

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM, ROOM C120
 38705 GRAND AVENUE
 NORTH BRANCH, MN 55056
 ORGANIZATIONAL SCHOOL BOARD MEETING
 JANUARY 13, 2022
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Oath of Office for New School Board Member Jesse LaValla 2
- V. Consider Nomination and Election of Officers (all votes are public)
 - A. Chair - Last year - MacMillan
 - B. Vice Chair - Last year - Grovender
 - C. Clerk - Last year - Bollman
 - D. Treasurer - Last year - Osagiede
- VI. Consider Setting of Board Salary
 - A. Officers: Chair: \$800 annually; Vice Chair: \$500 annually; Clerk and Treasurer: \$300 annually
 - B. Currently \$60 per meeting and \$125 for an all day meeting (four hours or more)3
- VII. Consider Designation of Official Newspaper 4
- VIII. Consider Appointment of Law Firm - Kennedy & Graven, Chartered and other legal support as needed
- IX. Consider Designation of Official Depositories - Wells Fargo Bank, Associated Bank, MN Trust Bank, Neighborhood National Bank, and US Bank
- X. Consider Delegation of Authority to Make Electronic Funds Transfers on Behalf of the School District. Designate Todd Tetzlaff, Paula Vaughn, Jennifer Thompson, and Susan Shockley
- XI. Consider Board Meeting Dates 9
- XII. Consider Appointment of Board Committee Representatives 10
- XIII. Consider Authorization, if needed, to use current check signer plate until new plate is processed
- XIV. Consider Resolution Providing Limited Authorization for the Superintendent and Director of Business Services to Sign Contracts 11
- XV. Adoption of School Board Policy Book
- XVI. Adjournment to the Regular Meeting

SCHOOL BOARD MEMBER OATH OF OFFICE

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

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

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

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

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

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

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

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

Board Chair

Date

Member

Date

COMPARISON OF RATES OF SCHOOL BOARD PAY FOR 2021

School	Mileage	Brd Reg Mtg	Brd Mtg ½ day	Brd Mtg Over 4 hrs	Officers
Chisago Lakes	IRS rate	\$45 for meetings under 3 hours	\$75 for meetings lasting 3 hours but less than 6 hours	\$125 for meetings 6 hours or more	\$600/yr - Chair, Clerk \$300/yr - Treasurer \$30 more per meeting for Vice Chair if Chair is absent
Forest Lake	IRS rate				\$5,418/yr – President \$5,218/yr – Vice President \$5,218/yr – Clerk \$5,218/yr – Treasurer \$5,018/yr - Directors
Braham	IRS rate	\$75/board mtgs \$50/other mtgs up to 4 hours	\$75 for meetings lasting 4-8 hours	\$125 if over 8 hours	\$800/yr – Chair, Vice Chair, Clerk, and Treasurer \$600/yr - Directors
Cambridge	IRS rate	\$250/month	\$65 under 4 hours	\$130 over 4 hours	\$100/monthly – Chair \$60/monthly– Clerk \$60/monthly - Treasurer
Rush City	IRS rate	\$45		\$90	No officer pay
Princeton	IRS rate	\$50 Official standing board committee meetings \$50 per day for MSBA training			\$550/month-Chair \$450/month-All other officers
North Branch	IRS rate	\$60 under 4 hours; \$125 over 4 hours	\$60 under 4 hours	\$125 over 4 hours	\$800/yr – Chair \$500/yr – Vice Chair \$500/yr – Clerk \$300/yr –Treasurer

COUNTY NEWS REVIEW

SERVING INANTI & CHISAGO COUNTIES



REC'D @ DISTRICT
OFFICE

DEC 2 2021

ISD #138
NORTH BRANCH, MN

234 S Main Street, Cambridge, MN 55008 | 763-691-6001 publicnotice@apgecm.com

December 2, 2021

Arle Chambers
ISD138
38705 Grand Avenue
North Branch, MN 55056

Dear Ms. Chambers and Board Members:

Please accept the following bid from **County News Review** for legal newspaper designation for School District 138. This newspaper is qualified by the State of Minnesota as a legal newspaper in **Chisago County** under Minnesota Statutes Section 331A.02, Subd. 1.

We would like to publish your public notices in **County News Review** at the rate of \$2 per column inch. If any documents need to be manually typeset, a \$20 flat fee will be charged per public notice.

The following rate structure for legals is effective January 1, 2022:

Per column inch rate: \$1.99

Index: .0.1800

Lines per inch: 9

**To expand coverage, your notices will also be published in the Scotsman at no additional charge.*

All published legal notices are posted on **County News Review** website at no additional charge. A notarized affidavit will be provided for each notice published. A \$20 charge will be assessed on legal notices that require typing.

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

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

Sincerely,

Tonya Orbeck

Public Notice Manager
ECM Publishers, Inc. /Adams Publishing Group

REC'D @ DISTRICT
OFFICE

DEC 2 2021



Office of the Minnesota Secretary of State

Legal Newspaper Status Application

Minnesota Statutes Chapter 33A.02

ISD #138
NORTH BRANCH, MN



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

Filing Fee: \$25.00

Please read the instructions before completing this form.

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

County News Review
234 South Main Street
Cambridge, MN 55008

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

OCT 18 2021

CT

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

Steve Pimm
Secretary of State

Name of Newspaper: _____

Street Address: _____
(Must be a complete street address or rural route and rural route box number)

City: _____ State: MN Zip Code: _____

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

4. Legal Newspaper Phone Number: (Required) 763-691-6001
(Area Code) Phone Number

5. Name and daytime phone number of contact person:

Tonya Orbeck 763-691-6001
Contact Name Daytime Phone Number

6. Email Address for Official Notices

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

E-Mail-Address: publicnotice@apjccm.com

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

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

Tonya Orbeck 8/27/21
Signature of Authorized Representative (Required) Date

Isanti-Chisago
County

STAR

930 South Cleveland, Cambridge, MN 55008

763-689-1181

December 1, 2021

Arle Chambers, Administrative Assistant
North Branch School District #138
38705 Grand Ave
North Branch, MN 55056

Dear Ms Chambers,

Please accept our 2022 bid for the official newspaper designation for the North Branch Area School District. We would like to remain the official newspaper for the district.

The *Isanti/Chisago County Star* meets all of the requirements of a legal newspaper for the North Branch Area School District as set forth in MN Statute 331A.02. The *Star* is distributed free weekly to 9,754 households including 1,575 in the North Branch School District area.

Our bid is \$2.10 per column inch with a 7 point type and 9 lines per inch which equates to the index figure of .1830. This is a slight increase from 2021 but the cost of paper and other materials to produce the *Star* have increased greatly over the last year. We post all legal notices to our website: www.Isanti-chisagocountystar.com, at no additional charge and free to all viewers.

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

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

Sincerely,



Jeff Andres
Group Publisher
Isanti-Chisago County Star
Northstar Media, Inc.

REC'D @ DISTRICT
OFFICE

DEC 3 2021

ISD #138
NORTH BRANCH. MN



NORTHSTAR MEDIA, INC.
930 Cleveland St. S.
Cambridge, MN 55008
(763) 689-1181; (763) 689-1185 (Fax)
www.countystar.com

PUBLICATION DESCRIPTION:

Isanti-Chisago County Star is a publication that is distributed locally. It covers local news including community events, entertainment, sports, business, real estate, and classifieds.

VERIFICATION OF DISTRIBUTION, PRINTING AND INTERNAL RECORDS:

Verification of distribution is conducted by appropriate survey methodology(s). An audit of internal records is conducted by a professional circulation auditor in conformity with accepted circulation auditing procedures, prior to Verified's issuance of an initial audit report and annually thereafter. This audit of internal records includes a review of source printing, distribution and subscription records as well as supporting financial documents. Please see the following pages for additional details.

WEEKLY CIRCULATION: TWELVE MONTH AVERAGE

	ISANTI-STAR THURSDAY	CHISAGO-STAR THURSDAY	COMBINED THURSDAY
FREE CIRCULATION			
CARRIER	7,509	2,132	9,641
TARGET	474	301	775
TOTAL FREE	7,983	2,433	10,416
TOTAL QUALIFIED CIRCULATION	7,983	2,433	10,416
AVERAGE PRESS RUN	8,100	2,506	10,606
PRESS RUN AS OF 06/24/2021	8,100	1,640	9,740
QUALIFIED CIRCULATION HISTORY			
3 MONTHS ENDING JUNE, 2021	8,004	1,589	9,593
3 MONTHS ENDING MARCH, 2021	7,978	1,594	9,572
3 MONTHS ENDING DECEMBER, 2020	7,971	1,547	9,518
3 MONTHS ENDING SEPTEMBER, 2020	7,982	5,008	12,990
12 MONTHS ENDING JUNE, 2020	8,029	5,012	13,041
12 MONTHS ENDING JUNE, 2019	8,024	5,007	13,031

**REC'D @ DISTRICT
OFFICE**

DEC 3 2021

**ISD #138
NORTH BRANCH. MN**

Act# 2020

City of Isanti	
Rt A	95
Rt B	130
Rt 59	320
Rt 3	900
Rt 4	275
Rt 5	150
Drops	15
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	1885

City of Cambridge	
Rt A	124
Rt B	91
Rt C	140
Rt D	125
Rt E	180
Rt F	140
Rt G	110
Rt H	100
Rt J	136
Rt L	85
Rt 59	200
Rt 69	150
Rt 1	150
Rt 2 & 4	200
Rt 3	1650
Drops	290
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	3871

County of Isanti	
Camb Rts	4884
Isanti Rts	2625
Drops	580
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	8089

County of Chicago	
NB Rts	1250
Drops	415
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	1665

City of NB	
Nb Rts	1250
Drops	275
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	1525

Cambridge School	
Camb Rts	4884
Isanti Rts	2625
Drops	365
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	7874

NB School	
NB Rts	1250
Drops	325
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	1575

Total 9754

2022 SCHOOL BOARD MEETING SCHEDULE

January 13, 2022	Organizational & Regular School Board Mtg
January 27, 2022	Work Session
February 10, 2022	Regular Meeting
February 24, 2022	Work Session
March 10, 2022	Regular Meeting
March 24, 2022	Work Session
April 14, 2022	Regular Meeting
April 28, 2022	Work Session
May 12, 2022	Regular Session
May 26, 2022	Work Session
June 9, 2022	Regular Session
July 14, 2022	Regular Session
August 11, 2022	Regular Session
August 25, 2022	Work Session
September 8, 2022	Regular Session
September 22, 2022	Work Session
October 13, 2022	Regular Session
October 27, 2022	Work Session
November 10, 2022	Regular Session
November 17, 2022	Work Session
December 8, 2022	Regular Session

COMMITTEE ASSIGNMENTS FOR 2021

COMMITTEE	2021 SCHOOL BOARD MEMBER APPOINTEE(S)
Personnel Committee (Chair & V. Chair)	Grovender, MacMillan
Custodian	Bollman, Grovender, Osagiede
Nine-month Classified	Grovender, MacMillan, Osagiede
Twelve-month Classified	Grovender, MacMillan, Osagiede
Twelve-month Classified Salary	Grovender, MacMillan, Osagiede
Directors	Grovender, MacMillan, Osagiede
Administrators	Grovender, MacMillan, Osagiede
Teachers	Bollman, Grovender, MacMillan
Community Ed	Giese
District Staff Development	Bollman
ECMECC	Superintendent
Legislative Liaison	Osagiede
MSBA Legislative	Osagiede
MSHSL	Superintendent
Native American Parent Advisory Committee	Osagiede
OPEB	MacMillan, Bollman
Policy Committee	Bollman, Grovender, MacMillan
SCRED	Grovender (Alternate – Osagiede)
SEE	MacMillan (Alternate – Osagiede)

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

Pursuant to due call and notice thereof, a meeting of the School Board of Independent School District No. 138, North Branch, Minnesota, was held on the 13th day of January, 2022, at 5:30 p.m.

The following Board members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

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

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

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

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

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

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

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

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

