

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138  
NORTH BRANCH AREA MIDDLE SCHOOL, FTLA ROOM #816  
38431 LINCOLN TRL  
NORTH BRANCH, MN 55056  
SCHOOL BOARD WORK SESSION  
JANUARY 25, 2024  
5:30 PM**

**AGENDA**

- |      |   |    |
|------|---|----|
| I.   | Call to Order   |    |
| II.  | Roll Call   |    |
| III. | Pledge of Allegiance                                  |    |
| IV.  | Superintendent's Report                               | 2  |
| V.   | Work Session Topics                                   |    |
|      | A. School Spotlight - North Branch Area Middle School | 12 |
|      | B. Budget Discussion for 2024-25                      | 21 |
| VI.  | Adjournment   |    |

# Superintendent Update

January 25, 2024

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# At the forefront of educational excellence



## **WHAT WE INTEND TO CREATE**

*Inspire dreams,  
build integrity and  
instill hope*

*in our students, our staff, our families and our communities.*

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## **OUR PURPOSE**

Partner with students, staff, families and communities  
to challenge all students  
to achieve their greatest potential and  
become informed and engaged citizens.

# NBAPS Advisory Committee Meeting



## Small Group Discussion Topics

- Discussion 1: Forward together- The interconnectedness of Viking innovation
  - Facilitators- Sara Paul, Coleman McDonough
- Discussion 2: Pros and cons of cellphones in our schools, the workplace and community
  - Facilitators- Kelly Detzler, Taylor Swanson
- Discussion 3: Artificial Intelligence in education
  - Facilitators: Sherri Keller, Rachelle Weinand
- Discussion 4: Employability skills: Preparing students to thrive in school, the workplace and life
  - Facilitators: David Treichel, Erica Bjerketvedt

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# NBAPS Staff Wellness Day

- 9th consecutive year of wellness professional learning for all staff
- 44 Sessions were offered in the three areas:
  - Leisure activities
  - Arts activities
  - Professional development sessions focused on mental health
  - Professional development sessions to meet teacher re-licensure requirements
- 7 guest speakers



# Working in Partnership- Meet and Confer with Teachers



## What's going well

- Upcoming Engaging Student Experiences
- School Safety and Security
- District Publications and Offerings
- Financial Accountability
- Collaboration- well managed and healthy conversations

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## Opportunities for improvement

- Onboard and support more substitute teachers
- Process and Timeline considerations
- Collaborative work with the County to better align resources to improve services to families.

# Chisago County/ North Branch Safe Schools Meeting



**Purpose of our Safe Schools Meetings:** Build relationships and connections to best meet the needs of children and families in the North Branch Area Public School District.

Law Enforcement and Public Safety: North Branch PD Chief, SROs, and staff; Chisago County Sheriff and staff, County Attorney, and staff; and Probation Director and staff.

County Health and Human Services: Chisago County HHS Director and staff from Children Services, Behavioral Health, and Public Health

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North Branch Area Public Schools: Administration and staff



# Community Event: Rural Living



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**CHISAGO COUNTY COLLABORATIVE INITIATIVE**

**PRESENTS:**

*Ben Winchester*

**RURAL SOCIOLOGIST,  
U OF MN EXTENSION EDUCATOR,  
KEYNOTE SPEAKER**

**Chisago County**  
1/24/2024  
6:00 - 8:30 PM  
**NORTH BRANCH HIGH SCHOOL**  
6:00 - MEAL & UPDATES  
7:00 - PRESENTATION

**M**  
UNIVERSITY OF MISSISSIPPI  
EXTENSION



# Community Event: Family Puzzle Contest

## Community Education Family Puzzle Contest



Saturday Feb 3, 2024 10 am

REGISTER TODAY AT  
[WWW.NBACEONLINE.ORG](http://WWW.NBACEONLINE.ORG)

Limit to 25 families



This event is designed for families  
with children ages 5-12



651-674-1025



North Branch Area  
High School

Community Ed is hosting its  
annual Family Puzzle Contest on  
Saturday, Feb. 3

- Contest starts at 10 am at  
NBAHS
- Limited to 25 families
- Register at  
[www.nbaceonline.org](http://www.nbaceonline.org)



# 2024 Snow Court



The 2023-234 Snow Court has been chosen

- Back row (l to r): Ty Ellsworth, Brody Beaver, Evan Overson, Alan Otterson.
- Front row: Shaeyna Andreotti, Riley Peek, Peyton Verdon, Gretchen Cornelius, Chloe Grube.
- Not pictured is Chase Disrud.

Coronation in the West Gym  
Monday, Jan. 29 at 10:35am.







# Spotlight Presentation: North Branch Area Middle School

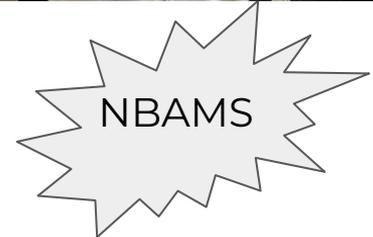
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January  
2024

# The Joy of Middle School



- Students are gaining academic skills w/o the pressure of attaining credits.
- Time to explore a variety of possible interests (specialist classes, more options for activities, etc.). These experiences lead students to find what they are passionate about and embrace their unique individuality.
- Expanding learning opportunities through a wide variety of extra curricular activities allows students to further hone in on interests while gaining a sense of belonging and accomplishment, boosting their self-esteem and overall well-being.



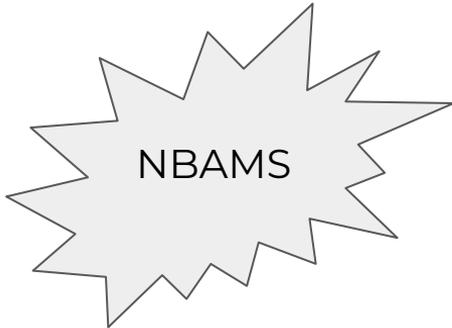
# MIDYEAR UPDATE: LIFE SKILLS GOAL



By Spring of 2024, all NBAMS students will have a [MySAEBRS](#) median score of 15 in the area of Academic Behavior.

Fall Data: Grade 6 = 13  
Grade 7 = 12  
Grade 8 = 12

Winter Data: Grade 6 = 13  
Grade 7 = 12  
Grade 8 = 12



# Life Skills Goal: What's Next?



- MSLT reviewed the winter mySAEBRS screening results on 1/24.
- The three data facilitators shared the highlights related to making shifts in the current action steps based on the newly acquired winter data.
  - For example:
    - Identification of new students who would benefit from Tier 2 Check and Connect support.
    - Reviewing and planning interventions for the students who moved from low risk to high risk and some risk to high risk.
      - Check In/Check Out
      - 6th Grade had zero students repeat in the high risk category from Fall to Winter!



# MIDYEAR UPDATE: ACADEMIC GOAL



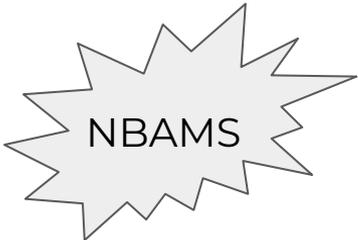
80% of all grades at NBAMS will be a C- or above in all courses throughout the school year. Students not earning a C- or better will be provided with intervention strategies to aid their learning.

Student Current Progress Grades as of 1.19.24 =

Grade 6 = 89.15%

Grade 7 = 87.21%

Grade 8 = 81.70%



# Academic Goal: What's Next?



## Mid-Year Strategic Adjustments:

- Addition of a Math Intervention Teacher began 12/20/23
  - MCA Reflection - Students requested math support
- Addition of a part-time Special Education Teacher starting 1/16/24
  - A slight bump in students qualifying for special education services and a couple new move ins prompted the need to reconfigure a few special education classes



# NBAMS Intervention Program Highlights:



- Every student currently participating in Check 'n Connect moved out of the “at-risk” category from Fall to Winter
  - Grades and attendance have improved
  - mySAEBRS screener indicates these students are feeling more confident in their skills and connection to school
  - Decrease in behavior referrals
- New invitations to participate in Tier 2 Check 'n Connect and ADSIS Math have gone out
- Movement of students out of ADSIS Math and Reading support
  - Three students have met criteria to “graduate” from the support
  - Two additional students have met criteria and have elected to stay in ADSIS Math through the end of Quarter 3 (at least)



# NBAMS Enrichment Program Highlights:



- Successful return of a MS Math Team led by Mrs. Kelly Doohen
- Fourteen, MS Spanish 1 students have successfully passed the placement test and are able to enroll in Spanish 2 Semester 1 as 9th graders
- Speech is being offered 7-12 to allow MS students with a passion for speaking the opportunity to do so
- Show Choir and Jazz Band have added an extra concert to their schedule and will be performing for Grade 6 Choir and Band students and their families on 1/25/24



# Skol Vikings!





# 2024-25 Budget Forecast

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

*January 25, 2024*

*Todd Tetzlaff, Director of Finance and Human Resources*

# Discussion Topics

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## **Creating the Forecast**

**Review assumptions**

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## **Budget Summaries**

**Revenue and Expenditures to date for FY 24**

**Projected year end for FY 24**

**Projected budget forecast for FY 25 and beyond**

# Review of Assumptions

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## Enrollment

- Enrollment has increased this year and the enrollment projection model has been adjusted
- Most Minnesota school districts are facing continued declining enrollment

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## Results of Bargaining

- Negotiations are still underway with teachers and custodians

## State Aid

- Assumes a 2% increase in state aid each of the next four years
- MN Legislature will be in session in February
- A surplus is projected in the current year and a possible deficit is projected by July 2025

# Review of Assumptions

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## Cash Flow Borrowing

- **Not needed during the current fiscal year**
- The school board reset the Fund Balance Target three years ago, we assume we will not need to cash flow borrowing.

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## Compensatory Revenue

- **Increased during the current fiscal year**
- **The number of applications for free / reduced meals has increased and families receiving Medicaid now qualify**
- **We assume revenue will be held harmless for next year. Free meals for all students are provided beginning this year.**

# Enrollment assumed to continue trending upward

	Enrollment History - END-OF-YEAR ADM DATA							Enrollment Projections - END-OF-YEAR ADM DATA					
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
<b>K</b>	172.3	172.2	176.2	151.7	171.1	188.6	173.0	179.1	170.6	165.0	178.0	179.0	176.9
<b>1</b>	216.0	164.7	178.2	164.1	161.5	183.9	200.0	184.3	190.8	181.7	175.7	189.6	190.6
<b>2</b>	204.7	191.7	170.6	166.6	166.2	168.9	205.0	218.4	201.2	208.4	198.4	191.9	207.1
<b>3</b>	193.4	195.7	189.6	164.0	173.7	173.8	179.0	216.3	230.4	212.3	219.8	209.3	202.5
<b>4</b>	223.2	184.9	191.4	180.1	165.9	186.4	182.0	189.0	228.3	243.3	224.1	232.1	221.0
<b>5</b>	212.5	211.9	188.2	182.6	189.7	180.5	194.0	192.3	199.7	241.3	257.0	236.8	245.2
<b>6</b>	238.7	200.6	211.7	181.4	192.8	203.1	194.0	208.2	206.4	214.3	258.9	275.9	254.2
<b>7</b>	212.8	240.2	203.4	209.2	197.4	213.4	234.0	220.6	236.8	234.7	243.7	294.5	313.7
<b>8</b>	262.6	206.7	232.0	200.4	222.9	214.0	223.0	247.6	233.5	250.6	248.4	257.9	311.6
<b>9</b>	227.3	260.3	203.1	234.8	206.7	226.5	215.0	224.9	249.7	235.4	252.7	250.5	260.1
<b>10</b>	207.7	229.8	247.4	193.6	244.3	208.0	230.0	217.7	227.7	252.8	238.3	255.8	253.6
<b>11</b>	237.8	196.4	219.1	244.0	188.2	241.3	214.0	233.5	221.0	231.1	256.6	242.0	259.7
<b>12</b>	225.1	218.4	187.2	250.4	247.7	195.4	266.0	231.3	252.4	238.9	249.9	277.5	261.6
<b>K-12</b>	<b>2833.9</b>	<b>2673.6</b>	<b>2598.0</b>	<b>2522.7</b>	<b>2528.1</b>	<b>2583.7</b>	<b>2709.0</b>	<b>2763.2</b>	<b>2848.4</b>	<b>2909.7</b>	<b>3001.7</b>	<b>3092.7</b>	<b>3157.7</b>
<b>K-12 Change</b>		<b>(160.3)</b>	<b>(75.6)</b>	<b>(75.3)</b>	<b>5.4</b>	<b>55.6</b>	<b>125.3</b>	<b>54.2</b>	<b>85.2</b>	<b>61.2</b>	<b>92.0</b>	<b>91.0</b>	<b>65.0</b>
<b>% Enrollment Change</b>		<b>-5.66%</b>	<b>-2.83%</b>	<b>-2.90%</b>	<b>0.21%</b>	<b>2.20%</b>	<b>4.85%</b>	<b>2.00%</b>	<b>3.08%</b>	<b>2.15%</b>	<b>3.16%</b>	<b>3.03%</b>	<b>2.10%</b>

## Final Year of Federal Funds to offset COVID related costs

FEDERAL FUNDS - COVID RELIEF	FY 2021	FY 2022	FY 2023	FY 2024
Finance Level2 (UFARS)	Actual	Actual	Actual	Budget
151 ESSER 90% FORMULA ALLOCATION	\$ 238,602			
153 GEER GOVERNOR'S EMERGENCY ED RELIEF	\$ 130,376			
154 CORONAVIRUS RELIEF FUND	\$ 679,165			
174 OTHER CARES ACT RECEIVED	\$ 165,412		\$ 107,715	\$ 81,387
155 ESSER II		\$ 989,987		
150 SUMMER ACADEMIC AND MENTAL HEALTH		\$ 31,785	\$ 72,566	
159 HOMELESS CHILDREN AND YOUTH II		\$ 8,416		\$ 1,393
160 ESSER III (1778696.12 TOTAL)		\$ 253,775	\$ 844,941	\$ 679,980
161 ESSER III (444674.03 TOTAL)		\$ 59,005	\$ 158,583	\$ 227,086
163 EXPANDED SUMMER LEARNING		\$ 36,628	\$ 41,781	
165 SUMMER PRESCHOOL GRANT		\$ 21,877	\$ 50,123	
170 COVID - 19 TESTING		\$ 146,379	\$ 61,778	
171 PANDEMIC ENROLLMENT SUPPORT		\$ 81,257		
<b>TOTAL</b>	<b>\$ 1,213,555</b>	<b>\$1,629,109</b>	<b>\$1,337,487</b>	<b>\$ 989,846</b>

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# Board Approved Fund Balance Provides Stability

Fiscal Year Ending	General Fund – Unassigned Fund Balance Percentage	Number of Months of Operating Expenses
June 30, 2024 (projected)	11.35%	1.85 Months
June 30, 2023 (actual)	10.85%	1.60 Months
June 30, 2022 (actual)	12.95%	2.27 Months
June 30, 2021 (actual)	11.11%	1.74 Months
June 30, 2020 (actual)	7.11%	.89 Months
June 30, 2019 (actual)	1.96%	.24 Months
June 30, 2018 (actual)	-1.19%	-.14 Months
June 30, 2017 (actual)	2.58%	.31 Months

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# As Enrollment has Increased, Staffing has Increased

Employee Type	'20-'21	'21-'22	'22-'23	<b>'23-'24</b>	% of Total
Teachers	154	161	157	<b>170</b>	50%
<i>Contracted Teacher</i>			5	<b>2</b>	
Administrator/Supervisor	13	13	14	<b>15</b>	4%
12-Month Support Staff	25	26	27	<b>27</b>	8%
9-Month Support Staff	87	93	97	<b>103</b>	31%
Custodian Staff	19	18	21	<b>24</b>	7%
<b>Total</b>	<b>298</b>	<b>311</b>	<b>321</b>	<b>341</b>	

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# 5 Year Revenue and Expenditure Projection

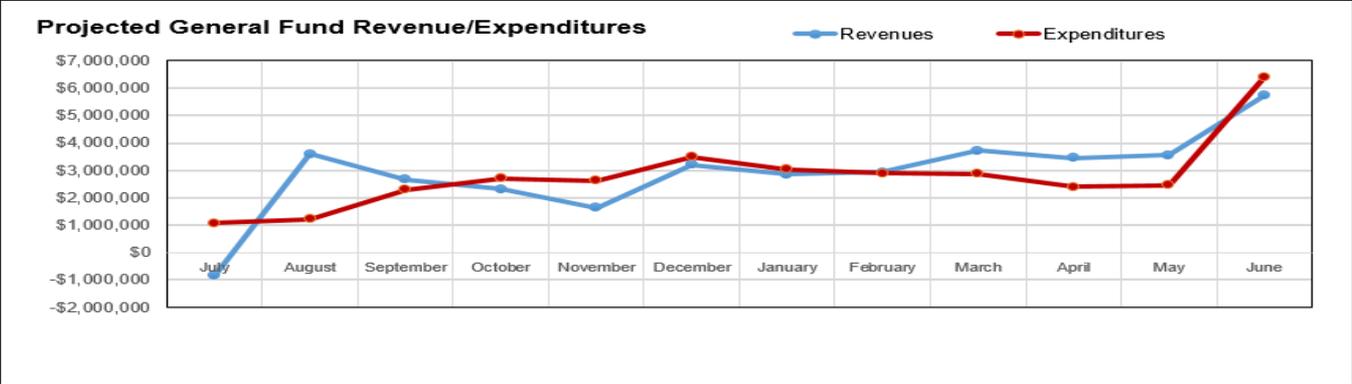
## General Fund Financial Projection Summary NORTH BRANCH PUBLIC SCHOOLS FY25 Projected Revenue and Expenses

	FY2024 Budget	FY2025 Projected	Percent Change	FY2026 Projected	Percent Change	FY2027 Projected	Percent Change	FY2028 Projected	Percent Change	FY2029 Projected	Percent Change
<b>Local Revenue</b>											
Property Tax Levy	\$4,076,916	\$4,009,870	-1.64%	\$4,189,728	4.49%	\$4,247,299	1.37%	\$4,338,365	2.14%	\$4,435,072	2.23%
Admission and Student Activity Revenue	\$61,750	\$61,750	0.00%	\$61,750	0.00%	\$61,750	0.00%	\$61,750	0.00%	\$61,750	0.00%
All Other Local Revenue	\$1,707,074	\$1,602,555	-6.12%	\$1,602,555	0.00%	\$1,602,555	0.00%	\$1,602,555	0.00%	\$1,602,555	0.00%
<b>Total Local Revenue</b>	<b>\$5,923,310</b>	<b>\$5,751,745</b>	<b>-2.90%</b>	<b>\$5,931,603</b>	<b>3.13%</b>	<b>\$5,989,174</b>	<b>0.97%</b>	<b>\$6,080,240</b>	<b>1.52%</b>	<b>\$6,176,947</b>	<b>1.59%</b>
<b>State Revenue</b>											
General Education Aid	\$23,581,661	\$24,930,219	5.72%	\$26,105,462	4.71%	\$27,093,383	3.78%	\$28,418,069	4.89%	\$29,837,097	4.99%
State Aid for Special Education	\$4,706,031	\$4,706,031	0.00%	\$4,706,031	0.00%	\$4,706,031	0.00%	\$4,706,031	0.00%	\$4,706,031	0.00%
Other State Aid	\$934,155	\$934,155	0.00%	\$934,155	0.00%	\$934,155	0.00%	\$934,155	0.00%	\$934,155	0.00%
<b>Total State Revenue</b>	<b>\$29,222,991</b>	<b>\$30,571,549</b>	<b>4.61%</b>	<b>\$31,746,792</b>	<b>3.84%</b>	<b>\$32,734,713</b>	<b>3.11%</b>	<b>\$34,059,399</b>	<b>4.05%</b>	<b>\$35,478,427</b>	<b>4.17%</b>
<b>Federal Revenue</b>	<b>\$1,532,614</b>	<b>\$542,768</b>	<b>-64.59%</b>	<b>\$542,768</b>	<b>0.00%</b>	<b>\$542,768</b>	<b>0.00%</b>	<b>\$542,768</b>	<b>0.00%</b>	<b>\$542,768</b>	<b>0.00%</b>
<b>Total Revenue</b>	<b>\$36,678,915</b>	<b>\$36,866,062</b>	<b>0.51%</b>	<b>\$38,221,163</b>	<b>3.68%</b>	<b>\$39,266,655</b>	<b>2.74%</b>	<b>\$40,682,407</b>	<b>3.61%</b>	<b>\$42,198,142</b>	<b>3.73%</b>
Other Revenue Sources	\$137,509	\$137,509	0.00%	\$137,509	0.00%	\$137,509	0.00%	\$137,509	0.00%	\$137,509	0.00%
<b>Total Revenue + Other Revenue Sources</b>	<b>\$36,816,424</b>	<b>\$37,003,571</b>	<b>0.51%</b>	<b>\$38,358,672</b>	<b>3.66%</b>	<b>\$39,404,164</b>	<b>2.73%</b>	<b>\$40,819,916</b>	<b>3.59%</b>	<b>\$42,335,651</b>	<b>3.71%</b>
<b>Expenditure:</b>											
Salaries and Wages	\$19,012,373	\$19,983,061	5.11%	\$20,847,283	4.32%	\$21,746,813	4.31%	\$22,683,102	4.30%	\$23,657,658	4.30%
Employee Benefits	\$5,807,192	\$6,145,677	5.83%	\$6,476,424	5.38%	\$6,700,074	3.45%	\$6,932,671	3.47%	\$7,174,582	3.49%
Purchased Services	\$7,725,657	\$8,111,940	5.00%	\$8,517,537	5.00%	\$8,943,414	5.00%	\$9,390,584	5.00%	\$9,860,114	5.00%
Supplies and Materials	\$2,445,736	\$2,568,023	5.00%	\$2,670,744	4.00%	\$2,777,573	4.00%	\$2,888,676	4.00%	\$3,004,223	4.00%
Capital Expenditures	\$1,041,932	\$1,062,771	2.00%	\$1,084,026	2.00%	\$1,105,707	2.00%	\$1,127,821	2.00%	\$1,150,377	2.00%
Debt Service	\$0	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%
Other Expenditures	\$117,867	\$120,224	2.00%	\$122,629	2.00%	\$125,081	2.00%	\$127,583	2.00%	\$130,135	2.00%
Other Financing Uses	\$0	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%	\$0	0.00%
<b>Total Expense</b>	<b>\$36,150,757</b>	<b>\$37,991,696</b>	<b>5.09%</b>	<b>\$39,718,642</b>	<b>4.55%</b>	<b>\$41,398,663</b>	<b>4.23%</b>	<b>\$43,150,438</b>	<b>4.23%</b>	<b>\$44,977,089</b>	<b>4.23%</b>
<b>Surplus/Deficit</b>	<b>\$665,667</b>	<b>-\$988,125</b>	<b>5</b>	<b>-\$1,359,970</b>	<b>6</b>	<b>-\$1,994,499</b>	<b>7</b>	<b>-\$2,330,522</b>		<b>-\$2,641,438</b>	
<b>Beginning Fund Balance</b>	<b>\$8,047,678</b>	<b>\$8,719,562</b>		<b>\$7,737,749</b>		<b>\$6,384,176</b>		<b>\$4,396,118</b>		<b>\$2,072,083</b>	
<b>Ending Fund Balance</b>	<b>\$8,719,562</b>	<b>\$7,737,749</b>		<b>\$6,384,176</b>		<b>\$4,396,118</b>		<b>\$2,072,083</b>		<b>-\$562,821</b>	

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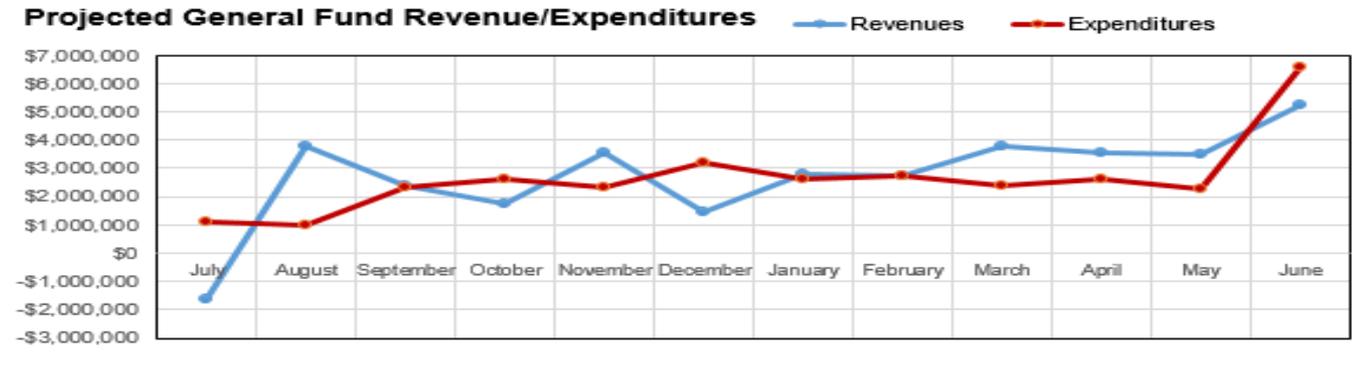
# NBAPS current position does not require cash flow borrowing

2022 - 23



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2021 - 22



# Cash Flow Borrowing Example Scenario based on amount borrowed in 2019

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\$3,000,000

Amount Borrowed

31

\$15,000

.5% Loan Origination Fee

\$150,000

5% Annual Interest Rate

\$165,000

Total cost to borrow paid by General Fund

End Result = Low Fund Balance School Districts end up with even fewer funds to pay staff.

# Budget Process Overview

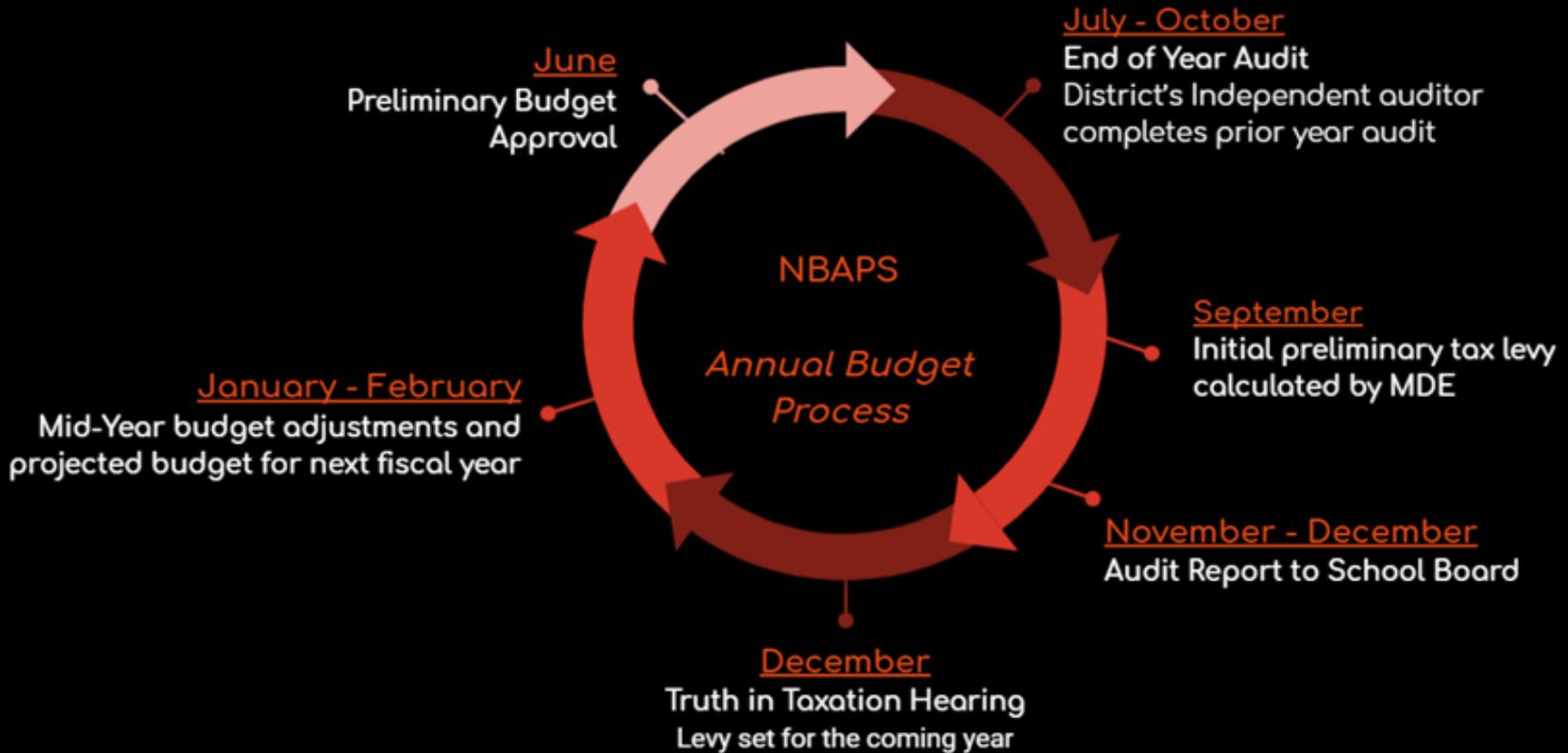
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**Goal: To provide our students and families with high quality services**

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- **Align budget priorities with our Strategic Plan**
- **Opportunities for district staff to hear the budget forecast will be provided next week.**
- **Our ongoing budget cycle allows for strategic adjustments to meet student needs to be made when necessary.**

# Budget Process



# Current Budget Insights

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## Good News

- Enrollment has increased over last year and we are projecting continued growth
- We ended FY 23 with an unassigned general fund balance within the school board's fund balance target of between 10% and 15%
- Cash flow borrowing , and the related expenses, will not need to occur
- There is an increase in compensatory revenue from the state and that will extend into the coming school year.
- The State has provided guidelines for inflationary increases to schools

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## Challenges

- Revenue has not keeping pace with inflation (energy, fuel, wages, services, supplies...)
- One time federal funding will be fully spent by the end of this year.
- The state is projected to face a potential deficit by July of 2025.

# 2023-24 Budget: Summary

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-This budget summary represents strategic and active thinking about our school district finances.

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-There are many variables to consider when creating a budget projection.

-The administrative team will collaborate regarding any necessary on-going strategic adjustments to allocate resources based on district priorities included in the Strategic Plan.

# Conclusion

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A final revised budget for FY 24 and a proposed budget for FY 25 will be presented at the May 23rd school board work session for your consideration.

Both of these items will be on the agenda for board approval at the June 13<sup>th</sup> school board meeting.

Questions?