

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM, ROOM C120
 38705 GRAND AVENUE
 NORTH BRANCH, MN 55056
 REGULAR SCHOOL BOARD MEETING
 FEBRUARY 12, 2026
 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 January 8, 2026 Policy Committee Meeting 16
 - B. Minutes of January 8, 2026 Organizational School Board Meeting 18
 - C. Minutes of January 8, 2026 Regular School Board Meeting 23
 - D. Minutes of January 22, 2026 Special School Board Meeting 28
 - E. Authorization of Payments, Transfers, and Investment Activity 30
 - F. Personnel
 - 1. Patrick Tepoorten, retirement effective July 1, 2026, as Community Relations Coordinator/Grant Writer at North Branch Area Public Schools
 - 2. Patricia Rainer, resignation effective January 16, 2026, as Lunchroom Assistant at North Branch Area Middle School
 - 3. Sadie Robinson, resignation effective January 26, 2026, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 - 4. Andrew Van Eerden, resignation effective February 13, 2026, as School Age Care Senior Adult Assistant at North Branch Area Education Center
 - 5. Lauren Boatman, leave request effective approximately March 27, 2026 for 20 weeks, as School Age Care Senior Adult Assistant at North Branch Area Education Center
 - 6. Erika Duffy, leave request effective approximately April 15, 2026 through the end of 2025-26 School Year, as Grade 4 Teacher at Sunrise River Elementary School
 - 7. Jennifer Pate, leave request effective January 5, 2026 through March 19, 2026, as Special Education Assistant at Sunrise River Elementary School
 - 8. Kristen Swalboski, leave request effective April 15, 2026 for six weeks, as Licensed School Nurse at North Branch Area Public Schools
 - 9. Grant Baker, employment effective January 5, 2026, as Schoolkeeper at North Branch Area Public Schools
 - 10. Robert Blackwell, employment effective December 18, 2025, as Education Assistant at North Branch Area High School

11. Rachel Fabian, employment effective January 5, 2026, as Special Education Assistant at Sunrise River Elementary School
12. Joseph Ostrander, employment effective January 5, 2026, as Special Education Assistant at North Branch Area Middle School
13. Nathan Runberg, employment effective January 5, 2026, as Schoolkeeper at North Branch Area Public Schools
14. Conlee Turnvall, employment effective January 14, 2026, as Special Education Assistant at Sunrise River Elementary School
15. 2025–26 Extracurricular Winter Coach Positions
 - a. Samantha Pederson, Class 6, Step 1, as Coach for Middle School Boys Basketball
 - b. Nate Mitchell, as Volunteer Coach for Boys Basketball
16. 2025-26 Activity Advisor Positions
 - a. Jessica Konrad, Class 6, Step 4, as Clay Target Advisor for Spring Season
 - b. Danielle Laszcwski, Class 3, Step 3, as (0.5 FTE) Musical Director
 - c. Danielle Laszcwski, Class 9, Step 2, as (0.5 FTE) Musical Set Design (Costumes)
 - d. Samuel Lubs, Class 7, Step 2, as Musical Assistant (Vocal)
 - e. James Pope, Class 7, Step 10, as Musical Assistant (Band)

G. Policy

- | | |
|---|----|
| 1. Policy 401 - Equal Employment Opportunity | 31 |
| 2. Policy 405 NB - Veteran's Preference | 32 |
| 3. Policy 406 - Public and Private Personnel Data | 34 |
| 4. Policy 515 - Protection and Privacy of Pupil Records | 46 |

H. 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 Superintendent recommends the following resolution:

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

- VIII. **Open Mic:** Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.
- IX. Old Business
- | | |
|---|----|
| A. Consider Second Reading of the Following Policies | |
| 1. Policy 598 NB - Early Entrance to Kindergarten | 80 |
| 2. Policy 608 - Instructional Service - Special Education | 81 |
- X. New Business

A.	Consider Award of the Bid for Construction at the Education Center and the Middle School	83
B.	Consider the Annual Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefor	85
C.	Consider Approval of the 2025-26 American Indian Resolution	86
XI.	Addendum	
XII.	Information	
XIII.	Board Requests	
XIV.	Committee Reports	
XV.	Dates to Remember	
A.	February 19, 2026 at 5:30 PM - Special School Board Meeting, North Branch Area Middle School, FTLA Room #816	
B.	CANCELED: February 26, 2026 at 5:30 PM - Work Session Meeting, North Branch Area Middle School, FTLA Room #816	
C.	February 27, 2026 at 9:30 AM - SAFF, DoubleTree Hotel Roseville	
D.	March 5, 2026 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122	
E.	March 5, 2026 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center Board Room, Room C120	
F.	March 9, 2026 at 9:00 AM - MSBA/MASA Day at the Capitol, Minnesota History Center - St. Paul	
XVI.	Adjournment	



Superintendent Update February 12, 2026



Vision

What we intend to create

Inspire dreams,

build integrity,

instill hope

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



Mission

Purpose of our work

Partner with students, families and communities

*to challenge all students to achieve their **greatest potential***

and become informed and engaged citizens.

Life-Saving Support for Our Schools

- The Stacy-Lent Fire Department has approved funding to purchase an AED Save Station for North Branch Area Public Schools.
- Donation made in partnership with the Teddy's Heart Foundation.
- This gift strengthens our district's commitment to student and staff safety.

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We are grateful for community partners who invest in protecting our Vikings.

Principal Swanson is here to present the grant funds along with Eric Coen from the Stacy-Lent Fire Department and and the Dowdle family.

The Heart of the Mission: Teddy's Story



What is a 'Save Station'?

- All-Weather Facility: Climate-controlled and built for year-round outdoor use.
- Public Access Defibrillator (AED): Simple, guided instructions for anyone to use.
- 24/7 Availability: Unlike indoor AEDs, these are accessible during evening and weekend sports events.



2nd Annual Child Care Champions



Event took place Saturday, Jan. 31 (7am - 3:30 pm) at NBAHS:

- 85 registrations (81 attended)
- 6 hours of Develop Approved Training
- Resources/vendors also in attendance
- Attendees were a mix of home daycares, centers, and area School Age Care programs



Kindergarten Parent Night

The NBAEC hosted Kindergarten Parent Information Night on Tuesday, Feb. 3.

- Roughly 50 families attended
- Families received a tour of the building and had the opportunity to meet teachers
- Finished the evening with milk and cookies



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Come learn what we have to offer your kindergartner!

Child care available

**INCOMING KINDERGARTEN
PARENT INFORMATION
NIGHT**

6-7:30 PM
Tuesday,
Feb 3
38705 Grand Ave
North Branch, MN

Welcome Future
VIKINGS!
Class of 2039



Renewal of Capital Projects Levy Update



The Capital Projects Levy renewal did not pass in the special election.

- The question was placed on the ballot early to preserve time before expiration (end of next year).
Statewide context: ~66% of capital levies passed in 2025.
- Our levy authority remains in place through next year; time remains to plan strategically.

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February 19 Work Session Preview:

- Review of turnout and voting data
- Capital funding implications & timeline
- Recommended next steps, including community engagement

Prioritizing Staff Wellness



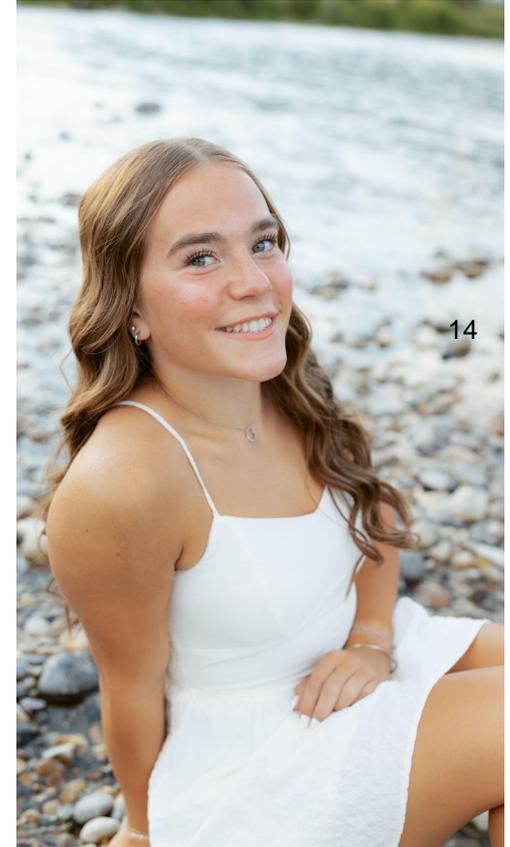
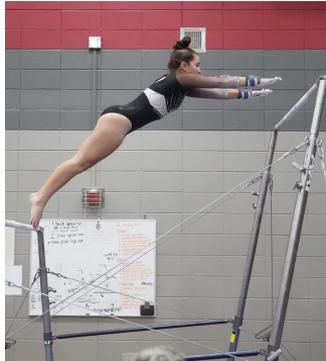
- Our annual Wellness Day is tomorrow
 - Wide variety of learning, exercise, and fun over three sessions (examples at right).
 - Many thanks to Rachelle Weinand for all the work that went into preparing for this event.

● Caring for Ourselves while Caring for Others (mental illness CEU) D153 Bethany Cleary	13
● Online relicensure course - CEU independent study D110, D112	
● Pre-retirement To Do List D156 George Leistikow	
● Read to Write, Write to Read: Leveraging the Literacy Connection (reading CEU) D102 Beth Hillens • Brigitte Rogers	
● Strategies for Effective AI Prompts in Education D155 Jeremy Mikta	
● Suicide Prevention - Basic: Gatekeeper Training, More than Sad: Suicide Prevention for Educators (suicide prevention CEU) D104 Nic van Oss	
● Walking With Youth: Trauma-Informed Teaching in Schools (mental illness CEU) D106 Tim Cryer	
● Working with Hmong students and families (cultural competency CEU) D154	

Brooke Giese is 2026 Athena winner



- 13 varsity letters in three sports
- 3× All-Conference; 5× Honorable Mention; 8× All-Conference Academic
- Volleyball captain; 2× gymnastics captain
- 2 conference co-championships; 2024 section runner-up (volleyball)
- 2× True Team State qualifier; 13th at State (pole vault)
- Plans to compete in college track and study nursing
- Will be recognized at tomorrow's halftime of the boys basketball game and at the St. Paul Athena Awards





**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
January 8, 2026**

The Policy Committee met on Thursday, January 8, 2026 at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

Members in Attendance: Sarah Grovender, Pakou Lee, Heather Naegele, Tim MacMillan, Superintendent Paul, Taylor Swanson, Todd Tetzlaff and David Treichel

Others in attendance: Shelly Johnson

Absent: None

The following policies were reviewed and will move to February 12, 2026 board consent agenda.

Policy 401 - Equal Employment Opportunity

Policy 405 NB - Veteran's Preference

Policy 406 - Public and Private Personnel Data

Policy 515 - Protection and Privacy of Pupil Records

The following policies were reviewed following the regular review process and will not move to a first reading at the February 12, 2026 school board meeting.

Policy 506 - Student Discipline

Policy was reviewed and discussed. Committee needs further review with Cabinet. Will bring back to Policy Committee at a future date.

The following policies were not reviewed following the regular review process and will not move to the February 12, 2026 school board meeting consent agenda and/or first reading.

Policy 505 NB - Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees

Policy was not reviewed by the committee as there weren't any policies attached. Policy will be on February 12, 2026 Policy Committee agenda.

Policy 519 - Interviews of Students by Outside Agency

Policy was not reviewed by the committee as there wasn't enough time. Policy will be on February 12, 2026 Policy Committee agenda.

Policy 520 - Student Surveys

Policy was not reviewed by the committee as there wasn't enough time. Policy will be

on February 12, 2026 Policy Committee agenda.

The meeting concluded at 5:28 PM.

Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
ORGANIZATIONAL SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
January 8, 2026**

The School Board of North Branch Independent School District 138 held its Organizational Meeting on Thursday, January 8, 2026 at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order at 5:33 p.m.

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

Absent: None

Others in Attendance

Blake Defeck, Gina Dufeck, Rachel Kytönen, Pakou Lee, Max Malmquist, Denise Martin, Todd Tetzlaff, Pat Tepoorten, David Treichel

The Pledge of Allegiance was said by all.

Nomination of Officers

Chair

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

Vice Chair

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

Clerk

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

Treasurer

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

Setting of Board Salary

Moved by Grovender, seconded by Trampe and carried unanimously to keep the current

reimbursement of \$60 per meeting under four hours and \$125 for all day meetings lasting more than four hours and to keep the current reimbursement for officers at the following amount: Chair at \$800 annually, Vice Chair and Clerk at \$500 annually and Treasurer at \$300 annually.

Designation of Official Newspaper

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

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

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

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

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

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

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

Setting Board Meeting Dates for 2026

Moved by Trampe, seconded by LaValla and carried unanimously to approve the Board Meeting Dates for 2026

2026 SCHOOL BOARD MEETING SCHEDULE	
January 8, 2026	Regular School Board Meeting
January 22, 2026	Work Session
February 12, 2026	Regular School Board Meeting
February 26, 2026	Work Session
March 5, 2026	Regular School Board Meeting

March 26, 2026	Work Session
April 9, 2026	Regular School Board Meeting
April 23, 2026	Work Session
May 14, 2026	Regular School Board Meeting
May 28, 2026	Work Session
June 11, 2026	Regular School Board Meeting
July 9, 2026	Regular School Board Meeting
July 23, 2026	Work Session
August 13, 2026	Regular School Board Meeting
August 27, 2026	Work Session
September 10, 2026	Regular School Board Meeting
September 24, 2026	Work Session
October 8, 2026	Regular School Board Meeting
October 22, 2026	Work Session
November 5, 2026	Regular School Board Meeting
November 19, 2026	Work Session
December 3, 2026	Regular School Board Meeting
December 17, 2026	Work Session

Appointment of Board Committee Representatives

Moved by Trampe, second by Grovender and carried unanimously to approve the following committee assignments for 2026.

COMMITTEE	2026 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	LaValla, Johnson, Naegele
East Central Regional Development Commission	Johnson

Authorization to use current check-signer plate until new plate is processed
Officers remained the same, therefore a new check-signer plate is not needed.

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

Member Naegele introduced the following resolution and moved its adoption:

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

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

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

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

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

The motion for the adoption of the foregoing resolution was duly seconded by Member LaValla and upon vote being taken thereon, the following voted in favor thereof: Grovender, Johnson, LaValla, MacMillan, Naegele and Trampe

and the following voted against: None

whereupon said resolution was declared duly passed and adopted.

Adoption of School Board Policy Book

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

Adjournment

Moved by Trampe seconded by Grovender and carried unanimously following to adjourn the Organizational Meeting at 5:43 PM to go into the Regular School Board Meeting

Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM C120,
38705 GRAND AVENUE, NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, January 8, 2026
5:45 PM**

The School Board of Independent School District 138 met in regular session on Thursday, January 8, 2026 at 5:45 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

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

Absent: None

Others in attendance: Blake Defeck, Gina Dufeck, Rachel Kytönen, Pakou Lee, Max Malmquist, Denise Martin, Todd Tetzlaff, Pat Tepoorten, David Treichel

Approval of Agenda:

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

Superintendent's Report

Superintendent Paul highlighted district vision and mission focused on student success, integrity, and community partnership. Recognition was given to NBAPS graduates Tyler Schneidewind and Adam Johnstone as members of the UW–River Falls Division III national championship football team.

Upcoming MSBA panel presentations were shared, including Clear Expectations that Protect Learning and Viking Innovation: Teacher Apprenticeships, which addresses teacher shortages through a state-aligned, earn-while-you-learn apprenticeship model.

Superintendent Paul announced Child Care Champions Training Day to be held January 31st at the high school, supporting and celebrating childcare providers.

NBAPS also highlighted the Max Impact partnership, including a \$100,000 donation from alumnus Max Malmquist to support long-term scholarships, additional \$2,500 scholarships, and the launch of the Max Advantage Finance Challenge to promote real-world financial learning for students.

Removal of Consent Items for Discussion:

None

Consent Items:

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

- A. Minutes of December 11, 2025 Policy Committee Meeting
- B. Minutes of December 11, 2025 Regular School Board Meeting
- C. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$656,656.68
 - Auxiliary, Bank 12 - \$ 9,871.06
 - Payroll, Bank 13 - \$2,478,110.59
 - Scholarship, Bank 18 - \$27,000.00
 - High School Student Activities, Bank 31 - \$34,385.55
 - Middle School Student Activities, Bank 32 - \$198.23

D. Personnel

1. Catherine Aebly, resignation effective December 16, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
2. Katrina Rossman, termination effective January 2, 2026, as Schoolkeeper at North Branch Area Public Schools
3. Joel Larson, leave request effective December 18, 2025 through February 12, 2026, as Lunchroom/Playground Assistant at Sunrise River Elementary School
4. Samantha Stoesz, leave request effective January 5, 2026 through March 23, 2026, as English Teacher at North Branch Area Middle School
5. Lori Tiegen, leave extension request through January 25, 2026, as Grade 3 Teacher at Sunrise River Elementary School
6. Catherine Aebly, employment effective December 15, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
7. Jena Benson, employment effective December 1, 2025, as Special Education Assistant at North Branch Area Education Center
8. Crystal Hoffbeck, employment effective December 1, 2025, as Lunchroom/Playground Assistant at North Branch Area Education Center
9. Steven Schoener, employment effective December 11, 2025, as Special

Education Assistant at North Branch Area High School

10. Sarah Servaty, employment effective December 8, 2025, as Schoolkeeper at North Branch Area Public Schools

11. Sarah Krosschell, BS, Step 5, as long-term Substitute Teacher for Samantha Stoesz, effective January 6, 2026 through March 6, 2026, as English Teacher at North Branch Area Middle School

12. 2025-26 Activity Advisor Positions

- a. Brittany Ahner, Class 4, Step 3, as the Speech Head Coach
- b. Lucas Edson, Class 6, Step 5, as the FRC Robotics Coach (0.5 FTE)
- c. Nathan Korkowski, Class 6, Step 5, as the 10-12 FRC Robotics Coach (0.5 FTE)
- d. Angela Tveit, Class 6, Step 5, as the 10-12 FRC Robotics Coordinator (0.5 FTE) Policies

E. Policy

- a. Policy 609 - Religion and Religious and Cultural Observances
- b. Policy 615 - Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
- c. Policy 618 - Assessment of Student Achievement
- d. Policy 619 - Staff Development for Standards
- e. Policy 710 - Extracurricular Transportation

F. Acceptance of Donations

DECEMBER 2025

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
12/2/2025	Alex Streater, PO Box 566, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
12/3/2025	NB Area Hockey Association, PO Box 541, North Branch, MN 55056	NBHS	\$5,000.00	HS Boys Hockey Bussing Donation
12/4/2025	Cyber Grants/US Bank (Matching Gift-D. Cash)	Sunrise River Elem.	\$64.00	Field Trip Fund Donation
12/9/2025	Anonymous (Arts Fest Tips)	NBHS Athletics	\$497.35	FTC Program Donation
12/9/2025	Margaret Kuusisto, 1631 State Rd 48, Frederic, WI 54837	NBHS Athletics	\$100.00	Girls Basketball Program Donation
12/10/2025	Max Malmquist, 4552 392nd St, North Branch, MN 55056	NBHS Scholarship A/C	\$106,000.00	Scholarship Donation
12/19/2025	Cyber Grants/US Bank (Matching Gift-D. Cash)	Sunrise River Elem.	\$64.00	Field Trip Fund Donation
12/19/2025	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Boys Basketball-Sports Physical Donation
12/23/2025	Anonymous	Sunrise River Elem.	\$64.00	Field Trip Fund Donation
12/23/2025	Stacy Lent Fire Dept Relief Assn, PO Box 123, Stacy, MN 55079	NBHS Scholarship A/C	\$10,000.00	Scholarship Donation
12/26/2025	Anonymous	Sunrise River Elem.	\$64.00	Field Trip Fund Donation
12/30/2025	Vikings Girls Basketball Club Association, North Branch, MN 55056	NBHS Athletics	\$1,000.00	Girls Basketball Program Donation
12/31/2025	John Riehle, 1521 Glenbeigh Ct, Woodbury, MN 55125	NBMS	\$250.00	Middle School Band Donation
12/31/2025	John Riehle, 1521 Glenbeigh Ct, Woodbury, MN 55125	NBHS Athletics	\$250.00	High School Band Program Donation
12/31/2025	John Riehle, 1521 Glenbeigh Ct, Woodbury, MN 55125	NBHS Athletics	\$500.00	FRC Robotics Program Donation
12/31/2025	John Riehle, 1521 Glenbeigh Ct, Woodbury, MN 55125	NBHS Athletics	\$500.00	Girls Tennis Program Donation
			25	\$125,403.35

Open Mic

None

New Business

- A. Approval of the Resolution Personal Finance Graduation Requirement
School board members requested that the Resolution Personal Finance Graduation Requirement be pulled off tonight's agenda after discussion. Board members are requesting more information and clarity on the resolution before voting for or against. A Special School Board meeting will be held on January 22, 2026 for this resolution.
- B. Approval of the Resolution Appointing Election Judges for the February 10, 2026 School District Special Election
Moved by Grovender, seconded by Naegele and carried unanimously to approve the Resolution Appointing Election Judges for the February 10, 2026 School District Special Election.
- C. Approval of First Reading for the Following Policies
Moved by Trampe, seconded by Naegele and carried unanimously to approve First Reading for the Following Policies.
1. Policy 598 NB - Early Entrance to Kindergarten
 2. Policy 608 - Instructional Services - Special Education

Addendum

None

Information

Chair MacMillian gave an update on Policy 506 NB – Student Discipline. Policy was removed at the December 11, 2025 Regular School Board Meeting for a first reading because Member Johnson had some questions and/or concerns about the policy. Policy is currently under review with the Policy Committee and Member Johnson. Policy will be brought back to the school board for a first reading once all questions and/or concerns have been resolved.

Board Requests

Superintendent Paul requested for the board's approval to change the January 22, 2026 School Board Work Session to a Special School Board Meeting to address the Resolution Personal Finance Graduation Requirement. Board Approved.

Committee Reports

Member Johnson Reported on East Central Regional Development Commission

Dates to Remember

- A. January 22, 2026 at 5:30 PM – Special School Board Meeting, North Branch Area

High School, Media Center Glass Classroom

Adjournment

Moved by Naegele, seconded by LaValla and carried unanimously to adjourn the regular meeting at 7:04 PM.

Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA HIGH SCHOOL, GLASS CLASSROOM,
38175 GRAND AVENUE, NORTH BRANCH, MN 55056
SPECIAL SCHOOL BOARD MEETING
THURSDAY, January 22, 2026
5:30 PM**

The School Board of Independent School District 138 met in regular session on Thursday, January 22, 2026 at 5:30 p.m. in the Media Center, Glass Classroom at the North Branch Area High School.

Chair MacMillan called the meeting to order.

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

Absent: None

Others in attendance: Amanda Daeger, Pakou Lee, Clint Link, Todd Tetzlaff, Pat Tepoorten, David Treichel, Jacob Truby

Approval of Agenda:

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

Superintendent's Report

Superintendent Paul shared updates from recent MSBA panel presentations focused on clear expectations that protect learning and innovative teacher apprenticeship models. Visitor entry protocols were reviewed to reinforce consistent safety practices across all buildings. Community engagement efforts continue through "Coffee & Conversation with the Superintendent," with discussions centered on school safety, infrastructure needs, and the February 10 capital projects levy renewal, which is a continuation of the levy approved in 2017.

Old Business

A. **Resolution Personal Finance Graduation Requirement**

Administration recommended providing personal finance learning exposure for the Class of 2027, one year ahead of the state mandate. The exposure would occur during the 2026–27 school year, would not count toward graduation requirements, and would include a parent/guardian excusal option. The goal is to equip students with practical financial skills as they prepare for postsecondary pathways. Approval of this resolution wasn't needed as there are no changes to graduation requirement.

New Business

A. Spotlight: NBAHS & Norse ALC

Staff shared highlights from the High School and Norse Area Learning Center, focusing on student engagement, academic support, and alternative learning pathways. The presentation emphasized meeting diverse student needs through flexible programming and targeted supports.

An update was also provided on the Norse Area Learning Center, highlighting its role in supporting students through personalized learning, credit recovery, and pathways to graduation.

B. Budget Forecast

Todd Tetzlaff, Director of Finance and Human Service presented the 2026–27 budget forecast, noting the district remains within the board-approved fund balance target and does not anticipate the need for cash flow borrowing. Enrollment projections indicate the district is positioned for growth, though projections will continue to be monitored. State aid assumptions and legislative outcomes remain a key area of uncertainty. A revised FY26 budget and proposed FY27 budget will be presented for board consideration in May, with approval scheduled for June.

Addendum

A. Approval of the Agreement Between Independent School District No. 138 and North Branch Education Association (Teacher) 2025 - 2027

Moved by Grovender, seconded by LaValla and carried unanimously to approve the Agreement Between Independent School District No. 138 and North Branch Education Association (Teacher) 2025 – 2027.

Adjournment

Moved by MacMillan, seconded by Grovender and carried unanimously to adjourn the regular meeting at 7:35 PM.

Heather Naegele, Clerk

**ELECTRONIC FUND TRANSFERS
JANUARY 2026**

Direct Dep Cks	\$1,108,652.99		
ACHS	<u>\$10,475.75</u>		
	\$1,119,128.74		
Associated Debt Service Payments:		1/27/2026	\$4,311,608.13
Other Electronic Fund Transfers:			
Federal/FICA Taxes		1/12/2026	\$79,588.93
		1/12/2026	\$108,632.67
(Also reflected in P/R info)		1/26/2026	\$66,044.30
		1/26/2026	<u>\$99,501.91</u>
			\$353,767.81
Minnesota Withholding Taxes		1/12/2026	\$389.53
(Also reflected in P/R info)		1/13/2026	\$12,643.02
		1/13/2026	\$19,251.24
		1/26/2026	\$172.85
		1/27/2026	\$10,213.47
		1/27/2026	<u>\$17,462.41</u>
			\$60,132.52
Economic Service (EBC)		1/12/2026	\$13,399.81
(Also reflected in P/R info)		1/12/2026	\$20,402.56
		1/27/2026	\$13,404.86
		1/27/2026	<u>\$20,657.56</u>
			\$67,864.79
MII LIFE-F S A	PEIP	1/6/2026	\$46.98
	PEIP	1/8/2026	\$289.76
	PEIP	1/13/2026	\$4,083.52
	PEIP	1/15/2026	\$2.38
	PEIP	1/16/2026	\$76.35
	PEIP	1/20/2026	\$789.70
	PEIP	1/22/2026	\$170.00
	PEIP	1/26/2026	\$4.59
	PEIP Admin Inv	1/26/2026	\$399.25
	PEIP	1/27/2026	\$71.29
	PEIP	1/28/2026	<u>\$143.65</u>
			\$6,077.47
MII LIFE-M S A		1/12/2026	\$986.09
		1/12/2026	\$8,501.21
		1/26/2026	\$986.09
		1/26/2026	<u>\$8,501.21</u>
			\$18,974.60
Minnesota Teachers Retirement		1/9/2026	\$11,790.94
		1/9/2026	\$90,853.70
		1/23/2026	\$10,885.30
		1/23/2026	<u>\$83,020.68</u>
			\$196,550.62
PERA		1/12/2026	\$42,412.83
		1/23/2026	<u>\$35,935.43</u>
			\$78,348.26
Delta Dental Plan		1/21/2026	\$19,118.83
MN Sales Tax		1/21/2026	\$116.00

EMPLOYEES/PERSONNEL

Equal Employment Opportunity

401

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the Director of Finance and Human Resources.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: NB Policy 402 (Disability Nondiscrimination)
NB Policy 405 (Veteran's Preference)
NB Policy 413 (Harassment and Violence)

North Branch Independent School District No. 138: Policy #401

Adopted: 4/11/02

Replaced: 4111 Recruitment and Selection

Last Reviewed: 6/10/21, 2.12.26

Revised: 10/13/16, 11/8/18, 2/12/26

Effective: 4/11/02, 10/13/16, 11/8/18, 2/12/26

EMPLOYEES/PERSONNEL

Veteran's Preference

405-NB

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be

EMPLOYEES/PERSONNEL

Veteran's Preference

405-NB

granted an interview for the position.

- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, after an initial hiring probationary period (no less than 30 days but not to exceed two years of full-time equivalent service), no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: NB Policy 401 (Equal Employment Opportunity)

EMPLOYEES/PERSONNEL

Public and Private Personnel Data

406

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants (“personnel”).

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. “Confidential” means the data are not public and are not accessible to the subject.
- D. “Parking space leasing data” means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162 and 164. “Protected health information” excludes individually

North Branch Independent School District No. 138: Policy #406

Adopted: 4/9/98

Last Reviewed: 7/8/21, 2/12/26

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Effective: 5/13/04, 1/12/12, 10/8/15, 10/13/16, 5/9/19, 4/14/22, 2/12/26

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EMPLOYEES/PERSONNEL

Public and Private Personnel Data

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identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
1. name;
 2. employee identification number, which may not be the employee's Social Security number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;
 8. the value and nature of employer-paid fringe benefits;
 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 10. job title;
 11. bargaining unit;
 12. job description;
 13. education and training background;
 14. previous work experience;

North Branch Independent School District No. 138: Policy #406

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Public and Private Personnel Data

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15. date of first and last employment;
 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
 18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on current and former applicants for employment by the school district is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and

North Branch Independent School District No. 138: Policy #406

Adopted: 4/9/98

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EMPLOYEES/PERSONNEL

Public and Private Personnel Data

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6. work availability.

- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.

- D. Applicants for appointment to a public body.
 1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and

North Branch Independent School District No. 138: Policy #406

Adopted: 4/9/98

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Public and Private Personnel Data

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- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:
 1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or

North Branch Independent School District No. 138: Policy #406

Adopted: 4/9/98

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authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
 - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
 - 1. threaten the personal safety of the complainant or a witness; or

North Branch Independent School District No. 138: Policy #406

Adopted: 4/9/98

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EMPLOYEES/PERSONNEL

Public and Private Personnel Data

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2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision. 2, and shall, upon written request from the licensing board having jurisdiction over license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.
- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes. Ch. 268.
- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes Chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.
- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
 1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes Chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort

North Branch Independent School District No. 138: Policy #406

Adopted: 4/9/98

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EMPLOYEES/PERSONNEL

Public and Private Personnel Data

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by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- Q. Protected health information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes Chapter 13, or

North Branch Independent School District No. 138: Policy #406

Adopted: 4/9/98

Last Reviewed: 7/8/21, 2/12/26

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any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.41 (Licensing Data – Public Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, subd. 3 (Applicants for Employment)
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
Minn. Stat. § 122A.20, subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162 and 164 (HIPAA Regulations)

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EMPLOYEES/PERSONNEL

Public and Private Personnel Data

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Cross References: NB Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
NB Policy 515 (Protection and Privacy of Pupil Records)
NB Policy 722 (Public Data Requests)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

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Consent to Release Data – Request from an Individual

An individual asks the school district to release private data to an outside entity or person. Because the district does not have statutory authority to release the data, it must get the individual's written informed consent.

Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to _____ (name of school district contact person and contact information) _____ before you sign it.

I, _____, give my permission for _____
(name of individual) (name of school district)

to release data about me to _____ as described in this consent form.
(name of other entity/person)

1. The specific data I want _____ to release include:
(name of school district)

(explanation of data requested)

2. I understand that I have asked _____ to release the data.
(name of school district)

3. I understand that although the data are classified as private at _____,
(name of school district)

classification/treatment of the data at _____ depends on laws or policies
(name of other entity/person)

that apply to _____.
(name of other entity/person)

This authorization to release expires _____.
(date/time of expiration)

Individual data subject's signature _____ Date _____

Parent/guardian's signature [*if needed*] _____ Date _____

Policy Form 406
2022

STUDENTS

Protection and Privacy of Pupil Records

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I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, et seq. (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations, part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

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D. Directory Information

“Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include:

1. a student’s social security number;
2. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

E. Education Records

1. What constitutes “education records.”

Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.

2. What does not constitute education records

The term “education records” does not include:

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- a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual's capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.
- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of

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treatment to the student; and

- (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

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1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or
4. Perform a task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

"Responsible authority" means *[designate title and actual name of individual]*.

N. Student

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“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. “Student” also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

P. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that

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they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations, section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations, sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information

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from the education records of the student, except as provided herein.

2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be

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disclosed;

- e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
- f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
- g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes Chapter 256B or Minnesota Care under Minnesota Statutes Chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and

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- c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 Unites States Code, section 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:

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- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;

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9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;

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12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as “directory information” pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student’s full name, home address, telephone number, date of birth; a student’s school schedule, daily attendance record, and photographs, if any; and any parents’ names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student’s education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student’s parent or guardian by certified mail of the

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request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individual need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information

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to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 U.S.C. § 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is

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consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.

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2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under Minnesota Statutes, section 13.32
3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.
4. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

1. Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory

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information.

2. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
3. A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
4. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the

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written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes sections 144.341-144.347, in which case the

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data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes Chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes Chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

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Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall

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be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority [*building principal*] in writing by September 30th each year. The written request must include the following information:
1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;

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4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and

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b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.

2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code, section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations, section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

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C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:

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- a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 C.F.R. § 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18. United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.
4. The record of requests of disclosures may be inspected by:
- a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
- a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and

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- b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

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E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested,

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actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3. The cost of providing copies shall be borne by the parent or eligible student.
4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.

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2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes Chapter 14 relating to contested cases.

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XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means Director of Finance and Human Resources, Todd Tetzlaff.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;

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2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

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- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 13.393 (Attorneys)
 - Minn. Stat. Ch. 14 (Administrative Procedures Act)

 - Minn. Stat. § 120A.22 (Compulsory Instruction)
 - Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
 - Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
 - Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
 - Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
 - Minn. Stat. Ch. 256L (MinnesotaCare)
 - Minn. Stat. § 260B.171, subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
 - Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 - Minn. Stat. § 363A.42 (Public Records; Accessibility)
 - Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
 - 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
 - 18 U.S.C. § 2331 (Definitions)
 - 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
 - 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 - 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
 - 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
 - 20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
 - 25 U.S.C. § 5304 (Definitions – Tribal Organization)
 - 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
 - 42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
 - 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
 - 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
 - 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
 - 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
 - Gonzaga University v. Doe*, 536 U.S. 273 309 (2002)
- Cross References:**
- NB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 - NB Policy 417 (Chemical Use and Abuse)
 - NB Policy 506 (Student Discipline)
 - NB 519 (Interviews of Students by Outside Agencies)
 - NB Policy 520 (Student Surveys)
 - NB Policy 711 (Video Recording on School Buses)
 - NB Policy 722 (Public Data Requests)
 - NB Policy 906 (Community Notification of Predatory Offenders)
 - MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

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Replaced: Policy #5125.3 Students' Data Privacy (Student Section)

Last Reviewed: 2/12/26

Revised: 7/12/01, 7/11/02, 6/10/04, 9/8/11, 1/12/12, 6/11/15, 5/11/17, 2/8/18, 7/8/21, 7/14/22, 2/12/26

Effective: 2/12/98, 7/12/01, 7/11/02, 6/10/04, 9/8/11, 1/12/12, 6/11/15, 5/11/17, 2/8/18, 7/8/21, 7/14/22, 2/12/26

JANUARY 2026

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
1/16/2026	Vikings Quarterback Club, 27905 Vassar St NE, Stacy, MN 55079	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
1/16/2026	Revive Chiropratic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Wrestling Program-Sports Physical Donation
1/22/2026	American Legion Post 85 Riders, PO Box 87, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
1/29/2026	Cyber Grants/US Bank (Matching Gift-D. Cash)	Sunrise River Elem.	\$64.00	Field Trip Fund Donation
1/29/2026	Schuering Speed Sports, Steve Schuering, 401 Erie St N, Aurora, MN 55705	NBHS	\$200.00	General Donation/Staff PD Lunch
			\$2,314.00	
JAN	Mary Brandt, 5385 Stacy Trl #409, Stacy, MN 55079	NBHS		*Donated 1 Prom Dress
JAN	Montana Goodroad, 5346 367th Ct, North Branch, MN 55056	NBHS		*Donated 1 Prom Dress
JAN	Amy Johnson, 40954 Fahrion Ave, North Branch, MN 55056	NBHS		*Donated 6 Prom Dresses & Shoes
JAN	Jolynn Moritz	NBHS		*Donated 4 Prom Dresses
JAN	Jen Sears, c/o Gayle Grabowski, 38850 Maple Court, North Branch, MN 55056	NBHS		*Donated 9 Prom Dresses

STUDENTS

Early Entrance to Kindergarten

598-NB

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff and parents regarding early entrance to kindergarten.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 124D.02 requiring school districts to have a board-adopted policy for early admission to kindergarten for select students.
- B. The school district will adopt procedures that establish a comprehensive evaluation for early admission to kindergarten.

Legal References: Minn. Stat. § 124D.02 (Kindergarten Enrollment)

EDUCATION PROGRAMS

Instructional Services – Special Education

608

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. CHILDREN BIRTH THROUGH AGE SIX EXPERIENCING DEVELOPMENTAL DELAYS

- A. "Child with a disability" means a child identified under federal and state special education law as deaf or hard-of-hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Children, Youth, and Families for children from birth through age two and by the rules of the Commissioner of the Minnesota Department of Education for all other children. A licensed physician, an advanced practice registered nurse, a physician assistant, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability.
- B. In addition to Paragraph A, every child under age three and, at local district discretion, every child from age three through age six, who needs special instruction and services, as determined by the rules of the Commissioner of the Minnesota Department of Children, Youth, and Families for children under age three and by the rules of the Commissioner of the Minnesota Department of Education for children ages three through six, because the child has a substantial delay or has a diagnosed physical or mental condition or disorder with a high probability of resulting in developmental delay is a child with a disability.
- C. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner of the Minnesota Department of Children, Youth, and Families for children from birth through age two and by the rules of the Commissioner of the Minnesota Department of Education for all other children, is not a child with a disability.

IV. RESPONSIBILITIES

- A. The school board accepts its responsibility to identify, evaluate, and provide special education and related services for children with a disability who are properly the responsibility of the

North Branch Independent School District No. 138: District Policy 608

Adopted: March 14, 2013
Replaced:
Last Reviewed: 2/12/26
Revised: 2/12/26
Effective: 3/14/13, 2/12/26

school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.

- B. The school district shall ensure that all qualified disabled children are provided special education and related services which are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.
- D. The school district may conduct an assessment for developmental adapted physical education, as defined in Minnesota Rules, part 3525.1352, as a stand-alone evaluation without conducting a comprehensive evaluation of the student in accordance with prior written notice provisions in Minnesota Statutes, section 125A.091, subdivision 3a. A parent or guardian may request that the school district conduct a comprehensive evaluation of the parent's or guardian's student.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (Definition of Child with a Disability)
Minn. Stat. §§ 125A.027, 125A.03, 125A.08, 125A.15, and 125A.29 (District Obligations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

Cross References: NB Policy 402 (Disability Nondiscrimination Policy)
NB Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
NB Policy 509 (Enrollment of Nonresident Students)
NB Policy 521 (Student Disability Nondiscrimination)



PLANNERS + ARCHITECTS + ENGINEERS

January 9, 2026

Mr. Todd Tetzlaff, Business Manager
North Branch Area School District
38705 Grand Avenue
North Branch, Minnesota 55056

Re: Bid Results and Recommendations for Award of Contract for
North Branch Area School District – North Branch DEC and Middle School Remodeling
ATSR Project Number: 25006

Dear Mr. Tetzlaff:

On Thursday, January 8, 2026, bids were received for the above-mentioned project. Six (6) Bidders submitted bids for the work. All bids were responsible, and bids were complete. These bids were evaluated and the apparent low, responsible, complete bidder for this work was Versacon, Inc. with a Base Bid of \$698,000.00. There were two (2) alternates included with the bid.

Based on the results of the Bid, it is the recommendation of ATSR for the North Branch Area School District to award the Contract for construction, including the Base Bid only to:

Versacon, Inc.
9443 Science Center Drive
Minneapolis, MN 55428
Tel: (763) 391-5610

In the amount of: Base Bid \$ 698,000.00

Total Contract Amount: \$ 698,000.00

Thank you for your consideration in this matter. We are pleased with the outcome of this bid and look forward to a very successful project.

Sincerely,

Blayne J. Parkos, P.E.
Partner, ATSR

Cc: Angel Hegman, Dave Maroney, Mikaela Fabian, Zach Berg, Sara Paul, Eric Anderson

Enclosure: Bid Tabulation

**NORTH BRANCH DEC AND
MIDDLE SCHOOL REMODELING**

**PROJECT NO: 25006
BID DATE: JANUARY 8, 2026 @ 2PM**

CONTRACTOR	VERSACON, INC.	JORGENSON CONSTRUCTION	EBERT COMPANIES	STAHL CONSTRUCTION	BCI CONSTRUCTION	ROCHON CONSTRUCTION
BID BOND/CHECK	YES	YES	YES	YES	YES	YES
CERTIFICATION OF COMPLIANCE WITH RESPONSIBLE CONTRACTOR ACT	YES	YES	YES	YES	YES	YES
ADDENDUMS ACKNOWLEDGED	1, 2	1, 2	1, 2	1, 2	1, 2	1, 2
BASE BID	\$698,000	\$749,000	\$777,300	\$810,000	\$839,000	\$879,000
ALT 1	\$50,000	\$58,400	\$56,400	\$46,000	\$48,500	\$52,000
ALT 2	\$17,000	\$7,400	\$16,100	\$12,000	\$17,500	\$27,000

Member _____ introduced the following resolution

and moved its adoption:

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

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

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

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

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

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

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

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.



American Indian Parent Advisory⁸⁶ Committee

Annual Report



Vision- What we intend to create

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

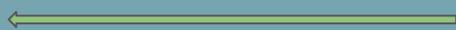
Mission- Purpose of our work

*Partner with students, families and communities to challenge all students⁸⁸ to achieve their **greatest potential** and become informed and engaged citizens.*

Elevating Trust

We value clarity

We correct ambiguity



Trust



We value partnership

We don't work in silos



Contributions



We value Interdependency

We avoid fragmented decisions



Results





American Indian Parent Advisory Committee

90

2025-2026

AIPAC Purpose



Core Responsibilities

- **Advising:** Providing advice to the to the school district regarding Native student needs.
- **Program Development:** Helping design and evaluate programs (e.g., tutoring, Culture Circles, language development, ⁹¹ cultural events).
- **Curriculum Advocacy:** Ensuring Native American history and culture are taught accurately to all students.
- **Data Monitoring:** Reviewing academic progress to close achievement gaps

**72 students,
quality education,
positive cultural
identity!**

A few examples of our offerings

American Indian Education Educational Assistant Teresa Carlson

Teresa works with preschoolers through high school seniors in the school district, helping build strong community and identity while supporting Native language learning, traditional teachings, crafting, and Check & Connect to help students succeed in school.



Traditional Teachings



Crafts



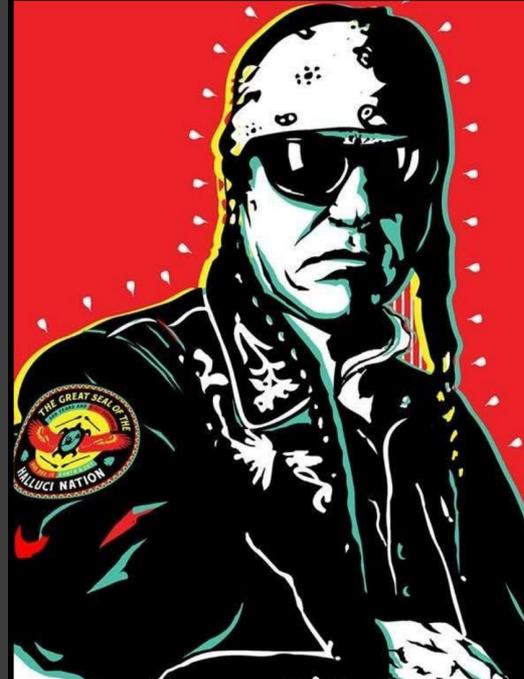
Language

Check & Connect

Partnering with NB Community Education



KEITH SECOLA



North Branch Summer 2025
Concerts in the Park
June 24th, 2025 95

6:00 Drum & Dance
Exhibition featuring:

Hoka Hey
NB Students

6:45 Storytime

7:00 Concert
Seven-time Native American
Music Award Winner Keith Secola



Drum and Dance

Lessons

Open to all - No cost

Learn from expert Indigenous drum and dance instructors

 All lessons are from 6:00 - 7:30 PM

- January 26
- February 2
- February 9
- February 23
- March 2
- March 30
- April 9th
- April 13th
- April 20th
- April 27th
- May 4th
- May 11th

 NBAPS Ed Center - 38705 Grand Ave. North Branch

Contact Us  Phone Number 651-674-1055  Website NBAPS Indian Education

The sacred art of storytelling



Please join us for traditional winter storytelling with Elder Mary Moose and Abe Sutherland.

Video of Mary



SCAN ME

WINTER STORYTELLING EVENT

FEB. 27TH

5:30-7:30PM

HIGH SCHOOL LIBRARY

GLASS CLASSROOM
38175 GRAND AVE
NORTH BRANCH

They will be sharing Anishinaabe cultural star knowledge connected to clans, ceremonial lodges, and seasonal changes.

Events presented by: North Branch Indian Education
Alanna Hansen, Coordinator email: Hansen.alanna@gmail.com
Teresa Carlson, EA email: teresacarlson@isd138.org phone: 651-674-1531

Jackie Bird

Singer, Dancer, Storyteller
April 23rd 5:30-6:30 PM



**Offering a
variety of
experiences**



Dreamcatcher Making Event

Sponsored by North Branch Area Indian Education

Join us and learn how to
create a traditional
dreamcatcher with Terry.
99

**March 30th, 2026
6:00-7:30pm
Early Learning Building**

Supplies are limited so
please RSVP to:
teresacarlson@isd138.org



4TH ANNUAL DRUM & DANCE EXHIBITION

May 15, 2026
5:30-7:30pm

North Branch
High School

Good Luck! Mattias

Izhibezhigo



Viking Pride in Motion!

We are excited to celebrate Mattias BigBear, a third-grade student at NBAPS and member of the White Earth Tribe, who will be representing our community at the World Hoop Dance Competition on February 14 in Phoenix, Arizona! Mattias' talent, dedication, and cultural pride are truly inspiring. We are so proud to cheer him on as he shares his gifts on a world stage. SKOL!







Annual Compliance Overview

Minnesota Statutes 2024, section 124D.78 requires Minnesota districts, charter schools, cooperatives, and Tribally controlled schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the Statutes cite that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

Districts, charter schools, cooperatives, and Tribally controlled schools with 10 or more American Indian students are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for AIPAC members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

Parent Committees receive data from the district on whether or not the district has met the needs of American Indian students using the goals from the program plan submitted and approved by MDE. The AIPAC votes on how the district is achieving and accountable to the goals. The AIPAC should work with administration to fill out the Program Plan Review. This vote is formally reflected on the annual compliance documents. Members of the AIPAC present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to OAIE.

Completing and Submitting the Documents

The Following Items are Required When Submitting Annual Compliance

- Annual Compliance/Vote of Concurrence or Nonconcurrence document
- AIPAC Roster and District Employee Sign-In Sheet
- American Indian Education Aid Program Plan Review
- AIPAC minutes indicating they have received data on how students are faring

When Completing the Fillable PDF Forms, Remember To:

- Include the district, charter school, cooperative, Tribally controlled school name and identifying number.
- Place a checkmark or X next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required, digital signatures are accepted.
- Use the drop-down menu in the roster to select the appropriate committee member options.
- Do not modify this form in any way except to add text directly into the areas designated for narrative text or to fill a check box.
- Documents must be received at MDE in Portable Document Format (PDF) format.

The District, Charter School, Cooperative, Tribally Controlled School Does Not Have an AIPAC

All educational entities with more than 10 American Indian students that do not have an AIPAC, are still required to complete this paperwork. Tribally Controlled schools may use their School Board as their AIPAC.

Place a checkmark or X next to "Does Not Have an AIPAC."

Obtain the signature of the superintendent or charter school/Tribally controlled school director and the school board chair.

Submission Deadline

Email all required items by **March 1** to the [Office of American Indian Education](mailto:mde.aiea@state.mn.us) (mde.aiea@state.mn.us).

Annual Compliance (Vote of Concurrence or Nonconcurrence)

District, Charter School, Cooperative, or Tribally Controlled School Name

School Year

American Indian Parent Advisory Committee (AIPAC) Vote

The AIPAC Issued a Vote of Concurrence

Date of Concurrent Vote

Date the AIPAC Presented to the School Board

The AIPAC Issued a Vote of Nonconcurrence

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

Date of Nonconcurrent Vote

Date the AIPAC Presented to the School Board

Date the Written Response from the School Board is Due

The District, Charter School, Cooperative, or Tribally Controlled School Does Not Have an AIPAC

The district or school does not yet have an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes 2024, section 124D.78. By signing below, district, charter school, cooperative, or Tribally controlled school leadership commits to working with the Office of American Indian Education on committee formation.

Required Signatures

School Board Chairperson

Superintendent or Charter School/Tribally Controlled School Director

AIPAC Chairperson

Date

Date

Date

American Indian Education Aid Program Plan Review

This document serves as the foundation for how your district or school is fulfilling the measurable goals of the program plan, reviewed and approved by the Office of American Indian Education (OAIE) at the Minnesota Department of Education. This document is necessary to submit to be eligible for American Indian Education Aid next year.

Under [Minnesota Statutes 2024, section 124D.81, subdivision 3](#), districts and schools should be identifying American Indian students and tracking their data and progress towards positive educational experiences.

Directions

This document should be completed with the American Indian Parent Advisory Committee (AIPAC) and district staff that work primarily with American Indian students. Both the AIPAC and district staff will meaningfully and authentically collaborate to complete this document which will be uploaded with your compliance documentation. The resolution must be accompanied by Parent Advisory Committee meeting minutes that show they have been appraised by the district or school on the goals of the Indian Education Program Plan and the measurement of progress toward those goals as required by [Minnesota Statutes 2024, 124D.78, subdivision 2](#).

Using the approved American Indian Education Aid application that was submitted, communicate how the district or school has progressed towards all the goals outlined within each narrative for areas 1-6. Data should be shared with the AIPAC in order to concur with the district plan. Additionally, the [Self-Assessment Rubric](#) is another useful tool for AIPACs to understand programming and to vote on concurrence.

Measurable Goals

These program details must align to [Minnesota Statutes 2024, section 124D.81, subdivision 2](#).

Focus Area 1: Support postsecondary preparation for pupils

Focus Area 2: Support the academic achievement of American Indian students

Focus Area 3: Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils

Focus Area 4: Provide positive reinforcement of the self-image of American Indian pupils

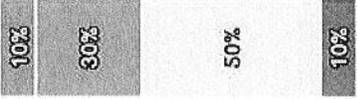
Focus Area 5: Develop intercultural awareness among pupils, parents, and staff

Focus Area 6: Supplement, not supplant, state and federal educational and co-curricular programs

Focus Area	Measurable Goals	Progress toward goals	Is progress sufficient for Concurrency?
<p>Support postsecondary preparation for pupils</p>	<p>By June, 2026, 100% of American Indian 11th grade students enrolled at North Branch Area Public Schools will complete at least one postsecondary readiness assessment (ASVAB, Accuplacer; or ACT) as part of their college and the career planning process.</p>	<p>Currently, four out of these six students (67%) will be participating in the Accuplacer, the Armed Services Vocational Aptitude Battery (ASVAB), or the ACT. These assessments provide valuable baseline data for both the students and the guidance team to inform future course selection and career planning.</p> <p>We are actively engaged in a dedicated process of communication and follow-up with the remaining two students to ensure they complete an appropriate assessment. Our goal is 100% participation or documented exemption.</p> <p>It is important to note that one of the two remaining students has already successfully completed a rigorous College in the Schools (CIS) course. Students who achieve successful completion in a college-level program like CIS often demonstrate sufficient academic readiness and are consequently exempt from the requirement to take the Accuplacer placement exam. This successful completion indicates a high level of college preparedness.</p> <p>Our continued efforts are focused on working with the final student to identify and complete the most appropriate assessment for their individual post-secondary goals.</p>	<p>yes</p>

<p>By May 30 2026, at least 90% of American Indian students in grades 11 and 12 will participate in one or more college or career-fair field trips organized by the district to explore postsecondary education and training options.</p>	<p>Our Indian Education Program is actively focused on promoting college and career readiness among our students, with several key initiatives underway.</p> <p>A major event in this effort is our upcoming College and Career Fair scheduled for May 8th. Our primary goal is to ensure 100% participation from all Native American students in this activity. The fair is designed to expose students to a wide range of post-secondary educational options, vocational training paths, and potential career fields, connecting them directly with representatives from colleges, businesses, and trade organizations. We believe this exposure is vital for helping students define their long-term goals and understand the steps needed to achieve them.</p> <p>Currently, three of our Native American students have been working closely with our dedicated career navigator. One-on-one advising has helped them to transition into a Work-Based Learning Program. This program provides invaluable real-world experience, allowing the students to apply academic knowledge in a professional setting, develop essential workplace skills, and explore a career interest in depth, which significantly enhances their career prospects upon graduation.</p> <p>We are making strong strides in academic acceleration and college-level coursework. Four of our students are currently taking at least one college-level course. This rigorous academic experience not only prepares them for the demands of higher education but also allows them to earn valuable college credits while still in high school, reducing the time and cost of their future post-secondary education. This early success is a testament to their hard work and the support they receive from the Indian Education Program and the wider school community.</p> <p>We remain committed to supporting all our Native American students through comprehensive academic, career, and cultural programming to ensure they have the resources and guidance necessary for successful futures.</p>
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	<p>By the end of the 2025-26 school year, the Indian Education Assistant (EA) will provide individualized college and scholarship planning support to 100% of American Indian students in grades 10-12, documented through meeting logs, scholarship info shared, and FAFSA/completion tracking.</p>	<p>Our Education Assistant provides vital, targeted post-secondary planning support for students in grades 10-12 through proactive one-on-one and small group meetings. This support focuses on scholarship review, helping students identify, draft, and submit applications. A key service is individualized guidance on the complex Free Application for Federal Student Aid (FAFSA), ensuring students and families accurately complete forms to maximize financial aid eligibility. This focused intervention promotes equitable access to all post-secondary options, from universities to trade schools.</p>	
<p>Support the academic achievement of American Indian students</p>	<p>Reading Growth - Grade 5 By June 2026, the percentage of American Indian 5th-grade students scoring proficient or above on the spring FAST Reading assessment will increase by 2 percentage points compared to their performance in spring 2025.</p> <p>Reading Growth - Grade 6 By June 2026, the percentage of American Indian 6th-grade students scoring proficient or above on the spring FAST Reading assessment will increase by 2 percentage points compared to their performance in spring 2025.</p>	<p>Grade 5 Academic Progress Update:</p> <p>Two American Indian fifth-grade students are showing academic growth. One is meeting or exceeding grade-level benchmarks. The second student, while improving, is not yet at benchmark and is receiving targeted, intensive support (small-group instruction, personalized plans, and monitoring). Data shows a marked increase in this student's scores from Fall to Winter, an encouraging sign that the student is closing the achievement gap.</p> <p>Grade 6 Academic Progress Update and Focus Areas:</p> <p>Ten American Indian students are in Grade 6, and most are meeting or exceeding benchmarks, with only one student identified as not meeting the benchmark. The focus for the coming months is on proactive, prescriptive support for students identified as "in some risk" (yellow). This intervention aims to prevent minor challenges from becoming significant deficits. Our next step is for our American Indian Education Assistant to partner with the 6 grade team to support learning by providing additional Support will include differentiated instruction, supplemental resources, and increased communication to ensure all students transition to the next grade at or above benchmark.</p>	<p>yes</p>

	<p>Graduation Rate By June 2026, 100% of American Indian 12th-grade students enrolled at North Branch Area Public Schools will graduate with a high school diploma, as verified through MARSS data and district graduation records.</p>	 <p>6th-25-26 Winter</p> <p>Our School counselors and American Indian Educational Assistant are continuously monitoring and tracking students progress toward graduation along with our Indian Education Assistant who meets with them frequently.</p>	
<p>Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils</p>	<p>Ojibwemowin Language Skills By June 2026, 100% of American Indian students participating in the Cultural Circle program will be able to introduce themselves using basic vocabulary in Ojibwemowin, as demonstrated through a student language</p>	<p>The dedicated Educational Assistant is currently directing focused efforts toward the achievement of this specific educational goal. Based on the most recent analysis of all collected data, there is a strong indication that 100% of the students involved in this program are on track and highly expected to meet or exceed the established performance threshold. This data suggests the current instructional strategies and support mechanisms implemented by the Educational Assistant are effective and are producing the desired outcomes for every student targeted by this initiative.</p>	<p>yes</p>

reflection or oral language check facilitated by the EA.

Cultural Enrichment Participation

By June 2026, at least 80% of American Indian students in grades K-12 will participate in one or more cultural activities that integrate indigenous games, language, or traditions (e.g., cultural nights, lacrosse field trip).

Our Indian Education Program is actively engaging in a comprehensive outreach strategy that will extend through May to connect with families and students who have not yet participated in our services or activities. This initiative is designed to ensure all eligible students are aware of and benefit from the resources available through the program. We are utilizing multiple channels for this outreach, including direct phone calls and community-based events, with the goal of increasing engagement and participation across the district. A key focus of this continued effort is to remove any barriers to participation, whether they are related to scheduling, transportation, or awareness of the program's offerings.

Curricular integration

By spring 2026, at least two general education classrooms per grade band (elementary, middle, high school) will implement at least one instructional unit or lesson that incorporates indigenous perspectives or culturally relevant materials, co-developed or supported by the Indian Education staff.

Our district strategic efforts have successfully integrated American Indian culture and history into the general education curriculum through a two-pronged approach.

First, we launched a district-wide annual observance centered on Indigenous Day. This high-profile event served as a springboard for extended, interdisciplinary learning.

Teachers instruct the established standards and benchmarks. Over the last several years, Native American Standards have been embedded into the revision process. NBAPS guaranteed and viable curriculum embeds American Indian cultural content, history, and perspectives across all core subjects (Social Studies, ELA, Science, and Arts). This integration ensures equitable access to this critical knowledge for all students.

<p>Provide positive reinforcement of the self-image of American Indian pupils</p>	<p>By June, 2026, at least 80% of American Indian students enrolled in North Branch Area Public Schools will have participated in at least one cultural field trip or cultural circle program activity, as recorded by attendance logs and monitored by the Indian Education EA.</p> <p>By the end of the 2025-26 school year the district will administer a culturally responsive survey to all participating American Indian students, with the goal that at least 75% of respondents will report a strengthened connection to their cultural identity and a positive sense of belonging in school.</p>	<p>We currently have at least one cultural event per week through May. Communication with families who have not participated is occurring to ensure they all feel accepted. American Indian students participate in our cultural circle program during the school day with our Education Assistant.</p> <p>Our Indian Education Program is committed to fostering a strong sense of community and cultural connection. To that end, we have established a schedule of cultural events, ensuring that we offer at least one event every week, which will continue through the month of May. These events are designed to be engaging, educational, and reflective of the rich cultural heritage of our participating families.</p> <p>A key focus of our current efforts is maximizing family engagement. We are currently communicating with families who have not yet participated in our events. This outreach is deliberate and personalized, aimed at understanding any potential barriers and, most importantly, ensuring that every family feels genuinely accepted, welcomed, and valued as an integral part of the Indian Education community. We believe that consistent, positive communication is vital to fostering a truly inclusive environment.</p> <p>This has not been completed. This is an end of year student survey</p>	<p>yes</p>
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<p>Develop intercultural awareness among pupils, parents, and staff</p>	<p>By June 2026, the district will host at least three family engagement events focused on indigenous culture (e.g., cultural game/language nights, storytelling, food-based events) with the goal of reaching 50% or more of American Indian families and increasing cross-cultural participation from non-Native families.</p>	<p>This goal has been partially met, and we are proud of the significant progress made through the efforts of our American Indian Parent Advisory Committee (AIPAC). The AIPAC is instrumental in fostering a strong sense of community and providing rich, authentic opportunities for families to engage with and experience Native American culture.</p> <p>Our primary strategy for engagement involves hosting a series of consistent, culturally relevant activities. Specifically, we facilitate weekly drum and dance lessons, which serve as an energetic and communal way for both students and family members to connect with traditional art forms and teachings. Furthermore, we regularly incorporate traditional Native American storytelling sessions, which are essential for passing down history, values, and cultural narratives. To provide a hands-on, tangible connection to the culture, we also organize crafting sessions focused on traditional arts, such as making medicine pouches and dreamcatchers. These activities are designed to be accessible, welcoming, and educational for all participants.</p> <p>We consistently serve the same families each week. We recognize the need for broader impact. We are currently working on developing and implementing a community outreach strategy. The aim is to create a fully comprehensive, inclusive, and engaged support network for our students and their families.</p>	<p>yes</p>
	<p>By May 2026, 100% of licensed staff needing Native American Education (teacher licensure requirement) in the district will participate in one professional learning session focused on indigenous history, intercultural awareness, or culturally responsive practices. Student Exposure to Indigenous Perspectives</p>	<p>All licensed instructional staff are meeting the state-mandated requirements for licensure and professional development. A key focus area for this committee has been the cultural competency training requirements related to Indian Education, which are essential for maintaining a valid teaching license in Minnesota. We have implemented a system of professional learning opportunities and tracking mechanisms to facilitate compliance. Based on our current progress and the scheduled training sessions for the remainder of the school year, we anticipate a 100% compliance rate. Specifically, every teacher who is required to meet this continuing education requirement will have successfully completed it by the deadline of May 2026. This achievement reflects the commitment of our staff to professional growth and the</p>	

<p>Supplement, not supplant, state and federal educational and co-curricular programs</p>		<p>effectiveness of the support structures put in place by the Continuing Education Committee.</p>	
<p>Supplement, not supplant, state and federal educational and co-curricular programs</p>		<p>The North Branch Area Public Schools American Indian Education Program, funded by American Indian Education Aid (AIEA), provides culturally specific support that supplements, not supplants, general district offerings. The program's core function is to ensure equitable and culturally responsive education for American Indian students by filling gaps in universal services.</p> <p>Initiatives amplify existing structures like MTSS and counseling with culturally relevant resources and personnel. This includes:</p> <ul style="list-style-type: none"> ● Targeted Support: AIEA funds allow for one-on-one academic check-ins, culturally responsive tutoring by an Educational Assistant (EA), and dedicated postsecondary guidance with tribally specific scholarship information, moving beyond general advising. ● Culturally Sustaining Curriculum: AIEA resources enable deep integration of Indigenous perspectives, including Ojibwemowin language instruction via the Cultural Circle and co-planning by the Indian Education EA and a Native American Elder to embed Native American Benchmark Standards into the required curriculum. ● Enhanced Community: The program supplements general social-emotional learning and staff development by using AIEA funds for cultural enrichment (e.g., Cultural Circle, field trips) and family engagement events to build community and foster intercultural awareness for all. 	

District Requirements Under Minnesota Statutes

Coordinator

Any district or participating school that conducts American Indian education programs with 100 or more state-identified American Indian students are to have a coordinator dedicated to State Indian Education programming.

Minnesota Statutes 2023, section 124D.76, Dedicated American Indian Education Coordinator

- No, we do not have 100 or more state identified American Indian students
- Yes, we have 100 or more state identified American Indian students
 - We have a dedicated American Indian Education Coordinator
 - We do not have a dedicated American Indian Education Coordinator

Culture and Language Classes

Any district or participating school that conducts American Indian education programs with five percent *or* 100 or more state-identified American Indian students must provide American Indian culture and language classes.

Minnesota Statutes 2024, section 124D.71, subdivision 7

- Yes, we provide American Indian culture and language classes for all American Indian students eligible for American Indian Education Aid
- No, we do not have at least five percent; or 100 or more American Indian students

Signatures

AIPAC Chairperson

Date

Director of American Indian Education

Date

For more information, please visit the [Office of American Indian Education's website](#).

Please submit this documentation to the [Office of American Indian Education \(mde.aiea@state.mn.us\)](mailto:mde.aiea@state.mn.us).



The American Indian Parent Advisory Committee (AIPAC) Roster

About Membership

Per [Minnesota Statutes 2024, section 124D.78, subdivisions 3](#), The American Indian Parent Advisory Committee must be composed of parents or guardians of American Indian children eligible to be enrolled in American Indian education programs; American Indian secondary students; American Indian family members of students eligible to be enrolled in American Indian education programs; American Indian language and culture education teachers and paraprofessionals; American Indian teachers; American Indian district employees; American Indian counselors; adult American Indian people enrolled in educational programs; and American Indian community members. The majority of each committee must be the parents or guardians of the American Indian children enrolled or eligible to be enrolled in the programs.

About the Roster and Sign-In Sheet

The AIPAC roster is for committee members only. This form is electronic and fillable. You must include the committee member's name, email, and phone number in the first column. Subsequent columns contain a drop-down menu option. Select the best option for each particular committee member.

If an employee identifies as American Indian, they are eligible to serve as a voting committee member and may be included on the roster, rather than the district, charter school, cooperative, and Tribally controlled school sign-in sheet.

Submission

The first submission is with your American Indian Education Aid program plan, the second submission is with your annual compliance documents.

Submit completed rosters to the [Office of American Indian Education \(mde.aiea@state.mn.us\)](mailto:mde.aiea@state.mn.us).

American Indian Parent Advisory Committee Member Roster

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
Alanna Hansen hansen.alanna@gmail.com 763-482-4403	Yes	Chair	Parent/Guardian of an American Indian S
Teresa Carlson teresa10507@gmail.com 763-843-0920	No	Secretary	Parent/Guardian of an American Indian S
Joe Bigbear bigbearjoe@ymail.com 651-352-0007	Yes	General Member	Parent/Guardian of an American Indian S
Katie Zaycheck kzaycheck@gmail.com 218-341-4367	No	General Member	Parent/Guardian of an American Indian S
Ben Paro bparo@isd138.org 612-876-7725	Yes	General Member	American Indian School Employee
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

District, Charter, or Tribally Controlled School Employee Sign-in Sheet

Employee Name, Email, and Phone	Employee Title
David Treichel dtreichel@isd138.org 651-674-1055	Director of Teaching and Learning
Joanne Kreitz jkreitz@isd138.org 651-247-2747	Behavior Interventionist
Timothy MacMillan tmacmillan@isd138.org 651-674-1000	School Board Chairperson

AIPAC Meeting Agenda

Date: October 14, 2025

Time: 5:30

Location: Parent Ed Room

Note-Taker: Teresa Carlson

Meeting Norms

- Come Prepared
- Honor Time
- Listen to Understand
- One person speaks at a time
- Assume we are all competent

Agenda Overview

SY26 Indian Education Continuous Improvement Planning

American Indian Parent Advisory Committee (AIPAC) and District Partnership Annual Timeline (1) (1).pdf

Time	Topic	Notes	Action Needed	Status
5:30	Call meeting to order and attendance	Present: David, Joe , Teresa, Allison Canty Absent: Alanna, Joanne, Katie, Ben	No Quorum for voting	Completed
5:30	Review and approve previous minutes	No Quorum		Not Started
5:35	Review and approve agenda	No Quorum		Not Started
	Teresa's Corner Update	Trying to make learning fun. Overview of what Teresa does in the district.	Work on getting Rosetta Stone up and running for student use.	Not Started
	Academic Monitoring	Based on Fall Fast scores Reading Growth – Grade 5 By June 2026, the percentage of American Indian 5th-grade students scoring proficient or above on the spring FAST Reading assessment will increase by		In Progress

	<p>2 percentage points compared to their performance in spring 2025. Data point - 1 student tested</p> <p>Reading Growth – Grade 6 By June 2026, the percentage of American Indian 6th-grade students scoring proficient or above on the spring FAST Reading assessment will increase by 2 percentage points compared to their performance in spring 2025.</p> <p>Fall Data point: 67%</p>		
How IPD events went	Event at the Early Ed Center. Announcements at the schools.		Completed ▾
Banner Grant Artist Approval	<p>Inkpa Mani, an Indigenous, artist from Minnesota who is currently finishing his PhD in Connecticut. His work, which merges modern and traditional aesthetics, is truly compelling, and he has expressed significant interest in designing an Indigenous culture banner for Grand Avenue.</p> <p>Here is a preliminary estimate of the costs involved:</p> <ul style="list-style-type: none"> ● Round-Trip Flight: \$617.00 (Delta Main Economy) ● Hotel (one night): \$77.12 ● Estimated Total: \$694.12 <p>Approval needed to use dollars.</p> <p>While he is here in Minnesota Nov 3 and 4th - how can he work alongside our students? Joe said he could.</p>	Joe to work with Artist and students while they are working with us.	In Progress ▾
Wiising Meal Approval	Event planned for Nov 7th at 4pm. Calling it	Teresa to work on setting up	In Progress ▾

		Waboos Wisining.	this event	
Elder Introduction	Discussed what an Elder does in the school, what events he helps put together. Getting all the students together is a goal. Invite to Wednesday evenings at the Mpls Indian Center for Drum & Dance. This is Joe's 3rd year being the elder			Completed ▾
High School Anchor Time	Create a sub committee to work with students that will create passion classes.			In Progress ▾
Upcoming Events	Oral story telling, organize drum & dance, discuss residential schools, more networking, 7 grandfather teaching, water song, building more confidence for the students.		Try to get more members involved to plan and participate.	Not Started ▾

AIPAC Meeting Agenda

Date: November 20, 2025

Time: 5:30

Location: Parent Ed Room

Note-Taker: Teresa Carlson

Meeting Norms

- Come Prepared
- Honor Time
- Listen to Understand
- One person speaks at a time
- Assume we are all competent

Agenda Overview

Time	Topic	Notes	Action Needed	Status
5:30-5:45	Attendance	Call the meeting to order Attendance: Present: Tim, Joann, Katie, David, Teresa Absent: Joe and Ben Welcomed Tim and Allison Canty attending October meeting		
5:30	Review the Minutes from October	The meeting was canceled due to not having a quorum. Overview of the program to guest Allison Canty		
5:40	Program Update	K-12 Update: <ul style="list-style-type: none"> • Teresa Carlson Update: Out since last meeting, hoping to return after Winter Break • Indian Education Coordinator returns from paternity leave. Was extended to Dec. 1st. • Banner Update: The Committee was unable to secure Inkpa Mani. There is an artist from Fond Du Lac that will be working with this banner group to design an indigenous banner. Haven't gotten 		

	<p>much info.</p> <p>Assessment Update - Fall Testing Data</p> <ul style="list-style-type: none"> • Presentation of Fall data • SY26 Fall Data Review Indian Ed • Data not 100% accurate due to program glitch on having multiple ethnicities. • We need to make sure that students needing extra services are aware of them and when they can be used. • Middle schoolers are needing the most intervention for reading. • In math we are seeing an increase in “at risk” students. Fluency and number sense is not there. Need to work on this in Elementary school. • Middle school has the highest population of AI students. • David is working with Taylor in Elem. • Middle schoolers are starting to get help during advisory. • Targeted Services has lower enrollment due to transportation issues for Middle Schoolers. Maybe add some transportation or scholarships for School aged care if that would help. • 50% of High School students are failing literacy. • Look into peer teachers or Peter for virtual math tutoring. • Math is hard for most. All of MN is down. • Teaching standards continue to get refined. Takes 3 years to write. • Attendance is good. 92% complete a full day. <p>Goal Area 1 of plan: Keep bringing support during the school day. Tutor online during the day. Reach out to families for math tutors.</p> <ul style="list-style-type: none"> • Changes are being made to more Applied skill type classes. 	<p>Teresa to work on those relationships in all the buildings.</p> <p>Ben to make connections with the teachers.</p> <p>Joanne to continue checking in with students.</p> <p>David working with Claire Patterson for HS Geometry, possibly tutoring.</p>	
6:00	Goal Area	Who are the storytellers that	

	<p>we could bring in? Date? Before winter break</p>	<ul style="list-style-type: none"> • Might get more attendance if we do more storytelling or crafting groups. • Something special to be done during the school day. • Possibly record storyteller to be accessed on the website. <p>Planning Team Update</p> <ul style="list-style-type: none"> • Dec 2nd at 4pm Teresa's office, Joanne virtual. 	
	<p>Date Communication - RSVP Month in advance</p>	<p>Rescheduling - Community (Indigenous families) Dinner- Tabled due to time.</p> <p>Planning Team Update</p>	
	<p>David to communicate with Joe.</p>	<p>Elder Contract -</p> <ul style="list-style-type: none"> • Reporting hours vague, duplicate, don't make sense. • David & Alanna met. • Stipends for contracted work that needs all hours logged and turned in twice a year. • Conversation is hard • Report on a hourly basis, organized spread sheet, can revise as we go. • Log sheet completed by month. Ben to help complete. • Create sections that are AIPAC sponsored events, serving students, Drum & Dance, Spring Event. Planning meetings. • Representing NB is hard to defend when audited. • More definition and pre-approval. • Allocated funds are for \$40/hr. At 56 hrs for a total of \$6,000. MDE budget 150 hrs. 16.6 hrs/month 70/30% split of time 	<p>6:15¹₂₄</p>

		<p>for indistrict/ out of district, serving our students directly, meeting with Teresa.</p> <ul style="list-style-type: none"> • 2.6hrs are flexible 		

AIPAC Meeting Agenda

Date: January 21, 2026

Time: 5:30

Location: Parent Ed Room

Note-Taker: Teresa Carlson

Meeting Norms

- Come Prepared
- Honor Time
- Listen to Understand
- One person speaks at a time
- Assume we are all competent

Agenda Overview

Time	Topic	Notes	Action Needed	Status
5:30	Call Meeting to order	Attendance:Alanna, Joe, Katie, David, Teresa, Tim By video: Joann and Ben Absent: None		Completed
	Review and approve December minutes	Approved	Motion Tim & David	Completed
	Review and Approve January Agenda	Teresa added for interest in MIEA Katie added questions Approved	Motion Teresa & Katie	Completed
	MDE Concurrence Vote	<p> SY2025-26 NBAPS Annual Compliance ...</p> <p>Annual Vote to see if school is helping the AIPAC reach its goals. Then we present it in Feb. School Board Meeting.</p> <ul style="list-style-type: none"> • Reviewed new data and benchmarks • Places to improve: working with students since Teresa just got back • Program funds come from Oct 1st the previous year enrollment numbers 	<p>Vote- All in Favor</p> <p>David Treichel and Alanna will complete the program plan review prior to the February board meeting</p> <p>Alanna to make a presentation for the Feb.</p>	Completed

		<ul style="list-style-type: none"> Hearing a lot of language needing to be wrapped into goals: dedicated teacher si not needed until we exceed 100 or more students. Could reach out to other schools to co-sponsor events Teresa is working on making sure flyers are given out at the schools and to students Forest Lake has an activity bus making it much easier to do after hours groups. Transportation is very costly. <p>Open Vote was taken and all were in favor of concurrence.</p>	12th School Board Meeting	
	Contracts	<p><u>Indian Education Coordinator</u></p> <ul style="list-style-type: none"> Indian Ed Coordinator Contract for Servic... Dance Instructor Contract for Services.pdf Drum Instruction Contract for Services.pdf May 2026 Dancer Contract for Services.pdf May 2026 Drummer Contract for Services... <ul style="list-style-type: none"> MMoose Storytelling Contract for Service... Abraham Sutherland Storytelling Contract... Jacki Bird Contract for Services.pdf Dreamcatcher Contract for Services.pdf <p>All open to the public</p>	<p>Vote-approved all Motion for all event contracts by Alanna and David, approved Motion for Alanna as Indian Ed Coordinator by Tim and David, approved</p> <p>David to sign contracts Dana to give to School Board for approval</p> <p>Teresa to send flyers to Pat to post</p>	Completed
	Teresa's Update	<p>Working with students on introductions. Basic language skills. Continuing to develop relationships. Getting ready to start meeting with HS after getting the new semester started.</p>		In Progress
	Upcoming Events	<p>Drum & Dance Storytelling 2/27 Dream Catcher March 30 MIEA Conference-Teresa confirmed who would</p>	<p>Teresa to send list to Dana to register for MIEA Conference.</p>	Completed

		like to participate.			
Comments		Katie asked about possibly doing a garden. Would like to still have a Cooking event, thought maybe April- Discuss further at next meeting.			Not Started ▾
Adjourn		Adjourned at 6:30		Motion Teresa & Katie	Completed ▾
					Not Started ▾