

**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
 FEBRUARY 8, 2024
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call

Board Member Trampe will be attending the board meeting remotely at the following location: Austin Marriott Downtown, 304 East Cesar Chavez Street, Austin, TX 78701

- 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 January 11, 2024 Policy Committee Meeting 17
 - B. Minutes of January 11, 2024 Organizational Meeting 18
 - C. Minutes of January 11, 2024 Regular School Board Meeting 23
 - D. Minutes of January 25, 2024 Work Session 28
 - E. Minutes of January 29, 2024 School Board Retreat 30
 - F. Authorization of Payments, Transfers, and Investment Activity 31
 - G. Personnel
 - 1. June Babcock, retirement effective February 2, 2024, as SPED Assistant at North Branch Area Middle School
 - 2. Caryn Koecher, resignation effective February 15, 2024, as Career Center Clerk, at North Branch Area High School
 - 3. Elisabeth Nelson, resignation effective February 1, 2024, as Lunchroom/Playground Assistant at North Branch Area Education Center
 - 4. Melinda Williams, resignation effective January 26, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 - 5. June Babcock, extension of leave request effective January 16, 2024, through February 2, 2024, as SPED Assistant at North Branch Area Middle School
 - 6. Margaret Guptill, MEd+60, Step 17, LTS for Jennifer McCann, effective March 18, 2024, through May 2, 2024, as Kindergarten Teacher at North Branch Area Education Center
 - 7. Rebecca LeMire, MEd, Step 8, effective January 16, 2024, as SPED Teacher, at North Branch Area High School
 - 8. Nikkita Huckell, employment effective January 3, 2024, as SPED Assistant at North Branch Area High School

- 9. Dana Wood, employment effective January 16, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
- 10. Jessica M. Richter, position change effective January 23, 2024, from Lunchroom Assistant to SPED Assistant at North Branch Area Middle School
- 11. 2023-24 Extra Curricular Winter Coach Position
 - a. Steve Christensen, Class 6, Step 10, as Coach for Middle School Boys Basketball
- 12. 2023-24 Activity Advisor Positions
 - a. Amanda Cook, Class 6, Step 3, as FFA Advisor
 - b. Kevin Grote, Class 6, Step 7, as Clay Target Advisor for Spring Season
 - c. Jessica Konrad, Class 6, Step 2, as Clay Target Advisor for Spring Season
- H. Policies
 - 1. Policy 101 - Legal Status of the School District (MSBA changes) 32
 - 2. Policy 101.1 - Name of the School District (No changes) 35
 - 3. Policy 103 - Complaints - Students, Employees, Parents, Other Persons (MSBA changes) 36
 - 4. Policy 104 - School District Mission Statement (MSBA changes; updated Mission Statement and added Vision Statement) 37
- I. Acceptance of Donations 38

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. Minnesota School Board Recognition - Month of February
 - B. Consider Annual Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefor 39
 - C. Consider 2023-24 American Indian Resolution 40
- XI. Addendum
- XII. Information
- XIII. Board Requests
- XIV. Committee Reports 2

- XV. Dates to Remember
- A. Tuesday, February 13, 2024, Negotiations Committee Meeting, 3:30 pm, North Branch Area Education Center
 - B. Tuesday, February 13, 2024, NBEA Negotiation Session, 4:00 pm, North Branch Area Education Center
 - C. Thursday, February 22, 2024, School Board Work Session, 5:30 pm, Sunrise River Elementary School, Media Center
 - D. Wednesday, March 6, 2024, Negotiations Committee Meeting, 8:00 am, North Branch Area Education Center
 - E. Wednesday, March 6, 2024, Custodian Mediation Session, 9:00 am, North Branch Area Education Center
 - F. Thursday, March 7, 2024, Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122
 - G. Thursday, March 7, 2024, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
 - H. Thursday, March 28, 2024, School Board Work Session, 5:30 pm, Brooker Building, Multi-Purpose Room
- XVI. Adjournment

Superintendent Update

February 8, 2024



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.

Viking Success Story- Cassie Keocher



- Viking legacy
 - Cassie and her husband, along with her three brothers graduated from NBAHS
 - Raising her two sons in our community
- Wrestling Roots
 - Three brothers
 - Two Sons
 - Current President of NBYWA
- Goals of NBYWA
 - Transform and build skills
 - Increase participation into MS program
 - Lay the foundation for youth to experience the value of participating in wrestling
 - Individual
 - Team
 - Recent success- Wrestling tournament
- Cassie is also an respected Human Resources professional
 - Hope for students as they bridge from HS to Career
 - Expressed interest in helping us pilot additional tools for career exploration
- Cassie has a servant heart and she is a great example of how Vikings move forward together!



Policy Leadership

Provide leadership to ensure mutual accountability for measurable progress toward shared goals.

Goal:

School Board members will develop policies and ensure alignment with statutory requirements.

Roles and Responsibilities

School Board = Governance

Administration = Management

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Policy Review Process

Policies are regularly reviewed by administration and recommendations are brought to the School Board for approval. The first step in the process is to review model policies accessed through the Minnesota School Board Association (MSBA). MSBA regularly makes changes to the model policies based on changes in Minnesota Statutes and federal guidelines. Then, the administrative team drafts any necessary policy changes for thorough review by the School Board Policy Committee and Cabinet. The policy with proposed recommendations is then sent to each member of the School Board. The public hears the recommended policy revisions in the first reading at a School Board meeting, and the following month a second reading at which the Board votes on accepting the revised policy.

Policy Leadership

Progress Update:

- On track with review of policies that had changes in past legislative session.
- On track with review of policies that require annual review.
- All mandatory policies are in place.
- Plan in place for remainder of the school year.
- Plan in place to ensure all policies will be reviewed in a three year cycle.

Alignment of Policy and Practice

North Branch Area Public Schools takes all manners of harassment and bullying very seriously. We are committed to providing a safe and supportive learning environment for all students and staff.

- Action Taken:
 - 2023-24 Student/ Parent Handbook distributed at the beginning of the⁹ school year
 - Time prioritized to provide clarity of student expectations at beginning of the 2023-24 school year
 - 6-12 signed affirmation of behavior expectations
 - Additional resources allocated to address behavior concerns
- Next Steps:
 - Professional Development on February 16, 2024
 - Ongoing Staff, Student and Parent Communications

Thank you Access Church

- Members of Crisis Management met with Access Church's Lead Pastor Shaheen Eydgahi
 - Purpose of meeting to confirm Access could be used as a "reunification site" in case of crisis at NBAPS
 - Access meets expectations for a reunification site and Access is very receptive to partnering with the school district in this way
 - Pastor Shaheen will present to church board



We Are All The Same Sockhop



World Down Syndrome Day 3.21.24

21 MARCH 2024

WE ARE ALL THE SAME SOCKHOP

North Branch Area Education Center

5 - 7 PM

Free

ACTIVITIES

- Dance Party with DJ's
- Pizza for Sale from 5-6
- Free Snacks & Treats
- Photo Booth
- Fun Crafts & Activities

All community members are welcome to attend!

NORTH BRANCH DQ FUNDRAISER EVENT

TUESDAY FEB 20 5-8 PM

A PORTION OF THE PROCEEDS HELP FUND THIS GREAT EVENT!




T-SHIRT SALES AVAILABLE AHEAD OF



- We Are All The Same Sockhop
 - March 21, 5 - 7 pm, North Branch Area Education Center
 - Activities include:
 - DJ dance party
 - Pizza for sale
 - Free snacks and treats
 - Photo booth
 - Fun crafts and activities
 - T-shirt sales close February 13
 - Scan the flier QR or visit this website to order!
 - <https://sockhopdance2024.itemorder.com/>

Meet Our new Viking mascot!

- Just in time for Snow Week, the Activities Dept. took delivery of the new Viking mascot.
 - Mascot was made possible through the NBAEF's Fund a Dream initiative
 - Viking door wraps were also added in the Activities wing at the high school



- Congratulations to Peyton Verdon and Alan Otterson, your 2024 Snow King and Queen!

Alexis Sway- Modeling servant leadership



- NBAMS eighth grader Alexis Sway was recently chosen as Miss Teen Minnesota!
 - As part of her award, Alexis was provided¹³ canned goods to donate to her local food pantry
 - Alexis decided to donate them to our own Viking Vittles!
 - Thank you Alexis and congratulations!



Chef Tony Menk coming to NBAPS

- Taher and NBAPS are proud to present Display Chef Tony Menk!
 - Chef Tony will be at the high school on Feb. 28 to do prep work with Pro Start and serve his delicious Mongolian Grill.
 - On Feb. 29, Chef Tony will be at the NBAEC sampling fresh fruit with students.
 - Welcome Chef Tony!

CHEF TONY IS COMING
North Branch
High School

Wednesday
Feb 28th

ON DISPLAY
with
Chef Tony
Menk

Chef TONY is coming North Branch High School Feb 28th

Don't miss his mouth watering Mongolian Grill, with Seasoned Steak and Chicken, Asian Rice and Teriyaki noodles, Sweet and Spicy Sauces, Roasted Stir Fried vegetable and a Fortune Cookie

We are excited for you to join us to enjoy his favorite dishes.

February 28th!!!



TAHER

Chef Tony Menk - Chef Tony Menk

CHEF TONY IS COMING
North Branch
Education
Center

Thursday
Feb 29th

ON DISPLAY
with
Chef Tony
Menk

Chef TONY is coming North Branch Education Center Feb 29th

We will be having fresh fruit tasting at lunch on the 29th, bring your sweet tooth for cantaloupe, pineapple and strawberries and some fun coloring sheets for you!!!!

We are excited for you to join us to enjoy the fresh display

Feb 29th!!!



TAHER

Chef Tony Menk - Chef Tony Menk

Taher food service survey



- Taher is conducting its bi-annual food service survey and wants to know families' thoughts on the service it provides
- Taher's brief school lunch survey by scanning the QR on the poster, or by clicking this link:
 - <https://bit.ly/48YLyl>

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**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
January 11, 2024**

The Policy Committee met on Thursday, January 11, 2024 at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

Members in Attendance: Tim MacMillan, Sarah Grovender, Heather Naegele, Superintendent Paul, Todd Tetzlaff, and Arle Chambers

Policy 416 - Drug, Alcohol, and Cannabis Testing (MSBA changes)

Policy 416 was discussed and will be brought forward to other committees to be reviewed before being brought back to the Policy Committee with recommendations.

The meeting concluded at 5:08 p.m.

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
ORGANIZATIONAL SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
JANUARY 11, 2024**

The School Board of North Branch Independent School District 138 held its Organizational meeting on Thursday, January 11, 2024, at 5:30 p.m. at the North Branch Area Education Center.

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

Absent: Adam Trampe

Others in Attendance

John Wagner, Denise Martin, Bill Stickels III, David Treichel, Todd Tetzlaff, Pat Tepoorten, Arle Chambers, and other interested persons.

The Pledge of Allegiance was said by all.

Nomination of Officers

Chair

Motion by Grovender, seconded by Naegele to nominate Tim MacMillan as Chair. After a call for more nominations and none being received, Tim MacMillan was elected as Chair unanimously.

Vice Chair

Motion by Naegele, seconded by LaValla to nominate Sarah Grovender as Vice Chair. After a call for more nominations and none being received, Sarah Grovender was elected as Vice Chair unanimously.

Clerk

Motion by Grovender, seconded by Johnson to nominate Heather Naegele as Clerk. After a call for more nominations and none being received, Heather Naegele was elected as Clerk unanimously.

Treasurer

Motion by Grovender, seconded by Naegele to nominate Jesse LaValla as Treasurer. After a call for more nominations and none being received, Jesse LaValla was elected as Treasurer unanimously.

Setting of Board Salary

Moved by Naegele, seconded by LaValla and carried unanimously to keep the current reimbursement of \$60 per meeting under four hours and \$125 for all day meetings lasting more than four hours and to keep the current reimbursement for officers at the following amount: Chair at \$800 annually, Vice Chair and Clerk at \$500

annually and Treasurer at \$300 annually.

Designation of Official Newspaper

Moved by Grovender, seconded by Naegele and carried unanimously to designate the County News Review as the official newspaper.

Appointment of Law Firm – Kennedy & Graven, Chartered and other legal support as needed

Moved by Grovender, seconded by LaValla and carried unanimously to appoint Kennedy & Graven, Chartered as the district law firm, and other legal support as needed.

Designation of Official Depositories – Wells Fargo Bank, Associated Bank, MN Trust Bank, and Neighborhood National Bank

Moved by Naegele, seconded by Johnson and carried unanimously to designate Wells Fargo Bank, Associated Bank, MN Trust Bank, and Neighborhood National Bank as the official depositories.

Delegation of Authority to Make Electronic Funds Transfers on Behalf of the School District. Designate Todd Tetzlaff, Jenna Battaglia, Jennifer Thompson, Christine Lundgren, and Angela Nelson

Moved by Grovender, seconded by LaValla and carried unanimously to designate Todd Tetzlaff, Jenna Battaglia, Jennifer Thompson, Christine Lundberg, and Angela Nelson the authority to make electronic funds transfers on behalf of the school district.

Setting Board Meeting Dates for 2024

Moved by Grovender, seconded by Johnson and carried unanimously to set the board meeting dates for 2024.

The meeting dates for 2024 are as follows:

2024 SCHOOL BOARD MEETING SCHEDULE	
January 11, 2024	Organizational & Regular School Board Mtg
January 25, 2024	Work Session
January 29, 2024	School Board Retreat
February 8, 2024	Regular Meeting
February 22, 2024	Work Session
March 7, 2024	Regular Meeting
March 28, 2024	Work Session
April 11, 2024	Regular Meeting
April 25, 2024	Work Session
May 9, 2024	Regular Session
May 23, 2024	Work Session
June 13, 2024	Regular Session
June 18, 2024	School Board Retreat
July 11, 2024	¹⁹ Regular Session

August 1, 2024	Work Session
August 8, 2024	Regular Session
August 22, 2024	Work Session
September 12, 2024	Regular Session
September 26, 2024	Work Session
October 10, 2024	Regular Session
October 24, 2024	Work Session
November 14, 2024	Regular Session
November 21, 2024	Work Session
December 12, 2024	Regular Session

Meetings will be held at 5:30 pm.

Appointment of Board Committee Representatives

Moved by Grovender, seconded by LaValla and carried unanimously to approve the following committee assignments for 2024:

COMMITTEE	2024 SCHOOL BOARD MEMBER APPOINTEE(S)
Personnel Committee (Chair & V. Chair)	Grovender, MacMillan
Custodian	Grovender, LaValla, Trampe
Nine-month Classified	Grovender, MacMillan, Trampe
Twelve-month Classified	Grovender, MacMillan, Trampe
Twelve-month Classified Salary	Grovender, MacMillan, Trampe
Directors	Grovender, MacMillan, Naegele
Administrators	Grovender, MacMillan, Naegele
Teachers	Grovender, MacMillan, Naegele
Community Ed	LaValla
District Staff Development	Johnson
ECMECC	Superintendent
Legislative Liaison	Naegele (Alternate – Trampe)
MSBA Legislative	Naegele (Alternate – Grovender)
MSHSL	Superintendent
Native American Parent Advisory Committee	Naegele
OPEB	MacMillan, Trampe
Policy Committee	Grovender, MacMillan, Naegele
SCRED	Grovender (Alternate - LaValla)

SEE	MacMillan (Alternate – Naegele)
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Authorization to use current check signer plate until new plate is processed
 Officers remained the same so a new check signer plate is not needed.

Approval of Resolution Providing Limited Authorization for the Superintendent and Director of Finance and Human Resources to Sign Contracts

Member Naegele introduced the following resolution and moved its adoption:

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the School Board that the Superintendent and Director of Finance and Human Resources shall have the authority to execute and deliver contracts within the School District’s adopted budget, as approved by the School Board. Any transaction in an amount exceeding the minimum for which bids are required must first be specifically authorized by the School Board and must fulfill all other applicable requirements.

The motion for the adoption of the foregoing resolution was duly seconded by Member LaValla, and upon vote being taken thereon, the following voted in favor thereof: MacMillan, Grovender, Naegele, LaValla, Johnson and the following voted against: None

whereupon said resolution was declared duly passed and adopted.

Adoption of School Board Policy Book

Moved by Grovender, seconded by Naegele and carried unanimously to adopt the School Board Policy Book.

Adjournment

Moved by Grovender, seconded by Naegele and carried unanimously to adjourn the Organizational meeting at 5:44 p.m. to go into the Regular School Board Meeting.

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
JANUARY 11, 2024**

The School Board of Independent School District 138 met in regular session on Thursday, January 11, 2024, at 5:45 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, Shelly Johnson, and Superintendent Paul

Absent: Adam Trampe

Others in Attendance:

John Wagner, Denise Martin, Bill Stickels III, David Treichel, Todd Tetzlaff, Pat Tepoorten, Arle Chambers, and other interested persons.

Approval of Agenda:

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

SUPERINTENDENT'S REPORT

Superintendent Paul gave a report on a high school student by the name of Blake who is at the forefront of educational excellence. He is the president of the National Honor Society, active in DECA, and a varsity student-athlete in basketball and track and field.

She also mentioned that she is serving as the Chair on the city's EDA (Economic Development Authority) committee.

She reported that she and Board Member Naegele attended the MSBA Leadership Conference on January 11. She mentioned that nine applications for NBAEF grants have been submitted by staff and applicants can expect grant announcements in February. She also reported that January 15-19 is NBAEF's Restaurant Week.

CONSENT ITEMS

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

- A. Minutes of December 14, 2023 Policy Committee Meeting
- B. Minutes of December 14, 2023 Regular School Board Meeting
- C. Authorization of Payments, Transfers, and Investment Activity

- Accounts Payable, Bank 07 – \$373,047.63
- Auxiliary, Bank 12 - \$26,616.74
- Payroll, Bank 13 - \$3,029,144.22
- Scholarship, Bank 18 - \$26,250.00
- High School Student Activities, Bank 31 - \$17,550.60
- Middle School Student Activities, Bank 32 - \$0.00

D. Personnel

1. Daniel Campbell, retirement effective January 2, 2024, as Math Teacher at North Branch Area High School
2. Kelly Coleman, retirement effective at the end of the 2023-24 school year, as English Language Arts Teacher at North Branch Area High School
3. Alexis Knoblach, resignation effective December 22, 2023, as SPED Assistant at North Branch Area High School
4. Amy Ricard, resignation effective December 22, 2023, as SPED Assistant at North Branch Area High School
5. Kim Schwinn, resignation effective December 27, 2023, as Lunchroom/Playground Assistant at Sunrise River Elementary School
6. Jennifer McCann, leave request effective March 19, 2024 through May 1, 2024, as Kindergarten Teacher at North Branch Area Education Center
7. Arthur Tobin, extension of leave request effective January 1, 2024 through June 30, 2024, as Director of Buildings and Grounds
8. Raedean Halverson, BS, Step 5, effective January 2, 2024, through June 7, 2024, for a Tier 1 License, as Math Teacher at North Branch Area Middle School
9. Nicholas Pawlik, position change from a SPED Assistant to a 0.8 FTE SPED Teacher, BS, Step 5, for a Tier 1 License, effective January 22, 2024, through June 7, 2024, at North Branch Area Middle School
10. Mathew Guerrette, employment effective December 5, 2023, as Schoolkeeper at North Branch Area Public Schools
11. Samantha Hoffman, employment effective January 8, 2024, as Early Childhood Assistant and School Age Care Adult Assistant at North Branch Area Education Center
12. Thuy Mainz, employment effective December 11, 2023, as Early Childhood Assistant at North Branch Area Education Center

13. John Roggemann, employment effective December 18, 2023, as SPED Assistant at North Branch Area High School
14. Nicole Volner, employment effective November 20, 2023, as SPED Assistant at Sunrise River Elementary School
15. Nicole Wallgren, employment effective December 4, 2023, as Early Childhood Assistant and School Age Care Adult Assistant at North Branch Area Education Center
16. Pallas Ybarra-Schultz, employment effective December 13, 2023, as Behavior Interventionist at North Branch Area High School
17. Nicole Resemius, termination effective January 3, 2024, as SPED Assistant at Sunrise River Elementary School
18. 2023-24 Activity Advisor Position
 - a. Angela Tveit, Class 6, Step 3, as 10-12 FRC Robotics Coordinator

E. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
12/5/23	Revive Chiropractic – NB, MN	NBHS Athletics	\$50.00	Wrestling Program-Sports Physical Donation
12/5/23	Revive Chiropractic – NB, MN	NBHS Athletics	\$50.00	Girls Basketball Program-Sports Physical Donation
12/11/23	Anonymous-GiveMN via Mighty Cause	NBHS	\$500.00	High School Instruction Donation
12/20/23	American Legion Post 85 Riders – NB, MN	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
12/20/23	Christopher & Laura Darst – NB, MN	NBHS Scholarship A/C	\$400.00	Scholarship Donation
12/21/23	Shaan Hilber – NB, MN	NBHS	\$60.00	Band and Choir Department
		TOTAL	\$2,060.00	

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

A. Approval of Second Reading of the 2024-25 School Calendar

Moved by Grovender, seconded by LaValla and carried unanimously to approve the 2024-25 school calendar.

NEW BUSINESS

A. Approval of the Pay Equity Report

Todd Tetzlaff, Director of Finance and Human Resources, gave a report on behalf of Kathleen Murphy from Murphy Management Consultants, to present the Pay Equity Implementation Report. Mr. Tetzlaff reviewed the process used and the results indicate the district is in compliance. The report needs to be submitted by January 31st and needs board approval. Moved by Grovender, seconded by LaValla and carried unanimously to approve the Pay Equity Implementation Report, Compliance Report, and Predicted Pay Report.

B. Approval of Bid for North Branch High School VAV Replacement

Moved by Naegele, seconded by Grovender and carried unanimously to approve the bid from Cool Air Mechanical, Inc. at \$94,400 to replace the high school VAV.

INFORMATION

None

BOARD REQUESTS

None

COMMITTEE REPORTS

Board Member Grovender reported on the SCRED meeting she attended on January 9.

Superintendent Paul reported that two city employees will be serving on the Community Education Advisory Committee.

Board Member Naegele reported on SEE.

DATES TO REMEMBER

A. Thursday, January 18, 2024, Strategic Planning Advisory Committee Meeting, 6:00 pm, North Branch Area High School, Media Center

B. Thursday, January 25, 2024, School Board Work Session, 5:30 pm, North Branch Area Middle School, FTLA Room, #816

C. Monday, January 29, 2024, School Board Retreat, 5:00 pm, North Branch Area High School, Glass Classroom

D. Thursday, February 8, 2024, Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122

E. Thursday, February 8, 2024, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120

F. Thursday, February 22, 2024, School Board Work Session, 5:30 pm, Sunrise River Elementary School, Media Center

Adjournment to Closed Meeting

Moved by Grovender, seconded by Naegele and carried unanimously to close the regular meeting at 6:12 pm to go into a closed session to discuss teacher and custodian negotiations.

Meeting Reopened

Moved by Grovender, seconded by LaValla and carried unanimously to reopen the regular meeting at 7:29 pm.

Adjournment

Moved by Naegele, seconded by Grovender and carried unanimously to adjourn the regular meeting at 7:30 pm.

Heather Naegele, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA MIDDLE SCHOOL, RM 816
SCHOOL BOARD WORKING SESSION
January 25, 2024

The School Board of Independent School District 138 met in a Working Session on Thursday, January 25, 2024, at 5:30 p.m. in Room 816 at the North Branch Area Middle School.

Chair MacMillan called the meeting to order.

Roll Call: Tim MacMillan, Sarah Grovender, Heather Naegele, Shelly Johnson, and Superintendent Paul

Absent: Jesse LaValla and Adam Trampe

Others in Attendance:

Todd Tetzlaff, David Treichel, Pat Tepoorten, Arle Chambers, and other interested persons.

The Pledge of Allegiance was said by all.

Work Session Topics

Superintendent's Report

Superintendent Paul reported on the Strategic Advisory Committee held on January 18, the January 22 Staff Wellness Day, the recent Meet and Confer meeting, and the Safe Schools meeting.

She also mentioned a Community Ed event, Family Puzzle Contest, scheduled for February 3, and the 2024 Snow Court.

School Spotlight - North Branch Area Middle School

Kelly Detzler, Middle School Principal, and Anne Meyer, Middle School Social Worker, gave a presentation on mid-year life skills goals, building academic goals, intervention program highlights, and enrichment program highlights.

Budget Discussion for 2024-25

Todd Tetzlaff, Director of Finance and Human Resources, reviewed the current year budget as well as projections for next year. The final revised budget for FY24 and a proposed budget for FY25 will be on the agenda for board approval at the June 13 school board meeting.

Chair MacMillan adjourned the meeting at 6:38 pm.

Heather Naegele, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
SCHOOL BOARD RETREAT
January 29, 2024

The School Board of Independent School District 138 held a school board retreat on Tuesday, January 29, 2024, at 5:00 p.m. at the North Branch Area High School Glass Classroom.

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

The topics discussed at the retreat included superintendent and school board communications, mid-year goals update, and staff survey feedback.

The board adjourned the retreat at 7:55 p.m.

Heather Naegele, Clerk
(Unapproved)

**ELECTRONIC FUND TRANSFERS
JANUARY 2024**

Direct Dep Cks	\$967,544.47		
ACHS	<u>\$15,463.44</u>		
	\$983,007.91		
Associated Debt Service Payments:		1/26/2024	\$4,454,398.63
Other Electronic Fund Transfers:		1/5/2024	\$234.27
Federal/FICA Taxes		1/16/2024	\$63,339.30
(Also reflected in P/R info)		1/16/2024	\$91,319.25
		1/29/2024	\$64,402.55
		1/29/2024	<u>\$93,858.10</u>
			\$313,153.47
Minnesota Withholding Taxes		1/2/2024	\$11,845.61
(Also reflected in P/R info)		1/2/2024	\$19,676.48
		1/8/2024	\$49.04
		1/17/2024	\$9,895.62
		1/17/2024	\$16,082.79
		1/30/2024	\$10,516.93
		1/30/2024	<u>\$16,432.22</u>
			\$84,498.69
Economic Service (EBC)		1/16/2024	\$11,491.54
(Also reflected in P/R info)		1/16/2024	\$20,424.11
		1/29/2024	\$11,491.54
		1/29/2024	<u>\$21,082.44</u>
			\$64,489.63
MII LIFE-F S A	PEIP	1/3/2024	\$62.00
	PEIP	1/9/2024	\$10.78
	PEIP	1/9/2024	\$47.00
	PEIP	1/17/2024	\$284.80
	PEIP	1/18/2024	\$370.00
	PEIP	1/23/2024	\$19.33
	PEIP	1/23/2024	\$780.55
	PEIP	1/24/2024	\$244.39
	PEIP Admin Inv	1/25/2024	\$434.75
	PEIP	1/30/2024	\$420.50
	PEIP	1/30/2024	<u>\$984.51</u>
			\$3,658.61
MII LIFE-M S A		1/16/2024	\$894.96
		1/16/2024	\$6,580.46
		1/29/2024	\$894.96
		1/29/2024	<u>\$6,580.46</u>
			\$14,950.84
Minnesota Teachers Retirement		1/12/2024	\$10,674.55
		1/12/2024	\$70,748.68
		1/26/2024	\$9,644.73
		1/26/2024	<u>\$71,811.05</u>
			\$162,879.01
PERA		1/5/2024	\$164.83
		1/12/2024	\$32,479.70
		1/26/2024	<u>\$33,831.79</u>
			\$66,476.32
Delta Dental Plan		1/23/2024	\$13,816.64
MN Sales Tax		1/18/2024	\$70.00

Adopted: _____

MSBA/MASA Model Policy 101

Orig. 1995

Revised: _____

Rev. 2022

101 LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

A primary principle of this nation is that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school board's authority to govern, manage, and control the school district, to carry out its duties and responsibilities, and to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county(ies) in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

A. Funds

- 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools and authority to manage and expend such funds, subject to applicable law.
- 2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.
- 3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

- 1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
- 2. The school district may issue bonds in accordance with the provisions of [Minnesota Statutes chapter 475](#) ~~Minn. Stat. Ch. 475~~, or other applicable law.

3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers, and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to [Minnesota Statutes section 465.71](#) ~~Minn. Stat. § 465.71~~ or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives, shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References:

Minn. Const. art. 13, § 1
Minn. Stat. Ch. 123B (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. § 465.035 ([Public Corporation](#), Conveyance or Lease of Land)
Minn. Stat. §§ 465.71; 471.345; 471.6161; 471.6175; 471.64 (Rights, Powers, Duties; ~~Municipalities of Political Subdivisions~~)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d

374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References:

MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

SCHOOL DISTRICT

Name of the School District

101.1

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Independent School District No. 138. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be North Branch Area Public Schools.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Independent School District No. 138 (North Branch Area Public Schools), but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References:

Adopted: _____

MSBA/MASA Model Policy 103

Orig. 1995

Revised: _____

Rev. 202205

103 COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees, or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.
- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent, who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of ~~Minn. Stat. Ch.~~ Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) or other law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
~~MSBA Service Manual, Chapter 13,~~ School Law Bulletin "I" (School Records – Privacy – Access to Data)

SCHOOL DISTRICT

School District Mission Statement

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I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. MISSION STATEMENT

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

IV. VISION STATEMENT

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

V. REVIEW

The school board will conduct a comprehensive review of the mission to align with the review and update of the district's Strategic Plan.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement)
Minn. Rule Parts 3501.0010-3501.0180
Minn. Rule Parts 3501.0200-3501.0270

Cross References:

JANUARY 2024

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
1/18/24	NBAEF, 38868 12th Ave #4, North Branch, MN 55056	NBHS Athletics	\$150.00	JROTC Program
1/18/24	Prism Design & Embroidery, P.O. Box 820, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00	Scholarship Donation
1/18/24	Scheuring Speed Sports, Inc., 401 N Erie, Aurora, MN 55705	NBHS Athletics	\$200.00	JROTC Program
1/18/24	VFW Post 6424, P.O. Box 373, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
1/19/24	Box Tops for Education	Sunrise River Elem.	\$51.10	General Instruction Support
1/19/24	Members Cooperative Credit Union, 4628 Mike Colalillo Dr., Duluth, MN 55807	NBHS	\$50.00	Debit Card Proceeds/General Instruction Support
1/19/24	Wells Fargo Community Care Grants Program (Anonymous Payroll Match)	NBAPS	\$50.00	District Donation
1/31/24	Shaan Hilber, 37687 Elk Ave, North Branch, MN 55056	NBHS	\$60.00	Music 50/50 split (Band & Choir) Department Donation
			\$2,061.10	

Member _____ introduced the following resolution
and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION
TO MAKE RECOMMENDATIONS FOR REDUCTIONS
IN PROGRAMS AND POSITIONS AND REASONS
THEREFOR.

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, there has been a reduction in student enrollment, and,

WHEREAS, this reduction in expenditure and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.



AIPAC Annual Compliance⁴⁰

Joe Bigbear, Ben Paro, David Treichel
Featuring Mattias Bigbear (Ogima Binese)

Intended Learning Outcomes

The School Board will:

- Understand what the AIPAC is, its purpose, and who its members are.
- Be familiar with the recent and upcoming work of the AIPAC and the ISD 138 American Indian Education program.
- Gain an appreciation for hoop dance, a style of dance.

AIPAC General Information

- AIPAC stands for **American Indian Parent Advisory Committee**
- Purpose is to give advice and feedback to school district on how to support American Indian students.
- Indian Education program refers to the school district's work in supporting American Indian students.

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Annual Compliance

Vote of Concurrence

AIPAC Members

Chair: Victoria Halverson

Secretary: Teresa Carlson

American Indian Education Program Coordinator: Ben Paro

At-Large Members: Katie Zaycheck, Frank Zaycheck, Alanna Hansen, Joe Bigbear

Ad-hoc Members: David Treichel and Joanne Kreitz (NBAMS Behavior EA)

Special Shout-Out: Dana Johnson and Noah Axelsen

Highlights

- Field Trip to Minneapolis Institute of Art
- Culture Clubs



Highlights

- School Drum
- Sweat Lodge
- Spring Drum & Dance Exhibition
- Winter Solstice Storytelling and Drum & Dance Night





Future Aspirations

- Continuing past work
- Expanding language, drumming, dance, and other cultural activities
- Involving more students

Hoop Dance Presentation

Joe and Mattias Bigbear
Zhoongwewegaabo and Ogima Binese

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Thank you for your attention and support!

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

 X **We, the American Indian Parent Advisory Committee**, issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or**,

 We, the American Indian Parent Advisory Committee, issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

Victoria Halvorson 
AIPAC Chairperson Printed Name and Signature

 2-1-23
Date

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: North Branch Area Public School District ISD 138

The American Indian Parent Advisory Committee Vote

X **The AIPAC Issued a Vote of Concurrence**

Date of Concurrent Vote: January 17, 2024

Date the AIPAC presented to the school board: February 8, 2024

 The AIPAC Issued a Vote of Nonconcurrence

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of Indian Education.

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: _____

Date the written response from the school board is due: _____

 The District/School Does Not Have an AIPAC

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

**Digital signatures are accepted*

Tim MacMillan
School Board Chairperson Date

Sara Paul
Superintendent or Charter/Tribal School Director Date

Victoria Halvorson
AIPAC Chairperson 2-1-23
Date