

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM, ROOM C120
 38705 GRAND AVENUE
 NORTH BRANCH, MN 55056
 ORGANIZATIONAL SCHOOL BOARD MEETING
 JANUARY 9, 2025
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Oath of Office 2
- V. Proclamation of the School Board Code of Ethics 3
- VI. Consider Nomination and Election of Officers (all votes are public)
 - A. Chair - 2024 - MacMillan
 - B. Vice Chair - 2024 - Grovender
 - C. Clerk - 2024 - Naegele
 - D. Treasurer - 2024 - LaValla
- VII. Consider Setting of Board Salary 7
 - A. Officers: Chair: \$800 annually; Vice Chair and Clerk: \$500 annually; Treasurer: \$300 annually
 - B. Currently \$60 per Meeting and \$125 for an all day meeting (four hours or more)
- VIII. Consider Designation of Official Newspaper 8
- IX. Consider Appointment of Law Firm - Kennedy & Graven, Chartered and other legal support as needed
- X. Consider Designation of Official Depositories - Wells Fargo Bank, Associated Bank, MN Trust Bank, and Neighborhood National Bank
- XI. Consider 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
- XII. Consider Board Meeting Dates 26
- XIII. Consider Appointment of Board Committee Representatives 27
- XIV. Consider Authorization, if needed, to use current check signer plate until new plate is processed
- XV. Consider Resolution Providing Limited Authorization for the Superintendent and Director of Finance and Human Resources to Sign Contracts 28
- XVI. Adoption of School Board Policy Book
- XVII. Adjournment to the Regular Meeting

SCHOOL BOARD MEMBER OATH OF OFFICE

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

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

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

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

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

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

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

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

Board Chair

Date

Member

Date

SCHOOL BOARD

School Board Code of Ethics

209-NB

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.

North Branch Independent School District No. 138: Policy #209-NB

Adopted: 2/11/16

Last Reviewed: 3/9/23, 11/14/24

Replaced: Policy #8251 Code of Ethics

Revised:

Effective: 2/11/16

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5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel

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available.

4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

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Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

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COMPARISON OF RATES OF SCHOOL BOARD PAY FOR 2024

School	Mileage	Brd Reg Mtg	Brd Mtg ½ day	Brd Mtg Over 4 hrs	Officers
Chisago Lakes	IRS rate	\$45 for meetings under 3 hours	\$75 for meetings lasting 3 hours but less than 6 hours	\$125 for meetings 6 hours or more	\$600/yr - Chair, Clerk \$300/yr - Treasurer \$30 more per meeting for Vice Chair if Chair is absent
Forest Lake	IRS rate				\$5,725.50/yr – Chair \$5,525.50/yr – Vice Chair \$5,525.50/yr – Clerk \$5,525.50/yr – Treasurer \$5,325.50/yr - Directors
Braham	IRS rate	\$75/board mtgs \$50/other mtgs up to 4 hours	\$75 for meetings lasting 4-8 hours	\$125 if over 8 hours	\$800/yr – Chair, Vice Chair, Clerk, and Treasurer \$600/yr - Directors
Cambridge	IRS rate	\$250/month	\$65 under 4 hours	\$130 over 4 hours	\$100/monthly – Chair \$60/monthly– Clerk \$60/monthly - Treasurer
Rush City	IRS rate	\$50		\$100	No officer pay
Princeton	IRS rate	\$50 Official standing board committee meetings \$50 per day for MSBA training			\$550/month-Chair \$450/month-All other officers
North Branch	IRS rate	\$60 under 4 hours; \$125 over 4 hours	\$60 under 4 hours	\$125 over 4 hours	\$800/yr – Chair \$500/yr – Vice Chair \$500/yr – Clerk \$300/yr –Treasurer



234 S Main Street, Cambridge, MN 55008 | 763-691-6000 publicnotice@apgecm.com

December 2, 2024

Pakou Lee
ISD138
38705 Grand Avenue
North Branch, MN 55056

Dear Ms. Lee and Board Members:

Please accept the following bid from **County News Review** for legal newspaper designation for School District 138. The County News Review is a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals will remain unchanged from 2024 it is effective January 1, 2025:

Per column inch rate: \$1.99

Index: .1800

Lines per inch: 9

**To expand coverage, your notices will also be published in the Scotsman at no additional charge. The Scotsman is mailed to over 32,000 homes free of charge.*

All published legal notices are also posted on County News Review and Minnesota Newspaper Association websites at no additional charge. The notices are free for the public to view on these websites. The County News Review website has an average of 42,000 views monthly.

A notarized affidavit will be provided for each notice published. A \$20 charge will be assessed on legal notices that require typing.

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

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

Sincerely,

Tonya Orbeck
General Manager/ Legal Notice Department Manager
ECM Publishers, Inc. /Adams Publishing Group⁸
Tonya.Orbeck@apgecm.com
763-691-6001



Office of the Minnesota Secretary of State

Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



Must be filed between September 1 and December 31, each year

Filing Fee: \$25.00

Please read the instructions before completing this form.

1. Current Name and Known Office of Issue Address of Newspaper:

County News Review
234 South Main Street
Cambridge, MN, 55008

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

NOV 14 2023

15

2. IF CHANGED, list the new name and/or address of known office of issue:

Name of Newspaper:

[Redacted]

Steve Pinow
Secretary of State

Street Address:

[Redacted]

(Must be a complete street address)

City:

[Redacted]

State: MN

Zip Code:

[Redacted]

3. County of Known Office of Issue: (Required)

ISANTI

4. Legal Newspaper Phone Number: (Required)

763-691-6001

(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Tonya Orbeck

763-691-6001

Contact Name

Daytime Phone Number

6. Email Address for Official Notices

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

E-Mail Address:

publicnotice@a.pq.ecm.com

7. This legal newspaper certifies that it has complied with all of the requirements of Minnesota Statutes, section 331A.02.

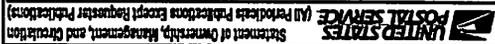
8. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

Tonya Orbeck

8/28/2023

Signature of Authorized Representative (Required)

Date



Statement of Ownership, Management, and Circulation (All Periodicals Publications Except Requester Publications)

1. Publication Title: County News Review

2. Issue Date: 09-26-2024

3. Issue Frequency: Weekly - Thursday

4. Number of Issues Published Annually: 52

5. Annual Subscription Price: \$120.40

6. Complete Mailing Address of Known Office of Publication (Not Printer): 4095 Coon Rapids Blvd, Coon Rapids, MN 55433

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

8. Complete Mailing Address of Publisher, Editor, and Managing Editor (Do not leave blank): Jeremy Brandel - 4095 Coon Rapids Blvd, Coon Rapids, MN 55433

9. Full Names and Complete Mailing Addresses of Publisher, Editor, and Managing Editor (Do not leave blank): Keith Anderson - 234 S Main St, Cambridge, MN 55008

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

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

12. Tax Status (For completion by nonprofit organizations authorized to mail at nonprofit rates) (Check one)

13. Publication Title: County News Review

14. Issue Date for Circulation Data Below: 09-26-2024

15. Extent and Nature of Circulation

16. Total Number of Copies (Net press run)

17. Total Paid Distribution (Sum of 17a, 17b, 17c, 17d, 17e, 17f, 17g, 17h, 17i, 17j, 17k, 17l, 17m, 17n, 17o, 17p, 17q, 17r, 17s, 17t, 17u, 17v, 17w, 17x, 17y, 17z)

18. Electronic Copy Circulation

19. Total Paid Distribution (Sum of 19a, 19b, 19c, 19d, 19e, 19f, 19g, 19h, 19i, 19j, 19k, 19l, 19m, 19n, 19o, 19p, 19q, 19r, 19s, 19t, 19u, 19v, 19w, 19x, 19y, 19z)

20. Total Paid Distribution (Sum of 20a, 20b, 20c, 20d, 20e, 20f, 20g, 20h, 20i, 20j, 20k, 20l, 20m, 20n, 20o, 20p, 20q, 20r, 20s, 20t, 20u, 20v, 20w, 20x, 20y, 20z)

21. Total Paid Distribution (Sum of 21a, 21b, 21c, 21d, 21e, 21f, 21g, 21h, 21i, 21j, 21k, 21l, 21m, 21n, 21o, 21p, 21q, 21r, 21s, 21t, 21u, 21v, 21w, 21x, 21y, 21z)

22. Total Paid Distribution (Sum of 22a, 22b, 22c, 22d, 22e, 22f, 22g, 22h, 22i, 22j, 22k, 22l, 22m, 22n, 22o, 22p, 22q, 22r, 22s, 22t, 22u, 22v, 22w, 22x, 22y, 22z)

23. Total Paid Distribution (Sum of 23a, 23b, 23c, 23d, 23e, 23f, 23g, 23h, 23i, 23j, 23k, 23l, 23m, 23n, 23o, 23p, 23q, 23r, 23s, 23t, 23u, 23v, 23w, 23x, 23y, 23z)

24. Total Paid Distribution (Sum of 24a, 24b, 24c, 24d, 24e, 24f, 24g, 24h, 24i, 24j, 24k, 24l, 24m, 24n, 24o, 24p, 24q, 24r, 24s, 24t, 24u, 24v, 24w, 24x, 24y, 24z)

25. Total Paid Distribution (Sum of 25a, 25b, 25c, 25d, 25e, 25f, 25g, 25h, 25i, 25j, 25k, 25l, 25m, 25n, 25o, 25p, 25q, 25r, 25s, 25t, 25u, 25v, 25w, 25x, 25y, 25z)

26. Total Paid Distribution (Sum of 26a, 26b, 26c, 26d, 26e, 26f, 26g, 26h, 26i, 26j, 26k, 26l, 26m, 26n, 26o, 26p, 26q, 26r, 26s, 26t, 26u, 26v, 26w, 26x, 26y, 26z)

27. Total Paid Distribution (Sum of 27a, 27b, 27c, 27d, 27e, 27f, 27g, 27h, 27i, 27j, 27k, 27l, 27m, 27n, 27o, 27p, 27q, 27r, 27s, 27t, 27u, 27v, 27w, 27x, 27y, 27z)

28. Total Paid Distribution (Sum of 28a, 28b, 28c, 28d, 28e, 28f, 28g, 28h, 28i, 28j, 28k, 28l, 28m, 28n, 28o, 28p, 28q, 28r, 28s, 28t, 28u, 28v, 28w, 28x, 28y, 28z)

29. Total Paid Distribution (Sum of 29a, 29b, 29c, 29d, 29e, 29f, 29g, 29h, 29i, 29j, 29k, 29l, 29m, 29n, 29o, 29p, 29q, 29r, 29s, 29t, 29u, 29v, 29w, 29x, 29y, 29z)

30. Total Paid Distribution (Sum of 30a, 30b, 30c, 30d, 30e, 30f, 30g, 30h, 30i, 30j, 30k, 30l, 30m, 30n, 30o, 30p, 30q, 30r, 30s, 30t, 30u, 30v, 30w, 30x, 30y, 30z)

31. Total Paid Distribution (Sum of 31a, 31b, 31c, 31d, 31e, 31f, 31g, 31h, 31i, 31j, 31k, 31l, 31m, 31n, 31o, 31p, 31q, 31r, 31s, 31t, 31u, 31v, 31w, 31x, 31y, 31z)

32. Total Paid Distribution (Sum of 32a, 32b, 32c, 32d, 32e, 32f, 32g, 32h, 32i, 32j, 32k, 32l, 32m, 32n, 32o, 32p, 32q, 32r, 32s, 32t, 32u, 32v, 32w, 32x, 32y, 32z)

33. Total Paid Distribution (Sum of 33a, 33b, 33c, 33d, 33e, 33f, 33g, 33h, 33i, 33j, 33k, 33l, 33m, 33n, 33o, 33p, 33q, 33r, 33s, 33t, 33u, 33v, 33w, 33x, 33y, 33z)

34. Total Paid Distribution (Sum of 34a, 34b, 34c, 34d, 34e, 34f, 34g, 34h, 34i, 34j, 34k, 34l, 34m, 34n, 34o, 34p, 34q, 34r, 34s, 34t, 34u, 34v, 34w, 34x, 34y, 34z)

35. Total Paid Distribution (Sum of 35a, 35b, 35c, 35d, 35e, 35f, 35g, 35h, 35i, 35j, 35k, 35l, 35m, 35n, 35o, 35p, 35q, 35r, 35s, 35t, 35u, 35v, 35w, 35x, 35y, 35z)

36. Total Paid Distribution (Sum of 36a, 36b, 36c, 36d, 36e, 36f, 36g, 36h, 36i, 36j, 36k, 36l, 36m, 36n, 36o, 36p, 36q, 36r, 36s, 36t, 36u, 36v, 36w, 36x, 36y, 36z)

37. Total Paid Distribution (Sum of 37a, 37b, 37c, 37d, 37e, 37f, 37g, 37h, 37i, 37j, 37k, 37l, 37m, 37n, 37o, 37p, 37q, 37r, 37s, 37t, 37u, 37v, 37w, 37x, 37y, 37z)

38. Total Paid Distribution (Sum of 38a, 38b, 38c, 38d, 38e, 38f, 38g, 38h, 38i, 38j, 38k, 38l, 38m, 38n, 38o, 38p, 38q, 38r, 38s, 38t, 38u, 38v, 38w, 38x, 38y, 38z)

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40. Total Paid Distribution (Sum of 40a, 40b, 40c, 40d, 40e, 40f, 40g, 40h, 40i, 40j, 40k, 40l, 40m, 40n, 40o, 40p, 40q, 40r, 40s, 40t, 40u, 40v, 40w, 40x, 40y, 40z)

41. Total Paid Distribution (Sum of 41a, 41b, 41c, 41d, 41e, 41f, 41g, 41h, 41i, 41j, 41k, 41l, 41m, 41n, 41o, 41p, 41q, 41r, 41s, 41t, 41u, 41v, 41w, 41x, 41y, 41z)

42. Total Paid Distribution (Sum of 42a, 42b, 42c, 42d, 42e, 42f, 42g, 42h, 42i, 42j, 42k, 42l, 42m, 42n, 42o, 42p, 42q, 42r, 42s, 42t, 42u, 42v, 42w, 42x, 42y, 42z)

43. Total Paid Distribution (Sum of 43a, 43b, 43c, 43d, 43e, 43f, 43g, 43h, 43i, 43j, 43k, 43l, 43m, 43n, 43o, 43p, 43q, 43r, 43s, 43t, 43u, 43v, 43w, 43x, 43y, 43z)

44. Total Paid Distribution (Sum of 44a, 44b, 44c, 44d, 44e, 44f, 44g, 44h, 44i, 44j, 44k, 44l, 44m, 44n, 44o, 44p, 44q, 44r, 44s, 44t, 44u, 44v, 44w, 44x, 44y, 44z)

45. Total Paid Distribution (Sum of 45a, 45b, 45c, 45d, 45e, 45f, 45g, 45h, 45i, 45j, 45k, 45l, 45m, 45n, 45o, 45p, 45q, 45r, 45s, 45t, 45u, 45v, 45w, 45x, 45y, 45z)

46. Total Paid Distribution (Sum of 46a, 46b, 46c, 46d, 46e, 46f, 46g, 46h, 46i, 46j, 46k, 46l, 46m, 46n, 46o, 46p, 46q, 46r, 46s, 46t, 46u, 46v, 46w, 46x, 46y, 46z)

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48. Total Paid Distribution (Sum of 48a, 48b, 48c, 48d, 48e, 48f, 48g, 48h, 48i, 48j, 48k, 48l, 48m, 48n, 48o, 48p, 48q, 48r, 48s, 48t, 48u, 48v, 48w, 48x, 48y, 48z)

49. Total Paid Distribution (Sum of 49a, 49b, 49c, 49d, 49e, 49f, 49g, 49h, 49i, 49j, 49k, 49l, 49m, 49n, 49o, 49p, 49q, 49r, 49s, 49t, 49u, 49v, 49w, 49x, 49y, 49z)

50. Total Paid Distribution (Sum of 50a, 50b, 50c, 50d, 50e, 50f, 50g, 50h, 50i, 50j, 50k, 50l, 50m, 50n, 50o, 50p, 50q, 50r, 50s, 50t, 50u, 50v, 50w, 50x, 50y, 50z)

51. Total Paid Distribution (Sum of 51a, 51b, 51c, 51d, 51e, 51f, 51g, 51h, 51i, 51j, 51k, 51l, 51m, 51n, 51o, 51p, 51q, 51r, 51s, 51t, 51u, 51v, 51w, 51x, 51y, 51z)

52. Total Paid Distribution (Sum of 52a, 52b, 52c, 52d, 52e, 52f, 52g, 52h, 52i, 52j, 52k, 52l, 52m, 52n, 52o, 52p, 52q, 52r, 52s, 52t, 52u, 52v, 52w, 52x, 52y, 52z)

53. Total Paid Distribution (Sum of 53a, 53b, 53c, 53d, 53e, 53f, 53g, 53h, 53i, 53j, 53k, 53l, 53m, 53n, 53o, 53p, 53q, 53r, 53s, 53t, 53u, 53v, 53w, 53x, 53y, 53z)

**NORTH BRANCH
INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION
CENTER, BOARDROOM
OCTOBER 10, 2024**

The School Board of Independent School District 138 met in regular session on Thursday, October 10, 2024, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

Roll Call: Shelby Johnson, Adam Trampe, Sarah Grovender, Tim MacMillan, Superintendent Paul, Heather Naagele and Jesse LaValia

Absent: None

Others in Attendance:

David Treichel, Molly Whelan, Denise Martin, Rachel Kytönen, Todd Tetzlaff, Pat Teppoorten and Pakou Leo

The Pledge of Allegiance was said by all.

Approval of Agenda:

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

SUPERINTENDENT'S REPORT

Superintendent Paul thanked all who were in attendance at the Minnesota Legislative Forum. Had the opportunity to interact with several people that represented both state and federal government roles. Also had an opportunity to celebrate with partners from Minnesota State Mankato around the innovative workforce solutions through North Branch Area Public Schools apprenticeship program. Superintendent Paul was also excited to share that from the meeting, she had the chance to meet with the Minnesota Rural Educators Association who's excited to play a role in the work that North Branch Area Public Schools are doing. Structured Literacy Implementation Leaders were also recognized and celebrated. Among these leaders is Principal Taylor Swanson from Sunrise River Elementary School.

Superintendent Paul thanked all who were in attendance at the North Branch Education Foundation (NBAEF) GALA. NBAEF is absolutely amazing and they do so much to create the conditions for staff to come up with innovative ideas.

Congratulations to all of the National Honor Society members! Charlie Klapp (aka Papa Charlie) proposed to City Council to have vanity signs that reads "Viking Way" posted on top, not to replace, of every "Grand Ave" street sign to let everyone know that the area is where the Viking pride lives. City Council approved and proclaimed Viking Way the evening of October 8, 2024. Thank you to Papa Charlie who is always thinking of ways to continue to make North Branch Area Public Schools great. Look out for the Viking Way signs coming later this year.

Walk and Roll event had a great turn out regardless of the weather. This event was supported by North Branch Police Department, North Branch Fire Department and city and county leaders.

A reminder to the community that Viking News can be found on the school district Facebook page and NBAPS SKOL app.

CONSENT ITEMS

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

- A. Minutes of September 12, 2024 Policy Committee Meeting
- B. Minutes of September 12, 2024 Regular School Board Meeting
- C. Minutes of September 26, 2024 Work Session Meeting
- D. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 - \$776,931.08
 - Auxiliary, Bank 12 - \$12,299.00
 - Payroll, Bank 13 - \$2,081,268.96
 - Scholarship, Bank 18 - \$0.00
 - HSSA, Bank 31: \$28,825.45
 - MSSA, Bank 32 - \$0.00

E. Personnel

- 1. Taylor Braatz, leave request effective September 30, 2024, through October 13, 2024 returning on October 14, 2024, as Building and Grounds/Technology Secretary at North Branch Area Public Schools
- 2. Abigail Halseth, leave request from approximately April 3, 2025, through the remainder of the 2024-25 school year, as Licensed School Nurse at North Branch Area Public Schools
- 3. Katherine Hammond, leave request effective September 10, 2024, through October 8, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
- 4. Stacy Redding, leave request effective September 19, 2024, through October 18, 2024, as High School Counselor at North Branch Area High School
- 5. Jessica M. Richter, leave request from approximately December 10, 2024, through March 16, 2025, as Special Education Assistant at North Branch Area Middle School
- 6. Christopher Anderson, employment effective September 23, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
- 7. Jessica Clafin, employment effective September 3, 2024, as Special Education Assistant at Sunrise River Elementary School
- 8. Pauline Dockendorf, employment effective September 4, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
- 9. Scarlett Eichler, employment effective September 3, 2024, as Special Education Assistant at North Branch Area Education Center
- 10. Brooke Havilla, employment effective September 4, 2024, as Special Education Assistant at North Branch Area High School
- 11. Britney Lonnee, employment effective September 16, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
- 12. Sherri Matheson, employment effective September 4, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
- 13. Jamie O'Day, employment effective September 16, 2024, as Special Education Assistant at North Branch Area High School
- 14. Gaylea Pierca, employment effective September 9, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
- 15. Cindy Scheurer, employment effective September 16, 2024, as Lunchroom/Playground Assistant at North Branch Area Education Center

- 16. Shuani Anderson, position change effective August 27, 2024 from Schoolkeeper to Custodian at North Branch Area Public Schools
- 17. Sidney Mullin, position change effective August 28, 2024 from School Age Care Adult Assistant at North Branch Area Education Center to Special Education Assistant at Sunrise River Elementary School
- 18. 2024-25 Extracurricular Fall Coach Positions
 - a. Samantha Pederson, Class 6, Step 2, Coach for Middle School Volleyball
- 19. 2024-25 Activity Advisor Positions
 - a. Jonny Bodell, Class 6, Step 1, as Advisor for DECA
 - b. Jonny Bodell, Class 7, Step 2, as Advisor for Yearbook
 - c. Amanda Cook, Class 6, Step 7, as Advisor for FFA
 - d. Michael Connor, Class 10, Step 5, as Coach for Clay Target
 - e. Kevin Grote, Class 10, Step 8, as Advisor for Clay Target for Fall Season
 - f. Melissa Keschult, Class 7, Step 3, as Advisor for Elementary Yearbook
 - g. Gavin Lien, Class 9, Step 2, as Knowledge Bowl Assistant Advisor
 - h. Emily Miller, Class 10, Step 1, as Advisor for Prom
 - i. Emily Miller, High School Student Council Advisor, Class 6, Step 1
 - j. Pam Newbauer, Class 9, Step 10, as Advisor for Middle School Knowledge Bowl
 - k. Samantha Nuthak, Class 8, Step 4, as Knowledge Bowl Advisor
 - l. Ben Paro, Class 10, Step 6, as Advisor for Middle School Jazz Band
 - m. James Pope, Class 8, Step 10, as Advisor for High School Pep Band
 - n. James Pope, Class 4, Step 10, as Advisor for High School Jazz Band
 - o. Amy Randall, Class 8, Step 1, as Advisor for Middle School Student Council
 - p. Hannah Rawleigh, Class 6, Step 6, as Advisor for ProStart
 - q. Jessica Richter, Class 7, Step 8, as Advisor for Middle School Yearbook
 - r. Laura Rothe, Class 8, Step 9, as Advisor for National Honor Society
 - s. Juli Summer, Class 7, Step 3, as Advisor for Elementary Yearbook
- F. Approval of Seniority Lists
 - 1. NBEA (North Branch Education Association)
 - 2. Community Education Early Childhood Teachers
 - 3. NBSSA (North Branch Support Staff Association)
 - 4. SEIU Local 284 (Custodial)
- G. Approval of Resolution to Transfer \$232,761.09 from Fund 06, Construction Fund, to Fund 01, General Fund.
- H. Acceptance of Donations

Item	Amount	Source	Use
1. 2024-25 Extracurricular Fall Coach Positions	\$10,000.00	2024-25 Extracurricular	2024-25 Extracurricular
2. 2024-25 Activity Advisor Positions	\$10,000.00	2024-25 Activity Advisor	2024-25 Activity Advisor
3. 2024-25 School Board Meeting	\$10,000.00	2024-25 School Board Meeting	2024-25 School Board Meeting
4. 2024-25 Personnel	\$10,000.00	2024-25 Personnel	2024-25 Personnel
5. 2024-25 Construction Fund	\$10,000.00	2024-25 Construction Fund	2024-25 Construction Fund
6. 2024-25 General Fund	\$10,000.00	2024-25 General Fund	2024-25 General Fund
7. 2024-25 Special Education	\$10,000.00	2024-25 Special Education	2024-25 Special Education
8. 2024-25 Transportation	\$10,000.00	2024-25 Transportation	2024-25 Transportation
9. 2024-25 Other	\$10,000.00	2024-25 Other	2024-25 Other
10. 2024-25 Total	\$100,000.00	2024-25 Total	2024-25 Total

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

- A. Consider Approval of the 2024-25 School Board and Superintendent Outcomes

Moved by Grovender, seconded by LaValia and carried unanimously to approve the 2024-25 School Board and Superintendent Outcomes.

NEW BUSINESS

- A. Approval of Single Reading of the Following Policies

Moved by Naagele, seconded by LaValia and carried unanimously to approve single reading to following policies

- 1. Policy 506 - NB - Student Discipline (Annual Review, No MSBA changes)
- 2. Policy 514 - Bullying Prohibition Policy (Annual Review, No MSBA changes)

- B. Consider Approval for E-Learning

Moved by Trampe, seconded by LaValia and carried unanimously to approve E-Learning.

- C. Discuss the Minnesota State High School League (MSHSL) Constitutional Amendments Discussion only.

INFORMATION

None

BOARD REQUESTS

None

COMMITTEE REPORTS

Board Member Grovender reported in SCRED

Board Member Naagele gave a reminder to those who are to attend to sign-up for the upcoming SAFF meeting in Rossville, MN on October 25, 2024.

DATES TO REMEMBER

- A. October 24, 2024 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122
- B. October 24, 2024 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room, Room C120
- C. November 6, 2024 at 4:00 PM, Negotiations Committee Meeting, DO Conference Room B122
- D. November 6, 2024 at 4:30 PM, Principal Negotiations Session, DO Conference Room B122
- E. November 14, 2024 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122
- F. November 14, 2024 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center, Board Room, Room C120
- G. November 21, 2024 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room, Room C120

Adjournment

Moved by Grovender, seconded by Naagele and carried unanimously to adjourn the regular meeting at 5:51 PM /s/Heather Naagele, Clerk

Published in the
County News Review
November 21, 2024
1434731

December 1, 2024

North Branch School District #138
Attn; School Board members
38705 Grand Ave
North Branch, MN 55056

Dear members of the North Branch School Board,

Please accept our 2025 bid to become the official newspaper for the North Branch School District. The *Isanti/Chisago County Star* meets all of the requirements of a legal newspaper for the North Branch School District as set forth in MN Statute 331A.02.

- The *Star* is distributed free weekly to 8,466 households including **1,550 in the North Branch School District**. Please see the attached CVC Audit for circulation verification and demographic information.
- We post all legal notices to our website www.Isanti-chisagocountystar.com, under a public notice tab and on the statewide public notice website www.mnpublicnotice.com, at no additional charge and free to all viewers.
- We post all notices in the *Star* e-edition also on the website at no additional charge and free to all viewers.
- We are the only locally owned newspaper so money spent with us is re-invested in the area.
- We have 17 full-time and 7 part time employees in our Cambridge facility who put together all of our newspapers with 4 of us living in the North Branch School District.

Our bid is **\$1.95** per column inch if you contract with us for one year or **\$1.85** per column inch if you contract with us for three years.

We use 7 point type and 9 lines per inch which equates to the index figure of **0.169** for the 1 year contract or **0.161** for the three year contract.

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

Thank you for the opportunity to bid to become the official newspaper for the North Branch School District for 2025-2027. We regularly attend your school board meetings and have a long history of serving the residents of the district. If you have any questions, please feel free to contact me.

Sincerely,



Jeff Andres
Group Publisher
Isanti-Chisago County Star



Office of the Minnesota Secretary of State

Legal Newspaper Status Application

Minnesota Statutes, Chapter 331A.02



Must be filed between September 1 and December 31, each year

Filing Fee: \$25.00

Please read the instructions before completing this form.

1. Current Name and Known Office of Issue Address of Newspaper:

Isanti-Chisago County Star
930 S Cleveland St
Cambridge, MN 55008

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

SEP 23 2024

CA

Steve Simon
Secretary of State

2. **IF CHANGED**, list the new name and/or address of known office of issue:

Name of Newspaper:

Street Address:
(Must be a complete street address)

City: State: MN Zip Code:

3. **County of Known Office of Issue:** (Required) Isant.

4. **Legal Newspaper Phone Number:** (Required) 763-689-1181
(Area Code) Phone Number

5. **Name and daytime phone number of contact person:**

Jeff Andres 651-407-1258
Contact Name Daytime Phone Number

6. **Email Address for Official Notices**

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

E-Mail Address: news@countystar.com

7. **This legal newspaper certifies that it has complied with all of the requirements of Minnesota Statutes, section 331A.02.**

8. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

8/30/2024

Signature of Authorized Representative (Required)

Date

Audit Period: July 1, 2023 - June 30, 2024

Isanti-Chisago County Star

930 South Cleveland Street
Cambridge, MN 55008
(763) 689-1181

EMAIL: jeff@northstarmedia.net
www.isanti-chisagocountystar.com

1. Audited Media Platforms

Print Publication:	Average Net Circulation:	8,397 (Print Edition)
Website:	Average Website Users:	49,975
Social Media:	Average Facebook Followers:	3,327
	Average X (Twitter) Followers:	972

Isanti-Chisago County Star – Total Gross Contacts

CVC Estimated Edition Readership:	14,147
Total Digital Contacts:	54,274
Total Estimated Gross Contacts:	68,421*

*Total gross contacts include CVC estimated edition readership, website unique users, social media followers, and opened e-newsletter contacts. Total gross contact estimates can include significant audience duplication. There was no attempt made to eliminate any duplication that may exist.

2. Publication Information

Number of Editions:	One
Format / Average Page Count:	Tabloid / 18 Pages
Circulation Cycle:	Weekly
Ownership:	Northstar Media, Inc.
Year Established:	1915
Publication Type:	Community Newspaper
	100% Controlled / <1% Paid / 0% Sponsor Paid
Content:	50% Advertising / 50% Editorial
Primary Delivery Methods:	88% Carrier Delivery / <1% Mail / 12% Controlled Bulk
Annual Mail Subscription Rate:	\$136.00
Insert Zoning Available:	No
CVC Member Number:	01-4409
DMA:	Minneapolis, MN
Audit Funded By:	Publisher



3. Rate Card and Mechanical Data

Rate Card Effective Date:	November 1, 2024
Mechanical Data:	Six (6) columns X 16" column depth Full page: 10.3" wide X 16" depth.
Open Rate:	Local: \$11.65 per column inch National: \$11.65 per column inch
Insert Open Rate:	\$49.00 per thousand
Classified Rate:	\$10.80 per column inch
Deadline Day & Time:	Tuesday by 4 PM

Additional rates may be available from the publisher.

4. Contact Information

Publisher:	Jeff Andres	EMAIL: jeff@northstarmedia.net
Advertising:	Kellie Champion	EMAIL: sales@countystar.com
Circulation:	Scott Kittleson	EMAIL: circulation@countystar.com



www.cvcaudit.com



Explanatory – Print

PARAGRAPH FIVE AUDIT PERIOD SUMMARY

AVERAGE NET CIRCULATION: Average net circulation based on quarterly averages for the audit period indicated. (Total of controlled distribution (C), paid distribution (D), and sponsored distribution (E) minus unclaimed / return (G)). See audit period detail (H).

AVERAGE GROSS DISTRIBUTION: Average gross distribution based on quarterly averages for the audit period indicated. (Total of controlled distribution (A), paid distribution (B), and sponsored distribution (C)). See audit period detail (F).

NET PRESS RUN: Average net press run based on quarterly averages during the audit period indicated. The net press run average does not include press waste, or start-up copies. See audit period detail (A).

AUDIT PERIOD DETAIL

A. 1. NET PRESS RUN: Average net press run based on quarterly averages during the audit period indicated. The net press run average does not include press waste, or start-up copies.

B. 1. OFFICE / FILE: Undistributed editions maintained by the publisher for office purposes. Office / File editions do not qualify as controlled, paid, or sponsored distribution.

C. CONTROLLED DISTRIBUTION (NON-PAID): Editions distributed by the publisher free of charge.

1. CARRIER DELIVERY: Editions delivered by private carrier to single family residences, and/or multi-family residences, and/or businesses.

2. CONTROLLED BULK / DEMAND DISTRIBUTION: Editions distributed to newsracks, newsstands, and/or area retail businesses and available to individual readers. Subject to paragraph 5G returns.

3. MAIL: Editions delivered by United States Postal Service mail to single family residences, and/or multi-family residences, and/or businesses, and/or post office boxes.

4. REQUESTOR MAIL: Editions delivered on a requestor basis by United States Postal Service mail to single family residences, and/or multi-family residences, and/or businesses, and/or post office boxes. Qualified requestor circulation and other mail permit qualifications are audited by the United States Postal Service and not determined by CVC.

5. CONTROLLED WAITING ROOMS: Editions delivered to the waiting areas of local business and office buildings, including, but not limited to salons, medical and professional offices.

6. CONTROLLED HOTELS: Editions distributed to area hotels and available to individual readers. Subject to paragraph 5G returns.

7. EVENTS, FAIRS, FESTIVALS and TRADE SHOWS: Editions distributed to attendees and members of conventions, local fairs, festivals, trade shows and available to individual readers. Subject to paragraph 5G returns.

8. CONTROLLED EDUCATION: Editions distributed to area schools or educational institutions and available to individual readers. Subject to paragraph 5G returns.

9. RESTOCK / OFFICE SERVICE: Editions maintained and distributed by the publisher for restock of newsracks, newsstands, area retail businesses, office deliveries, and advertising purposes during the edition cycle. Subject to paragraph 5G returns.

CONTROLLED RETURNS: Edition distributed in the controlled distribution category, returned to the publisher unclaimed during the edition cycle *(See paragraph 10 for CVC return/unclaimed confirmation.) Publications with greater than 25% returnable source distribution must report returns or unclaimed copies to qualify for net circulation reporting.

D. PAID DISTRIBUTION: Editions distributed by the publisher through paid subscription or other monetary exchange with individual readers.

1. CARRIER DELIVERY: See C1 for explanation of carrier home delivery. See paragraph 11 for paid reporting analysis.

2. SINGLE COPY: Editions distributed to newsracks, newsstands, and/or area retail businesses and available to individual readers. Subject to paragraph 5G returns. See paragraph 11 for paid reporting analysis.

3. MAIL: See C3 for explanation of mail distribution. See paragraph 11 for paid reporting analysis.

4. PAID WAITING ROOMS: See C5 for explanation of waiting room distribution.

5. PAID HOTELS: See C6 for explanation of hotel distribution.

6. PAID EDUCATION: See C8 for explanation of educational copy distribution.

7. RESTOCK / OFFICE SERVICE: See C9 for explanation of restock and office distribution.

PAID RETURNS: See section C: controlled returns for explanation of returns reporting. *(See paragraph 10 for CVC return/unclaimed confirmation.)

E. SPONSORED / VOLUNTARY PAID DISTRIBUTION: Editions distributed by the publisher that are sponsored by a third party monetary exchange or voluntary reader payment system.

1. CARRIER DELIVERY: See C1 for explanation of carrier home delivery.

2. SINGLE COPY: Editions distributed to newsracks, newsstands, and/or area retail businesses and available to individual readers on a sponsored or voluntary pay basis. Subject to paragraph 5G returns.

3. MAIL: See C3 for explanation of mail distribution.

4. SPONSORED WAITING ROOMS: See C5 for explanation of waiting room distribution.

5. SPONSORED EDUCATION: See C8 for explanation of educational copy distribution.

6. RESTOCK / OFFICE SERVICE: See C9 for explanation of restock and office distribution.

SPONSORED RETURNS: See section C: controlled returns for explanation of returns reporting *(See paragraph 10 for CVC return/unclaimed confirmation.)

F. AVERAGE GROSS DISTRIBUTION: Average gross distribution based on quarterly averages for the audit period indicated. Total of controlled distribution (A), paid distribution (B), and sponsored distribution (C).

G. TOTAL UNCLAIMED / RETURNS: Distributed editions returned to the publisher unsold and/or unclaimed during the edition cycle. *(See paragraph 10 for CVC return/unclaimed confirmation.)

H. AVERAGE NET CIRCULATION: Average net circulation for the audit period indicated. Total of controlled distribution (C), paid distribution (D), and sponsored distribution (E) minus unclaimed / return (G).

6. Average Print Circulation History

YEAR	AUDIT SOURCE	Q1	Q2	Q3	Q4
01/01/24-12/31/24	CVC	8,401	8,392	-	-
01/01/23-12/31/23	CVC	8,425	8,406	8,371	8,399
07/01/22-12/31/22	CVC	-	-	9,265	8,946

7. Distribution by Zip Code (6/27/2024 Edition) Thursday

ZIP CODE	CITY / AREA	COUNTY	STATE	CARRIER DELIVERY	CONTROLLED BULK / SINGLE COPY	MAIL	OFFICE / RESTOCK	TOTAL
55006	Braham	Isanti	MN	0	225	0	0	225
55008	Cambridge	Isanti	MN	4,816	315	0	20	5,151
55032	Harris	Chisago	MN	0	50	0	0	50
55040	Isanti	Isanti	MN	1,475	0	0	0	1,475
55056	North Branch	Chisago	MN	1,125	375	0	0	1,500
55069	Rush City	Chisago	MN	0	65	0	0	65
Misc.	Assorted	Assorted	MN	0	0	24	0	24
TOTAL				7,416	1,030	24	20	8,490

8. Distribution by County (6/27/2024 Edition) Thursday

COUNTY	CITY / AREA	STATE	CARRIER DELIVERY	CONTROLLED BULK / SINGLE COPY	MAIL	OFFICE / RESTOCK	TOTAL
Chisago	Harris North Branch Rush City	MN	1,125	490	0	0	1,615
Isanti	Braham Cambridge Isanti	MN	6,291	540	0	20	6,851
Misc.	Assorted	-	0	0	24	0	24
TOTAL			7,416	1,030	24	20	8,490

9. Verification of Distribution – Mail and Carrier Delivery Distribution

Isanti-Chisago County Star reported an average mail distribution of 32 during the audit period. Mail distribution is verified through the review of mail statements and/or additional publisher support documents. Isanti-Chisago County Star reported an average carrier delivery distribution of 7,416 during the audit period. Carrier delivery is verified through the review of carrier statements and/or additional publisher support documents. The Circulation Verification Council performed a delivery & readership verification in the primary market areas indicated in paragraph nine. Delivery verification is performed using multi-source methodologies considered necessary under the circumstances of the audit. Delivery verification can include, but is not limited to, residential and cell phone interviews, online surveys, email surveys, USPS surveys, in-person interviews and/or social media surveys. Delivery verification source data can include, but is not limited to, residential phone listings, cell phone exchanges, delivery lists, opt-in email databases, online, and/or social media databases.

CVC review indicates that a sufficient number of individuals reported that they receive Isanti-Chisago County Star on a regular basis to substantiate the publisher’s distribution claims.

CVC verification confirms that 274 of 363 or 75.5% report they regularly read or look through Isanti-Chisago County Star.

*Households reporting stop delivery requests were excluded from the survey.
The Circulation Verification Council estimates that all the information in this text box has a minimum accuracy level of +/-4%.

10. Verification of Distribution – Controlled Bulk / Demand Distribution / Single Copy

The Circulation Verification Council performed delivery verification in the primary market areas indicated in paragraph nine. Delivery verification is performed using multi-source methodologies considered necessary under the circumstances of the audit. Delivery verification can include, but is not limited to, on-site verification, business phone verification, online, email, and/or social media contact. Delivery verification source data can include, but is not limited to, business and cell phone listings, delivery lists, opt-in email, online, and/or social media databases. Circulation Verification Council performed the delivery verification from locations chosen randomly from the publication's delivery list(s).

CVC verification substantiates Isanti-Chisago County Star's claim of 81 returnable source distributed editions returned to the publisher unclaimed after the edition cycle.

11. Paid Reporting Analysis

CARRIER DELIVERY	Basic Rates: N/A
	AVERAGE NUMBER OF SUBSCRIPTIONS
Full Basic Rate	0
MAIL	Basic Rates: \$136.00 / 1-Year
	AVERAGE NUMBER OF SUBSCRIPTIONS
Full Basic Rate	25
Over 75% of basic rate	0
Over 50% of basic rate	0
Over 25% of basic rate	0
1%-24% of basic rate	0
Less than 1% of basic rate*	0
SPONSORED	Basic Rates: N/A
	AVERAGE NUMBER OF SUBSCRIPTIONS
Full Basic Rate	0
SINGLE COPY	COVER PRICE: N/A
	AVERAGE WHOLESALE RATE: N/A

12A. Audited Average Website Reporting - www.isanti-chisagocountystar.com

	Monthly Audit Period Average
Website Unique Users	49,975
Website Page Views	64,603

Explanatory – Website

PARAGRAPH TWELVE (A)

UNIQUE USERS: A unique user to a website where the user registers or where the user is identified or marked by a cookie, IP address, or other ID that is attached to the browser within the defined cycle. Limitations apply to the measurement of unique users. Please see CVC Rules & Regulations for further information.

PAGE VIEWS: The transmittal of a full page contained within the website to the user's browser.

12B. Audited Online/Digital Edition Reporting - Not Reported

12C. Text Media - Not Reported

12D. Social Media

Social Media Source	Average Media Usage	June 2024
www.facebook.com/isanti-chisago-county-star	3,327 Followers	3,537 Followers
X (Twitter) - @countystar_news	972 Followers	997 Followers

Explanatory – Social Media

PARAGRAPH TWELVE (D)

FACEBOOK LIKES: The average number of followers as expressed by the Facebook page. Information sourced at regular intervals from the publications page on Facebook.com or third party measurement sources.

X (TWITTER) FOLLOWERS: The average number of followers as expressed by members of the X (Twitter) community. Information sourced at regular intervals from the publications page on X (Twitter.com) or third party measurement sources.

12E. Email Media - Not Reported

12F. Video & Podcast Media - Not Reported

13. Council Audit Statement

Circulation Verification Council (CVC) reviewed the printing, distribution, circulation, technology, and general business records of this publication for the purpose of compiling this information. The review was completed using Council audit procedures considered necessary under the circumstances of the audit in compliance with CVC Rules and Regulations. In our opinion, this report fairly and accurately represents the publication's printing, distribution, circulation, and technology reporting, if applicable, for the period indicated. The publication has sworn that the information presented for this audit reporting is accurate and supplied CVC with general business records substantiating the information under audit review. This report is released subject to the provisions of the CVC Rules & Regulations which are hereby incorporated by reference. CVC Rules & Regulations may be amended from time to time without notice at the sole discretion of CVC. In no event shall CVC be liable for indirect, incidental, consequential, special, or punitive damages, or damages for lost profits, lost income, or lost savings arising by negligence, intended conduct, breach of contract, or otherwise. CVC reports and data are released for the sole use of advertising purchase evaluations and any use for valuations or determination of value is strictly prohibited. CVC reports may not be used for USPS requestor or other permit qualifications. This report is subject to copyright laws and may only be reproduced by the publisher.



The current status of this report expires September 30, 2025.
If this report is presented after September 30, 2025 please call the toll-free number listed below.



Isanti-Chisago County Star - Cambridge, MN - 01-4409 - Supplemental Readership Study

The Circulation Verification Council surveyed Isanti-Chisago County Star readers in the primary market areas indicated in publication's CVC audit report. The purpose was to identify the number of individuals who indicate they have read at least two of the last four issues of the publication, and gather study information solely for advertising purchase evaluations. Market statistics estimates appearing in CVC reports, when available, are obtained from EASI Software. CVC study sources can include, but are not limited to, residential and cell phone surveys, online surveys, email surveys, and/or social media surveys. Study source data can include, but are not limited to, residential phone listings, cell phone exchanges, publisher delivery lists, opt-in email, online, and/or social media databases. Residential and cell phone survey populations consist of adults age 18 and over, living in households within the survey area. Within this area, each individual had a known (or "non-zero") probability of being selected for the random sample. Surveys were conducted solely with pre-designated respondents and no substitutions were permitted. Initial survey attempts were spread evenly across all survey days (i.e., Tuesday through Saturday). A minimum of 250 completed surveys, or 2.5% of net circulation for publications under 10,000 circulation is required with no more than one survey per household. Survey Procedures: To ensure the highest degree of comparability and to facilitate the survey process, a standard, consistent, specified list of questions was asked. Surveys were conducted over a minimum period of two weeks to minimize the impact of weather and/or special circumstances. Every effort was made to ensure that surveys were assigned randomly by day and that an approximately equal number of surveys were completed on each survey day. Where appropriate, data was balanced and/or weighted by ZIP code using up-to-date known demographics: gender, age, number of adults in household and ethnicity in those cases where one minority comprised no less than ten percent of the total population. Non-responses to any single question were eliminated from the survey. In all cases, at least four attempts were made to contact all pre-designated respondents. Every effort was made to surmount language, cultural, behavioral and other barriers to a successful survey; and to the extent feasible, contact attempts were scheduled on a random basis. During the survey process, no questions were asked prior to the readership question, with the exception of a qualifying question designed to determine the ZIP code of the individual; and a general warm-up call explanation designed to put the respondent at ease. Warm-up questions did not include any reference to a publication itself or the nature of the study information. The study followed recommended guidelines developed in part from established media usage and evaluation guidelines. Survey totals may not equal 100% due to rounding. The Circulation Verification Council estimates that all the information in this survey has a maximum error margin of +/-4% at the 95% confidence level. 274 Survey respondents were interviewed during the verification of carrier delivery and mail distribution. Eight (8) survey respondents reported reading a minimum of two of the last four issues through single copy, controlled bulk, or pass along distribution. 133 Survey respondents responded to a geo-coded outbound email verification. This publication did not participate in the CVC online research program.

• **Average estimated readers per edition during the audit period: 2.15**
 *Readership estimates compiled from 2024 CVC circulation & readership study data.

1. Isanti-Chisago County Star is distributed regularly in your area. Do you regularly read or look through Isanti-Chisago County Star?

YES	415	Survey Respondents
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2. Do you frequently purchase products or services from ads seen in Isanti-Chisago County Star?

YES	274	66.0%
NO	141	34.0%

3. How long do you keep Isanti-Chisago County Star before discarding it?

54%	1-2 Days
16%	3-4 Days
15%	5-6 Days
15%	1 Week or More

4. Reader Gender (Voice recognition - Gender Bias Rotation)

Reader Demographics	Market Demographics
45%	51% Male Readers
55%	49% Female Readers



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8. Which of the following products or services, if any, do you plan to purchase during the next twelve months? (% = Positive respondents)

- 15% New Automobile, Truck or SUV
- 12% Used Automobile, Truck or SUV
- 09% Antiques / Auctions
- 33% Furniture / Home Furnishings
- 14% Major Home Appliance
- 30% Computers, Tablets or Laptops
- 34% Home Improvements or Home Improvement Supplies
- 21% Television or Electronics
- 13% Carpet or Flooring
- 35% Automobile Accessories (tires, brakes or service)
- 36% Lawn & Garden Supplies
- 20% Florist / Gift Shops
- 14% Home Heating & Air Conditioning (service, new equipment)
- 41% Vacations / Travel
- 08% Real Estate (Sell or purchase)
- 44% Men's Apparel
- 71% Women's Apparel
- 12% Children's Apparel
- 01% Boats or Personal Watercraft
- 13% Art & Crafts Supplies
- 05% Childcare
- 07% Education or Classes
- 09% Attorney
- 31% Veterinarian
- 13% Chiropractor
- 26% Financial Planner (Retirement, Investing)
- 32% Tax Advisor / Tax Services
- 21% Health Club / Exercise Class
- 33% Cleaning Services (Carpet Cleaning, Air Duct Cleaning, Home Cleaning)
- 06% Weight Loss
- 27% Lawn Care Service (Maintenance & Landscaping)
- 24% Legal Gambling Entertainment (Lottery, Casinos, Racetracks, Bingo)
- 41% Pharmacist / Prescription Service
- 26% Cell Phone or Smart Phone (New Service or Update Service)
- 80% Dining & Entertainment
- 20% Jewelry
- 03% Wedding Supplies
- 09% Athletic & Sports Equipment
- 03% Motorcycles / ATV's
- 41% Medical Services / Physicians
- 30% Pet Supplies

2025 SCHOOL BOARD MEETING SCHEDULE

January 9, 2025	Regular School Board Meeting
January 23, 2025	Work Session
February 13, 2025	Regular School Board Meeting
February 27, 2025	Work Session
March 13, 2025	Regular School Board Meeting
March 27, 2025	Work Session
April 10, 2025	Regular School Board Meeting
April 24, 2025	Work Session
May 8, 2025	Regular School Board Meeting
May 22, 2025	Work Session
June 12, 2025	Regular School Board Meeting
July 10, 2025	Regular School Board Meeting
July 24, 2025	Work Session
August 14, 2025	Regular School Board Meeting
August 28, 2025	Work Session
September 11, 2025	Regular School Board Meeting
September 25, 2025	Work Session
October 9, 2025	Regular School Board Meeting
October 23, 2025	Work Session
November 6, 2025	Work Session
November 13, 2025	Regular School Board Meeting
December 11, 2025	Regular School Board Meeting

COMMITTEE ASSIGNMENTS FOR 2025

COMMITTEE	2025 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)
Strategic Planning Advisory Committee	

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

Pursuant to due call and notice thereof, a meeting of the School Board of Independent School District No. 138, North Branch, Minnesota, was held on the 9th day of January 2025, at 5:30 p.m.

The following Board members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

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

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

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

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

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

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

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

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

