

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA MIDDLE SCHOOL, FTLA ROOM #816, 38431
LINCOLN TRL, NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, SEPTEMBER 10, 2026
5:30 PM**

AGENDA

Notice is hereby given that the School Board of North Branch Area Public Schools will hold a Regular School Board Meeting on Thursday, September 10, 2026 at 5:30 PM in the North Branch Area Middle School, FTLA Room #816, 38431 Lincoln Trl, North Branch, MN 55056.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. School Board Recognition
 - A. Minnesota School Board Recognition Month 6
- VI. Superintendent's Report 9
- VII. Removal of Consent Items for Discussion
- VIII. Approval of Consent Items
 - A. Minutes of August 13, 2026 Policy Committee Meeting 19
 - B. Minutes of August 13, 2026 Regular School Board Meeting 20
 - C. Authorization of Payments, Transfers, and Investment Activity 25
 - D. Personnel
 - 1. Jaime Jorgenson, resignation effective August 8, 2026, as Education Assistant at North Branch Area Middle School
 - 2. Kacee Meyer, resignation effective August 18, 2026, as Special Education Assistant at North Branch Area High School
 - 3. Tristan Olson-Wahlroos, resignation effective August 9, 2026, as Special Education Assistant at Sunrise River School

4. Cindy Scheurer, resignation effective August 31, 2026, as Playground/Lunchroom Assistant and Youth Connections Adult Assistant at North Branch Area Education Center
5. April Birdsall, termination effective August 24, 2026, as District Wide Health Clerk
6. Addison Altier, employment effective September 1, 2026, as Special Education Assistant at North Branch Area Education Center
7. Rebecca Denniston, employment effective August 17, 2026 as Career Center Clerk at North Branch Area High School
8. Kourtney Enstad, employment effective August 31, 2026 as Recess Assistant at Sunrise River School
9. Tisha Mandt, employment effective August 24, 2026, as Special Education Assistant at North Branch Area High School
10. Michelle Bjork, effective September 1, 2026, position change from part-time SAC Adult Assistant to Early Childhood Education Assistant at North Branch Area Education Center
11. Kathy Hischer, position change effective August 25, 2026 from Job Coach at Life Work Center to Special Education Assistant at Sunrise River School
12. Dawn Newton, position change effective August 31, 2026, as Lunchroom Assistant/Education Assistant to Job Coach at Life Work Center
13. Amy Pesek, effective August 25, 2026, position change from Playground / Lunchroom Assistant at Sunrise River School to Early Education Assistant at North Branch Area Education Center
14. Danielle Snyder, position change effective August 18, 2026, as Special Education Assistant at Sunrise River School to Behavior Interventionist at North Branch Area Education Center
15. Bao Yang, effective August 19, 2026, position change from part-time Special Education Assistant to full-time Special Education Assistant at North Branch Area Education Center
16. Shelly Young, position change effective August 20, 2026, as Special Education Assistant at Life Work Center to Special Education Assistant at North Branch Area Middle School
17. Abby Harrer, BA, Step 1, as Long-Term Substitute for Olivia Berg, effective August 24, 2026 through October 19, 2026, as Fifth Grade Teacher at Sunrise River School

18. Samantha Pederson, BA+45, Step 1, one-year contract for the 2026-2027 school year, as Tier 2 Physical Education Teacher at North Branch Area Middle School
19. 2026-27 Extracurricular Fall Coach Positions
 - a. Norm Nagel, Class 2, Step 8, as Head Coach for Cross Country
 - b. Natalie Bristol, Class 4, Step 3, as Cross Country Assistant Coach
 - c. Justin Voss, Class 1, Step 9, as Football Head Coach
 - d. Kyle Groh, Class 3, Step 5, Football Assistant Coach
 - e. Dan Johnson, Class 3, Step 10, as Football Assistant Coach
 - f. Eli Erickson, Class 3, Step 3, as Football Assistant Coach
 - g. Ian McWilliams, Class 3, Step 10, as Football Assistant Coach
 - h. Nick Schlender, Class 3, Step 2, as Football Assistant Coach
 - i. Matt DiMartino, Class 3, Step 1, as Football Assistant Coach
 - j. Kyle Kahl, Class 3, Step 10, as Football Assistant Coach
 - k. Chad Johnson, Class 2, Step 10, as Head Coach for Boys Soccer
 - l. Jessica Audette, Class 4, Step 9, as Assistant Coach for Boys Soccer
 - m. Hunter Brandel, Class 4, Step 3, as Assistant Coach for Boys Soccer
 - n. Josh Kopp, Class 2, Step 9, as Head Coach for Girls Soccer
 - o. Tyler Johnson, Class 4, Step 4, as Assistant Coach for Girls Soccer
 - p. Joel Santjer, Class 3, Step 10, as Girls Tennis Head Coach
 - q. Kathy Crudo, Class 5, Step 7, as Girls Tennis Assistant Coach
 - r. Mike Selbitschka, Class 1, Step 10, as Head Coach for Volleyball
 - s. Megan Carlson, Class 3, Step 3, as Assistant Coach for Volleyball
 - t. Lauren Hicks, Class 3, Step 2, as Assistant Coach for Volleyball
 - u. Tammi Minke, Class 3, Step 10, as Assistant Coach for Volleyball
 - v. Galytea Pierce, Class 3, Step 4, as Assistant Coach for Volleyball
 - w. Macy Skroch, Class 3, Step 1, as Assistant Coach for Volleyball

- x. Chad Carlson, Class 6, Step 10, as Middle School Volleyball Coach
- y. Samantha Pederson, Class 6, Step 4, as Middle School Volleyball Coach
- z. Whitney Boucha, Class 6, Step 1, as Assistant Coach for Middle School Volleyball
- aa. Nate Appleby, Class 9, Step 10, as Fitness Center Supervisor (Fall Season)
- bb. Ashton Salo, as Volunteer Coach for Cross Country
- cc. Brock Gratz, as Volunteer Coach for Football
- dd. Bryant Meyer, as Volunteer Coach for Girls Tennis
- ee. Max Johnson, as Volunteer Coach for Boys Soccer
- ff. Ross Otto, as Volunteer Coach for Boys Soccer
- gg. Steve Dickhudt, as Volunteer Coach for Volleyball
- hh. Cianna Selbitschka, as Volunteer Coach for Volleyball
- ii. Courtney Selbitschka, as Volunteer Coach for Volleyball

E. Policies

- 1. Policy 807 - Health and Safety 26
- 2. Policy 901 - Community Education 30
- 3. Policy 903 - Visitors to School District Buildings and Sites 31

F. Acceptance of Donations 33

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. New Business

- A. Consider approval of the North Branch Support Staff contract agreement for 2026 - 2027 and 2027 - 2028 school years
- B. Consider Certification of Proposed Property Tax Levy 2026 Payable 2027 34
- C. Consider Setting December 3, 2026 for the Truth In Taxation Hearing to Certify the Property Tax Levy 2026 Payable 2027

XI. Addendum

XII. Information

XIII. Board Requests

XIV. Committee Reports

XV. Dates to Remember

- A. September 24, 2026 at 5:30 PM - School Board Work Session, North Branch Area Middle School, FTLA Room #816
- B. October 8, 2026 at 4:30 PM - Policy Committee Meeting, North Branch Area Middle School, DO Conference Room #316A
- C. October 8, 2026 at 5:30 PM - Regular School Board Meeting, North Branch Area Middle School, FTLA Room #816

XVI. Adjournment

September 10, 2026
School Board
Appreciation



There are a lot of things that come across a school board table—
budgets, policies, facilities, reports and difficult decisions.

But ultimately, none of those things are the reason you serve.

You serve because the decisions made at this table
shape what is possible for our students.

We wanted you to have something small enough to keep with you as a⁷
reminder that the decisions you make here become opportunities in the
lives of our students. On behalf of all of us at NBAPS,

thank you
for serving our students and our community.

SKOL!





Superintendent Update September 10, 2026

Vision

What we intend to create

Inspire dreams,

build integrity,

instill hope

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

Mission

Purpose of our work

***Partner** with students, families and communities*

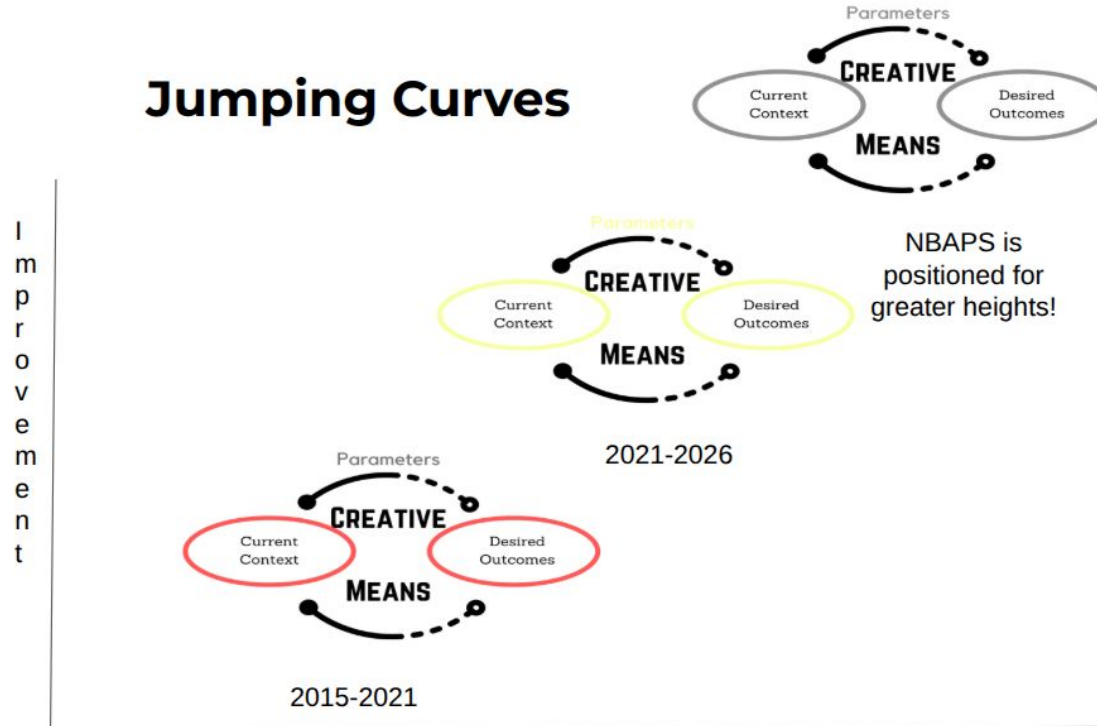
*to challenge all students to achieve their **greatest potential***

and become informed and engaged citizens.

Progress by Design



Jumping Curves



STRATEGIC PRIORITY ONE: Prepare all learners for success in school and in life by committing to the success of every student



Strong Start to the School Year

- Welcome Days, orientations, and the first days of school helped students and families build strong relationships, routines, and confidence.
- Across our schools, staff are focused on creating a positive start grounded in belonging, engagement, and high expectations.
- At the high school, staff are focused on attendance, engagement, high expectations, and helping students stay curious as they explore opportunities and make intentional choices about their learning and future.
- Site presentations will be featured at the September 24 and October 22 Board Work Sessions.

STRATEGIC PRIORITY ONE: Prepare all learners for success in school and in life by committing to the success of every student

Workforce Development Month

- **Every Viking Story is unique:** Students are discovering different opportunities, interests, and pathways as they shape what comes next.
- **Chamber of Commerce Meeting:** Opportunity to share Tori's Viking Story and highlight how students are connecting learning with their future.
- **Economic Development Authority Meeting:** Three additional Viking Stories will showcase students exploring work-based learning, skilled trades, college courses, and career pathways.
- **National Stage:** September 20–21, I will share North Branch's workforce development ecosystem at the AASA Superintendent Symposium in Washington, D.C.

***STRATEGIC PRIORITY TWO: Ensure mutual accountability
for measurable progress toward shared goals***



Safe Routes to School

- Continued focus on dismissal traffic patterns, particularly parent pick-up congestion and its impact on the bus corral.
- Annette Fairbanks, Taylor Swanson, and Erica Bjerketvedt are partnering to identify both immediate improvements and longer-term solutions.
- Conversations with City leaders are exploring an opportunity to extend Maple Street to Hemingway, requiring coordination among NBAPS, the nearby housing development, and the City.
- This could allow NBAPS to make complementary parking lot and traffic-flow improvements to create safer, more efficient transportation for next fall.
- The work reflects the importance of City–School District partnership as our community grows and we plan together for infrastructure, transportation, and student safety.



STRATEGIC PRIORITY THREE: Mobilize community engagement

Civic Partnerships: I continue to represent NBAPS in community conversations and advocate for the important role NBAPS plays in the future of North Branch. This week, I provided input into the City's Comprehensive Plan, encouraging a shift from responding to growth toward anticipating and preparing for opportunity. My recommendations emphasized maintaining development-ready infrastructure, strengthening partnerships, and proactively building the workforce capacity needed to attract and support future investment.

I also recommended strengthening the Plan's connection between education and economic development by explicitly identifying NBAPS, employers, postsecondary institutions, and workforce organizations as partners in building the Viking Bridge from education to employment. Additional recommendations included addressing barriers such as transportation, childcare, and access to education and training. Our goal is to ensure students and residents have meaningful career and education choices shaped by opportunity and civic partnership, while positioning North Branch to be ready for opportunities that may not yet be visible today.

STRATEGIC PRIORITY FOUR: Commit resources to district priorities



Enrollment Growth Continues

- We are starting the 2026–27 school year with **2,677 students**
 - **26 above projection**
 - **62 more than last year.**
- Even more encouraging, our existing grade-level cohorts grew by a **net 72 students** as they moved from one grade to the next.
- Growth is occurring **across multiple grade levels**, with only one cohort showing a slight decline.
- Overall, this is a **positive enrollment picture** and an encouraging sign of continued stabilization and growth.



**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
August 13, 2026**

The Policy Committee met on Thursday, August 13, 2026 at 4:30 p.m. in the Middle School Office Conference at the North Branch Area Middle School.

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

Absent: David Treiche

The following policies were reviewed and will move to September 10, 2026 board consent agenda.

Policy 807 - Health and Safety

Policy 901 - Community Education

Policy 903 - Visitors to School District Buildings and Sites

The following policies were reviewed following the regular review process and will not move forward to the consent agenda and/or a first reading at the September 10, 2026 school board meeting.

Policy 512 NB - School-Sponsored Student Publication and Activities

Policy 905.1 - Advertising Procedures

The meeting concluded at 5:25 PM.

Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA MIDDLE SCHOOL, FTLA ROOM #816,
38431 LINCOLN TRL, NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, August 13, 2026
5:30 PM**

The School Board of Independent School District 138 met in regular session on Thursday, August 13, 2026 at 5:30 p.m. in the FTLA Room #816 at the North Branch Area Middle School.

Chair MacMillan called the meeting to order.

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

Absent: Jesse LaValla

Others in attendance: Pakou Lee, Todd Tetzlaff and John Wagner

Approval of Agenda:

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

Superintendent's Report

Superintendent Paul presented an update regarding the district's strategic priorities, including student preparation and achievement, balanced technology use, core competencies, student engagement, and responsible digital citizenship.

The Board received updates regarding student transportation and safety, attendance initiatives and intervention, community and workforce partnerships, and the responsible allocation and use of district facilities and resources to support student learning.

Removal of Consent Items for Discussion:

None

Consent Items:

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

- A. Minutes of July 9, 2026 Regular School Board Meeting
- B. Minutes of July 13, 2026 School Board Retreat
- C. Authorization of Payments, Transfers, and Investment Activity

- Accounts Payable, Bank 07 – \$ 1,646,398.25
- Auxiliary, Bank 12 - \$ -41,006.10
- Payroll, Bank 13 - \$ 1,760,011.62
- Scholarship, Bank 18 - \$ 68,086.00
- High School Student Activities, Bank 31 - \$ 459.15
- Middle School Student Activities, Bank 32 - \$ 0.00

D. Personnel

- a. Lauren Larsen, resignation effective July 30, 2026, as Special Education Assistant at Sunrise River School
- b. Brent Lundgren, resignation effective July 6, 2026, as Special Education Teacher TOSA at North Branch Area Middle School
- c. Kristina Murphy, resignation effective July 7, 2026, as Lunchroom/Playground Assistant at Sunrise River School
- d. Tanya Giese, Intermittent leave request, effective July 13, 2026 through September 28, 2026, as Activities Secretary at North Branch Area High School
- e. Kyle Groh, leave request, effective approximately September 26, 2026 for two weeks, as K-5 Physical Education/DAPE Teacher at Sunrise River School
- f. Christine Hartgers, leave extension through August 12, 2026, as School Age Care Adult Assistant at North Branch Area Education Center
- g. Cynthia Scheele, leave request effective July 13, 2026 through July 29, 2026, as Youth Connections Program Manager at North Branch Area Education Center
- h. Michelle Bjork, effective September 1, 2026, position change from Youth Connections Adult Assistant to Early Childhood Educational Assistant at North Branch Area Education Center
- i. Ian McWilliams, effective August 24, 2026, position change from Special Education EBD Teacher to Special Education TOSA Teacher at North Branch Area Middle School
- j. Amy Pesek, effective August 25, 2026, position change from Playground/Lunchroom Assistant at Sunrise River School to Early Childhood Assistant at North Branch Area Education Center

- k. Paige Stevenson, beginning with the 2026-27 school year, position change from Career Center Clerk to BS, Step 1, one-year contract, as Tier 1 Media Specialist at North Branch Area High School
- l. Lisa Bidwell, employment effective August 25, 2026, as Playground/Lunchroom Assistant at North Branch Area Education Center
- m. April Birdsall, employment effective at the beginning of the 2026-27 school year, as Health Clerk for North Branch Area Public Schools
- n. Requel Elsenpeter, employment effective August 25, 2026 as Playground/Lunchroom Assistant at North Branch Area Education Center
- o. Michael Schoeneck, employment effective August 25, 2026, as Media Clerk at North Branch Area Middle School
- p. Tyson Bohoney, BA, Step 13, one-year contract for the 2026-27 school year, as Tier 1 License Family and Consumer Science Teacher at North Branch Area High School
- q. Simone Collins-Goodwin, BS+15, Step 3, one-year contract for the 2026-27 school year, as Tier 2 Medical Careers Teacher at North Branch Area High School
- r. Tristen Geving, MAT, Step 1, beginning with the 2026-27 school year, as Elementary Teacher at North Branch Area Education Center
- s. Jade Hibbard, MA+30, Step 17, beginning with the 2026-27 school year, as Media Specialist/Tech Integrationist at North Branch Area Middle School
- t. Sarah Huberty, MS, Step 6, beginning with the 2026-27 school year, as Elementary Teacher at Sunrise River School
- u. Chelsea McQuisten, BS+30, Step 2 as Long-Term Substitute for Erika Duffy, effective August 24th, 2026 to October 12, 2026, as Fourth Grade Teacher at Sunrise River School
- v. Catherine Miller, MA, Step 11, beginning with the 2026-27 school year, as Special Education - EBD Teacher at North Branch Area Middle School
- w. Joseph Stauffer, MS, Step 3, beginning with the 2026-27 school

year, as Counselor at Norse Area Learning Center

E. Acceptance of Donations

July 2026

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
7/9/26	North Branch Dental, 6460 Main Street, PO Box 220, North Branch, MN 55056	NBHS Scholarship	\$1,000.00	Scholarship Donation
7/9/26	Tina Thompson, tinathompson265@hotmail.com	NBHS Scholarship	\$1,000.00	Scholarship Donation
7/13/26	Edelstein Family Foundation, c/o Victoria Keller, 500 E Grant Street, Minneapolis, MN 55404	NBHS Scholarship	\$67,086.00	Scholarship Donation
7/23/26	Sons of the American Legion, PO Box 87, North Branch, MN 55056	NBHS Scholarship	\$2,000.00	Scholarship Donation
7/29/26	Anoka-Ramsey Community College, 300 Spirit River Dr. S., Cambridge, MN 55008	NBHS	\$100.00	Career Day Sponsorship
			\$71,186.00	

Open Mic

None

Old Business

A. Approval of Second Reading of the Following Policies

Moved by Trampe, seconded by Naegele and carried unanimously to approve the Second Reading of the Following Policies.

1. Policy 418 - Drug-Free Workplace/Drug-Free School
2. Policy 516 NB - Student Medication

New Business

A. Approval of the School Resource Officer (SRO) Agreement FY 2026-27

Moved by Trampe, seconded by Grovender and carried unanimously to approve the School Resource Officer (SRO) Agreement FY 2026-27.

B. Approval to Set the Adult Meal Price at \$5.30

Moved by Grovender, seconded by Trampe, and carried unanimously to approve to Set the Adult Meal Price at \$5.30.

C. Superintendent Evaluation

The School Board recognized Superintendent Paul for her strong, student-centered leadership and successful progress toward district goals during the 2025–26 school year. The Board expressed confidence in her leadership and identified continued priorities in academic achievement, balanced technology use, and expanded college, career, workforce, and individualized student opportunities.

Information

None

Board Requests

None

Committee Reports

Member Grovender gave an update on SCRED.

Member Naegele gave an update on MSBA

Dates to Remember

- A. August 18, 2026 at 4:00 PM - Negotiations Committee Meeting, North Branch Area Middle School
- B. August 18, 2026 at 4:30 PM - NBSSA Negotiations Session, North Branch Area Middle School, FTLA Room #816
- C. August 24, 2026 at 4:00 PM - Negotiations Committee Meeting, North Branch Area Middle School
- D. August 24, 2026 at 4:30 PM - Principal Negotiations Session, North Branch Area Middle School, FTLA Room #816
- E. August 27, 2026 at 5:30 PM - School Board Work Session, North Branch Area Middle School, FTLA Room #816
- F. September 10, 2026 at 4:30 PM - Policy Committee Meeting, North Branch Area Middle School
- G. September 10, 2026 at 5:30 PM - Regular School Board Meeting, North Branch Area Middle School, FTLA Room #816

Adjournment

Moved by Grovender, seconded by Trampe and carried unanimously to adjourn the regular meeting at 6:29 PM.

Heather Naegele, Clerk

ELECTRONIC FUND TRANSFERS **AUGUST 2026**

Direct Dep Cks			\$835,884.03
ACHS			<u>\$9,917.00</u>
			\$845,801.03
Other Electronic Fund Transfers:			
Federal/FICA Taxes		8/10/2026	\$57,715.23
(Also reflected in P/R info)		8/10/2026	\$75,725.88
		8/24/2026	\$57,146.76
		8/24/2026	<u>\$69,496.31</u>
			\$260,084.18
Minnesota Withholding Taxes		8/11/2026	\$9,250.80
(Also reflected in P/R info)		8/11/2026	\$12,691.23
		8/25/2026	\$9,425.67
		8/25/2026	<u>\$11,907.51</u>
			\$43,275.21
Economic Service (EBC)		8/10/2026	\$12,926.98
(Also reflected in P/R info)		8/10/2026	\$13,291.41
		8/24/2026	\$12,926.97
		8/24/2026	<u>\$13,291.41</u>
			\$52,436.77
MII LIFE-F S A	PEIP	8/3/2026	\$316.34
	PEIP	8/7/2026	\$58.74
	PEIP	8/13/2026	\$41.67
	PEIP	8/19/2026	\$370.00
	PEIP	8/21/2026	\$170.66
	PEIP	8/25/2026	\$52.00
	PEIP	8/25/2026	\$217.82
	PEIP Admin Inv	8/25/2026	\$418.50
	PEIP	8/31/2026	<u>\$12.83</u>
			\$1,658.56
MII LIFE-M S A		8/10/2026	\$972.39
		8/10/2026	\$6,610.21
		8/24/2026	\$972.39
		8/24/2026	<u>\$6,640.21</u>
			\$15,195.20
Minnesota Teachers Retirement		8/7/2026	\$11,193.26
		8/7/2026	\$66,177.06
		8/21/2026	\$53,714.62
		8/21/2026	\$6,538.37
		8/21/2026	<u>\$11,193.26</u>
			\$148,816.57
PERA		8/7/2026	\$24,900.87
		8/21/2026	<u>\$24,683.07</u>
			\$49,583.94
Delta Dental Plan		8/21/2026	\$34,408.75

BUILDINGS AND SITES

Health and Safety Policy

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I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

BUILDINGS AND SITES

Health and Safety Policy

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- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard
 - 14. Electrical Safety
 - 15. First Aid/CPR/AED
 - 16. Food Safety Inspection
 - 17. Forklift Safety
 - 18. Hazardous Waste
 - 19. Hearing Conservation
 - 20. Hoist/Lift/Elevator Safety
 - 21. Integrated Pest Management
 - 22. Laboratory Safety Standard/Chemical Hygiene Plan
 - 23. Lead
 - 24. Control of Hazardous Energy Sources (Lockout/Tagout)
 - 25. Machine Guarding
 - 26. Safety Committee
 - 27. Personal Protection Equipment (PPE)
 - 28. Playground Safety

North Branch Independent School District No. 138: Policy #807

Adopted: July 12, 2012

Last Reviewed: 9/10/26

Revised: 4/14/16

Effective: 7/12/12, 4/14/16

BUILDINGS AND SITES

Health and Safety Policy

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29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such

North Branch Independent School District No. 138: Policy #807

Adopted: July 12, 2012

Last Reviewed: 9/10/26

Revised: 4/14/16

Effective: 7/12/12, 4/14/16

BUILDINGS AND SITES

Health and Safety Policy

807

adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References: NB Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
NB Policy 701 (Establishment and Adoption of School District Budget)
NB Policy 806 (Crisis Management Policy)

SCHOOL DISTRICT – COMMUNITY RELATIONS

Community Education

901

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.
- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: NB Policy 902 (Use of School District Facilities and Equipment)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #901

Adopted: June 21, 1973

Last Reviewed: 9/1/1983, 9/10/2026

Revised: 12/8/1994, 6/13/2013, 9/10/2026

Effective: 6/21/1973, 12/8/1994, 6/13/2013, 9/10/2026

SCHOOL DISTRICT–COMMUNITY RELATIONS

Visitors to School District Buildings and Sites

903

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #903

Adopted: 6/8/06

Replaces: NB Policy 1250 School Visitors and NB Policy 5150 Procedures for Parents Visiting or Calling Students During the School Day

Last Reviewed: 11/10/21, 9/10/26

Revised: 4/14/11, 2/8/18, 1/24/19, 9/10/26

Effective: 6/8/06; 4/14/11, 2/8/18, 1/24/19, 9/10/26

SCHOOL DISTRICT–COMMUNITY RELATIONS

Visitors to School District Buildings and Sites

903

- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Posts Secondary Enrollment Options Act)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subd. 4 (Trespass)

Cross References: None

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #903

Adopted: 6/8/06

Replaces: NB Policy 1250 School Visitors and NB Policy 5150 Procedures for Parents Visiting or Calling Students During the School Day

Last Reviewed: 11/10/21, 9/10/26

Revised: 4/14/11, 2/8/18, 1/24/19, 9/10/26

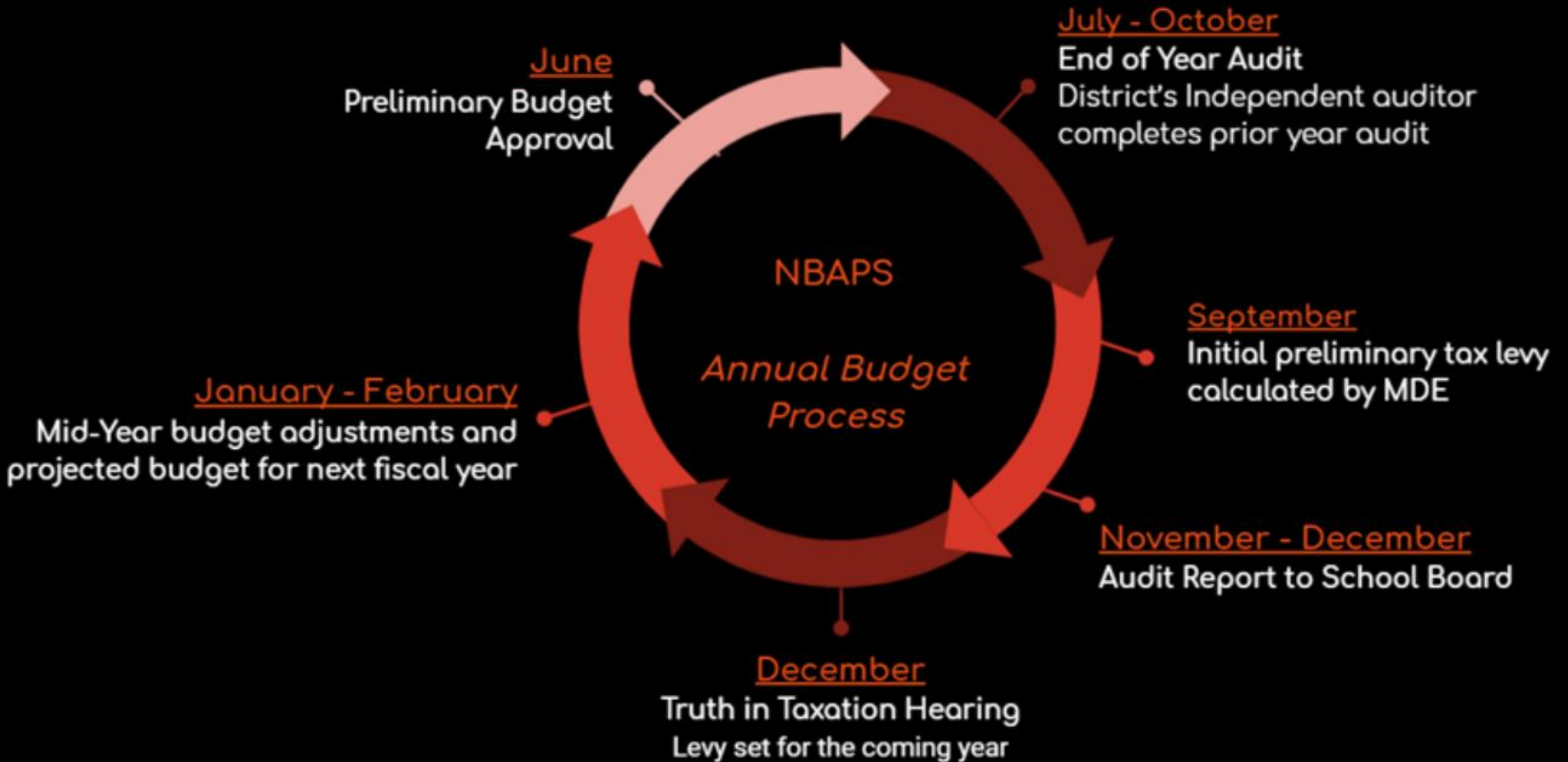
Effective: 6/8/06; 4/14/11, 2/8/18, 1/24/19, 9/10/26

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
8/4/26	Minnco Credit Union, 235 1st Ave W, Cambridge, MN 55008	NBHS Scholarship	\$1,000.00	Scholarship Donation
8/5/26	Jerry's Foods, 5418 St. Croix Trl, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
8/14/26	Almelund Threshing Company, Attn: Teya Nelson, 8008 285th Ave NE, North Branch, MN 55056	NBHS Scholarship	\$1,000.00	Scholarship Donation
8/14/26	North Branch Area Traveling Baseball, PO Box 644, North Branch, MN 55056	NBHS Scholarship	\$500.00	Scholarship Donation
8/20/26	Greater Kansas City Community Foundation, 1055 Broadway Blvd, Ste. 130, Kansas City, MO 64105	NBHS Athletics	\$5,000.00	FTC Robotics Program Donation
8/20/26	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Boys Soccer Program-Sports Physical Donation
8/21/26	4.O School Services (Anonymous Cash Donations from Concerts in the Park)	NBAPS	\$110.00	School Supply Donation
8/28/26	Lions Club of North Branch, PO Box 172, North Branch, MN 55056	NBHS Scholarship	\$3,000.00	Scholarship Donation
			\$10,910.00	
AUG	East Central Energy, PO Box 39, Braham, MN 55006	Sunrise River Elem.		*Donated School Supplies/Teacher Supplies Valued at Approx. \$1,000
AUG	Living Branch Lutheran Church, Attn: Donna Rothert, 4801 384th Trl, North Branch, MN 55056	Sunrise River Elem.		*Donated School Supplies/Teacher Supplies Valued at Approx. \$350

Proposed Property Tax Levy 2027



NORTH BRANCH
AREA PUBLIC SCHOOLS
Inspire Dreams, Build Integrity, Instill Hope



School Property Tax Levies: A State defined process

- Up to 19 separate levies
- Formulas established by state legislature
- Formula changes impact levy amounts
- Adjustments for prior years are applied during the levy process

Levy Timeline

September

Proposed levy to County Auditor by September 30th

November

Truth in Taxation Notices mailed by County Auditor

December

Tax Hearing and Certification of Levy at the December 3rd School Board Meeting

May

First half tax payments due

Recommendation

1. Certify Maximum Levy

- Allows changes to data by MDE

2. Set Date for Truth in Taxation Hearing

- December 3rd at 6:00 P.M.
- The school board will be asked to certify the levy as part of the school board meeting that evening

Questions

Are there any questions?

If members of the public have specific questions about the school levy, please contact:

Todd Tetzlaff

Director of Finance and Human Resources

ttetzlaf@isd138.org

(651) 674-1009