)? No

If yes, what percentage of all licensed staff members met the standard to earn performance pay for this other area? % NA

What percentage of all licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 100%

What percentage of tenured licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 100 %

What percentage of probationary licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? 100%

Recommendations

How will the district use the data to improve the effectiveness of this core component?

Personalized plans will be developed during the start of next year to address areas of concern specific to each staff member.

General Program Impact and Recommendations

What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program?

Through the work of the Qcomp program, our focus continues to evolve around student instruction and reflections on their growth. We continue to work collaboratively with our colleagues and are seeing the connection of the work that we do in our PLC, our observations, and implementation of Qcomp not as separate things but as one thing all working together. This year with the shift to weekly PLC meetings, we were able to focus on the current data based off of the most recent formative assessments weekly rather than monthly. The data was then used for the next steps for instruction and differentiation. In addition, this year we are using the continuous PLC cycle to drive our reflections, data collections and next steps. The weekly meetings and continuous PLC cycle have benefitted our instructional practices and student achievement.

What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

As our focus on Formative Assessments has evolved, so has the review of student data within our District. This year we have included data facilitators, school social workers, and school psychologists to analyze the academic and social emotional learning data. We want to make a practice of individualizing learning for each student, through assessments and data analysis. Our PLCs will continue to make those connections to drive instruction and what we do in the classroom. At the end of the year, we feel we have made continuous progress towards our building goal of student achievement.

How will the district use the review findings to improve the overall effectiveness of the program?

We will continue to review and reflect on how best to support the Strategic Vision of the District. We use our findings of this report to reflect and look for areas of growth in all of the Core Components of

Qcomp. All schools will find ways to increase student achievement outcomes by using PLC time to collaborate on common (if applicable) formative assessments, collect and analyze data and determine next steps in learning. All schools will use the data from our students and focus on strategies that help to close the achievement gap.



Where Minnesota School Boards Learn to Lead

June 2023

Dear Superintendent:

Thank you for your membership in the Minnesota School Boards Association for the past year. MSBA's Board and staff have worked hard to become your go-to organization. MSBA will always go the extra mile for our members:

- Our dedicated staff prides itself on anticipating member needs through engagement, analyzing national and state directives, working with other educational organizations, and providing training to build high-performing boards.
- Membership feedback has been a helpful guide as we build a stronger and responsive strategic vision for your Association over the next years.
- Your MSBA staff is solution-driven. We will find the answer promptly or get you to someone with the answer. In all our interactions, we strive to build a high-performing board that can meet the high expectations of your staff, students, and community.
- Legal and legislative advocacy are essential services of MSBA. As a statewide organization and a leading advocate for public education, we pride ourselves in finding a path forward that benefits all our school districts, regardless of shape and size.
- Like you, we care deeply about the success of all Minnesota's public school students. Through our collective, member-driven mission, our mission is to build strong school boards for a stronger Minnesota.

Our Association is stronger when our members are stronger. Now is the time to continue investing in your future. We are pleased to inform you that there will be no increase in member dues or service fees for the upcoming year. Your invoice, along with a renewal notice for those districts in MSBA's Policy Services and/or BoardBook Premier, is included with this letter.

We wish you a successful 2023-2024 school year and hope to continue as your valued and trusted Association. If you have any questions, please do not hesitate to contact me.

Sincerely,

Kirk Schneidawind, Executive Director
kschneidawind@mnmsba.org

Linda Leiding, President

MINNESOTA SCHOOL BOARDS ASSOCIATION

1900 West Jefferson Avenue, St. Peter, MN 56082-3015 Phone: 507-934-2450 or 800-324-4459
www.mnmsba.org



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A statewide unifying voice for public education; MSBA supports and empowers Minnesota public school boards through advocacy, board development, and policy and legal guidance.

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-  Leadership Conference and Summer Seminar



Minnesota School Boards Association
1900 West Jefferson Avenue
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

Invoice	INV-04708-J9R5D4
Date	6/1/2023
Amount Due	\$10,500.00
Date Due	8/15/2023

**REC'D @ DISTRICT
OFFICE**

MAY 30 2023

**ISD #138
NORTH BRANCH. MN**

North Branch Area
 PO Box 370
 North Branch, MN 55056-0370

Customer Name	Purchase Order No.			
North Branch Area				
Description	Quantity		Unit Price	Ext. Price
Policy Services Subscription - North Branch Area	1		\$750.00	\$750.00
ISD Membership - North Branch Area	1		\$7,650.00	\$7,650.00
BoardBook Subscription Tier 1 - North Branch Area	1		\$2,100.00	\$2,100.00

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2022, as provided by the Minnesota Department of Education.

Subtotal	\$10,500.00
Total	\$10,500.00

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2023-2024 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

Certification of Updated District Population Estimate

RESOLUTION CERTIFYING THE POPULATION ESTIMATE FOR THE 2023 PAYABLE 2024 LEVY OF INDEPENDENT SCHOOL DISTRICT #138

WHEREAS, the Independent School District #138 has experienced an increase in population from the 2020 census figure of 20,964, to the current census figure of 22,203 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #138 that the census figure of 22,203 be certified to the State Demographer for approval of use in the 2023 payable 2024 revenue calculations.

For the adoption of the foregoing resolution was duly seconded by Member Grovender

and upon vote being taken thereon, the following voted in favor thereof:

MacMillan, Grovender, Naegele, LaValla, Trampe, Johnson

and the following voted against: None

Whereupon said resolution was declared duly passed and adopted.

Date: June 8, 2023

BY ORDER OF THE SCHOOL BOARD

_____ (Clerk Signature)

Heather Naegele _____ (Clerk Name)

School Board Clerk