

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM, ROOM C120
 38705 GRAND AVENUE
 NORTH BRANCH, MN 55056
 REGULAR SCHOOL BOARD MEETING
 APRIL 9, 2026
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. School Board Recognition
 - A. Winter Sports Recipients 5
- VI. Superintendent’s Report 6
- VII. Removal of Consent Items for Discussion
- VIII. Approval of Consent Items
 - A. Minutes of March 5, 2026 Policy Committee Meeting 21
 - B. Minutes of March 5, 2026 Regular School Board Meeting 22
 - C. Minutes of March 26, 2026 Work Session 28
 - D. Authorization of Payments, Transfers, and Investment Activity 30
 - E. Personnel
 - 1. Lynne Wilzbacher, retirement effective at the end of the 2025-26 school year, as Grade 3 Teacher at Sunrise River Elementary School
 - 2. Crystal Hoffbeck, resignation effective February 23, 2026, as Lunchroom/Playground Assistant at North Branch Area Education Center
 - 3. Hannah Leuch, resignation effective March 17, 2026, as Early Childhood Assistant at North Branch Area Education Center
 - 4. Richard Red, resignation effective at the end of the 2025-26 school year, as Agriculture Teacher at Norse Area Learning Center
 - 5. Olivia Berg, leave request effective August 19, 2026 through October 18, 2026, as Grade 5 Teacher at Sunrise River Elementary School
 - 6. Christine Hartgers, leave request effective March 23, 2026 through June 12, 2026, as School Age Care Adult Assistant at North Branch Area Education Center
 - 7. Cynthia Scheele, leave request effective March 11, 2026 through April 27, 2026, as Youth Connections Program Manager at North Branch Area Education Center
 - 8. Lynne Wilzbacher leave request effective April 13, 2026 through May 15, 2026, as Grade 3 Teacher at Sunrise River School
 - 9. Kristi Johnson, leave extension request through May 10, 2026, as Kindergarten Teacher at North Branch Area Education Center
 - 10. Jennifer Pate, leave extension request through May 14, 2026, as Special Education Assistant at Sunrise River Elementary School

11. Markell Anderson, non-renewal for the 2026-27 school year, as Spanish Teacher at North Branch Area High School
12. Jordan Antilla, non-renewal for the 2026-27 school year, as Special Education Teacher at North Branch Area Middle School
13. Nathan Appleby, non-renewal for the 2026-27 school year, as Special Education Teacher at North Branch Area High School
14. Angela Biondo, non-renewal for the 2026-27 school year, as Special Education Teacher at Sunrise River School
15. Jaide Ehalt, non-renewal for the 2026-27 school year, as Elementary Teacher at North Branch Area Middle School
16. Gavin Lien, non-renewal for the 2026-27 school year, as Math Teacher at North Branch Area High School
17. Emily Miller, non-renewal for the 2026-27 school year, as Spanish Teacher at North Branch Area High School
18. Dillon Raborn, non-renewal for the 2026-27 school year, as English Teacher at North Branch Area High School
19. Rebekah Towns, non-renewal for the 2026-27 school year, as Elementary Teacher at Sunrise River School
20. Courtney Wood, non-renewal for the 2026-27 school year, as Elementary Teacher at Sunrise River School
21. Josie Schlosser, BS, Step 1, continues as Long-Term Substitute Teacher for Kristi Johnson through May 11, 2026, as Kindergarten Teacher at North Branch Area Education Center
22. Ann Fortier, effective March 30, 2026, position change from Schoolkeeper to Custodian at North Branch Area Public Schools
23. Samantha Guerrette, effective March 30, 2026, position change from Schoolkeeper to Custodian at North Branch Area Public Schools
24. Brandon Persaud, effective March 30, 2026, position change from Schoolkeeper to Custodian at North Branch Area Public Schools
25. Sarah Servaty, effective March 30, 2026, position change from Schoolkeeper to Custodian at North Branch Area Public Schools
26. Heather Freetly, employment effective March 2, 2026, as Lunchroom Assistant at North Branch Area Middle School
27. Sarah Jo Hernandez, employment effective March 16, 2026, as Schoolkeeper at North Branch Area Public Schools
28. Lauren Jackson, employment effective March 4, 2026, as School Age Care Senior Adult Assistant at North Branch Area Education Center
29. Heidi Lehrke, employment effective March 19, 2026, as Lunchroom/Playground Assistant at Sunrise River Elementary School
30. Kayla Markusson, employment effective February 4, 2026, as Lunchroom/Playground Assistant at Sunrise River Elementary School
31. 2025-26 Extracurricular Spring Coach Positions
 - a. Matt Solberg, Class 2, Step 10, as Head Coach for Baseball
 - b. Josh Beaver, Class 4, Step 5, as Assistant Coach for Baseball
 - c. Clint Mattson, Class 4, Step 4, as Assistant Coach for Baseball
 - d. Erin Pederson, Class 4, Step 2, as Assistant Coach for Softball
 - e. Samantha Pederson, Class 4, Step 4, as Assistant Coach for Softball
 - f. Ava Sittlow, Class 4, Step 3, as Assistant Coach for Softball
 - g. Jessica Audette, Class 6, Step 6, as Coach for Middle School Softball

- h. Isabella Folkema, Class 6, Step 1, as Coach for Middle School Softball
 - i. Kevin Grote, Class 6, Step 9, as Coach for Clay Target
 - j. Everett Appleby, Class 4, Step 4, as Assistant Coach for Track & Field
 - k. Eli Erickson, Class 4, Step 3, as Assistant Coach for Track & Field
 - l. Brandon Hunter, Class 5, Step 2, as Assistant Coach for Boys Tennis
32. 2025-26 Activity Advisor Position
- a. Angela Lund (Brown), Class 9, Step 6, as 0.5 FTE Advisor for the Spring Musical Accompanist (Choreographer)
 - b. Angela Lund (Brown), Class 9, Step 6, as 0.5 FTE Advisor for the Spring Musical Set Design (Props)
 - c. Angela Lund (Brown), Class 3, Step 3, as 0.6 FTE Spring Musical Director

- F. Policies
 - 1. Policy 906 - Community Notification of Predatory Offenders 31
 - 2. Policy 907 - Rewards 35
- G. Acceptance of Donations 36

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.

- IX. **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.
- X. Old Business
 - A. Consider Approval of a Second Reading of the Following Policy
 - 1. Policy 799 - OPEB Investment Policy Statement 37
- XI. New Business
 - A. Consider Approval of the Student Transportation Services Agreement between North Branch Area Public Schools ISD 138 and 4 Point 0 School Services of North Branch Inc. from 2026 - 2032
 - B. Consider Approval of the Letter of Agreement — Pay Differential for Speech Language Pathology Assistants
 - C. Consider Approval of Authorizing the Issuance of Purchase Orders for Fiscal Year 2026-27 in an Amount not to Exceed 80 Percent of the Adopted 2025-26 Budget for Supplies and Services
 - D. Consider Approval of a First Reading of the Following Policy
 - 1. Policy 514 - Bullying Prohibition 41
- XII. Addendum
- XIII. Information 3

- XIV. Board Requests
- XV. Committee Reports
- XVI. Dates to Remember
 - A. April 14, 2026 at 1:30 PM - OPEB Committee Meeting, Virtual
 - B. April 23, 2026 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room, Room C120
 - C. May 14, 2026 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122
 - D. May 14, 2026 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center, Board Room, Room C120
- XVII. Adjournment

First Name	Last Name	Sport	All Conference	AC Honorable Mention	Academic AC	All State	Other Awards
Riley (Robert)	Dufour	Boys Hockey		All Conference Honorable Mention			
Ben	Fruth	Boys Hockey		All Conference Honorable Mention			
James	Gosiak	Boys Hockey			Academic All Conference		
Tori (Victoria)	Thurmer	Girls Hockey	All Conference				
Ella	Dick	Gymnastics	All Conference (Vault)			All State Vault, All State Honorable Mention Beam & Floor	State Participant
Emma	Fenton	Gymnastics	All Conference		Academic All Conference	All State Beam	
Brooke	Giese	Gymnastics		All Conference Honorable Mention		All State Honorable Mention Beam	
Sophia	Thorsen	Gymnastics	All Conference		Academic All Conference	All State Honorable Mention Vault, Beam, Floor	State Participant
Ava	Witkowski	Gymnastics			Academic All Conference		
Sharis	Garcia Velazquez	Girls Basketball			Academic All Conference		
Sharleen	Garcia Velazquez	Girls Basketball			Academic All Conference		
Eva	Glanz	Girls Basketball			Academic All Conference		
Annabelle	Lattimore	Girls Basketball			Academic All Conference		
Addyson	Lelm	Girls Basketball			Academic All Conference		
Carolyn	Lombard	Girls Basketball			Academic All Conference		
Isabel	Nuveen	Girls Basketball			Academic All Conference		
Madison	Orf	Girls Basketball			Academic All Conference		
Sophia	Petersen	Girls Basketball			Academic All Conference		
Alyssa	Rediske	Girls Basketball			Academic All Conference		
Natalia	Rosales	Girls Basketball		All Conference Honorable Mention	Academic All Conference		
Lauren	Thiel	Girls Basketball			Academic All Conference		
Henry	Christensen	Boys Basketball			Academic All Conference		
Brandon	Giese	Boys Basketball			Academic All Conference		
Jacob	Knoespel	Boys Basketball	All Conference		Academic All Conference		
Ethan	Thelander	Boys Basketball			Academic All Conference		
Ethan	Thorsen	Boys Basketball		All Conference Honorable Mention			
Nicholas	Andreotti	Wrestling			Academic All Conference		
Mason	Henry	Wrestling			Academic All Conference		
Lucas	Hunter	Wrestling		All Conference Honorable Mention			
Annabella	Freudenberg	Dance	All Conference				
Evelina	Gilkerson	Dance		All Conference Honorable Mention			
Madeline	Grovender	Dance	All Conference		Academic All Conference		
Leota	Johnson	Dance		All Conference Honorable Mention			
Addyson	Lewerenz	Dance	All Conference			All State Jazz	
Shanna	Swanstrom	Dance	All Conference		Academic All Conference	All State Kick	
Alexis	Sway	Dance			Academic All Conference		



Superintendent Update April 9, 2026



Vision

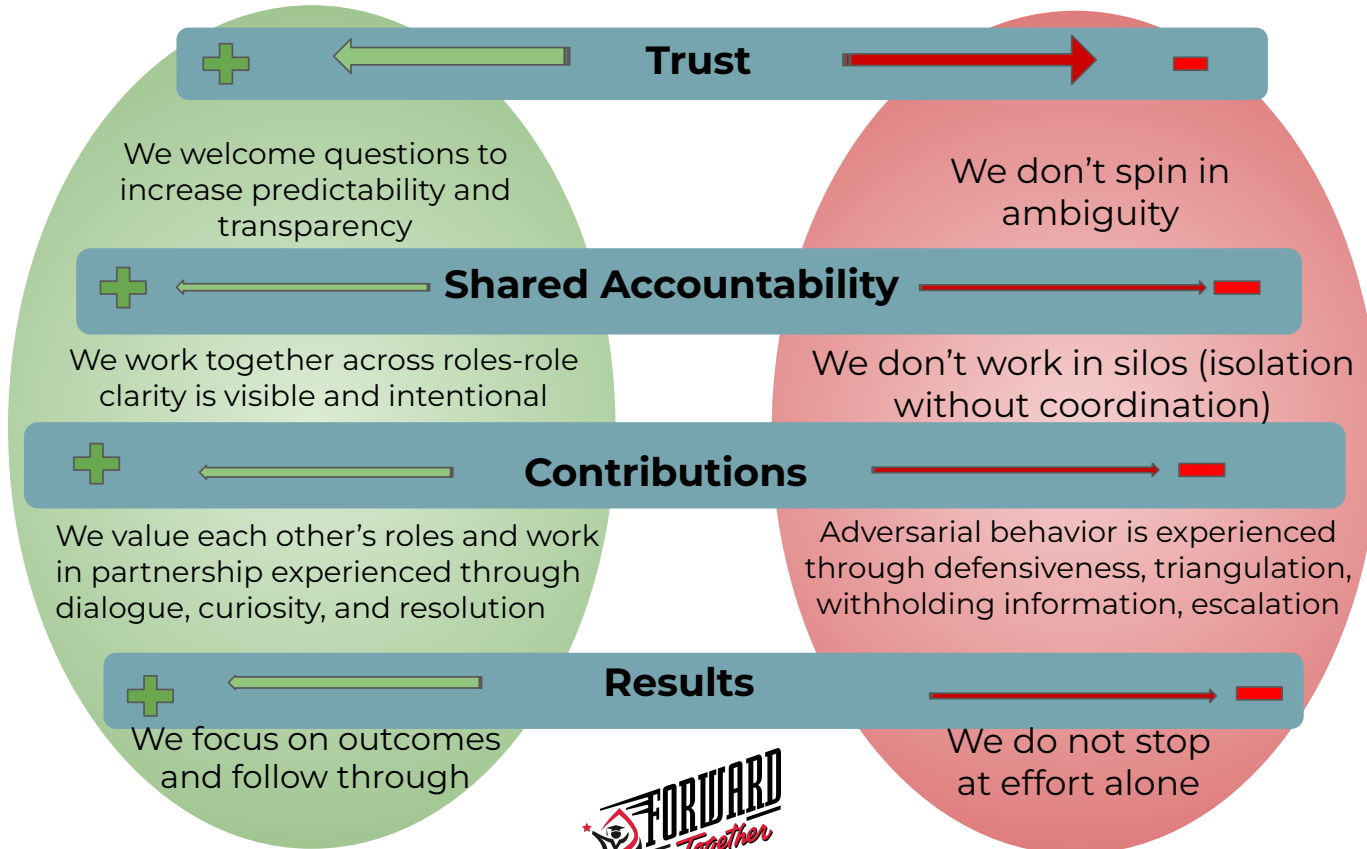
What we intend to create

Inspire dreams,

build integrity,

instill hope

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





Graduation Rates

Class of 2025 Performance

93.0%

North Branch High School

9

Stronger systems of support
More effective credit attainment/on-track work
Better engagement and alternative pathways



Success for Every Student

More Than a Graduation Rate



93%

On-Time Graduation

Top of the Region

North Branch Area High School outperformed regional 2025 graduation rates.

MULTIPLE OPTIONS

- Norse Area Learning Center
- Distance Learning Academy

Big Picture for ISD 138: Combined Impact

- **NBAPS (93%):** High-performing- significantly above the state average of 84%. (173 seniors, graduated 161. All but one student are continuing to meet graduation requirements.)
- **DLA (67%):** Reflects the unique needs and circumstances of students enrolled in this learning model. (18 seniors, 12 graduated)
- **ALC (45%):** Most students value flexible timelines and supports needed to complete their education. (20 seniors, 9 graduated)



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.

Senior Spotlight



NBAPS is again honoring graduating seniors by hosting the “senior spotlight” on social media.

Each day, Monday through Friday, a group of four graduating seniors will be featured at the district’s Facebook and Instagram pages.

Congratulations Class of 2026!



Scholarships for the class of 2026

NBAPS staff members donated their time on Saturday, April 4, to raise money for scholarships for graduating seniors.

This year, staff raised more than \$1,900!

SKOL!



Prom and Grand March



The 2026 "Arabian Nights" Senior Prom and Grand March is Saturday, April 25.

- Grand March: 3 - 4:30 pm NBAHS
- Prom: 7:30 - 11:30 pm Jimmy's Event Center, Vadnais

Tickets are available starting March 16. Scan the QR code on the prom flier for more information.

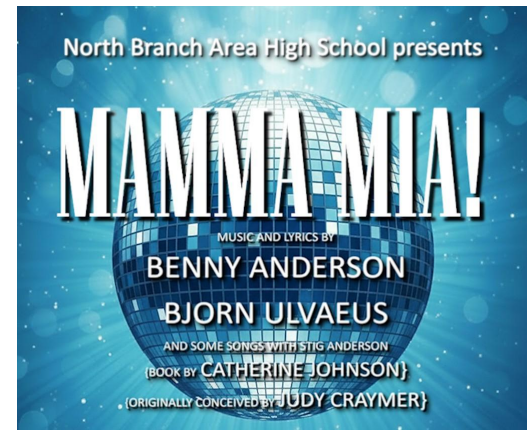




The Ultimate Goal

Ensuring every student graduates with a clear, actionable plan for their future.

Check out all the choices for high school students at NBAPS.



JOIN US IN FIGHTING HUNGER!

FILL THE SHELVES: FOOD DRIVE

Friday, April 10 - Friday, April 24

Norse ALC is hosting a Food Drive to help our local food shelf. Bring your donations and help us spread kindness!

Most Needed Items:

- *Fresh, frozen, or canned fruit & vegetables
- *Whole grain pasta, rice
- *Bags of potatoes, carrots, & onions
- *Peanut Butter
- *Hearty soups
- *Canned meats
- *Personal Hygiene & Household Cleaning Products

Drop-off Locations: Norse ALC-Brooker Building, North Branch Area Education Center, and North Branch Area High School

AVIATION HONORS GROUND SCHOOL* 11-12

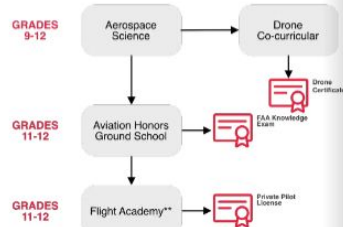
SEMESTER 1 #1522
SEMESTER 2 #2522

Yes, you read that right. Students interested in learning to fly can complete their Ground School right here at NBAHS. This course prepares you to pass the FAA written exam. You may then apply for AFJROTC Flight Academy to earn your Private Pilot's License over the summer for free!



No prior JROTC experience required!

Aviation Pathway



*Requires instructor approval
**Must meet all eligibility requirements to apply

COLLEGE CALCULUS 11-12

SEMESTER 1 #1181

Prerequisite: College Algebra or Precalculus, 2.8 GPA

College Level: 5 College Credits

Transfer course intended for bachelor programs in technology, engineering, mathematics, or science, including natural, physical and social sciences. Topics include limits, derivatives (including trigonometric functions), continuity, applications of derivatives to related rates, optimization and graphing, simple differential equations, Riemann Sums, basic integration techniques, definite integral and the Fundamental Theorem of Calculus. Students will become proficient with appropriate technology.



COLLEGE CHEMISTRY

SEMESTER 1 #1321

SEMESTER 2 #2321

Prerequisite: 2.7 GPA

College Level: 4 College Credits

Yearlong: This is a college introductory course in chemistry emphasizing elementary principles and applications intended for non-science and allied health majors and preparation for the Principles of Chemistry sequence. Topics include matter, measurement, atomic theory, bonding theory, nomenclature, organic chemistry, stoichiometry and the mole concept, reactions, liquids and solids, solutions, and acid-base chemistry. This course meets the requirements for Minnesota Transfer Curriculum Goal 3 Natural Science.



400 Strong Connection, Inclusion, and Joy



Over 400 community members came together at the NBAEC to celebrate World Down Syndrome Day. From the dance floor to the face painting, the energy, joy, and sense of belonging filled every corner of the event.

Families enjoyed music from our DJ, fun crafts and activities, delicious treats, and even fresh Heggies pizza. Most importantly, the night was a beautiful reminder of what makes our community so special: connection, inclusion, and celebrating each other.

We're so grateful to everyone who attended, supported, and helped make this event such a success.



Norse ALC Food Drive



Norse ALC is coordinating a food drive for our local Family Pathways food shelf. Students have set a goal of collecting at least 500 items!

Please drop off items at the North Branch Area Education Center, North Branch Area High School, or the Norse ALC–Brooker Building. For suggested donation items, please see the flier.

The food drive will run from April 10 through April 24. If you have any questions, please contact Mindy Lattimore at milattim@isd138.org.



Norse ALC is hosting a Food Drive to help our local food shelf. Bring your donations and help us spread kindness!

Most Needed Items:

- | | | |
|--|--------------------------------------|---|
| *Fresh, frozen, or canned fruit & vegetables | *Bags of potatoes, carrots, & onions | *Canned meats |
| *Whole grain pasta, rice | *Peanut Butter | *Personal Hygiene & Household Cleaning Products |
| | *Hearty soups | |

Drop-off Locations: Norse ALC-Brooker Building, North Branch Area Education Center, and North Branch Area High School

Mamma Mia!

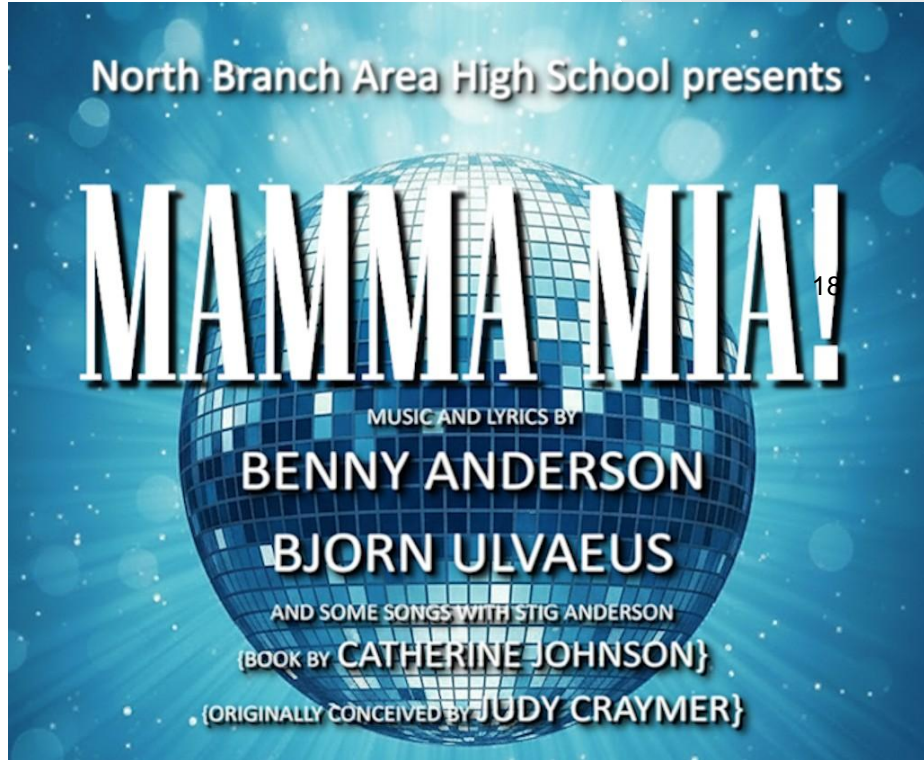


Spring musical Mamma Mia!
is coming in May.

Showtimes are:

- May 7-9 at 7 p.m.
- May 10 at 2 p.m.

Tickets can be purchased at
the district's GoFan page at
[this link](#), or by scanning the
QR below



Community Service Day



This year's Community Service Day is Friday, May 29. Already, numerous classes and groups have volunteered to be a part of this year's event.

If you know anyone who could use a hand with their spring chores this year, please contact Community Relations Coordinator Pat Tepoorten at 651-674-1018 or ptepoorten@isd138.org.





NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
March 5, 2026

The Policy Committee met on Thursday, March 5, 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 and Todd Tetzlaff

Absent: David Treichel

The following policies were reviewed and will move to April 9, 2026 board consent agenda.

Policy 906 - Community Notification of Predatory Offenders

Policy 907 - Rewards

The following policies were reviewed following the regular review process and will move to a first reading at the April 9, 2026 school board meeting.

Policy 514 - Bullying Prohibition

The following policies were reviewed following the regular review process and will not move to the consent agenda and/or a first reading at the April 9, 2026 school board meeting.

Policy 528 - Student Parental, Family, and Marital Status Nondiscrimination

More review and discussion needed. Will bring back to April 2026 Policy Committee Meeting.

The meeting concluded at 5:22 PM.

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, MARCH 5, 2026
5:30 PM**

The School Board of Independent School District 138 met in regular session on Thursday, March 5, 2026 at 5:30 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: Rachel Kytonen, Pakou Lee, Taylor Swanson, Todd Tetzlaff, Pat Tepoorten, Yu Nyiam Vue, Adam Xiong and Joey Xiong

Approval of Agenda:

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

Superintendent's Report

Superintendent Paul highlighted student-led arts initiatives and upcoming community events. A districtwide "Viking Way" banner project will replace aging banners along Viking Way (Grand Ave), with students designing artwork inspired by Norwegian rosemaling, Hmong story cloths, Hispanic/Latino mural traditions, and American Indian collage to celebrate cultural heritage. The project is supported through grants from the Arts and Cultural Heritage Fund and the North Branch Area Education Foundation.

Updates also recognized student achievement, including Ella Dick's 6th-place finish at the state gymnastics meet, shared experiences from foreign exchange students, and reminded of upcoming activities such as Prom, the "We Are All the Same" Sock Hop celebrating World Down Syndrome Day, and a staff scholarship fundraiser at Jerry's Foods.

Removal of Consent Items for Discussion:

None

Consent Items:

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

- A. Minutes of February 12, 2026 Policy Committee Meeting
- B. Minutes of February 12, 2026 Regular School Board Meeting
- C. Minutes of February 19, 2026 Special School Board Meeting
- D. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$ 618,336.06
 - Auxiliary, Bank 12 - \$ 2,215.79
 - Payroll, Bank 13 - \$ 2,480,259.03
 - Scholarship, Bank 18 - \$ 12,500.00
 - High School Student Activities, Bank 31 - \$ 23,287.95
 - Middle School Student Activities, Bank 32 - \$ 880.63

E. Personnel

1. Amber Baker, resignation effective March 11, 2026, as Schoolkeeper at North Branch Area Public Schools
2. Joel Larson, resignation effective March 6, 2026, as Lunchroom/Playground Assistant at Sunrise River Elementary School
3. Maria Oare, resignation effective February 27, 2026, as Special Education Assistant at North Branch Area High School
4. Jody Spofford, resignation effective July 9, 2026, as Human Resources Specialist at North Branch Area Public Schools
5. Tristan Olson-Wahlroos, leave request effective February 12, 2026 through March 16, 2026, as Special Education Assistant at Sunrise River Elementary School
6. Licia Sieracki, leave request effective February 18, 2026 through March 4, 2026, as Special Education Assistant at Sunrise River Elementary School
7. Amy Pesek, employment effective February 2, 2026, as Lunchroom/Playground Assistant at Sunrise River Elementary School
8. Jena Benson, resignation effective March 6, 2026, as Special Education Assistant at North Branch Area Education Center
9. 2025-26 Extracurricular Spring Coach Positions
 - a. Steve Christensen, Class 4, Step 10, as Assistant Coach for

Baseball

- b. Katherine Crudo, Class 2, Step 10, as Head Coach for Softball
- c. Lundgren, Class 2, Step 10, as Boys Head Coach for Track and Field
- d. Norm Nagel, Class 2, Step 10, as Girls Head Coach for Track and Field
- e. Nathan Appleby, Class 4, Step 10, as Assistant Coach for Track and Field
- f. Ian McWilliams, Class 4, Step 10, as Assistant Coach for Track and Field
- g. Jonny Bodell, Class 3, Step 1, as Head Coach for Boys Golf
- h. Charlie Linder, Class 5, Step 1, as Assistant Coach for Boys Golf
- i. Chad Carlson, Class 3, Step 7, as Head Coach for Girls Golf
- j. Megan Carlson, Class 5, Step 2, as Assistant Coach for Girls Golf
- k. Joel Santjer, Class 3, Step 10, as Head Coach for Boys Tennis
- l. Kyle Groh, Class 9, Step 10, as Fitness Center Supervisor for Spring Season
- m. Norm Nagel, Class 9, Step 10, as Fitness Center Supervisor for Spring Season
- n. Alyssa Nelson, Class 9, Step 4, as Coach for Adapted Bowling
- o. Josh Reistad, Class 6, Step 10, as Coach for Middle School Track
- p. Scott Schraufnagel, Class 6, Step 5, as Coach for Middle School Track
- q. Natalie Bristol, Class 6, Step 2, as Coach for Middle School Track
- r. Kyle Kahl, Class 6, Step 10, as Coach for Middle School Baseball
- s. Jim Van Eerden, Class 6, Step 10, as Coach for Middle School Baseball

- t. Carlie Hart - Volunteer Coach for Softball
- u. Cole Olson - Volunteer Coach for Softball
- v. Adam Klick - Volunteer Coach for Softball
- w. Mitch Minnig - Volunteer Coach for Softball
- x. Kristi Pilz - Volunteer Coach for Softball
- y. Melissa Jarvi - Volunteer Coach for Softball
- z. Carl Newman - Volunteer Coach for Track & Field
- aa. Nate Halseth - Volunteer Coach for Boys Golf
- bb. Jack Gladitsch - Volunteer Coach for Boys Golf
- cc. Casey Thiel - Volunteer Coach for Girls Golf

F. Policy

- a. Policy 520 - Student Surveys
- b. Policy 714 NB - Fund Balances

G. Acceptance of Donations

FEBRUARY 2026			
DATE	DONATION FROM	DONATION TO	AMOUNT USE
2/2/2026	Kathleen Fisk, 5905 Chippewa Trl, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00 Scholarship Donation
2/2/2026	General E W Rawlings Chapter Air Force Association, PO Box 11802, St. Paul, MN 55111	NBHS Athletics	\$750.00 JROTC Program Donation for Field Building Supplies
2/2/2026	William & Linda Hackett, 4748 381st Trl, North Branch, MN 55056	NBHS Athletics	\$50.00 Boys Basketball Program Donation
2/2/2026	Jayne & Timothy Taylor, 31000 N Lakes Ct, Lindstrom, MN 55045	NBHS Athletics	\$50.00 FRC Robotics Program Donation
2/3/2026	Anonymous	Sunrise River Elem.	\$64.00 Field Trip Fund Donation
2/13/2026	American Legion Post No. 85, PO Box 87, North Branch, MN 55056	NBHS Athletics	\$5,000.00 JROTC Program Donation
2/13/2026	Richard & Randi Greene, 37655 Oriole Ave, North Branch, MN 55056	NBHS Athletics	\$50.00 FRC Robotics Program Donation
2/13/2026	H & L Machine, 27380 Lofton Ave, Chisago City, MN 55013	NBHS Athletics	\$350.00 FRC Robotics Program Donation
2/13/2026	Lakes Region EMS, 40245 Fletcher Ave, North Branch, MN 55056	NBHS Athletics	\$500.00 FRC Robotics Program Donation
2/13/2026	Margaret Lindlof, 1521 Glenbeigh Ct, Woodbury, MN 55125	NBHS Athletics	\$50.00 FRC Robotics Program Donation
2/13/2026	Brian Nysse	NBHS Athletics	\$50.00 FRC Robotics Program Donation
2/13/2026	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00 Boys Basketball Program-Sports Physical Donation
2/13/2026	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00 Wrestling Program-Sports Physical Donation
2/13/2026	Sun Dental, PO Box 40, North Branch, MN 55056	NBHS Scholarship A/C	\$1,500.00 Scholarship Donation
2/26/2026	Richard & Wanda Evans, 9171 Green Lake Trl, Chisago City, MN 55013	NBHS Athletics	\$500.00 FRC Robotics Program Donation
2/26/2026	Prism Design & Embroidery, PO Box 820, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00 Scholarship Donation
			\$10,514.00
FEB	Heather Grell, 8905 275th St, Chisago City, MN 55013	NBHS	*Donated 4 Prom Dresses
FEB	Emily Havgen, 29230 Vale St NW, Isanti, MN 55040	NBHS	*Donated 3 Prom Dresses
FEB	Shakarah Jackson	NBHS	*Donated 1 Prom Dress
FEB	Kayla Krey, 28256 Potomac St NE, North Branch, MN 55056	Sunrise River Elem.	*Donated a Speech Generating Device (Approx Value \$500)
FEB	Jennifer Melton, 37310 Fill Ave, North Branch, MN 55056	NBHS	*Donated 2 Prom Dresses
FEB	Terry Nelson, 42100 Falcon Ave, Harris, MN 55032	NBHS	*Donated 1 Prom Dress
FEB	Megan Paul, 31050 Foster Ave, Stacy, MN 55079	NBHS	*Donated 1 Prom Dress
FEB	Melissa Rafferty, 7391 Wellington Dr, North Branch, MN 55056	NBHS	*Donated 1 Prom Dress
FEB	Christy Tallman, 34135 Grange Circle, Stacy, MN 55079	NBHS	*Donated 1 Prom Dress

Open Mic

None

New Business

- A. Approval of the Agreement Between Therapeutic Services Agency (TSA) and Independent School District No. 138 (North Branch) to Provide Mental Health Services and Support Services for the School Academic Year 2026-2027 and 2027-2028

Moved by Trampe, seconded by LaValla, and carried unanimously to approve the Agreement Between Therapeutic Services Agency (TSA) and Independent School District No. 138 (North Branch) to Provide Mental Health Services and Support Services for the School Academic Year 2026-2027 and 2027-2028.

- B. Approval of First Reading of the Following Policies

Moved by Trampe, seconded by LaValla and carried unanimously to approve First Reading of the Following Policies

1. Policy 799 – OPEB Investment Policy Statement

Addendum

None

Information

Policy 528 – Student Parental, Family and Marital Status Nondiscrimination was recently reviewed and approved by the School Board in November 2025. However, it has been brought back to the Policy Committee for further review after Member Johnson raised several thoughtful questions.

Board Requests

None

Committee Reports

Member Grovender gave an update on SCRED highlighting Fast Bridge Assessment Tool.

Dates to Remember

- A. March 9, 2026 at 9:00 AM - MSBA/MASA Day at the Capitol, Minnesota History Center - St. Paul
- B. March 26, 2026 at 5:30 PM - School Board Work Session, Sunrise River Elementary School, Media Center
- C. April 9, 2026 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122
- D. April 9, 2026 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center, Board Room, Room B122

Adjournment

Moved by Grovender, seconded by Trampe and carried unanimously to adjourn the regular meeting at 5:59 PM.

Heather Naegele, Clerk

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
SUNRISE RIVER SCHOOL, MEDIA CENTER SCHOOL BOARD
WORK SESSION
March 26, 2026

The School Board of Independent School District 138 met in a Work Session on Thursday, March 26, 2026, at 5:30 p.m. in the Media Center at Sunrise River School.

Vice Chair Grovender called the meeting to order.

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

Absent: Jesse LaValla & Tim MacMillan

Note: Member LaValla arrived at 5:31 p.m.

Others in Attendance: Rachel Abress, Erica Bjerketvedt, Carrie Hoffman, Pakou Lee, Thuy Meinz, Carmen Money, Megan Nysse, Taylor Swanson, Pat Tepoorten, Todd Tetzlaff, David Treichel

The Pledge of Allegiance was said by all.

Superintendent's Report

Superintendent Paul shared updates focused on school engagement, student support, and community partnerships, along with legislative priorities around funding, innovation, and facility needs.

The Strategic Advisory group reported continued district growth, highlighting strong culture, expanded opportunities, and a focus on improving consistency, communication, and access for all students.

The board received an update on local economic development, including approval of a Tax Increment Financing (TIF) district supporting a new manufacturing project expected to bring jobs and long-term growth.

Work Session Topics

Spotlight on Sunrise River School and North Branch Area Education Center

The Sunrise River School and Education Center spotlight highlighted positive parent feedback, staffing alignment, safety improvements, and strong student support systems aligned with Multi-Tiered System of Supports (MTSS).

Student data showed steady academic progress, with continued growth in reading and math, strong early literacy gains, and ongoing support through targeted interventions and enrichment opportunities.

Board members adjourned the meeting at 6:50 PM

Heather Naegele, Clerk

**ELECTRONIC FUND TRANSFERS
MARCH 2026**

Direct Dep Cks			\$1,173,768.04
ACHS			<u>\$10,315.01</u>
			\$1,184,083.05
Other Electronic Fund Transfers:			
Federal/FICA Taxes		3/9/2026	\$79,497.70
		3/9/2026	\$110,770.15
(Also reflected in P/R info)		3/23/2026	\$79,561.57
		3/23/2026	<u>\$107,931.19</u>
			\$377,760.61
Minnesota Withholding Taxes		3/4/2026	\$367.64
(Also reflected in P/R info)		3/4/2026	\$419.29
		3/10/2026	\$12,440.66
		3/10/2026	\$19,615.23
		3/23/2026	\$104.29
		3/24/2026	\$12,897.13
		3/24/2026	<u>\$19,174.89</u>
			\$65,019.13
Economic Service (EBC)		3/9/2026	\$13,549.40
(Also reflected in P/R info)		3/9/2026	\$21,280.33
		3/23/2026	\$13,534.60
		3/23/2026	<u>\$20,659.50</u>
			\$69,023.83
MII LIFE-F S A	PEIP	3/9/2026	\$572.49
	PEIP	3/13/2026	\$35.00
	PEIP	3/23/2026	\$38.00
	PEIP	3/24/2026	\$250.00
	PEIP	3/25/2026	\$20.08
	PEIP Admin Inv	3/26/2026	<u>\$425.25</u>
			\$1,340.82
MII LIFE-M S A		3/9/2026	\$986.09
		3/9/2026	\$8,446.21
		3/23/2026	\$986.09
		3/23/2026	<u>\$8,496.21</u>
			\$18,914.60
Minnesota Teachers Retirement		3/6/2026	\$10,928.04
		3/6/2026	\$91,251.81
		3/20/2026	\$10,885.30
		3/20/2026	<u>\$88,969.82</u>
			\$202,034.97
PERA		3/6/2026	\$43,405.87
		3/20/2026	<u>\$44,123.64</u>
			\$87,529.51
Delta Dental Plan		3/23/2026	\$25,812.03
MN Sales Tax		3/19/2026	\$94.00

SCHOOL DISTRICT – COMMUNITY RELATIONS

Community Notification of Predatory Offenders

906

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school's care while they are on or near the school district premises or under the control of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have access to Offender Fact Sheets.
- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.
- D. Minnesota Statutes, section 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.

III. DEFINITIONS

- A. "Criminal history conviction data" is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA).
- B. "Law enforcement agency" means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release.
- C. "Notification or Disclosure by Law Enforcement Agency"
 - 1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
 - 2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #906

Adopted: November 14, 2013

Reviewed: 4/9/2026

Revised: 4/9/2026

Effective: 11/14/13, 4/6/2026

SCHOOL DISTRICT – COMMUNITY RELATIONS

Community Notification of Predatory Offenders

906

into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.

3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender.
- D. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.
1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
 2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
- E. “Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, Subds. 2, 3)
- F. “Risk Levels”
1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
 2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
 3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.

IV. PROCEDURES

A. Level II Notification

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while they are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #906

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SCHOOL DISTRICT – COMMUNITY RELATIONS

Community Notification of Predatory Offenders

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2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.
3. Principals of schools in close proximity to the Level II predatory offender's residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.
5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #906

Adopted: November 14, 2013

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SCHOOL DISTRICT – COMMUNITY RELATIONS

Community Notification of Predatory Offenders

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5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 244.052 (Community Notification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 14071 (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)
Dept. of Admin. Advisory Op. No. 98-004

Cross References: NB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
NB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
NB Policy 515 (Protection and Privacy of Pupil Records)
NB Policy 903 (Visitors to School District Buildings and Sites)

SCHOOL DISTRICT COMMUNITY RELATIONS

Rewards

907

I. PURPOSE

The purpose of this policy is to authorize the school board to offer rewards to persons who provide accurate and reliable information leading to the conviction of a person who has committed or conspired to commit a crime against students or school employees, volunteers, or school board members as a result of their affiliation with the school district, or against school district property. This policy does not apply to nominal rewards offered by administration to students at school sites with the approval of the superintendent.

II. GENERAL STATEMENT OF POLICY

The school board believes that, in certain circumstances, the offering of a reward may lead to the receipt of information that would solve or prevent a crime against students, school employees, volunteers, school board members, or school district property.

III. APPROVAL OF OFFERING OF REWARDS

The school board shall approve the offering of any rewards by the school district. The approval shall specify the amount of the reward and the crime to which it is applicable. The approval may relate to a specific incident or to a continuing category of crime, i.e., assault of a teacher, damage to school property, etc.

IV. ESTABLISHMENT OF PROCEDURES

The superintendent shall develop directives and procedures to address the timing and method of payment of any reward earned by an information provider. The information provided must have led to the conviction of the person who committed or conspired to commit the crime for which the reward was offered.

Legal References: Minn. Stat. § 123B.02, Subd. 22 (Reward)

Cross References:

DATE	DONATION FROM	DONATION TO	AMOUNT USE
3/3/2026	Anonymous	NBHS Athletics	\$500.00 FTC Robotics Program Donation
3/3/2026	NB Area Hockey Assoc., PO Box 541, North Branch, MN 55056	NBHS Athletics	\$1,500.00 Softball Program Donation
3/3/2026	S.J. & J.A. Rumchik, 44700 Acacia Trl, Harris, MN 55032	NBHS Athletics	\$100.00 FTC Robotics Program Donation
3/6/2026	Jacklyn Badger, 6167 Aztec Trl, North Branch, MN 55056	NBHS Athletics	\$100.00 FTC Robotics Program Donation
3/6/2026	JD Dental Lab, Main Street Center, 6448 Main Street, North Branch, MN 55056	NBHS Athletics	\$100.00 FTC Robotics Program Donation
3/6/2026	Jones Granger Attorneys at Law, 5481 St. Croix Trl, Ste. 150, North Branch, MN 55056	NBHS Athletics	\$200.00 FTC Robotics Program Donation
3/6/2026	Barbara Krawczewski, 16536 Wild Mountain Rd, Taylor Falls, MN 55084	NBHS Scholarship A/C	\$20,000.00 Scholarship Donation
3/6/2026	NBAEF, 38868 12th Ave #4, North Branch, MN 55056	NBHS Athletics	\$3,000.00 FTC Robotics Program Donation
3/6/2026	Maureen Puziewicz, 9955 468th St, Harris, MN 55032	NBHS Athletics	\$7,500.00 FTC Robotics Program Donation
3/6/2026	Stacy Lions Club, PO Box 1, Stacy, MN 55079	NBHS Scholarship A/C	\$5,000.00 Scholarship Donation
3/6/2026	Tom Kadlec Chevrolet, 38420 Tanger Dr, North Branch, MN 55056	NBHS Athletics	\$1,000.00 FTC Robotics Program Donation
3/6/2026	VFW Post 6424, PO Box 373, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00 Scholarship Donation
3/9/2026	Empire Insurance Group, 6063 Main St, Ste. A, North Branch, MN 55056	Sunrise River Elem.	\$500.00 Fun Run Donation
3/9/2026	North Branch Dental, PO Box 220, North Branch, MN 55056	Sunrise River Elem.	\$250.00 Fun Run Donation
3/9/2026	Peterson's North Branch Mill, PO Box 218, North Branch, MN 55056	Sunrise River Elem.	\$500.00 Fun Run Donation
3/9/2026	The Hungry Farmer, 6241 Main St, Ste. 100, North Branch, MN 55056	Sunrise River Elem.	\$500.00 Fun Run Donation
3/9/2026	Kim Theis, 4715 384th St, North Branch, MN 55056	Sunrise River Elem.	\$250.00 Fun Run Donation
3/9/2026	Tom Kadlec Chevrolet, 38420 Tanger Dr, North Branch, MN 55056	Sunrise River Elem.	\$1,000.00 Fun Run Donation
3/12/2026	Innovative Design & Engineering, 6202 402nd St, North Branch, MN 55056	NBHS Athletics	\$250.00 FTC Robotics Program Donation
3/12/2026	Daniel McMurchie, 2169 Cool Stream Cir, Eagan, MN 55122	NBHS Athletics	\$100.00 FTC Robotics Program Donation
3/12/2026	North Branch Fire Relief Assoc, PO Box 245, North Branch, MN 55056	NBHS Athletics	\$500.00 FRC Robotics Program Donation
3/19/2026	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	NBHS Athletics	\$1,000.00 FTC Robotics Program Donation
3/19/2026	Anonymous	NBHS Athletics	\$1,000.00 FTC Robotics Program Donation
3/19/2026	Chisago County Pheasants Forever, PO Box 23, Stacy, MN 55079	NBHS Scholarship A/C	\$750.00 Scholarship Donation
3/19/2026	Climate Makers, 1700 Freeway Blvd #10, Brooklyn Center, MN 55430	NBHS Athletics	\$500.00 FTC Robotics Program Donation
3/19/2026	Barbara Nelson, PO Box 102, North Branch, MN 55056	NBHS Athletics	\$1,000.00 FTC Robotics Program Donation
3/19/2026	North Branch Chamber of Commerce, 6063 Main St, Ste. B, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00 Scholarship Donation
3/19/2026	Jayne Taylor, 31000 N Lakes Ct, Lindstrom, MN 55045	NBHS Athletics	\$200.00 FTC Robotics Program Donation
3/20/2026	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	NBHS	\$100.00 Career Day Donation
3/20/2026	Preferred Tool, PO Box 493, Hugo, MN 55038	NBHS	\$200.00 Career Day Donation
3/20/2026	Tom Kadlec Chevrolet, 38420 Tanger Dr, North Branch, MN 55056	NBHS	\$100.00 Career Day Donation
3/20/2026	Wolf River Electric, 101 Isanti Parkway NE, Isanti, MN 55040	NBHS	\$100.00 Career Day Donation
3/27/2026	Anonymous	NBHS Athletics	\$1,000.00 FTC Robotics Program Donation
3/27/2026	Nancy Barber, 20450 Huebner Rd, Apt. 11225, San Antonio, TX 78258	NBHS Athletics	\$200.00 FTC Robotics Program Donation
3/27/2026	Kelly Doohen, 9283 301st Ave NE, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00 Scholarship Donation
3/27/2026	Hazelden Betty Ford, PO Box 11, Center City, MN 55012	NBHS Scholarship A/C	\$600.00 Scholarship Donation
3/27/2026	Lakes Region EMS, 40245 Fletcher Ave, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00 Scholarship Donation
3/27/2026	Neighborhood National Bank, 5481 St. Croix Trl, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00 Scholarship Donation
3/27/2026	Warren Puziewicz, 6479 Tranquilo, #3062, Irving, TX 75039	NBHS Athletics	\$1,000.00 FTC Robotics Program Donation
3/27/2026	Joel Skelton, PO Box 386, North Branch, MN 55056	NBHS Scholarship A/C	\$400.00 Scholarship Donation
3/27/2026	Wyoming Machine, PO Box 180, Stacy, MN 55079	NBHS Athletics	\$1,010.00 FTC Robotics Program Donation
3/30/2026	CAF America/Associated Bank (A. Fenton)	NBHS Athletics	\$250.00 Gymnastics Program Donation
3/30/2026	Chisago County Pheasants Forever, PO Box 23, Stacy, MN 55079	NBHS Athletics	\$1,000.00 Clay Target Program Donation
3/30/2026	NBEA, jharren@isd138.org	NBHS Scholarship A/C	\$2,000.00 Scholarship Donation
3/30/2026	Riehle Family Charity, 1521 Glenbeigh Ct, Woodbury, MN 55125	NBHS Athletics	\$500.00 FTC Robotics Program Donation
3/30/2026	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00 Girls Track Program Donation
3/30/2026	Trinity Lutheran Church, PO Box 447, North Branch, MN 55056	NBHS Athletics	\$500.00 FTC Robotics Program Donation
3/30/2026	NAPA, 5881 Elm St, North Branch, MN 55056	NBHS Athletics	\$100.00 FTC Robotics Program Donation
3/31/2026	Arrow Tank & Engineering, 650 Emerson St N, Cambridge, MN 55008	NBHS	\$100.00 Career Day Donation
3/31/2026	Hawk Aviation, 51601 County Rd 33, Rush City, MN 55069	NBHS	\$100.00 Career Day Donation
3/31/2026	MMCD, 2009 University Ave W, St. Paul, MN 55104	NBHS	\$100.00 Career Day Donation
3/31/2026	Twin Pines Metrology, 3114 Medalist Dr, Oshkosh, WI 54902	NBHS	\$100.00 Career Day Donation
			\$60,810.00
MAR	Jordan Wytenback, 40519 Fenian Way, North Branch, MN 55056	NBHS	*Donated 2 Prom Dresses
MAR	Lucy Jacobson, 40519 Fenian Way, North Branch, MN 55056	NBHS	*Donated 1 Prom Dress

I. PURPOSE

The purpose of this Investment Policy Statement is to establish an understanding as to the investment goals, objectives, and management policies for this portfolio.

The investment policy will also:

1. Establish overall standards for the management of the assets held in the portfolio.
2. Define overall investment parameters to help manage risk in the portfolio in accordance with the identified risk tolerance.
3. Communicate the intent of this plan to the appropriate parties.
4. Provide a written strategy and standard, which will guide the decisions regarding the management of the portfolio assets, including any restrictions to the management of the assets.
5. Establish a methodology for evaluating the performance of the portfolio and its components.

This statement should be reviewed periodically and revisions should be made as necessary to reflect changes in circumstances or objectives. All revisions must be made in writing and distributed to the appropriate parties on a timely basis.

II. INVESTMENT OBJECTIVE**Balanced**

Balance in emphasis between current income and longer-term capital appreciation. Assets are primarily invested in equity and fixed-income securities with a moderate to strong emphasis on capital appreciation and current income. This objective can be considered for clients with average risk tolerance and intermediate to longer term time horizons, in which to grow principal. Real assets and complementary strategies (e.g., hedge funds, private equity) may be utilized to improve the return/risk relationship of the portfolio. Client suitability, liquidity needs, investment minimum requirements, and investor qualifications will be considered before investing in these asset classes.

III. INVESTMENT HORIZON

The Client has an investment horizon that is considered longterm, in excess of 11 years or more.

IV. TAX SENSITIVITY

The North Branch ISD #138 OPEB Trust was established by the school district with the intention that it qualify as a tax-exempt trust performing an essential government function within the meaning of Section 115 of the Code, and the Regulations issued thereunder, and as a trust for Postemployment Benefits under the Minnesota Statutes Section 471.6175.

NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

OPEB Investment Policy Statement

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V. RISK TOLERANCE

Historical capital market data, together with modern investment theory, indicate a relationship between the level of risk (volatility) and the level of return that can be expected. Higher returns are typically associated with higher risk; therefore the risk profile of the aggregate plan assets should parallel the volatility of the total plan benchmark.

Moderate

Moderate

The risk tolerance of the Client can be described as 'moderate'. The Client has a medium tolerance for risk, but moderate down years in investment performance are acceptable. The Client is willing to accept more risk to achieve the return objective set forth in this investment policy statement. The Client understands that the actual level of risk in the Portfolio, as well as the overall Portfolio investment returns may be higher or lower than the Client's stated tolerance and objective.

VI. ASSET ALLOCATION STRATEGY

After consideration of the Client's investment objective, risk tolerance, and other portfolio specifications, the initial allocation will be:

<u>Asset Class</u>	<u>Value</u>	<u>Percent</u>	<u>Range*</u>
Equities	\$1,630,000	40%	30%-50%
Fixed Income	\$1,630,000	40%	30%-50%
Real Assets	\$407,500	10%	0-20%
Comp. Strategies	\$407,500	10%	0-20%
Cash Equivalents	\$0	0%	
Other	\$0	0%	
Unclassified	\$0	0%	
Total Assets 100%	\$4,075,000	100%	

* Ranges may fluctuate and/or change from what is noted due to new asset allocation recommendations.

Asset allocation does not assure or guarantee better performance and cannot eliminate the risk of investment losses.

Portfolio rebalancing shall be performed periodically to remain consistent with the established asset allocation. At a minimum, the Plan's assets, governed by this policy, shall be reviewed annually, and trading costs shall be considered if cash flow is insufficient to effect the rebalancing. The allocation does not involve market timing and is intended to represent a diversified approach to investing based upon the Client's investment horizon.

VII. CLIENT INVESTMENT TIMING

Client is comfortable with rebalancing the portfolio to meet the revised IPS allocation targets within the next three months.

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #799

Adopted: March 14, 2013

Replaces:

Reviewed: 4/9/26

Revised:

Effective: March 14, 2013, 4/9/26

VIII. PERFORMANCE EVALUATION OR MONITORING

1. Performance of the Portfolio will be monitored, measured, and evaluated over a market cycle.
2. Performance will be measured against an appropriate benchmark given the client's long term goals and objectives and the strategic allocation that has been selected. The selected benchmarks or indices for the portfolio shall be:
 - 1) For total portfolio return we have modeled a net total return of 4.7%.
 - 2) Individual separate account managers and/or funds will be evaluated against appropriate benchmarks.

IX. SPECIAL CONSIDERATIONS

This OPEB Trust was established to provide benefit payments to retirees in accordance with GASB 45. Actual benefit payments may vary in amount and timing and will be made at the direction of appropriate school personnel. Sufficient lead time will be given to the investment manager prior to distribution requests to permit the orderly generation of cash. While there is no specific cash target required by this investment policy statement, the investment manager is well aware that distributions will likely be made on an annual basis and will structure the portfolio to ensure liquidity is readily available.

X. RESTRICTIONS

The following asset classes, securities, and/or sectors, will be excluded from this portfolio:

Investment(s) to be restricted or excluded from portfolio:

Trust Investments are limited to investments authorized under Minnesota Statutes Chapter 118A or Section 356A.06, subdivision 7.

Within 356A.06, subd. 7, "other investments" includes portions of real assets and comp. strategies, as well as non-US securities. Collectively cannot exceed 35%.

XI. BACKGROUND

The Minnesota Legislature in 2008 enacted Minnesota Statutes, Section 471.6175 which authorized a Minnesota political subdivision or public entity that creates or has created an actuarial liability, to pay post-employment benefits to employees or officers after their termination of service to establish a trust to pay for those benefits. Pursuant to these statutes the North Branch ISD #138 school district created this OPEB Trust for the purpose of funding its OPEB obligations as required to be reported pursuant to GASB 43 and 45 (Government Accounting Standards Board).

XII. LIQUIDITY

Liquidity for annual distributions will be managed within the fixed income portion of the OPEB Trust.

Legal References:

Cross References:

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 514
Orig. 2003
Rev.
20254

514 BULLYING PROHIBITION POLICY

[NOTE: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 - 1. on the school premises, at the school functions or activities, on the school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual

harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct,

sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s)

against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and [the student's developmental age and behavioral history, shall take into account the factors specified in Section II.F. of this policy.](#) School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

[\[NOTE: The language added above appears in Minnesota Statutes, section 121A.031.\]](#)

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent~~(s)~~ or guardian~~(s)~~ of students who are targets of bullying or other prohibited conduct and the parent~~(s)~~ or guardian~~(s)~~ of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law. [For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.](#)

[\[NOTE: The 2025 Minnesota legislature added the final sentence to Minnesota Statutes, section 121A.031.\]](#)

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher,

administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. ~~Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.~~

[NOTE: The deleted language appears in Article V. above.]

VII. TRAINING AND EDUCATION

- A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are

necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.
- C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.

- E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.
- H. [The school district designates \[insert name of staff member\] as the primary contact person in the school building to receive reports of prohibited conduct](#)

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

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on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

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- E. Reports of bullying or other prohibited conduct are classified as private educational and/or

personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data

regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct.

Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement

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- prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.
- C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.
- E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to

North Branch Independent School District 138: Policy #514

Adopted: 6/10/04

Last Reviewed: 4/8/21, 12/9/21, 10/10/24, (2026)

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parents at the beginning of each school year.

- F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.
- H. The school district designates the principal as the primary contact person in the school building to receive reports of prohibited conduct

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
NB Policy 413 (Harassment and Violence)
NB Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
NB Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
NB Policy 501 (School Weapons Policy)
NB Policy 506 (Student Discipline)
NB Policy 507 (Corporal Punishment)
NB Policy 515 (Protection and Privacy of Pupil Records)
NB Policy 521 (Student Disability Nondiscrimination)
NB Policy 522 (Title IX Sex Nondiscrimination Policy)
NB Policy 524 (Internet Acceptable Use and Safety Policy)

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NB Policy 525 (Violence Prevention)
NB Policy 526 (Hazing Prohibition)
NB Policy 529 (Staff Notification of Violent Behavior by Students)
NB Policy 709 (Student Transportation Safety Policy)
NB Policy 711 (Video Recording on School Buses)
NB Policy 712 (Video Surveillance Other Than on Buses)

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