NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM, ROOM C120
38705 GRAND AVENUE
NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
FEBRUARY 10, 2022
5:30 PM

AGENDA

I. Call to Order
II. Roll Call

School Board Member Kevin Bollman will be attending the meeting remotely at the following location: 1128 Homer Rd, Winona, MN 55987

III. Pledge of Allegiance
IV. Approval of Agenda
V. Superintendent's Report 4
VI. Removal of Consent Items for Discussion
VII. Approval of Consent Items
   A. Minutes of January 13, 2022 Policy Committee Meeting 20
   B. Minutes of January 13, 2022 Organizational Meeting 21
   C. Minutes of January 13, 2022 Regular School Board Meeting 26
   D. Minutes of January 27, 2022 Work Session (Interview candidates) 31
   E. Minutes of January 27, 2022 Work Session 32
   F. Authorization of Payments, Transfers, and Investment Activity 33
   G. Personnel
      1. Linda Fricke, retirement effective April 29, 2022, as Central Printing Operator at North Branch Area Public Schools
      2. Pamela Johnson, retirement effective the end of the 2021-22 school year, as 0.6 FTE Speech-Language Pathologist at North Branch Area Education Center
      3. Valerie Kordosky, resignation effective January 21, 2022, as SPED Assistant at North Branch Area High School
      4. Sophia Kneen, leave request effective approximately March 7, 2022 through April 18, 2022, as Health Office Clerk at North Branch Area High School
      5. Stephanie Pribyl, leave request effective April 19, 2022 through the end of the 2021-22 school year, as SPED Assistant at North Branch Area High School
      6. Lisa Fortuna, leave request for the 2022-2023 school year, as First Grade Teacher at Sunrise River Elementary School
      7. Andrew Spofford, leave request for the 2022-23 school year, as Social Studies Teacher at North Branch Area High School
      8. Ashley Klofstad, employment effective January 6, 2022, as SPED Assistant at North Branch Area Education Center

9. Britnie Anderson, employment effective January 18, 2022, as SPED Assistant at North Branch Area Education Center
10. 2021-22 Extra Curricular Winter Coach Position
    a. Sean Huset, Class 6, Step 8, as Coach for Middle School Boys Basketball
11. 2021-22 Activity Advisor Positions
    a. Kevin Grote, Class 6, Step 5, as Advisor for Clay Target
    b. Lisa Moeller, Class 6, Step 3, as Advisor for Clay Target

H. Construction and Equipment Purchases with Federal Relief Funds

I. Acceptance of $50,000 Bush Foundation Grant to Engage Student Perspectives in the High School Redesign Process

J. Acceptance of Donations 34

Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

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

VIII. **Open Mic:** Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.

IX. Old Business

X. New Business

A. Minnesota School Board Recognition Week - February 21-25, 2022 35

B. Consider Selection of School Board Candidate to Fill Vacancy

C. Consider Resolution Filling School Board Vacancy by Appointment 37

D. Consider Annual Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefor 38

E. Consider 2021-22 American Indian Resolution 39

F. Consider First Reading of the Following Policies
1. Policy 516-NB - Student Medication (MSBA changes) 60
2. Policy 534 - Unpaid Meal Charges (MSBA changes) 66
3. Policy 607 - Organization of Grade Levels (MSBA changes) 70

XI. Addendum

XII. Information

A. Board & Administrator February 2022 Issue 71

XIII. Board Requests

XIV. Committee Reports

A. SEE (Schools for Equity in Education)

B. Negotiations

C. MSBA Update or Report
D. MSHSL
E. SCRED Report
F. Staff Development Report
G. Community Education Advisory Committee Report
H. Policy Committee Report

XV. Dates to Remember
A. Thursday, February 24, 2022, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120
B. Monday, February 28, 2022, Custodian Mediation Session, 9:00 am, North Branch Area Education Center, Conference Room
C. Thursday, March 10, 2022 Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122
D. Thursday, March 10, 2022, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
E. Thursday, March 24, 2022, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120

XVI. Adjournment

Superintendent Update

February 10, 2022

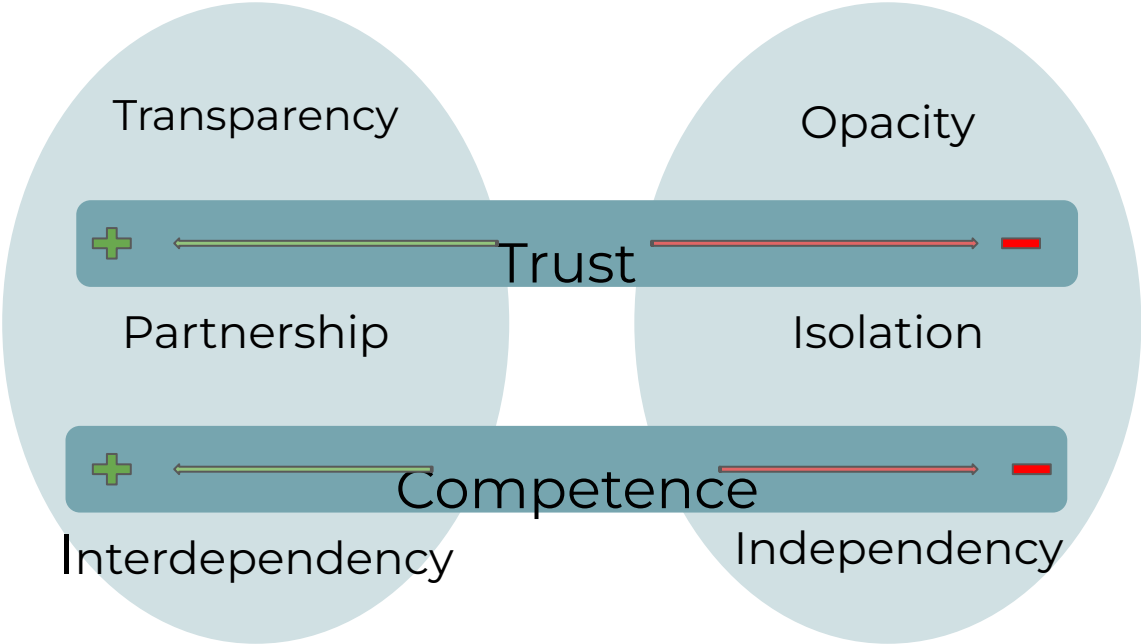
FORWARD Together™

Vision-What we intend to create

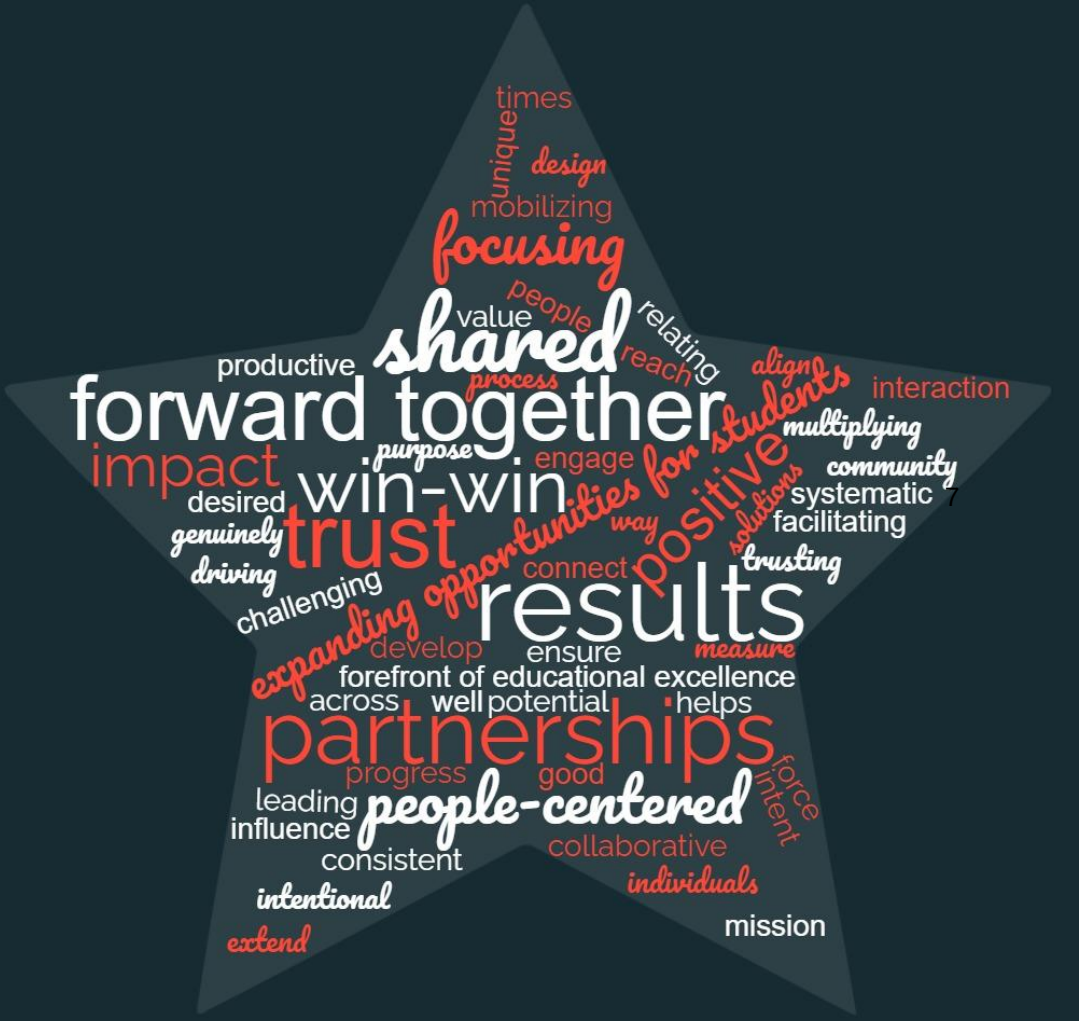
Inspire dreams
Build integrity
Instill hope

- *in our students*
- *our staff*
- *our families*
- *our communities*

Dynamics of Trust



By living out our core values, we are paving the way to new heights of success.



Reflecting on how we are better together And how we move forward together

WE PRIORITIZE TIME TO REFLECT, SHARE IN LEARNING, AND HELP OTHER DISTRICTS BY SHARING OUR STORY.

- July, 2020 — S. Paul-Webinar Panelist: Importance of Sports and Performance Programs on Student Social and Emotional Wellness
- October, 2020 — Art Tobin- Webinar Panelist: Safe Cleaning in a COVID Environment
- Dec., 2020 — S. Paul and Pat Tepoorten Webinar Panelists: Lessons Learned and Moving Forward
- Feb. , 2021 — COVID Response Team Webinar Panelists: Perspective of Providing In-Person Learning
- May, 2021 — Pat Tepoorten wrote an article that was featured in national publication: COVID Crisis Management
- June, 2021 — Art Tobin Webinar Panelist: Air Quality and Facilities Considerations
- Sept., 2021 — Propublica Publication featuring Art Tobin's webinar comments: Ventilation Upgrades

Dr. Todd Tetzlaff- ongoing engagement in Minnesota Association of School Business Officials

We commit resources to district priorities

Ongoing replacement cycle:

Middle School Air Handling Unit #3 Total Estimated Cost $55,000

Middle School Energy Recovery Units Total Estimated Cost $190,000

Middle School Relief Hoods Total Estimated Cost $315,000

Committing resources to district priorities

Solving problems and finding opportunities

Safe Learning Plan Update

The decrease in COVID cases has been a welcomed change.

Our community spread mirrored the prediction we were given from local public health officials:

- Peak of 77 cases the week of Jan. 10 - Jan. 16
- Declining steadily to 25 cases the week of Jan. 31 - Feb. 6

Veterans Memorial Update

The North Branch City Council voted to move forward with the Veterans Memorial at the North Branch Central Park location

We continue to be part of this important work and are excited to see this Veterans Memorial in our community

Welcome Class of 2035!

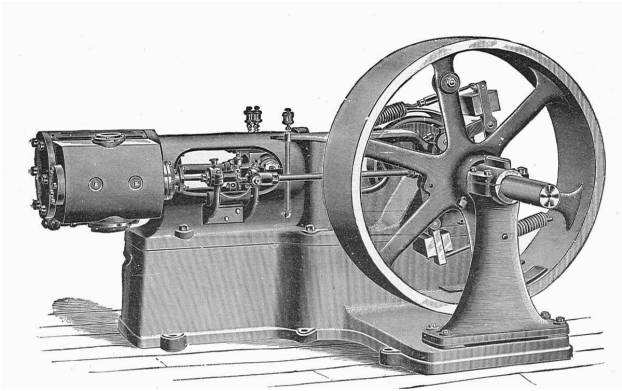
January 25 was Welcome to Kindergarten Night!

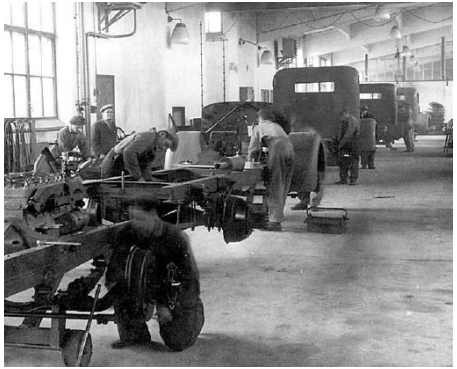
Stay tuned for Taste of Kindergarten event coming this spring!

If interested in learning more about the Kindergarten experience, contact Brett Carlson. bcarlson@isd138.org; 651-674-1022

We are also offering personalized tours!

What world will our kindergarteners enter when they graduate in **2035?**





Late 1700's - Late 1800's

Early 1900's - Late 1900's

1980's - Early 2000's

2016 - 2031?

Steam Engine

1st **Industrial Revolution**

Automation

Bringing People and Products Together Faster

Electricity

2nd **Industrial Revolution**

Mass production Assembly Line

Access to Quality at Lower Cost

Personal Computing

3rd **Industrial Revolution**

Connectedness

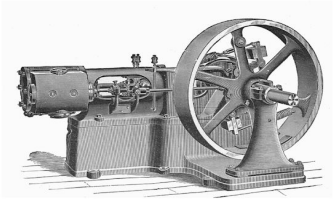
Instant communication

Artificial Intelligence/ Connecting

4th **Industrial Revolution**

Smart Technology

2031? & Beyond...



Late 1700's - Late 1800's	Early 1900's - Late 1900's	1980's - Early 2000's	2016 - 2031?
Steam Engine	**Electricity**	**Personal Computing**	**Artificial Intelligence**
1st Industrial Revolution	**2nd Industrial Revolution**	**3rd Industrial Revolution**	**4th Industrial Revolution**
Automation	Mass production Assembly Line	Connectedness	Smart technology
Bringing People and Products Together Faster	Access to Quality at Lower Cost	Instant communication	Internet of things

5th Industrial Revolution

High School Registration Process Underway

Multiple Modes of Communication include:

- Direct interaction with students
- Digital registration guide
- Printed copies of planning worksheet
- Videos embedded into guide
- Staff onboarding to ensure staff are positioned to support students
- Registration website with materials readily available to students and families
- Redesign and Registration informational video

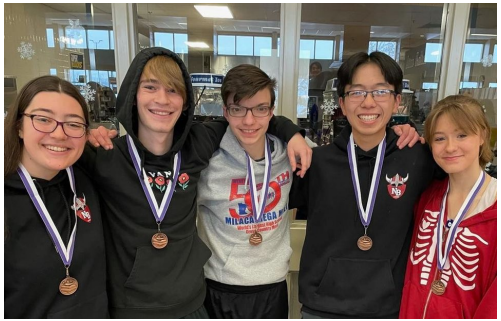
Career Exploration:

We are going to take a closer look at how we can expand Career exploration tools beyond the current 10th and 11th grade surveys that all students engage in. We appreciate the feedback.

The Viking Student Experience

Justine Joyal

Kobe Yang



National Honor Society

NATIONAL HONOR SOCIETY

CHARACTER
SCHOLARSHIP
LEADERSHIP
SERVICE

At the forefront of educational excellence

Bringing out the gifts and talents of each student as they create their future!

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
January 13, 2022

The Policy Committee met on Thursday, January 13, 2022 at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

Members in Attendance: Tim MacMillan, Sarah Grovender, Kevin Bollman, Superintendent Paul, Todd Tetzlaff, and Arle Chambers

Policies Discussed

Policy 516-NB - Student Medication (MSBA changes)
Policy 516-NB was discussed and will be presented at the February 10 regular board meeting for a first reading. The North Branch changes will be removed from the policy that were added in December 2014. This will align with the MSBA policy.

Policy 534 - Unpaid Meal Charges (MSBA changes)
Policy 534 was discussed and will be presented at the February 10 regular board meeting for a first reading.

Policy 607 - Organization of Grade Levels (MSBA changes)
Policy 607 was discussed and will be presented at the February 10 regular board meeting for a first reading.

Policy 491 - Policy Addressing OSHA and MNOSHA COVID-19 Emergency Temporary Standard
Superintendent Paul reported the U.S. Supreme Court blocked the OSHA Emergency Temporary Standard that would have required all businesses with 100 employees, including NBAPS, to have all staff be vaccinated or wear masks at all times when at work. This federal mandate is no longer in effect.

The meeting concluded at 5:07 p.m.

_____
Kevin Bollman, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
ORGANIZATIONAL SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
JANUARY 13, 2022

The School Board of North Branch Independent School District 138 held its Organizational meeting on Thursday, January 13, 2022, at 5:30 p.m. at the North Branch Area Education Center.

Roll Call: Tim MacMillan, Sarah Grovender, Kevin Bollman, Heather Osagiede, Jesse LaValla, and Superintendent Paul

Others in Attendance
Denise Martin, Rachel Kytonen, Bill Stickels III, Julie Holmberg, Alex Holmberg, Taylor O'Malley, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Oath of Office for New School Members
The Oath of Office was read and newly elected school board member Jesse LaValla was seated at the board table.

Nomination of Officers
Chair
Motion by Bollman, seconded by Osagiede to nominate Tim MacMillan as Chair. After a call for more nominations and none being received, Tim MacMillan was elected as Chair unanimously.

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

Clerk
Motion by Osagiede, seconded by LaValla to nominate Kevin Bollman as Clerk. After a call for more nominations and none being received, Kevin Bollman was elected as Clerk unanimously.

Treasurer
Motion by Grovender, seconded by Bollman to nominate Heather Osagiede as Treasurer. After a call for more nominations and none being received, Heather Osagiede was elected as Treasurer unanimously.

Setting Of Board Salary
Moved by Grovender to increase each school board meeting by $20. Motion failed due to a lack of a second.

Moved by Bollman, seconded by Grovender and carried unanimously to keep the

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

Designation of Official Newspaper
Moved by Bollman, seconded by LaValla and carried unanimously to designate the Isanti-Chisago County Star as the official newspaper.

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

Designation of Official Depositories – Wells Fargo Bank, Associated Bank, MN Trust Bank, Neighborhood National Bank, and US Bank
Moved by Bollman, seconded by Osagiede and carried unanimously to designate Wells Fargo Bank, Associated Bank, MN Trust Bank, Neighborhood National Bank, and US Bank as the official depositories.

Delegation of Authority to Make Electronic Funds Transfers on Behalf of the School District. Designate Todd Tetzlaff, Paula Vaughn, Jennifer Thompson and Susan Shockley
Moved by Grovender, seconded by LaValla and carried unanimously to designate Todd Tetzlaff, Paula Vaughn, Jennifer Thompson and Susan Shockley the authority to make electronic funds transfers on behalf of the school district.

Setting Board Meeting Dates for 2022
Moved by Bollman, seconded by Grovender and carried unanimously to set the board meeting dates for 2022.

The meeting dates for 2022 are as follows:

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

Meetings will be held at 5:30 pm.

Appointment of Board Committee Representatives
Moved by Osagiede, seconded by LaValla and carried unanimously to approve the following committee assignments for 2022:

COMMITTEE	2022 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	LaValla
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 23	MacMillan (Alternate – Osagiede)

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

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

Member Osagiede 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 Grovender, and upon vote being taken thereon, the following voted in favor thereof: MacMillan, Grovender, Bollman, Osagiede, LaValla

and the following voted against: None

whereupon said resolution was declared duly passed and adopted.

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

Adjournment
Moved by Grovender, seconded by Osagiede and carried unanimously to adjourn the Organizational meeting at 5:54 p.m. to go into the Regular School Board Meeting.

_____
Kevin Bollman, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
JANUARY 13, 2022

The School Board of Independent School District 138 met in regular session on Thursday, January 13, 2022, at 5:55 p.m. in the Boardroom at the North Branch Area Education Center.

Board Chair MacMillan called the meeting to order.

Roll Call: Tim MacMillan, Sarah Grovender, Kevin Bollman, Heather Osagiede, Jesse LaValla, and Superintendent Paul

Others in Attendance:
Denise Martin, Rachel Kytonen, Bill Stickels III, Julie Holmberg, Alex Holmberg, Taylor O'Malley, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

Approval of Agenda:
Moved by Bollman, seconded by Grovender and carried unanimously to approve the agenda.

SUPERINTENDENT'S REPORT

Superintendent Paul introduced students Taylor O'Malley and Alex Holmberg who shared some updates at the high school.

Superintendent Paul shared that NBAPS were accepted for a $50,000 grant award from the Bush Foundation for developing and implementing a student-centered learning model. She also gave an update on the 2021-22 Safe Learning Plan and reported that the North Branch JROTC students opened the Minnesota School Boards Association Conference this week with the presentation of the colors.

CONSENT ITEMS

Moved by Osagiede, seconded by Bollman and carried unanimously to approve the following consent items.

A. Minutes of December 9, 2021 Regular School Board Meeting

B. Authorization of Payments, Transfers, and Investment Activity

- Accounts Payable, Bank 07 – $817,159.96
- Auxiliary, Bank 12 - $6,485.01
- Payroll, Bank 13 - $2,744,758.74
- Scholarship, Bank 18 - $20,030.00
- High School Student Activities, Bank 31 - $28,612.60

- Middle School Student Activities, Bank 32 - $0.00

C. Personnel

1. Tracey Bowman, retirement effective January 27, 2022, as Transition Job Coach at Life Work Center

2. Shelby Soule, resignation effective December 17, 2021, as SPED Assistant at North Branch Area Education Center

3. Mary Colvin, leave request effective December 13, 2021 through March 6, 2022, as Art Teacher at North Branch Area Middle School

4. Taylor Essen, leave request effective December 13, 2021 through January 2, 2022, as Science Teacher at North Branch Area High School

5. Cynthia Scheele, leave request effective January 6, 2022 through January 31, 2022, as School Age Care Senior Adult Assistant at North Branch Area Public Schools

6. Rachel Nordenstrom, leave request effective April 19, 2022 through June 12, 2022, as Second Grade Teacher at Sunrise River Elementary School

7. Amanda Akers, BA+30, Step 1, changed from 0.5 FTE to 1.0 FTE beginning January 3, 2022, as Art Teacher at North Branch Area High School

8. Josephine Osowski, BS, Step 1, beginning January 5, 2022 through the end of the 2021-22 school year, as Elementary Teacher at North Branch Area Education Center

9. Crystal Paulson, employment effective December 6, 2021, as Schoolkeeper at North Branch Area Public Schools

10. Thomas Hagaman, employment effective December 6, 2021, as Schoolkeeper at North Branch Area Public Schools

11. Thomas Hagaman, resignation effective December 10, 2021, as Schoolkeeper at North Branch Area Public Schools

12. Chelsey Johnson, employment effective December 20, 2021 through the end of the 2021-22 school year, as Registered Nurse at North Branch Area Public Schools

13. Catherine Gilles, employment effective January 3, 2022, as SPED Assistant at Sunrise River Elementary School

14. Peter Osterberg, employment effective January 3, 2022 through the end of the 2021-22 school year, as Math Tutor at Distance Learning Academy

15. 2021-22 Extra Curricular Winter Coach Position
    a. Adam Gronlund, Class 3, Step 1, as 0.5 FTE Assistant Coach for Boys Hockey

16. 2021-22 Activity Advisor Positions
    a. Tomy Cummings, Class 6, Step 1, as 0.5 FTE 10-12 FRC Robotics Coach
    b. Melissa Kleschult, Class 7, Step 1, as 0.5 FTE Elementary Yearbook Advisor
    c. Juli Summer, Class 7, Step 1, as 0.5 FTE Elementary Yearbook Advisor

D. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
12/2/21	NB Area Hockey Association, Inc. – NB, MN	NBHS Athletics	$1,500.00	Boys Basketball Program
12/2/21	Margaret Moritz – Oakdale, MN	NBMS	$50.00	Middle School Instructional Supplies
12/2/21	Chisago Cty Chapter of Pheasants Forever – Stacy, MN	NBHS Athletics	$500.00	Clay Target Program
12/2/21	Revive Chiropractic – NB, MN	NBHS Athletics	$100.00	Football Program
12/2/21	ROA of Minnesota – St. Paul, MN	NBHS Athletics	$375.00	JROTC Program
12/8/21	Shaan Hilber – NB, MN	NBHS	$90.00	Band & Choir Department
12/8/21	Margaret Moritz – Oakdale, MN	NBMS	$50.00	Middle School Instructional Supplies
12/13/21	North Branch Dental – NB, MN	NBHS Scholarship A/C	$1,000.00	Scholarship Donation
12/13/21	VFW Post 6424 (Ladies Aux Post) – NB, MN	NBHS Athletics	$500.00	JROTC Program
12/13/21	VFW Post 6424 (P Lindberg Memorial) – NB, MN	NBHS Scholarship A/C	$500.00	Scholarship Donation
12/16/21	Anderson & Koch Ford Inc. – NB, MN	NBHS Athletics	$500.00	FRC Robotics Program
12/16/21	B.P.S. Incorporated – Osceola, WI	NBHS Athletics	$1,500.00	Wrestling Program
12/16/21	Chris Darst – NB, MN	NBHS Scholarship A/C	$400.00	Scholarship Donation
12/16/21	H & L Machine, LLC – Chisago City, MN	NBHS Athletics	$250.00	FRC Robotics Program
12/16/21	Lakes Region EMS, Inc. – NB, MN	NBHS Athletics	$150.00	FRC Robotics Program
12/16/21	VFW Post 6424 (Ladies Aux Post) – NB, MN	NBHS Athletics	$250.00	FTC Robotics Program
12/23/21	Blue Line Club Boosters – NB, MN	NBHS	$11,149.32	Warming House & Outdoor Rink Improvements
		Total	**$18,864.32**	
Dec '21	Harbor Freight – Calabasas, CA	NBHS Athletics	$100 Harbor Freight Gift Card for the FRC Program	

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

A. Approval of Resolution of School Board Supporting Form A Application to Minnesota State High School League Foundation

Moved by Bollman, seconded by LaValla and carried unanimously to approve the resolution of school board supporting Form A application to Minnesota State High School League Foundation.

FORM A

RESOLUTION OF SCHOOL BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of North Branch Area Public Schools, #138 recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of North Branch Area Public Schools, #138 supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

B. Approval of Final 2022-23 School Calendar
Moved by Grovender, seconded by Osagiede and carried unanimously to approve the final 2022-23 school calendar.

INFORMATION
The board reviewed the January 2022 issue of the Board and Administrator.

BOARD REQUESTS
None

COMMITTEE REPORTS
A. SEE (Schools for Equity in Education) – Board Member MacMillan reported he recently attended a virtual SEE meeting.

B. Negotiations – Board Member Grovender reported that the custodian negotiations is scheduled for January 20.

C. MSBA Report – Board Member MacMillan reported on the MSBA leadership conference was held January 12-14.

D. MSHSL – None

E. SCRED Report – Board Member Grovender reported the next SCRED meeting is March 15. Board Member MacMillan reported on the SCRED Legislative meeting that was held on December 14.

F. Staff Development Report – None

G. Community Education – None

H. Policy Committee Report – Board Member MacMillan reported the Policy Committee met earlier and a number of policies will be brought forward to the February 10 regular school board meeting.

DATES TO REMEMBER

A. January 20, 2022, Negotiations Committee Meeting, 4:00 pm, North Branch Area Education Center, Conference Room

B. January 20, 2022, Custodian Negotiation Session, 4:30 pm, North Branch Area Education Center, Conference Room

C. January 27, 2022, School Board Work Session, Interview candidate(s) for school board position, 4:30 pm, North Branch Area Education Center, Room B122

D. January 27, 2022, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120

E. February 10, 2022, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120

F. February 24, 2022, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120

Adjournment

Moved by Osagiede, seconded by LaValla and carried unanimously to adjourn the regular meeting at 6:41 pm.

_____

Kevin Bollman, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER
SCHOOL BOARD WORKING SESSION
January 27, 2022

The School Board of Independent School District 138 met in a Working Session on Thursday, January 27, 2022, at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

Roll Call: Tim MacMillan, Sarah Grovender, Kevin Bollman (via remote), Heather Osagiede, Jesse LaValla, and Superintendent Paul

Others in Attendance:
Arle Chambers

Work Session Topics
School Board Candidate Interviews
The school board interviewed candidates to fill the vacancy of Tanya Giese who resigned from her position in December. The seat comes up for election again this November. The school board interviewed community members Shelly Johnson and Adam Trampe.

Discussion on School Board Candidates
The school board members will have a discussion at the February 10 school board meeting and one of the candidates will be selected to fill the vacancy.

Adjournment
Chair MacMillan adjourned the meeting at 5:17 pm.

_____
Kevin Bollman, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
SCHOOL BOARD WORKING SESSION
January 27, 2022

The School Board of Independent School District 138 met in a Working Session on Thursday, January 27, 2022, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

Roll Call: Tim MacMillan, Sarah Grovender, Kevin Bollman (via remote), Heather Osagiede, Jesse LaValla, and Superintendent Paul

Others in Attendance:
Lori Lavin, Darin Marcussen, David Treichel, Todd Tetzlaff, and Arle Chambers

The Pledge of Allegiance was said by all.

Work Session Topics
Superintendent's Update
Superintendent Paul gave an update on the NBAPS core values (the why of the work, the how of the work, the do of the work, and the win-win of the work). She also talked about the COVID Response Team staff engagement sessions that were held the week of January 24, the Veterans Memorial, and kindergarten night that was held on January 25.

High School Redesign Update
David Treichel, Director of Teaching and Learning, gave an update on Phase 2 of the high school redesign. He reported there would be a shift from trimesters to semesters, and talked about graduation credit requirements, earning credits, and exploring technical education and career opportunities.

Budget Discussion for 2022-23
Todd Tetzlaff, Director of Finance and Human Resources, reviewed the current year budget as well as projections for next year. The final budget for FY22 and a proposed budget for FY23 will be presented at the June 9 school board meeting.

Chair MacMillan adjourned the meeting at 6:40 pm.

_____
Kevin Bollman, Clerk
(Unapproved)

ELECTRONIC FUND TRANSFERS
January 2022

Direct Dep Cks	$833,167.45			
ACHS	$13,468.14			
	$846,635.59			
Wells Fargo Debt Service Payment:			1/31/2022	**$1,593,875.00**
Associated Bank Debt Service Payment:			1/26/2022	**$2,740,933.63**
Transfer from Construction Account to General Operating:		2018A Bond	1/14/2022	**$4,539.44**
Other Electronic Fund Transfers:				
Federal/FICA Taxes			1/18/2022	$49,421.85
(Also reflected in P/R info)			1/18/2022	$89,083.04
			1/31/2022	$56,568.68
			1/13/2022	$97,888.92
				$292,962.49
Minnesota Withholding Taxes			1/3/2022	$10,735.51
(Also reflected in P/R info)			1/3/2022	$18,927.26
			1/19/2022	$8,032.39
			1/19/2022	$15,246.36
				$52,941.52
Economic Service (EBC)			1/18/2022	$9,673.41
(Also reflected in P/R info)			1/18/2022	$26,057.34
			1/31/2022	$9,673.41
			1/31/2022	$26,357.34
				$71,761.50
MII LIFE-F S A		PEIP	1/3/2022	$160.87
		PEIP	1/10/2022	$702.67
		PEIP	1/18/2022	$3,177.78
		PEIP	1/24/2022	$32.64
		PEIP Admin Fee	1/24/2022	$241.80
		PEIP	1/31/2022	$303.84
				$4,619.60
MII LIFE-M S A			1/14/2022	$4,725.60
			1/14/2022	$3,218.93
				$7,944.53
Minnesota Teachers Retirement			1/14/2022	$7,353.00
			1/14/2022	$62,301.76
			1/28/2022	$6,576.84
			1/28/2022	$67,686.69
				$143,918.29
PERA			1/14/2022	$25,307.29
			1/14/2022	$30,355.72
				$55,663.01
Delta Dental Plan			1/21/2022	**$15,554.94**
MN Sales Tax			1/19/2022	**$136.00**

JANUARY 2022

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
1/7/22	Shaan Hilber, 37687 Elk Ave, North Branch, MN 55056	NBHS	$60.00	Music 50/50 split (Band & Choir) Department Donation
1/21/22	Team Foundation, 105 Park Ave NW, Bagley, MN 56621	NBHS Athletics	$5,000.00	FTC Robot cs Program Donation
1/28/22	Shaan Hilber, 37687 Elk Ave, North Branch, MN 55056	NBHS	$150.00	Music 50/50 split (Band & Choir) Department Donation
1/28/22	Chris Willis, 1701 Horseshoe Bend Dr, Perrysburg, OH 43551	NBAPS	$200.00	District Donation
			$5,410.00	
JAN	**DonorsChoose, 134 West 37th Street, 11th Floor, New York, NY 10018**	**Sunrise River Elem.**		**Toys & Activities were donated to SPED Classroom**

MN School Boards Recognition Week

February 17-21, 2022

FORWARD Together™

Thank you for your servant leadership!

Tim MacMIllan

Sarah Grovender

Kevin Bollman

Heather Osagiede

Jesse LaValla

- Our theme of “Forward Together” is lived out by the Board’s dedicated leadership
- We appreciate our Board’s collaborative approach to tackling challenges
- Board members strive to create an atmosphere of mutual trust and respect to allow for multiple perspectives in decision making
- Forward Together!

RESOLUTION FILLING SCHOOL BOARD VACANCY BY APPOINTMENT

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2023; and

WHEREAS, the vacancy occurred less than ninety (90) days prior to the first Tuesday after the first Monday in November in the first or second year of the vacant term;

NOW THEREFORE BE IT RESOLVED by the School Board of Independent School District 138, State of Minnesota, as follows:

Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b, (name)_____ is hereby appointed to fill the vacancy and to serve until a successor is elected and qualified. The appointment shall be effective thirty (30) days after the adoption of this resolution unless a valid petition to reject the appointee is filed with the school district clerk pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b(b) within that thirty (30) day time period.

Member _____ introduced the following resolution

and moved its adoption:

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

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

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

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

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

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

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

The motion for the adoption of the foregoing resolution was duly seconded by Member

_____ and upon vote being taken thereon, the following

voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

DEPARTMENT OF EDUCATION
OFFICE OF AMERICAN INDIAN EDUCATION

Annual Compliance Overview

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

To be compliant with this statutory requirement, districts, charters, and tribal schools are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for American Indian Parent Advisory Committee members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

If the AIPAC finds that the district and/or school board have been meeting the needs of American Indian students, they issue a vote and resolution of concurrence. If they find that the district and/or school board have not been meeting the needs of American Indian students, they issue a vote and resolution of nonconcurrence. This vote is formally reflected on the annual compliance documents. Members of the AIPAC must present the vote and resolution to the school board.

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

Completing and Submitting the Documents

The following items are required when submitting annual compliance:

- ✓ The annual compliance/vote of concurrence or nonconcurrence document
- ✓ The AIPAC resolution document
- ✓ The AIPAC roster and district employee sign-in sheet (available to download on the OAIE webpage)

All items are fillable PDF forms. When completing, remember to:

- Include the district or school name and identifying number.
- Place a check mark next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required. **Digital signatures are accepted.*
- Use the drop-down menu in the roster to select the appropriate committee member options.

The District or School Does Not Have an AIPAC:

Districts or schools that do not have an AIPAC are still required to compete this paperwork.

- Place a check mark next to "Does Not Have an AIPAC".
- Obtain the signature of the superintendent or charter/tribal school director and the school board chair. The resolution page is not required.

Submission Deadline:

Email all three required items **by March 1** to: mde.indian-education@state.mn.us

Annual Compliance/Vote of Concurrence or Nonconcurrence

District, Charter, or Tribal School Name: North Branch Area Public School District #0138

The American Indian Parent Advisory Committee Vote

[X] ***The AIPAC Issued a Vote of Concurrence***

Date of Concurrent Vote: January 12, 2022

Date the AIPAC presented to the school board: February 10, 2022

[ ] ***The AIPAC Issued a Vote of Nonconcurrence***

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

Date of Nonconcurrent vote: _____

Date the AIPAC presented to the school board: _____

Date the written response from the school board is due: _____

[ ] ***The District/School Does Not Have an AIPAC***

The district has not yet formed an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes, section 124D.78. By signing below, the district/school leadership commits to working with the Office of American Indian Education on committee formation.

Required signatures

**Digital signatures are accepted*

_____

School Board Chairperson *Date*

_____

Superintendent or Charter/Tribal School Director *Date*

_____ 1-24-22

AIPAC Chairperson *Date*

The American Indian Parent Advisory Committee Resolution

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the school board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and,

WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

WHEREAS, the AIPAC develops and submits recommendations to the school board and district staff pertaining to the needs of American Indian students.

THEREFORE BE IT RESOLVED, that the AIPAC concurs that the school board and district are compliant with Minnesota Statutes, section 124D.78, and that the school board and district are meeting the needs of American Indian students.

[X] **We, the American Indian Parent Advisory Committee,** issue a **Vote of Concurrence**. We attest that the school board and/or district are compliant with Minnesota Statutes and that the school board and/or district are meeting the needs of American Indian students; **or,**

[ ] **We, the American Indian Parent Advisory Committee,** issue a **Vote of Nonconcurrence**. We attest that the school board and/or district are not compliant with Minnesota Statutes and that the school board and/or district are not meeting the needs of American Indian students. We have provided written recommendations for improvements to the school board, and we acknowledge that the school board has 60 days from the receipt of these recommendations in which to respond, in writing, to each recommendation.

Victoria Halverson

AIPAC Chairperson Printed Name and Signature

1-24-22

Date

DEPARTMENT OF EDUCATION

The American Indian Parent Advisory Committee

About Membership

Minnesota Statutes, section 124D.78, subdivision 3 cites, *The American Indian education parent advisory committee must be composed of parents of children eligible to be enrolled in American Indian education programs; secondary students eligible to be served; American Indian language and culture education teachers and paraprofessionals; American Indian teachers; counselors; adult American Indian people enrolled in educational programs; and representatives from community groups. A majority of each committee must be parents of children enrolled or eligible to be enrolled in the programs. The number of parents of American Indian and non-American Indian children shall reflect approximately the proportion of children of those groups enrolled in the programs.*

About the Roster and Sign-in Sheet

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

The sign-in sheet is for district employees is also fillable. District employees often participate in committee meetings and serve as a bridge between the committee and the district, helping to navigate district processes while furthering the goals and initiatives of the committee members. Employee participation levels vary depending on the district. If an employee identifies as American Indian, they are eligible to serve as a voting committee member and may be included on the roster, rather than the district sign-in sheet.

Submission

The American Indian Parent Advisory Committee roster is due twice each school year:

- October 1: For districts with 20 or more American Indian students as part of the American Indian Education Aid application.
- March 1: For districts with 10 or more American Indian students as part of the annual compliance process.
- Submit to: mde.indian-education@state.mn.us

American Indian Parent Advisory Committee Member Roster

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
Victoria Halverson	Yes	Chair/Co-chair	Parent/Guardian of an American Indian Student
Teresa Carlson	No	Secretary	Parent/Guardian of an American Indian Student
Audra Burgeson	Yes	General Member	Parent/Guardian of an American Indian Student
Jackie Weissman	Yes	General Member	Parent/Guardian of an American Indian Student
Amanda Schloer	Yes	General Member	Parent/Guardian of an American Indian Student
Alanna Hansen	Select one...	General Member	Parent/Guardian of an American Indian Student
Kayla Gariepy	Yes	General Member	Parent/Guardian of an American Indian Student
	Select one...	Select one...	Select one...

District Employee Sign-in Sheet

Employee Name, Email, and Phone	Employee Title
Joanne Kreitz, jkreitz@isd138.org, 651-674-1377	EBD Education Assistant
Stacy Fairbanks, sfairbanks@isd138.org, 651-674-1435	SPED Assistant

DEPARTMENT OF EDUCATION

American Indian Education Aid Application

School Year (SY) 2021-22 | Fiscal Year (FY) 2022

American Indian Education Aid)

The American Indian Education Aid (AIEA) program is administered by the Minnesota Department of Education (MDE) and provides per-pupil funding to districts, charter schools, and tribal schools that report an American Indian student count of 20 or more on the October 1 MARSS reporting deadline. Twenty American Indian students generate a base award of $20,000, and each American Indian student beyond that generates an additional $358.

Districts and schools that meet the 20-student threshold are notified of their aid eligibility the spring prior to the school year in which they are eligible to receive the aid. This communication includes the American Indian student count along with the maximum aid award that those students generate.

Please carefully review the American Indian Education Aid guidance document located on the American Indian Education Aid webpage to prior to completing this application. This document provides in-depth information about American Indian student counts, aid awards and distribution and expenditures, and it will help to inform staff and American Indian Parent Advisory Committees (AIPACs) as they collaborate on the required application narratives and budgeting.

The Application Overview

This application is comprised of three required sections. Incomplete applications will be returned for revision.

Section 1: Applicant Information

This section asks for pertinent information including the name and number of the school or district, the name and contact information for applicable staff, and the name and contact information for the American Indian Parent Advisory Committee (AIPAC) chairperson.

Section 2: The Program Plan

This affords applicants with the opportunity to provide a thorough narrative on the operations and goals of the American Indian Education program within the district or school. This section is governed by six areas of focus found within Minnesota Statutes 124D.74, subdivision 1:

1. Support postsecondary preparation for pupils;
2. Support the academic achievement of American Indian students;
3. Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils;
4. Provide positive reinforcement of the self-image of American Indian pupils;
5. Develop intercultural awareness among pupils, parents, and staff; and,
6. Supplement (not supplant) state and federal educational and co-curricular programs.

The six areas of focus must contain the details of the program(s) that are to be implemented. The bulk of the budget may not be funneled into just one of the areas of focus. The program details must align to Minnesota Statutes 124D.81, subdivision 2, and must specifically address each of the following:

a. Identify the measures that will be used to meet the requirements of sections 124D.71 to 124D.82;
b. Identify the activities, methods and programs that will be implemented to meet the educational needs of American Indian students;
c. Describe the district goals and objectives, and how those objectives will be achieved;
d. Demonstrate that courses do not have a discriminatory effect within the meaning of section 124D.74, subdivision 5; and
e. Describe how the program will be organized, staffed, coordinated, and monitored; and,
f. Project expenditures for programs under sections 124D.71 to 124D.82 (see required supplements below).

Section 3: The Certification Statement

This section is a signed declaration, affirming that the program plan was created collaboratively, and in full consultation with the AIPAC, and that the AIPAC was afforded the opportunity to make suggestions, review data, and collaborate with staff on the goals, initiatives, and expenditures outlined within the application narrative. It requires the signatures of the superintendent or charter/tribal school director, the American Indian Education primary staff person, and the AIPAC chair.

Required Supplements

In addition to this application, participants are required to fill out and submit a budget worksheet and an AIPAC roster. Both items are available as separate downloads on the American Indian Education Aid webpage. Applications that are submitted without both of these required items will not be accepted.

The Program Budget Worksheet

The budget worksheet is a downloadable excel workbook that must accompany the AIEA application at the time of submission, and it must align to the AIEA award estimate. It is formatted for ease of use. Budget worksheets must detail the projected expenditures that will support the activities and initiatives outlined within the program plan narrative, and it supports adherence to item "f" above.

Applicants that propose using 50% or more of AIEA on staff salaries must also fill out the Budget Supplement tab. See the Salaries section of the program guidance document for more information.

The AIPAC Roster

The AIPAC roster is a downloadable supplement that must accompany the AIEA application at the time of submission.

The Application Deadline

In order to afford participants more flexibility to collaborate with their AIPACs and write their program plans, the American Indian Education Aid Program now uses a submission window.

All applications must be submitted September 25-November 30. Extensions beyond November 30 will not be granted.

Submit

Submit your completed application, your budget worksheet, and your AIPAC roster to: MDE.AIEA@state.mn.us.

Applicant Information

District, Charter School or Tribal School Information

District/School Name: North Branch Area Schools

District/School Number: ISD138

Superintendent or Charter/Tribal School Director

Name: Sara Paul

Email: spaul@isd138.org

American Indian Education Staff

Primary Staff Name: David Treichel

Email: dtreichel@isd138.org

Secondary Staff Name: Jordan Zickermann

Email: jzickermannconsulting@gmail.com

American Indian Parent Advisory Committee Chairperson

Name: Victoria

Email: mommabear3208@gmail.com

The SY21-22 American Indian Education Program Plan

Area 1: Support Postsecondary Preparation for American Indian Pupils

Provide a program narrative for how the district will support postsecondary preparation for American Indian pupils. This narrative must address items a-e, and is limited to 350 words.

a. Identify the measures that will be used to meet the requirements of sections 124D.71 to 124D.82;
b. Identify the activities, methods and programs that will be implemented to meet the educational needs of American Indian students;
c. Describe the district goals and objectives, and how those objectives will be achieved;
d. Demonstrate that courses do not have a discriminatory effect within the meaning of section 124D.74, subdivision 5; and,
e. Describe how the program will be organized, staffed, coordinated and monitored.

Narrative:

ISD 138's American Indian Education Program will support post secondary preparation for American Indian Pupils by exposing secondary students (both virtually and via field trips) to culturally relevant universities, colleges, trade schools, and internships. Further, the American Indian Education program will promote culturally specific financial aid resources to students through 1 on 1 outreach, American Indian Education Clubs, and the landing page on the North Branch website. This work will be coordinated by both the Director of Teaching and Learning, David Treichel and the American Indian Education Consultant, Jordan Zickermann.

The American Indian Education Program will work in collaboration with the College and Career Navigator, Student Success Dean, and academic counselors to further promote the opportunities listed above. Additionally, American Indian students will have access to exploring careers that fuel their passions through a variety of career pathway options. .

Lastly, the American Indian Education Program will allocate funds to waive college preparation courses/tutoring for all junior and senior American Indian students. Participation and engagement with the college preparatory courses will be measured for this objective. Test scores will be considered and reported as our demographic data continues to grow.

The activities outlined above align with the district's new strategic plan and goal; *Goal 1B; Prepare all learners for success in school and life by committing to the success of every student.* By personalizing education we can identify, predict, and eliminate achievement gaps. Lifting up and amplifying American Indian students' voice empowers, builds confidence and provides opportunities to share their gifts and talents. Amplifying the unique gifts and talents of each student allows us to provide a rigorous, responsive learning environment that ignites their purpose and passion.

All of the work listed above will be driven and led in collaboration between the Director of Teaching and Learning, David Treichel, the American Indian Education Consultant, Jordan Zickermann, and the AIPAC.

Area 2: Support the Academic Achievement of American Indian Students

Provide a program narrative for how the district will support the academic achievement of American Indian students. This narrative must address items a-e, and is limited to 350 words.

a. Identify the measures that will be used to meet the requirements of sections 124D.71 to 124D.82;
b. Identify the activities, methods and programs that will be implemented to meet the educational needs of American Indian students;
c. Describe the district goals and objectives, and how those objectives will be achieved;
d. Demonstrate that courses do not have a discriminatory effect within the meaning of section 124D.74, subdivision 5; and,
e. Describe how the program will be organized, staffed, coordinated and monitored.

Narrative:

ISD 138's American Indian Education Program will support the academic achievement of American Indian students by collaborating with an Indian Education Consultant to offer affinity support services. The American Indian Education Consultant will be Jordan Zickermann, who will lead American Indian Education Clubs and other affinity based services to American Indian students throughout the duration of the school year.

American Indian Education Clubs will be offered to all American Indian students K-12. Clubs for students grades 8-12 will be guided by the 'Expanding the Circle' curriculum - a culturally-relevant transition skills and project-based learning curriculum. For grades K-7, American Indian Ed. Club will be guided by the 'Lessons from our Land" curriculum - an innovative curriculum that enables Pre-K through grade 12 teachers to easily incorporate Native American stories, lessons and games into regular classroom instruction. This curriculum will be supplemented with Culture Trunks that are described in greater detail in Area 3.

Lastly, the American Indian Education Consultant will utilize the design thinking process with secondary students to develop and test support models that match their needs - specifically related to after-school and summer programming. The intent of the American Indian Education program is to identify and bring in an American Indian elder that will support the social, emotional, and cultural needs of American Indian students. The programming described above will be coupled with American Indian education field trips to: BDote Memory Map, Shakopee Mdewakanton Sioux Powwow, and Mille Lacs Band of Ojibwe Powwow.

Further support for American Indian academic achievement will be in collaboration with pre-existing programs such as the Viking Bridge, Check and Connect, and K-8 Tuesday/Thursday after school targeted services. The American Indian Education Program will supplement these models to maximize access to resources.

Supporting the academic achievement of American Indian students aligns with NBAPS' new strategy and direction. *Goal 1B: Prepare all learners for success in school and in life by committing to the success of every student.* By personalizing learning NBAPS accelerates learning for American Indian students while focusing on the holistic experiences and development of the learner. Continuing to prioritize Social Emotional Learning opportunities at every level of the indian education clubs align with the district goals and strategic direction. Throughout the educational experience, students need to have clarity of what they need to know and be able to do. These experiences not only result in content mastery, they promote critical thinking, collaboration, effective communication, self-directed learning and

an academic mindset. Prioritizing personalized learning which teaches the whole child will ensure successful student outcomes at each of the WBWF milestones.

All of the work listed above will be driven and led in collaboration between the Director of Teaching and Learning - David Treichel, Program Consultant - Jordan Zickermann, and AIPAC.

Area 3: Make Curriculum Relevant to the Needs, Interests, and Cultural Heritage of American Indian Pupils

Provide a program narrative for making curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils. This narrative must address items a-e, and is limited to 350 words.

a. Identify the measures that will be used to meet the requirements of sections 124D.71 to 124D.82;
b. Identify the activities, methods and programs that will be implemented to meet the educational needs of American Indian students;
c. Describe the district goals and objectives, and how those objectives will be achieved;
d. Demonstrate that courses do not have a discriminatory effect within the meaning of section 124D.74, subdivision 5; and,
e. Describe how the program will be organized, staffed, coordinated and monitored.

Narrative:

ISD 138's American Indian Education Program will make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils by expanding the inventory and use of culture trunks, purchasing and implementing culturally-relevant curriculum, and by initiating an 'Absent Narratives' series for both American Indian students and their families.

In previous years, the American Indian Education Program invested in American Indian culture trunks to utilize for teaching and learning. The American Indian Education Consultant, in collaboration with the AIPAC, and the Teaching and Learning Department, will review the inventory, invest in culturally-relevant materials, and create a curriculum for incorporating these trunks in American Indian Education Clubs and classrooms.

As mentioned in Goal 2, American Indian Education Clubs will be offered to all American Indian students K-12. Indian Ed. Clubs for students grades 8-12 will be guided by the 'Expanding the Circle' curriculum - a culturally-relevant transition skills and project-based learning curriculum. For grades K-7, Indian Ed. Club will be guided by the 'Lessons from our Land" curriculum - an innovative curriculum that enables Pre-K through grade 12 teachers to easily incorporate Native American stories, lessons and games into regular classroom instruction.

Lastly, the American Indian Education Program will initiate an 'Absent Narratives" book club series that will be offered after-school to both American Indian students and their families. The purpose of this book club series will be to increase community engagement by promoting the stories that have been systematically marginalized or left out in classrooms and curricula for generations. This series is to be coupled with the BDote Field Trip, the Shakopee Mdewakanton Sioux Powwow, and Mille Lacs Band of Ojibwe Powwow.

NBAPS district goal of ensuring resources are allocated to it's priorities. Goal 4 of the district's plan is strengthened from our core value of multiplying impact, or the win-win of the work. Creating new and strengthening long lasting partnerships across our region allows American Indian Education students the opportunities to grow their cultural heritage and ensure the curriculum is relevant and engaging. All of the work listed above will be driven and led in collaboration between the Director of Teaching and Learning, David Treichel, the Program Consultant, Jordan Zickermann, and the AIPAC.

Area 4: Provide Positive Reinforcement of the Self-Image of American Indian Pupils

Provide a program narrative for how the district will provide positive reinforcement of the self-image of American Indian pupils. This narrative must address items a-e, and is limited to 350 words.

a. Identify the measures that will be used to meet the requirements of sections 124D.71 to 124D.82;
b. Identify the activities, methods and programs that will be implemented to meet the educational needs of American Indian students;
c. Describe the district goals and objectives, and how those objectives will be achieved;
d. Demonstrate that courses do not have a discriminatory effect within the meaning of section 124D.74, subdivision 5; and,
e. Describe how the program will be organized, staffed, coordinated and monitored.

Narrative:

ISD 138's American Indian Education program will provide positive reinforcement of the self-image of American Indian pupils through the implementation of culturally-relevant curriculum, exposure to historical and modern American Indian role-models, and representation of American Indian culture and language throughout hallways, classrooms, schools, and the broader community.

As mentioned in the previous goals, American Indian Education Clubs will be offered to all American Indian students K-12. and will be guided by two age specific curricula: 'Expanding the Circle' - a culturally-relevant transition skills and project-based learning curriculum, and 'Lessons from our Land' - an innovative curriculum regarding Native American stories, lessons and games. Students who participate in American Indian Clubs will be offered the opportunity to attend a field trip to: BDote Memory Map, the Shakopee Mdewakanton Sioux Powwow, and Mille Lacs Band of Ojibwe Powwow.

These curriculums will be coupled with resources that highlight American Indian role-models, such as: the book 'Notable Native People: 50 Indigenous Leaders, Dreamers, and Changemakers from Past and Present', the Absent Narratives book series, and access to the Well-Read Native Youth national book club. The American Indian Education also aims to implement an Elder in Residence model that will highlight a member from the local community to serve as a mentor for American Indian students.

Next, the American Indian Education program will highlight inclusive resources for District staff and community members to utilize in their classrooms, hallways, schools, and areas throughout the broader community. These resources that will positively reinforce the self-image of American Indian students will be housed on the American Indian Education landing site on the webpage. Lastly, to celebrate and maintain a 100% graduation rate, the American Indian Program will host an American Indian Graduation Honoring ceremony for all graduates where they will be provided an eagle feather. This event will be open to all students to encourage positive reinforcement of the self-image of American Indians.

The district and building goals focus on the development of the whole child through evidence-based Social Emotional Learning programming. The goals and objectives laid out in the Goal 1B of the district's strategic plan focus on the social development and self-awareness as students enter preschool through each of the developmental phases of learning culminating in earning a diploma and entering post-secondary education and or career. This work

will be driven and led by the Director of Teaching and Learning, Program Consultant, and the AIPAC.

Area 5: Develop Intercultural Awareness Among Pupils, Parents, and Staff

Please provide a program narrative explaining how the district will develop intercultural awareness among pupils, parents, and staff. This narrative must address items a-e, and is limited to 350 words.

a. Identify the measures that will be used to meet the requirements of sections 124D.71 to 124D.82;
b. Identify the activities, methods and programs that will be implemented to meet the educational needs of American Indian students;
c. Describe the district goals and objectives, and how those objectives will be achieved;
d. Demonstrate that courses do not have a discriminatory effect within the meaning of section 124D.74, subdivision 5; and,
e. Describe how the program will be organized, staffed, coordinated and monitored.

Narrative:

ISD 138's American Indian Education program will develop intercultural awareness among pupils, parents, and staff by increasing access to professional development opportunities for both staff and parents, hosting cultural awareness community engagement events, and by promoting culturally-relevant resources to pupils, parents, and staff.

The American Indian Education program will designate funding for staff and members of the AIPAC to attend culturally-relevant professional development opportunities. The professional development opportunities that will be proposed are as follows: the Minnesota Indian Education Association (MIEA) conference, virtual access to the National Indian Education Association (NIEA) conference, Learning From Place: BDote training, workshop and tour, restorative practices trainings, as well as the virtual opportunities listed on the MDE Indian Education website.

Further, the American Indian Education program will host cultural awareness community engagement events such as: Intentional Social Interactions (IZI's) where there will be food and conversation, drum and dance night, beading workshop family night, and a healing ceremony as part of summer programming.

The American Indian Education program will highlight inclusive resources for District staff and community members to utilize in their classrooms, hallways, schools, and areas throughout the broader community. Resources will include native authored books, online lesson plans, professional development, language revitalization, and culturally-relevant movies, maps, posters, etc. These resources will develop the intercultural awareness among pupils, parents, and staff will be housed on the American Indian Education landing site on the webpage and will be broken down into diverse categories.

NBAPS goals are driven by our core beliefs. This is what makes these words turn into action. We are *positively relating, mission focused, mobilization of others, results focused, multiplying impact through our partnerships.* Wrapped in the core values is our commitment to further develop intercultural awareness among students, families, and staff

All of the work listed above will be driven and led in collaboration between the Director of Teaching and Learning,

David Treichel, the American Indian Education Consultant, Jordan Zickermann, and the AIPAC.

Area 6: Supplement (not supplant) State and Federal Educational and Co-curricular Programs

Please provide a program narrative for how the initiatives outlined in program areas 1-5 will supplement (not supplant) state and federal educational and co-curricular programs, specific to American Indian students. This narrative is limited to 350 words.

Narrative:

ISD 138's American Indian Education Program will supplement (not supplant) state and federal educational and co-curricular programs by partnering with pre-existing programs to maximize the engagement of American Indian students. All 6 areas in NBAPS American Indian Education Plan are supported by Goal 4 of the districts strategic plan; *Committing resources to district priorities.* Supporting American Indian students and families is a priority for NBAPS.

Currently ISD 138 offers the following programming:

1. Early Childhood program - focusing on early literacy, math and social skill development through the Pyramid Model of Intervention.
2. Comprehensive elementary programming which serves students from gifted and talented to students receiving special education services through robust instruction and evidence based resources. Focused attention is made to develop the whole child through the social emotional learning program of Be Good People.
3. Middle level programming focused on the social and academic development of each child through a middle school philosophy experience.
4. High School program which promotes career and college readiness through pathways which fosters career development and college readiness such as: Manufacturing pathway and Automotive pathways, Nursing, Culinary, etc., College In the Schools Courses, Jr. ROTC, Viking Bridge - partnering 12th grade students with community businesses, as well as internships in the community

The Director of Teaching and Learning, David Treichel, the American Indian Education Consultant, Jordan Zickermann, and the AIPAC are intentional in reaching out to program directors and staff to ensure access, opportunity, and bi-directional engagement for the American Indian Community. This program plan identifies ways in which our program has and intends to collaborate with District programs throughout the school year - to ensure ISD 138's American Indian students' unique needs are met.

The Certification Statement

By signing or inserting your electronic signature below, you hereby certify that the American Indian Education Aid application components have been developed in full collaboration with the district or school's American Indian Parent Advisory Committee, pursuant to Minnesota Statutes, section 124D.78, and you attest that:

- All goals, narratives, and budgets were discussed in detail and agreed upon by all parties, and,
- All programming initiatives supplement, and do not supplant any state or federal educational or co-curricular programs.

Superintendent or Charter/Tribal School Director:

Director of American Indian Education:

American Indian Parent Advisory Committee Chair:

STUDENTS

STUDENT MEDICATION 516-~~NB~~

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. REQUIREMENTS

A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.

B. An "Administrating Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.

C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.

D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.

E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.

G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

J. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

K~~J~~. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;

2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;

3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;

4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;

5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;

b. the inhaler is properly labeled for that student; and

c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:

a. that are used off school grounds;

b. that are used in connection with athletics or extracurricular activities; or

c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:

   a. possess epinephrine auto-injectors; or

   b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

   The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

L. "Parent" for students 18 years old or older is the student.

~~M. The school district discourages the administration and use of narcotic pain medications (i.e. Vicodin, Percocet, Tylenol with codeine, among others) in the school setting. In the event it is necessary for a child to take a narcotic pain medication while at school, the child's parent will be asked to come to school and administer the narcotic pain medication directly to the child. School nurses will not maintain supplies of narcotic pain medications at school.~~ (NB change added in December 2014) We are recommending eliminating this paragraph. It will no longer be a NB policy.

M. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors

N. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.

2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes § 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.

3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes § 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

Legal References:

Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: NB Policy 418 (Drug-Free Workplace/Drug-Free School)

STUDENTS

~~Unpaid Meal Charges~~ School Meals Policy 534

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. Unpaid Meal Charge and Debt Collection Procedures

Charge Procedure

1. If the student or family account has insufficient funds to pay for breakfast and/or lunch meals, the following will apply:
   - All students will be provided a Type A meal, regardless of meal account status. The charge for the meal will be added to the family account.
   - Students with an overdrawn account will not be allowed to charge ala carte items.
2. Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food service accounts. When a student eligible for PAID meals has "cash in hand" to pay for a meal, the student will be served a meal regardless of unpaid food service accounts. The "cash in hand" will not be applied towards past due balances.

Notification of Account Status

1. There are several ways families can obtain their lunch account balances.
   - Families can check their student's meal account balance via Wordware.
   - Families can contact the Food Service Department at (651) 674-1521 for account balances.
2. The parent/guardian will be notified when their account has a low balance.
   - When a family's balance reaches $10.00 or less, an e-mail will be sent daily to the parent/guardian advising them of the student meal account balance(s).
   - At the end of each month, a letter will be mailed home to parents when a family's balance reaches -$30.00 or less.

- The Food Service Department will encourage parents to complete the free/reduced-price meal application.

Collection of Unpaid Meal Debt

1. Prior to the end of the school year, the following collection actions ~~will~~ may be taken or any accounts with a balance of -$50.00 or less:

   - A formal letter will be sent to the household notifying that the debt ~~will~~ may be turned over to a collection agency if the balance isn't paid by a designated date or if a payment plan isn't established. If there is no response by the designated date, the account ~~will~~ may be turned over to a collection agency.

   - Two attempts will be made by phone to discuss the status of the negative accounts.

   - The expectation is all fees owed to the district will be paid in full on the last day the student will be attending classes.

B. If the school district receives school lunch aid under Minnesota~~.~~ Statutes~~.~~ § section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

D. A student who has been determined to be eligible for free and reduced-price lunch ~~must~~ always must be served a reimbursable meal even if the student has an outstanding debt.

E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

~~D~~F. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal will be the same as a standard meal price and will be charged to the student's account or otherwise charged to the student.

~~E~~G. When a student has a negative account balance, the student will not be allowed to charge a snack item.

~~F~~H. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts.

Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified of an outstanding negative balance once the negative balance reaches -$10.00 or less. Families will be notified by email.

Families will be notified of an outstanding negative balance once the negative balance reaches -$30.00 or less. Families will be notified by mail.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, ~~. A meal will not be taken away from a student with an overdrawn account.~~ including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than -$50.00 or less not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

E. The school district ~~may not must~~ will not impose any other restriction prohibited under Minnesota~~.~~ Statutes~~.~~ § section 123B.37 due to unpaid student meal balances. The school district ~~must~~ will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items

provided to students due to an unpaid student meal balance. ~~deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.~~

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing in the student handbook to:

1. all households at or before the start of each school year;

2. students and families who transfer into the school district, at the time of enrollment; and

3. all school district personnel who are responsible for enforcing this policy.

B. The school district ~~may must~~ will post ~~the~~ this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.

C. If the school district contracts with a third party for its meal services, it ~~mus~~t will provide the vendor with its school meals policy. ~~Any contract between t~~The school district will ensure that ~~and~~ any third-party provider with whom the school district enters~~ed~~ into either an original or modified contract after July 1, 2021, ~~must ensure that the third-party provider~~ adheres to the school district's school meals policy.

Legal References:

Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111~~, Subd. 4~~ (Lunch Aid; Food Service Accounting)
Minn. Stat. § 124D.111, Subd. 4
2 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A
~~Minn. Op. Atty. Gen. 169j (May 14, 2019) (*Letter to Ricker*)~~

Cross References: None

EDUCATION PROGRAMS

Organization of Grade Levels 607

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school district to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

~~Prekindergarten~~ Early Learning:	Birth – ~~Age 5~~ Kindergarten
Elementary:	~~Kindergarten~~ – Grades 1 - 5
Middle:	Grades 6 – 8
High:	Grades 9 - 12

B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

III. DEFINITIONS

A. "Kindergarten" means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

B. "Prekindergarten" means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

Legal References: Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Public Schools)
Minn. Stat. § 120A.20, Subd. 4 (Verification of Age for Admission to Public School)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Cross References:

Supplement to LRP Publications, Inc.

Board & Administrator

FOR SCHOOL BOARD MEMBERS

February 2022 Vol. 35, No. 10

Focus board participation with objectives

Setting clear objectives as a school board can help ensure successful efforts. Below are five examples to consider:

1. Each board member will actively serve on one committee and attend 75 percent of committee meetings.

2. Each board member will perform, at a minimum, two advocacy tasks that may include writing a letter to an editor or a legislator or visiting a legislator.

3. There will be 90 percent attendance by each board member at board meetings.

4. There will be 100 percent participation in board self-evaluation.

5. We will create a new strategic plan for the district. ■

Board meeting minutes: Aim for accuracy

The school board meeting minutes are the legal record of your board meetings. When the board secretary takes minutes at the meeting, here's what the minutes should include:

- Name of the school district.
- The place and time of the meeting.
- The names of board members who were present and absent, and the names of the district employees who were present. Also, note the names of outside visitors or participants in the meeting.
- A record of the approval of the minutes of the most recent board meeting.
- The type of board meeting. Note if it is a regular board meeting or a special meeting.
- A record of all the motions adopted or voted down by the board. This section of the minutes should also reflect the names of the board members who made and seconded the motions. The secretary should also record which board members voted "yes" and who voted "no." If all were in favor, the minutes should reflect that the vote was unanimous.
- A list of the issues that the board considered but on which they did not take action. ■

2 tips for ending conflict between superintendent, board member

Conflict between a superintendent and an individual board member may be inevitable. Although most of these disputes are resolved quickly, there may be times when the superintendent and board member are unable to shake hands and make amends. If this occurs, the board president may need to step in to prevent the conflict from increasing divisiveness and dysfunction.

Here are two tips to quickly put contentious interactions on ice:

1. Request that all communications between the superintendent and individual board members be distributed to all board members.

2. Develop guidelines for board operations, including a requirement that the superintendent and all board members be professional and courteous with each other. Have all parties sign the guidelines to acknowledge their understanding of the provisions. ■

Advising administrators and boards in the U.S. and Canada for more than 25 years. WWW address: http://www.lrp.com
© 2022 by LRP Publications, Inc. REPRODUCTION OF THIS NEWSLETTER IN WHOLE OR PART IS STRICTLY FORBIDDEN.

Use a form to make board motions, voting more efficient

Parliamentary procedures may feel sluggish at times, especially when you have a long list of pressing matters on your board meeting agenda. However, there are steps you can take to speed up the voting process. For example, consider pre-writing your motions ahead of time using the following form. If your motion leads to a vote, the board president or board secretary can use the same form to keep track of each board member's vote and record whether the motion was adopted or defeated. ■

Board Motion Form

Topic: _____. **Date:** _____.

Motion: _____

_____

_____

_____

_____

_____

_____

_____

_____.

Board Members' Names	Votes (check boxes that apply)
1. _____	❑ Second ❑ Aye ❑ Nay ❑ Abstain
2. _____	❑ Second ❑ Aye ❑ Nay ❑ Abstain
3. _____	❑ Second ❑ Aye ❑ Nay ❑ Abstain
4. _____	❑ Second ❑ Aye ❑ Nay ❑ Abstain
5. _____	❑ Second ❑ Aye ❑ Nay ❑ Abstain
6. _____	❑ Second ❑ Aye ❑ Nay ❑ Abstain
7. _____	❑ Second ❑ Aye ❑ Nay ❑ Abstain
8. _____	❑ Second ❑ Aye ❑ Nay ❑ Abstain
9. _____	❑ Second ❑ Aye ❑ Nay ❑ Abstain

Result: ❑ Motion adopted. ❑ Motion defeated.