

**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
 APRIL 10, 2025
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent’s Report 4
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of March 6, 2025 Regular School Board Meeting 22
 - B. Minutes of March 27, 2025 Special School Board Meeting 30
 - C. Authorization of Payments, Transfers, and Investment Activity 32
 - D. Personnel
 - 1. Julie Anderson, resignation effective June 13, 2025, as Office Clerk at North Branch Area High School
 - 2. Allie Endle, resignation effective end of 2024-25 School Year, as Grade 1 Teacher at Sunrise River Elementary School
 - 3. Kourtney Enstad, resignation effective March 28, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 - 4. Brooke Havrilla, resignation effective February 28, 2025, as Special Education Assistant at North Branch Area High School
 - 5. Abigail Maser, resignation effective at the end of 2024-25 School Year, as Special Education Teacher at Sunrise River Elementary School
 - 6. Brianna Smith-Sheppard, resignation effective March 25, 2025, as Schoolkeeper at North Branch Area Public Schools
 - 7. Jessica M. Richter, extension of leave request from March 17, 2025 through the remainder of the 2024-25 School Year, as Special Education Assistant at North Branch Area Middle School
 - 8. Licia Sieracki, extension of leave request from March 28, 2025 through April 23, 2025, as Special Education Assistant at Sunrise River Elementary School
 - 9. Rachel Mellem, leave request effective August 25, 2025 through January 4, 2026, as Grade 2 Teacher at Sunrise River Elementary School
 - 10. Nicole Wallgren, leave request from approximately May 19, 2025 to July 20, 2025, as Office Clerk at North Branch Area Education Center
 - 11. Fawn Sparks, termination effective April 2, 2025, as Schoolkeeper at North Branch Area Public Schools

12. Brinna Barlow, non-renewal for the 2025-26 school year, as English/Language Arts Teacher at North Branch Area High School
13. Laura Sletten, position change effective February 25, 2025 from Schoolkeeper to Custodian at North Branch Area Public Schools
14. Sandra Blake, employment effective March 3, 2025, as Special Education Assistant at North Branch Area High School
15. Paola Kessler, employment effective March 17, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
16. Norman Nagel, employment effective March 3, 2025 as Lunchroom Assistant at North Branch Area Middle School
17. Robert Pufall, employment effective February 10, 2025, as Special Education Assistant at North Branch Area Education Center
18. Lucas Edson, BS, Step 2, 1.0 FTE, effective March 4, 2025 for the 2024-25 School Year as Trades and Industry Teacher at North Branch Area High School
19. Cassandra Johnson, BS, Step 1, LTS for Courtney Wood, effective April 7, 2025 through June 9, 2025, as Grade 2 Teacher at Sunrise River Elementary School
20. 2024-25 Extracurricular Spring Coach Positions
 - a. Kyle Kahl, Class 6, Step 10, as Coach for Middle School Baseball
 - b. Jim Van Eerden, Class 6, Step 10, as Coach for Middle School Baseball
 - c. Mikayla Carlson, Class 6, Step 6, as Coach for Middle School Softball
 - d. Charlie Linder, Class 4, Step 3, changed to 0.5 FTE Assistant Coach for Baseball
 - e. Josh Beaver, Class 4, Step 4, as Assistant Coach for Baseball
 - f. Clint Mattson, Class 4, Step 2, as Assistant Coach for Baseball
 - g. Casey Schwalbe, Class 4, Step 2, as Assistant Coach for Baseball
 - h. Steve Christensen, Class 4, Step 10, as 0.5 FTE Assistant Coach for Baseball
 - i. Alison Potrament, Class 5, Step 1, as Assistant Coach for Softball
 - j. Everett Appleby, Class 4, Step 3, as 0.5 FTE Assistant Coach for Track and Field
 - k. Kathy Kimble Robotcek, Class 4, Step 10, as Assistant Coach for Track and Field
 - l. Bryant Meyer, Class 5, Step 4, as Assistant Coach for Boys Tennis
 - m. John Paul Rossini, Volunteer Coach for Boys Tennis
21. 2024-25 Activity Advisor Position
 - a. Angela Lund (Brown), Class 9, Step 5, as 0.5 FTE Advisor for the Spring Musical Accompanist (Choreographer)
 - b. Angela Lund (Brown), Class 9, Step 6, as 0.25 FTE Advisor for the Spring Musical Set Design (Props)

E. Acceptance of Donations

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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 Superintendent² recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 138 that the School Board accept with appreciation the following contributions and permit their use as designated by the donors.

- VIII. **Open Mic:** Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.
- IX. Old Business
- X. New Business
 - A. Consider Authorizing the Issuance of Purchase Orders for Fiscal Year 2025-26 in an Amount not to Exceed 80 Percent of the Adopted 2024-25 Budget for Supplies and Services
 - B. Consider Approval of the Support Staff Association Apprentice Letter of Agreement Modification to Remove the Pilot Substitute Teacher Short Call Requirement 34
- XI. Addendum
- XII. Information
- XIII. Board Requests
- XIV. Committee Reports
- XV. Dates to Remember
 - A. April 24, 2025 at 5:30 PM, School Board Work Session, Sunrise River Elementary School, Media Center
 - B. May 8, 2025 at 4:30 PM, Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122
 - C. May 8, 2025 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center - Board Room, Room C120
 - D. May 22, 2025 at 5:30 PM, School Board Work Session, North Branch Area Education Center, Board Room C120
 - E. May 27, 2025 at 3:30 PM, Negotiations Committee Meeting, North Branch Area Education Center
 - F. May 27, 2025 at 4:00 PM, Custodian Negotiations Session, North Branch Area Education Center, DO Conference Room B122
- XVI. Adjournment

Superintendent Update

April 10, 2025

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At the forefront of educational excellence



WHAT WE INTEND TO CREATE

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

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 Spotlight: Dameion Palmer completes rigorous Ford ACE Program



Dameion Palmer has become the fifth individual in Minnesota to successfully complete the Ford ACE Program!

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- Vince Crudo completed the program earlier this year

SKOL! and congratulations to Dameion!

Viking Spotlight: Esget is 2025 Athena Award winner



Dakota Esget is NBAHS's 2025 Athena Award winner!

- The Athena Awards honor one senior female athlete from each school and brings them together at a formal banquet in April.
- Head girls track coach Norm Nagel, said,

"As a dedicated student athlete, Dakota has set the standard high in the classroom and in athletics at North Branch High School. Being a 4.0 student and achieving multiple awards and high honors in her time at North Branch makes Dakota one of our top athletes to wear the Viking red and white. Her dedication and drive to her craft, depending on what season it is far superior to none."

- Dakota will attend the University of St. Thomas, majoring in biology. She will be recognized along with 47 other member schools' recipients at the 31st Annual St. Paul Athena Awards event on Wed., April 16.

DAKOTA ESGET
ATHENA AWARD WINNER

North Branch Area High

Cross Country

Volleyball

Gymnastics

Track and Field

School Activities

Community Volunteer

Scholastic Achievements

Post Graduation Plans

St. Paul Athena Awards

2025

ATHENA AWARD WINNER

DAKOTA ESGET

17 ALL-STATE GYMNASTICS AWARDS

2023 MSHSL UNEVEN BARS CHAMPION

2024 MSHSL UNEVEN BARS CHAMPION

2024 MSHSL ALL-AROUND CHAMPION

3X TRUE TEAM PARTICIPANT

9X MSHSL STATE TOURNAMENT PARTICIPANT

ALL-AMERICAN STATUS 4X200M RELAY

4.0 GPA, NHS MEMBER

Welcoming our Class of 2038 Vikings



Kindergarten enrollment for the 2025–2026 school year is NOW OPEN!

- Supportive enrollment process
 - <https://www.isd138.org/o/nba/page/kindergarten-enrollment>
- Families who have questions or want to complete enrollment by phone, can call 651-674-1220.

**KINDERGARTEN
ENROLLMENT
IS OPEN**

2025–2026 School Year

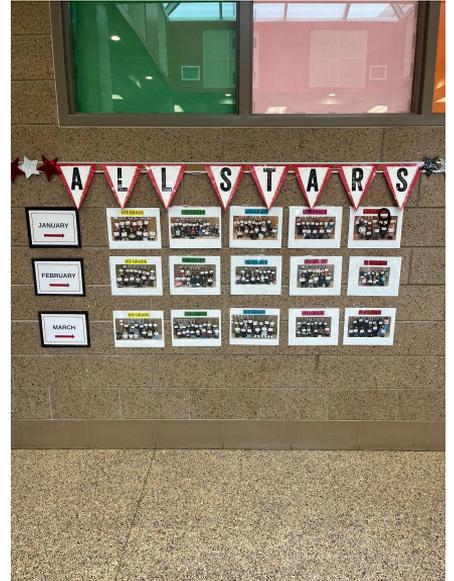
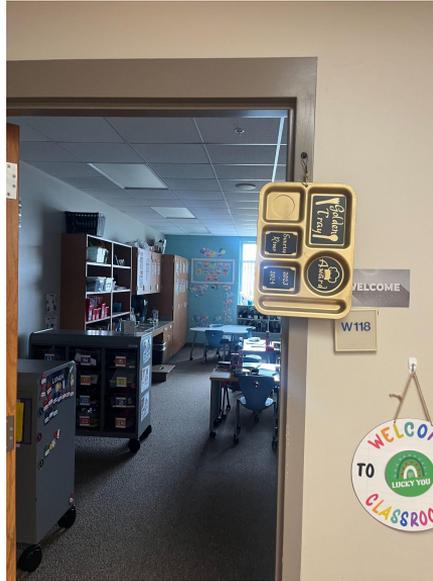
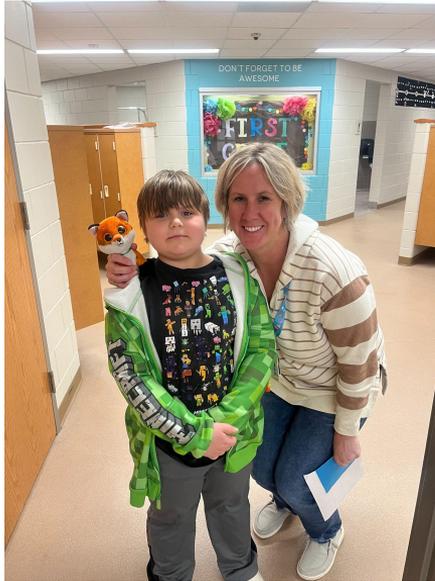
Children who are 5 or before Sept 1, 2025 are eligible for kindergarten! Register today to join the Vikings class of 2038!

Enroll Now

Ways to enroll:

- 🌐 www.isd138.org
- 📞 651-674-1220
- ✉ ebjerketvedt@isd138.org

Joy of Learning at Sunrise



Global Connections: Students Discover African Game of Dara



Students in 8th Grade World Cultures recently learned how to play Dara, a traditional Nigerian strategy game played across all of Northern Africa.

- Students learned how traditions are passed on¹⁰ through storytelling, and that's how this game has been passed from generation to generation.
- In Africa, kids dig a grid in the ground, find some stones and sticks, and play against each other that way. Our students played with paper and colored blocks.

Addressing Safety Concerns



Yesterday, a gas line was struck near Lincoln Trail and Grand Avenue.

- We are so grateful for the quick response and expertise of the North Branch Fire Department and local utility crews who were on site immediately monitoring the situation.

Initial monitoring indicated no safety concerns to nearby schools, businesses, or residents.

However, as crews continued to collect data later in the afternoon, new information led emergency responders to make the real-time decision to close the roadway just minutes before school dismissal to ensure everyone's safety. ¹¹

- While the timing of the road closure didn't allow for proactive communication to all families, we fully respect and appreciate the fire department's leadership and their commitment to keeping our community safe.

This situation reminds us how critical our partnerships are with local emergency responders. We're grateful for their work yesterday — and we remain committed to working together to strengthen communication and safety protocols for the future.

Thank you again to all emergency crews working to keep our students, staff, and community safe!



Bond rating improves to A1

NBAPS achieved a significant financial milestone: a bond rating upgrade from A2 to A1 by Moody's Investors Service

- reflects strong financial health, responsible leadership, and a commitment to public trust
- Improved rating is a major leap from the district's Baa2 rating in 2019, and signals confidence in NBAPS's ability to meet its financial obligations while maintaining fiscal stability.

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In 2020, the NBAPS School Board adopted a fund balance policy targeting 10% to 15% reserves in the unassigned general fund—a move designed to protect district operations during economic uncertainty and strengthen long-term financial planning.

- The district not only met that target, but also achieved five consecutive clean audits under the leadership of Director of Finance and Human Resources Todd Tetzlaff and the business department, including Accountant- Jenna Battaglia, Human Resource Specialist- Jody Spofford, and Bookkeepers- Christine Lundberg, Angela Nelson and Jennifer Thompson.

The higher bond rating means lower borrowing costs, stronger investor confidence, and greater flexibility for future capital improvements, saving money for taxpayers and creating stability for district operations

Legislative Advocacy and the win-win of partnership

Call to action- please contact legislators this week.

- [Advancing Registered Teacher Apprenticeships](#)
- [Investing in community spaces that strengthen families, workforce and health](#)

Viking staff coming together to raise money for student scholarships



NBAPS staff will again be bagging groceries at County Market to raise scholarships for graduating seniors seeking to continue their education.

Saturday, April 12
10 am - 4 pm

Save the date and plan to do your grocery shopping on April 12 and partner with Viking staff to support our 2025 Viking graduates!



Floral class providing corsages for prom



NBAHS AVANCED FLORAL CLASS

Prom Flower Sale



Sale Runs until
4/17/25 on GOFAN

Proceeds fund student opportunities in the NBAHS Agriculture program

The poster has a black background with a decorative border of small white and yellow dots. The text is in white and gold. The images show hands holding various floral arrangements, including corsages and bouquets.

Advanced Floral Students is offering prom corsages, boutonnieres and bouquets to NBAHS students this year!

- Flowers will be created to industry standards and ready for pick up Friday, 4/25 after school until 5 PM.
- Options include: Wrist Corsages, Hand-tied Bouquets, Boutonnieres, Couple's Sets, and a DIY Design Studio option for students who wish to create their own.
- Details can be found on the GOFAN page: https://gofan.co/event/3498054?schoolId=MN19629_2
- Questions can be directed to: acook@isd138.org. Sale ends 4/17/25.

NBAEF hosts Purse and Yeti Bingo



DESIGNER PURSE AND YETI®

B I N G O

YOUR CHOICE: PURSE, YETI, CASH, OR COMBO!

Sunday April 27th, 2025 Lent Townhall - Stacy, MN

- Package Sales Only
- 11 Games
- \$30/\$45 Packages
- Must go Coverall for Cash up to \$1,000!
- The Fuse will be hosting a Cash Bar & Snacks for Purchase

Doors Open AT 12:00pm
Sales Open AT 1:00pm
Bingo Starts AT 2:00pm

Cash Only Event!
Saving Seats IS Allowed

YETI

Fundraiser proceeds go to support our Mission: Dedicated to enhancing opportunities to achieve excellence for students in the North Branch Area Public School District ISD #138

NBAEF
NORTH BRANCH AREA EDUCATION FOUNDATION
DEDICATED TO EDUCATIONAL EXCELLENCE SINCE 2008

The NBAEF is hosting Designer Purse and Yeti Bongo on Sunday, April 27

- Where: Lent Town Hall
- When: doors open at noon
- Event is unlike other purse bingo events; the winner has the choice of purse, Yeti, cash, or combo!

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Proceeds from the event will be used to enhance the educational opportunities of NBAPS students. Thanks NBAEF!

Choice not Chance in Action

- Full day of activities
 - Each student has a passport to guide them through activities and choices
 - Debrief with advisory and turn passport in for prizes provided by sponsors
- 3 different session that students will rotate to learn about careers of their choice
 - Classroom visits of career presentations
 - 40 presenters at each rotation
 - Panel Presentation in Auditorium
 - Transferable skills that prepare students for the workplace
 - Vendor Fair with interactive activities to learn more about industry opportunities; Have over 60 vendors signed up to attend
- All school barbeque
- Community Building Activities
 - Car Show
 - Sidewalk Art show
 - Cornhole Tournament and other events



Auto Show as part of Future Forward Day



NBAHS Auto Shop is planning its first car show on May 5 for all students to attend!

- Looking for anyone interested in sharing their cars at this event.
- The event flier has more information and a link to the sign up form

The flier is for the 'FIRST ANNUAL AUTO SHOW 2025' at North Branch Area High School. It features a dark background with a red car on the right side. The text is primarily in white and red. At the top, it lists the school name and address: 'North Branch Area High School 38175 Grand Ave, North Branch, MN 55056'. The main title 'FIRST ANNUAL AUTO SHOW' is in large, bold, red letters, with '2025' below it in white. A paragraph of text invites students to share their enthusiasm. There are three buttons: 'May 5, 2025', '1:00 PM - 2:30 PM', and 'North Branch Area High School'. A red 'APPLY NOW' button is also present, with a URL below it: 'https://forms.gle/u9u7HEgKpvp9v9227'. A QR code is in the bottom right, and a small logo with 'NB' is in the bottom left. A small number '18' is visible on the right edge of the flier.

North Branch Area High School 38175 Grand Ave, North Branch, MN 55056

FIRST ANNUAL AUTO SHOW

2025

Join us at North Branch Area High School to share your enthusiasm and expertise in the world of cars with our students.

EVENT DETAILS

May 5, 2025

1:00 PM - 2:30 PM

North Branch Area High School

APPLY NOW

<https://forms.gle/u9u7HEgKpvp9v9227>

This is a free event open to all, and awards will be presented based on student votes across multiple categories. While attendance is free, we kindly request that you sign up using the link so we can keep track of participants. After registering, you will receive a confirmation email with additional details on the event's time, location, and other important information. We look forward to seeing you there!

Questions: tsorgert@isd138.org



Walk and Roll to School Day



Wednesday
May 7

North Branch
Area Library
(6355 379th St.)

Meet at 7:05 am
Walk/bike starts
at 7:15 am



NBAPS, the City of North Branch, and Chisago County SHIP are again hosting a spring Walk and Roll to School event!

- This spring's event will start at the NB Library at 7:05 am, Wednesday, May 7.

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Walk and roll to School

- Spend time with friends
- Get exercise
- Have fun!



Community Service Day is May 29



May 29 has been selected for this year's Community Service Day.

Community Service Day is a wonderful way for students and staff to give back to the communities that support them each year.

If you know anyone in the community who could use a little help this spring, please contact Pat Tepoorten at ptepoorten@isd138.org, or 651-674-1018.





**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
March 6, 2025**

The School Board of Independent School District 138 met in regular session on Thursday, March 6, 2025, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

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

Absent: Jessie LaValla

Others in Attendance:

Ben Paro, David Treichel, Ian McWilliams, Pakou Lee, Pat Tepoorten, Rachel Kytönen, Teresa Carlson and Todd Tetzlaff

The Pledge of Allegiance was said by all.

Approval of Agenda:

Moved by Grovender, seconded by Johnson and carried unanimously to approve the agenda following roll call votes.

Voted for: Grovender, Johnson, MacMillan, Naegele and Trampe

Voted against: None

Abstained: None

SUPERINTENDENT'S REPORT

Superintendent Paul spotlighted student Irv Winreich – Helping Simply Because He Can. She had also addressed school operations on snowy days and gave a heartfelt appreciation to staff, students and families for going above and beyond.

Dates to remember:

- April 12th from 10am - 4pm at County Market, raising scholarships for graduating seniors seeking to continue education.
- May 29th Community Service Day, contact Pat Tepoorten at ptepoorten@isd138.org, or 651-674-1018 if you know anyone in the community who could use a little help this spring.

CONSENT ITEMS

Moved by Grovender, seconded by Naegele and carried unanimously to approve the consent agenda following roll call votes.

Voted for: Grovender, Johnson, MacMillan, Naegele and Trampe

Voted against: None

Abstained: None

- A. Minutes of January 13, 2025 School Board Retreat
- B. Minutes of February 13, 2025 Policy Committee Meeting
- C. Minutes of February 13, 2025 Regular School Board Meeting
- D. Minutes of February 27, 2025 Work Session Meeting
- E. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$498,999.47
 - Auxiliary, Bank 12 - \$2,008.15
 - Payroll, Bank 13 - \$2,157,425.44
 - Scholarship, Bank 18 - \$25,350.00
 - High School Student Activities, Bank 31 - \$21,917.50
 - Middle School Student Activities, Bank 32 - \$222.95
- F. Personnel
 - 1. Cassandra Keacher, resignation effective March 5, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 - 2. Galytea Pierce, resignation effective February 21, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 - 3. Katherine Hammond, extension of leave request from January 29, 2025 through April 10, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
 - 4. Art Tobin, extension of leave request from January 1, 2025 through June 30, 2025, as Director of Buildings and Grounds at North Branch Area Public Schools
 - 5. Licia Sieracki, extension of leave request effective February 28, 2025 through March 27, 2025 as Special Education Assistant at Sunrise River Elementary School

6. Zachary Berg, leave request from February 18, 2025 returning on March 3, 2025, as the Director of Buildings and Grounds at North Branch Area Public Schools
7. Denise Besch, leave request for the 2025-2026 school year, as Grade 4 Teacher at Sunrise River Elementary School
8. Jeanne Degerstrom, leave request for the 2025-2026 school year, as Intervention Teacher at Sunrise River Elementary School
9. Barb Gray, leave request for the 2024-2025 school year, as Special Education Assistant at North Branch Area Middle School
10. Courtney Wood, leave request effective approximately April 7, 2025 through June 8, 2025, as Grade 2 Teacher at Sunrise River Elementary School
11. Tracey John, retirement effective at the end of the 2024-25 school year, as Grade 5 Teacher at Sunrise River Elementary School
12. Cassandra Keacher, employment effective January 3, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
13. 2024-25 Extra Curricular Spring Coach Positions
 - a. Matt Solberg, Class 2, Step 10, as Head Coach for Baseball
 - b. Charlie Linder, Class 4, Step 3, as Assistant Coach for Baseball
 - c. Katherine Crudo, Class 2, Step 9, as Head Coach for Softball
 - d. Samantha Pederson, Class 4, Step 3, as Assistant Coach for Softball
 - e. Ava Sittlow, Class 4, Step 2, as Assistant Coach for Softball
 - f. Jessica Audette, Class 6, Step 5, as Coach for Middle School Softball
 - g. Brent Lundgren, Class 2, Step 9, as Boys Head Coach for Track and Field
 - h. Ian McWilliams, Class 4, Step 10, as Assistant Coach for Track and Field
 - i. Norm Nagel, Class 2, Step 10, as Head Coach for Girls Track and Field
 - j. Eli Erickson, Class 4, Step 2, as Assistant Coach for Track and Field

- k. Ryan Minke, Class 3, Step 10, as Head Coach for Boys Golf
- l. Jonny Bodell, Class 5, Step 2, as Assistant Coach for Boys Golf
- m. Chad Carlson, Class 3, Step 6, as Head Coach for Girls Golf
- n. Megan Carlson, Class 5, Step 1, as Assistant Coach Girls Golf
- o. Joel Santjer, Class 3, Step 9, as Head Coach for Boys Tennis
- p. Norm Nagel, Class 9, Step 10, as Fitness Center Supervisor for Spring Season
- q. Kyle Groh, Class 9, Step 10, as Fitness Center Supervisor for Spring Season
- r. Alyssa Nelson, Class 9, Step 3, as Coach for Adapted Bowling
- s. Josh Reistad, Class 6, Step 10, as Coach for Middle School Track
- t. Scott Schraufnagel, Class 6, Step 4, as Coach for Middle School Track
- u. Natalie Bristol, Class 6, Step 1, as Coach for Middle School Track
- v. Clint Mattson - Volunteer Coach for Baseball
- w. Nick Solberg - Volunteer Coach for Baseball
- x. Aaron Robillard - Volunteer Coach for Baseball
- y. Casey Schwalbe - Volunteer Coach for Baseball
- z. Jake Schmitz - Volunteer Coach for Baseball
- aa. Carlie Hart - Volunteer Coach for Softball
- bb. Emma Hurd - Volunteer Coach for Softball
- cc. Adam Klick - Volunteer Coach for Softball
- dd. Mitch Minnig - Volunteer Coach for Softball
- ee. Brandon Hunter - Volunteer Coach for Softball
- ff. Melissa Jarvi - Volunteer Coach for Softball

- gg. Madison Helin - Volunteer Coach for Softball
- hh. Mike Boelk - Volunteer Coach for Track and Field
- ii. Steven Stelmack - Volunteer Coach for Track and Field
- jj. Nate Halseth - Volunteer Coach for Boys Golf
- kk. Jack Gladitsch - Volunteer Coach for Boys Golf
- ll. Casey Thiel - Volunteer Coach for Girls Golf
- mm. Andy Spofford – Volunteer Coach for Boys Tennis

14. 2024-25 Activity Advisor Position

- a. Kevin Grote, Spring Season - Class 6, Step 8, as Clay Target Advisor
- b. Jessica Konrad, Spring Season - Class 6, Step 3, as Clay Target Advisor
- c. Laura Long, Class 3, Step 6, as Spring Musical Director
- d. Laura Long, Class 9, Step 6, as 0.25 FTE Spring Musical Set Design (Props)
- e. Samuel Lubs, Class 7, Step 1, as Musical Assistant (Vocal)

G. Policies

- 1. Policy 405 NB - Veteran's Preference (no MSBA changes since 2016, however NB added extra language in 2018, making this policy a NB policy)
- 2. Policy 412 NB - Expense Reimbursement (No MSBA changes, but due to NB revision/added language to line III:B, this is now a NB policy)
- 3. Policy 604 - Instructional Curriculum
- 4. Policy 605 - Alternative Educational Services
- 5. Policy 611 - Homeschooling

H. Removal of the Following Policies as They Are No Longer Applicable to North Branch Area Public Schools

- 1. Policy 498 NB - Employment of Non-Exempt Employees for the Supervision and Management of Extracurricular Functions

2. Policy 498 NB Form - Employment of Non-Exempt Employees for the Supervision and Management of Extracurricular Functions

I. Acceptance of Donations

FEBRUARY 2025				
DATE	DONATION FROM	DONATION TO	AMOUNT	USE
2/6/25	Metropolitan Mosquito Control District, 2099 University Ave W, St. Paul, MN 55104	NBHS	\$100.00	Career Day Sponsor Donation
2/19/25	Cyber Grants/US Bank (Matching Gift-D. Cash)	Sunrise River Elem.	\$64.00	Fun Run Donation
2/24/25	Gene Haas Foundation, 2800 Sturgis Rd, Oxnard, CA 93030	NBHS Athletics	\$4,000.00	FTC Robotics Program Donation
2/28/25	Streater Family, PO Box 566, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
			\$5,164.00	
FEB	Ben & Erin Johnson, 8395 235th St N, Forest Lake, MN 55025	Sunrise River Elem. & NBHS		*Donated school supplies valued at approx. \$250

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

Approval of Second Reading of the Following Policies

Moved by Naegele, seconded by Johnson and carried unanimously to approve Second Reading of the Following Policies following roll call votes.

Voted for: Grovender, Johnson, MacMillan, Naegele and Trampe

Voted against: None

Abstained: None

1. Policy 501 - School Weapons Policy
2. Policy 502 - Search of Students Lockers, Desks, Personal Possessions, and Student's Person

NEW BUSINESS

A. Approval of the 2024-25 American Indian Resolution

Moved by Grovender, seconded by Johnson and carried unanimously to approve the 2024-25 American Indian Resolution following roll call votes.

Voted for: Grovender, Johnson, MacMillan, Naegele and Trampe

Voted against: None

Abstained: None

B. Approval of the Letters of Agreement with the North Branch Education Association and the North Branch Support Staff Association

Moved by Grovender, seconded by Johnson and carried unanimously to approve the Letters of Agreement with the North Branch Education Association and the North Branch Support Staff Association following roll call votes.

Voted for: Grovender, Johnson, MacMillan, Naegele and Trampe

Voted against: None

Abstained: None

INFORMATION

Superintendent Paul is working on ELA standards and still waiting for Legal Counsel to get back to her regarding survey questions.

BOARD REQUESTS

None

COMMITTEE REPORTS

Member Grovender gave a brief update on SCRED.

Member Naegele gave a brief update on MSBA and upcoming future events.

DATES TO REMEMBER

- A. March 27, 2025 at 5:30 PM - School Board Work Session, North Branch Area Middle School - Media Center
- B. March 27, 2025 at 7:00 PM - Special School Board Meeting, North Branch Area Middle School - Media Center
- C. April 10, 2025 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center - Board Room, Room C120
- D. April 10, 2025 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center - Board Room, Room C120
- E. April 11, 2025 at 9:30 AM - SAFF, Double Tree Hotel-Roseville, MN
- F. April 24, 2025 at 5:30 PM - School Board Work Session, Sunrise River Elementary School - Media Center

Adjournment

Moved by Naegele, seconded by Johnson and carried unanimously to adjourn the regular meeting at 6:08 PM following roll call votes.

Voted for: Grovender, Johnson, MacMillan, Naegele and Trampe

Voted against: None

Abstained: None

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA MIDDLE SCHOOL, FTLA CONFERENCE
ROOM SPECIAL BOARD MEETING
March 27, 2025**

The School Board of Independent School District 138 met for a Special Board Meeting on Thursday, March 27, 2025, at 5:30 p.m. in the FTLA Conference Room Classroom at the North Branch Area Middle School.

Chair MacMillan called the meeting to order.

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

Absent: None

Others in Attendance: Erica Bjerketvedt, Kelly Detzler, Guy Grover, Nancy Hoffman, Joanne Kreitz, Matthew Lattimore, Ryan Minke, Pakou Lee, Pam Newbauer, Nick Pawlick, Pat Tepoorten, Todd Tetzlaff, Jason Zerwas

The Pledge of Allegiance was led by middle school staff Nick Pawlick and said by all.

Superintendent's Report

Superintendent Paul reported on grants awarded to North Branch Area Public Schools, as well as legislative advocacy efforts for the teacher apprenticeship program. She also provided updates on the Distance Learning Academy and school facilities.

Superintendent spotlighted second-grader Mattias Bigbear for his hoop-dancing feature on WCCO, the North Branch FFA Chapter for earning the Superior National Chapter award, community partners who toured the high school, and the success of the Sock Hop event.

Dates to remember:

- April 12, 2025 from 10 am – 4 pm, NBAPS at County Market - raising money for student scholarships
- April 27, 2025 at noon - NBAEF Purse and Yeti Bingo, Lent Town Hall
- May 29, 2025, Community Service Day, contact Pat Tepoorten at ptepoorten@isd138.org if you know anyone in the community who could use a little help

Approval of Agenda:

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

New Business

A. Spotlight on North Branch Middle School

Principal Kelly Detzler and Assistant Principal Matthew Lattimore presented the vision and mission for the middle school. School board members also had the opportunity to experience a hands-on sixth-grade science lesson with Mr. Josh Reistad and his students.

B. Consider Approval of the School Board Response to the Level III Grievance - Career Step and Rule of 90

Motion moved by Grovender, seconded by Naegele to approve the School Board Response to the Level III Grievance - Career Step and Rule of 90. Discussion followed.

Voted for: Grovender, Johnson, LaValla, MacMillan, Naegele

Voted against: Trampe

Motion passed.

Adjournment

Moved by Naegele, seconded by Trampe and carried unanimously to adjourn the meeting at 7:51 pm.

Heather Naegele, Clerk

**ELECTRONIC FUND TRANSFERS
MARCH 2025**

Direct Dep Cks		\$1,106,489.88	
ACHS		<u>\$10,075.83</u>	
		\$1,116,565.71	
Other Electronic Fund Transfers:			
Federal/FICA Taxes		3/10/2025	\$75,264.54
(Also reflected in P/R info)		3/10/2025	\$106,599.25
		3/24/2025	\$72,538.94
		3/24/2025	<u>\$107,256.83</u>
			\$361,659.56
Minnesota Withholding Taxes		3/11/2025	\$11,590.36
(Also reflected in P/R info)		3/11/2025	\$18,634.14
		3/25/2025	\$11,530.51
		3/25/2025	<u>\$18,768.35</u>
			\$60,523.36
Economic Service (EBC)		3/10/2025	\$12,230.43
(Also reflected in P/R info)		3/10/2025	\$22,489.78
		3/24/2025	\$12,230.43
		3/24/2025	<u>\$22,474.78</u>
			\$69,425.42
MII LIFE-F S A	PEIP	3/4/2025	\$833.36
	PEIP	3/7/2025	\$370.00
	PEIP	3/11/2025	\$150.70
	PEIP	3/12/2025	\$140.00
	PEIP	3/13/2025	\$76.35
	PEIP	3/18/2025	\$35.22
	PEIP	3/18/2025	\$297.76
	PEIP	3/24/2025	\$142.50
	PEIP Admin Inv	3/25/2025	\$399.50
	PEIP	3/26/2025	<u>\$25.00</u>
			\$2,470.39
MII LIFE-M S A		3/10/2025	\$733.18
		3/10/2025	\$7,369.26
		3/24/2025	\$733.18
		3/24/2025	<u>\$7,369.26</u>
			\$16,204.88
Minnesota Teachers Retirement		3/7/2025	\$9,950.13
		3/7/2025	\$80,889.81
		3/21/2025	\$9,911.36
		3/21/2025	<u>\$81,237.25</u>
			\$181,988.55
PERA		3/7/2025	\$40,766.98
		3/7/2025	<u>\$40,019.43</u>
			\$80,786.41
Delta Dental Plan		3/21/2025	\$25,033.59
MN Sales Tax		3/12/2025	\$82.00

MARCH 2025

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
3/4/25	Anderson Landscaping Service LLC, 39155 Mica Ave, North Branch, MN 55056	Sunrise River Elem.	\$1,000.00	Fun Run Donation
3/4/25	Empire Insurance Group, 6063 Main St, Ste. A, North Branch, MN 55056	Sunrise River Elem.	\$500.00	Fun Run Donation
3/4/25	Generations Real Estate Group, Kim Theis, 4715 384th St, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
3/4/25	Greenside Electric LLC, 7768 Lent Trl, Stacy, MN 55079	Sunrise River Elem.	\$500.00	Fun Run Donation
3/4/25	Olson Power & Equipment, PO Box 39, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
3/4/25	Peterson's North Branch Mill, PO Box 218, North Branch, MN 55056	Sunrise River Elem.	\$500.00	Fun Run Donation
3/6/25	Anonymous	Sunrise River Elem.	\$64.00	Fun Run Donation
3/7/25	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	NBHS Athletics	\$250.00	FTC Robotics Program Donation
3/7/25	Gene Haas Foundation, 2800 Sturgis Rd, Oxnard, CA 99030	NBHS Athletics	\$4,000.00	FTC Robotics Program Donation
3/7/25	Benevity/Polaris (Matching Gift-B Nysse)	NBHS Athletics	\$485.50	FRC Robotics Program Donation
3/7/25	Revive Chiropratic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Boys Basketball Program-Sports Physical Donation
3/10/25	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	Sunrise River Elem.	\$500.00	Fun Run Donation
3/10/25	First State Bank of Wyoming, PO Box 308, Wyoming, MN 55092	Sunrise River Elem.	\$250.00	Fun Run Donation
3/10/25	North Branch Dental, PO Box 220, North Branch, MN 55056	NBHS Athletics	\$100.00	Career Day Sponsor Donation
3/10/25	North Branch Dental, PO Box 220, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
3/10/25	Tom Kadlec Chevrolet, 38420 Tanger Drive, North Branch, MN 55056	Sunrise River Elem.	\$1,000.00	Fun Run Donation
3/19/25	Cyber Grants/US Bank (Matching Gift)	Sunrise River Elem.	\$64.00	Fun Run Donation
3/21/25	CAF America/Associated Bank (A. Fenton)	NBHS Athletics	\$250.00	Gymnastics Program Donation
3/21/25	CAF America/Associated Bank (J. Thelander)	NBHS Athletics	\$250.00	Knowledge Bowl Program Donation
3/24/25	American Legion Post #85, PO Box 87, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
3/24/25	Cambridge Orthodontics, 125 McKinley St N, Cambridge, MN 55008	Sunrise River Elem.	\$750.00	Fun Run Donation
3/24/25	Kwik Trip, PO Box 2107, La Crosse, WI 54602	Sunrise River Elem.	\$250.00	Fun Run Donation
3/24/25	Minncro Credit Union, 38877 10th Ave, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
3/24/25	North Grid Electric, 1347 440th St, Harris, MN 55032	Sunrise River Elem.	\$250.00	Fun Run Donation
3/24/25	The Hungry Farmer Meat Co, 5563 Athens Trl, Ste. 1, North Branch, MN 55056	Sunrise River Elem.	\$500.00	Fun Run Donation
3/31/25	Chisago County Pheasants Forever, PO Box 23, Stacy, MN 55079	NBHS Scholarship A/C	\$750.00	Scholarship Donation
3/31/25	First State Bank of Wyoming, PO Box 308, Wyoming, MN 55092	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
3/31/25	Barbara Nelson, PO Box 102, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
3/31/25	Maureen Thomsen, 7214 385th St, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
3/31/25	VFW Post 6424, PO Box 373, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
			\$17,513.50	
MAR	Kwik Trip, PO Box 2107, La Crosse, WI 54602	NBHS Athletics		*Donated (8) \$25.00 Gift Cards to the FRC Robotics Team

**MEMORANDUM OF UNDERSTANDING BETWEEN THE NORTH BRANCH
SCHOOL DISTRICT AND THE NORTH BRANCH SUPPORT STAFF
ASSOCIATION**

**REGARDING THE ESTABLISHMENT OF A TEACHER APPRENTICESHIP
PROGRAM**

This Memorandum of Understanding (“MOU”) is entered into by and between Independent School District No. 138, North Branch, Minnesota (hereinafter the “School District”) and the North Branch Support Staff Association (hereinafter the “Association”).

RECITALS:

WHEREAS, the School District and the Association are parties to a collective bargaining agreement for the time period from July 1, 2024 to June 30, 2026 (the “CBA”); and

WHEREAS, in November 2021, the United States Department of Labor established K-12 teaching as an “apprenticeable” occupation; and

WHEREAS, in response to this development, the Minnesota Department of Labor and Industry (“DLI”) has commenced work to establish a registered apprenticeship program for teachers (“RAPT”) in the state which will allow individuals to become licensed teachers by working alongside an experienced teacher and receiving compensation while engaged as an apprentice-teacher; and

WHEREAS, in conjunction with work undertaken by the DLI, the School District desires to develop a local structure and process through which a RAPT will be established to afford interested persons the opportunity to become licensed teachers in the School District through a paid internship whereby the teacher candidate (the “Apprentice”) would apprentice with an experienced licensed teacher (the “Journey Teacher”) while enrolled in a Minnesota college or university to complete classes required in the appropriate area for teacher certification; and

WHEREAS, the School District recognizes that at least some candidates for the RAPT may be members of the Association who currently work in the classroom on a daily basis supporting teachers and the educational needs of students; and

WHEREAS, in order to promote the RAPT and increase the pool of potential teacher candidates, the School District wishes to establish certain terms and conditions regarding the participation of Association members in the School District’s RAPT; and

WHEREAS, the Association desires to work cooperatively with the School District to establish a viable and effective RAPT in the School District in accordance with the terms and conditions described below.

NOW, THEREFORE, in consideration of the promises and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. ***Apprenticeship Application.*** A member of the Association may submit an application to participate in the RAPT as an Apprentice. The applying Association member must satisfy the School District’s criteria for participation in the RAPT, including the requirement that the Association member must enroll in a Minnesota college or university to complete the classes required in the appropriate licensure area for teacher certification. ~~Additionally, in order to facilitate the ability to substitute teach, the Apprentice must submit a licensure application to the Professional Educator Licensing Standards Board (“PELSB”) to obtain a “Pilot Substitute Teacher Short Call License.”~~
2. ***Assignment of Journey Teacher.*** Upon acceptance in the RAPT, the School District will assign a Journey Teacher to mentor the Apprentice. The duties of the Journey Teacher include, but are not limited to, supporting, encouraging, modeling and directing the work of the Apprentice as he or she progresses through the process of completing teaching certification requirements. Coursework and on-the-job experiences will be completed by the Apprentice with an appropriate level of support from the Journey Teacher. The Journey Teacher will provide corrective and supportive feedback to the Apprentice, as appropriate.
3. ***Apprenticeship Wage Differential.*** While working as an Apprentice, the Association member will be paid the applicable hourly rate set out in the CBA. In addition, an Association member may receive a wage differential for working as an Apprentice pursuant to the schedule below. The Association member must be continuously working as an Apprentice or have equivalent school experience making progress toward a teaching certification for the length of time specified to qualify for the applicable wage differential.
 - a. Year 1 of progress toward teaching certification:— Hourly Rate specified in the CBA (no wage differential).
 - b. Year 2 of progress toward teaching certification:— Hourly Rate specified in the CBA, plus an additional \$.50 per hour.
 - c. Year 3 of progress toward teaching certification: Hourly Rate specified in the CBA, plus an additional \$1.00 per hour.
 - d. Year 4 of progress toward teaching certification: Hourly Rate specified in the CBA, plus an additional \$1.50 per hour.

The wage differential described herein shall terminate and have no further applicability upon the expiration of the fourth school year as an Apprentice. The wage differential shall also automatically terminate at any point before the expiration of the fourth school year if the Apprentice completes the apprenticeship program and is granted a teaching license. If the Association member completes the apprenticeship program and becomes a licensed teacher, the Association member may be hired as a full-time teacher by the School District and, in such event, shall cease to be a member of the Association. If the Association member does not complete the apprenticeship program and become a licensed teacher, the Association member will be dismissed from the RAPT but shall continue to be employed as an Association member pursuant to the CBA.

4. ***Conditions for Implementation.*** The implementation and performance of this MOU is conditioned upon the approval of the School District's RAPT by the DLI, PELSB, and other state and federal governmental agencies. In the event approval of the School District's RAPT is not obtained from any such agencies or authorities, this MOU shall automatically terminate upon written notice to the Association.
5. ***No Past Practice.*** Nothing in this MOU may be deemed to establish a binding precedent, practice, or to alter any existing precedent or practice arising out of or relating to the CBA between the School District and the Association. No party may refer to this MOU or submit it in any proceeding or case as evidence of a precedent, practice, or past practice.

(The remainder of this page is intentionally left blank.)

6. **Duration.** Except as provided herein, this MOU shall be in effect for the 2024-2025 and 2025-2026 school years. Notwithstanding the foregoing, this MOU will automatically terminate if the Memorandum of Understanding Between the School District and the North Branch Education Association Regarding the Establishment of a Teacher Apprenticeship Program is terminated. Additionally, this MOU may be terminated at any time by mutual written agreement of the parties hereto.

**INDEPENDENT SCHOOL DISTRICT
NO. 138**

Dated: _____, 2024

By: _____
Board Chair

Clerk

**NORTH BRANCH SUPPORT STAFF
ASSOCIATION**

Dated: _____, 2024

By: _____
Co-President

By: _____
Co-President

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**INDEPENDENT SCHOOL DISTRICT
NO. 138**

Dated: _____, 2024

By: _____
Board Chair

Clerk

**NORTH BRANCH SUPPORT STAFF
ASSOCIATION**

Dated: _____, 2024

By: _____
Co-President

By: _____
Co-President