

**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
OCTOBER 12, 2023
5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent's Report 4
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of September 14, 2023 Policy Committee Meeting 15
 - B. Minutes of September 14, 2023 Regular School Board Meeting 16
 - C. Minutes of September 28, 2023 Work Session 24
 - D. Authorization of Payments, Transfers, and Investment Activity 25
 - E. Personnel
 - 1. Beth Raarup, retirement effective at the end of the 2023-24 school year, as Speech Language Pathologist at North Branch Area Education Center
 - 2. Ashley Lakes, resignation effective October 2, 2023, as SPED Assistant at North Branch Area High School
 - 3. Spencer Yang, resignation effective September 29, 2023, as EL Assistant at North Branch Area Public Schools
 - 4. June Babcock, leave request effective October 2, 2023 through November 17, 2023, as SPED Assistant at North Branch Area Middle School
 - 5. Juliane Bartel, leave request effective September 25, 2023 through October 25, 2023, as SPED Assistant at North Branch Area Education Center
 - 6. Lynelle Jensen, leave request effective October 19, 2023 through November 1, 2023, as First Grade Teacher at Sunrise River Elementary School
 - 7. Jodi Johnson, extension of leave request effective September 21, 2023 through October 15, 2023, as Second Grade Teacher at Sunrise River Elementary School
 - 8. Lisa Olivo, leave request September 5, 2023 through October 23, 2023, as SPED Assistant at Life Work Center
 - 9. Kari Anderson, employment effective September 6, 2023, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 - 10. Kayla Heideman, employment effective September 19, 2023 as SPED Assistant at Sunrise River Elementary School
 - 11. Ashley Klofstad, employment effective August 29, 2023, as Lunchroom/Playground Assistant at North Branch Area Education Center

12. Ashley Lakes, employment effective October 2, 2023, as SPED Assistant at North Branch Area High School
 13. Elisabeth Nelson, employment effective August 29, 2023, as Lunchroom/Playground Assistant at North Branch Area Education Center
 14. Victoria Noakes, employment effective August 29, 2023, as SPED Assistant at North Branch Area Middle School
 15. Maria Oare, employment effective September 18, 2023, as SPED Assistant at North Branch Area High School
 16. Nicole Resemius, employment effective September 25, 2023, as SPED Assistant at Sunrise River Elementary School
 17. Licia Sieracki, employment effective September 6, 2023, as SPED Assistant at Sunrise River Elementary School
 18. Danielle Snyder, employment effective September 11, 2023 as SPED Assistant at Sunrise River Elementary School
 19. Jessica Weilage, employment effective September 20, 2023, as Early Childhood Assistant at North Branch Area Education Center
 20. David Pirrie, position change from 0.83 FTE to 1.0 FTE beginning on September 15, 2023, as DLA Teacher at North Branch Area Public Schools
 21. Anthony Sletten, position change effective September 18, 2023, from Custodian to Lead Custodian at North Branch Area Public Schools
 22. 2023-24 Extra Curricular Fall Coach Positions
 - a. Sean Huset, Class 3, Step 10, as Assistant Coach for Football
 - b. Samantha Pederson, Class 6, Step 1, as Coach for Middle School Volleyball
 23. 2023-24 Activity Advisor Position
 - a. Kelly Doohen, Class 8, Step 1, as Middle School Math League Advisor
- F. Seniority Lists
- | | |
|---|----|
| 1. NBEA (North Branch Area Education Association) | 26 |
| 2. Community Education Early Childhood Teachers | 35 |
| 3. NBSSA (North Branch Support Staff Association) | 36 |
| 4. SEIU Local 284 (Custodial) | 43 |
- G. Tenure of the Following Teacher (NBEA Contract)
1. Kristen Swalboski - Licensed School Nurse - North Branch Area Education Center and Sunrise River Elementary School
- H. Acceptance of Donations 44
- 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. Review Feedback from Family Satisfaction Survey 45
 - B. Consider First Reading of the Following Policies
 - 1. Policy 418 - Drug-Free WorkPlace/Drug-Free School (MSBA changes) 65
 - 2. Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction (MSBA changes) 70
 - 3. Policy 424 - License Status (MSBA changes) 73
 - 4. Policy 509 - Enrollment of Nonresident Students (MSBA changes) 75
 - 5. Policy 513 - Student Promotion, Retention, and Program Design (MSBA changes) 79
 - 6. Policy 602 - Organization of School Calendar and School Day (MSBA changes) 81
- XI. Addendum
- XII. Information
- XIII. Board Requests
- XIV. Committee Reports
 - A. SCRED Report 83
- XV. Dates to Remember
 - A. Monday, October 23, 2023, Negotiations Committee Meeting, 4:00 pm, North Branch Area Education Center
 - B. Monday, October 23, 2023, Custodian Negotiation Session, 4:30 pm, North Branch Area Education Center
 - C. Thursday, October 26, 2023, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120
 - D. Wednesday November 1, 2023, Negotiations Committee Meeting, 4:00 pm, North Branch Area Education Center
 - E. Wednesday, November 1, 2023, NBEA Negotiation Session, 4:30 pm, North Branch Area Education Center
 - F. Thursday, November 2, 2023 Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122
 - G. Thursday, November 2, 2023, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
 - H. Thursday, November 30, 2023, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120
- XVI. Adjournment

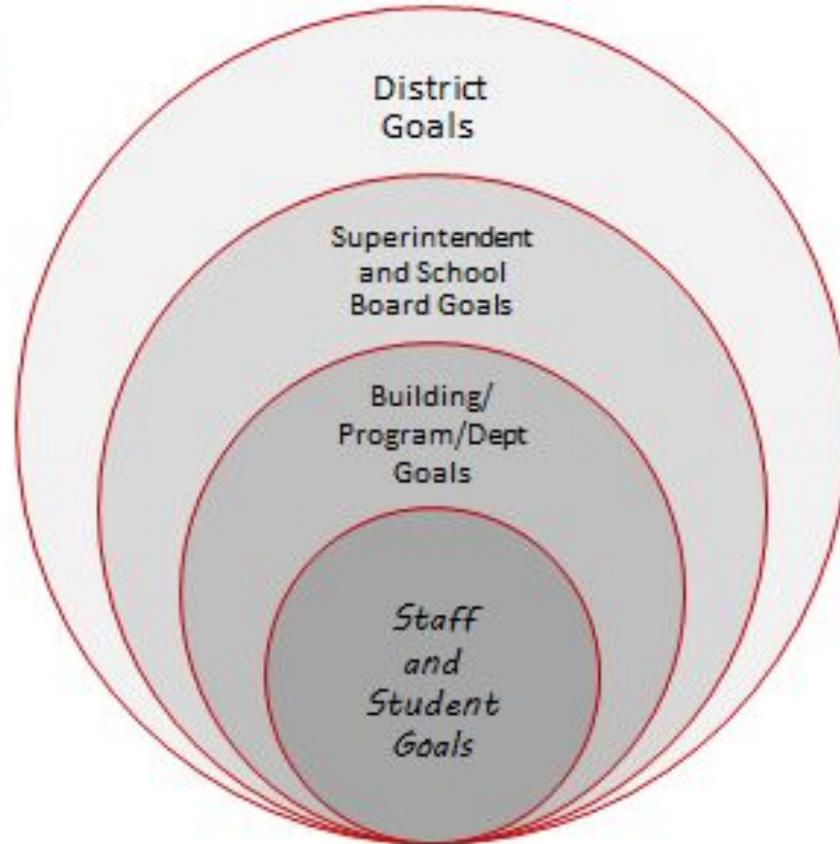
Superintendent Update

October 12, 2023

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System Alignment



Award winning Staff Members





Food Preservation and Safe Home Canning Practices

Students in Mrs. Cook's Ag Food Processing class have been busy learning about food preservation and safe home canning practices. Students had the opportunity to try something new by canning carrot pickles from carrots donated by a community member. Students have worked hard to learn how to select, prepare, and safely heat and preserve high acid foods using the boiling water method. They will continue processing and canning produce and look forward to making applesauce, jam, and other canned goods this fall. Projects like these have been made possible by community donations and receipt of the Statewide Health Improvement Partnership grant.





Canning Carrots Goes Viral

Carrots gone viral, from North Branch comes a story
Of a teacher and students capturing learning's glory.

The vibrant orange gems, students canning their flavor,
and a story unfolding, thousands of people would savor.

Who would have predicted the viral ascent,
Of students and carrots, and the comments sent.

We are proud of our Vikings and how they inspire,
Stories of impact and trying new things, and how learning
is set on fire!



- **83,000 accounts reached**
- **7,800 post engagements**
- **372 total comments**
- **193 shares**



We Walked and Rolled to School!



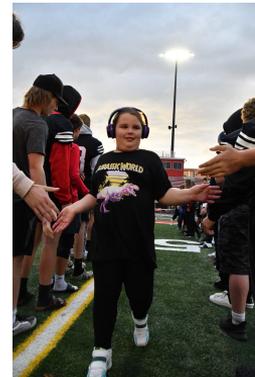
10





Viking Victory Day a Success

The care and attention our Viking football coaching staff and players show our students with special needs is so heartwarming.



11

The wonderful bonds between students are memories to last a lifetime for all that attended the event.





National Honor Society Induction

Knowledge: Jillian Horsfall

Scholarship: Blake Lelm

Leadership: Amelia Bjerketvedt

Service: Everett Thomsen

Character: Paige Wolfe

Advisor, Laura Rothe





Mutual accountability for shared outcomes.

Safety and Security Update

- Training that occurred during workshop week was overall well received and provided greater clarity around our response protocols.
- Parent feedback was received and used to make adjustments to new procedures put in place at the Education Center
- Messaging to families was discussed and planning conversations for the upcoming School Safety Week took place.
- The committee recommended purchasing another AED to place in the concession stand area of the stadium during the fall and spring seasons. An additional AED will be ordered for placement in the stadium wall-mounted AED box and that will bring the total up to 13 across the school district.

Mobilizing Community Engagement.

Patron Tour

Oct. 13, 7:45 a.m. - 12:30 p.m.

North Branch Area Education Foundation

Diamonds & Denim Event

October 14, 5:00 p.m. - 9:00 p.m.

North Branch Area Education Foundation
Presents
Diamonds & Denim
at The Perfect 10

The annual fundraiser to support the
North Branch Area Public Schools ISD-138

Saturday, October 14, 2023
at the
Tibetan American Foundation of Minnesota
1321 Heritage Boulevard NE, Isanti, MN
(formerly Spectacular Events)

◆ 5:00 PM ◆
Cocktails and Hors D'oeuvres

◆ 5:30 PM ◆
*Gaming, Silent Auction
and Raffles Begin*

◆ 7:00 PM ◆
Live Auction and Fund-A-Dream

◆ 8:30 PM ◆
Gaming Closes

Entertainment by:
Las Vegas Tonight!
Performing casino events in Minnesota and the
surrounding five state area for over 37 years.

 Tickets on sale now at
WWW.NBAEF.ORG
\$65 each includes \$1,000 gaming money
Purchase deadline October 6th

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
September 14, 2023

The Policy Committee met on Thursday, September 14, 2023 at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

Members in Attendance: Tim MacMillan, Sarah Grovender, Heather Naegele, Superintendent Paul, Todd Tetzlaff, David Treichel, and Arle Chambers

Policy 418 - Drug-Free WorkPlace/Drug-Free School (MSBA changes)

Policy 418 was discussed and will be presented at the October 12 regular board meeting for a first reading.

Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction (MSBA changes)

Policy 419 was discussed and will be presented at the October 12 regular board meeting for a first reading.

Policy 424 - License Status (MSBA changes)

Policy 424 was discussed and will be presented at the October 12 regular board meeting for a first reading.

Policy 509 - Enrollment of Nonresident Students (MSBA changes)

Policy 509 was discussed and will be presented at the October 12 regular board meeting for a first reading.

Policy 513 - Student Promotion, Retention, and Program Design (MSBA changes)

Policy 513 was discussed and will be presented at the October 12 regular board meeting for a first reading.

Policy 602 - Organization of School Calendar and School Day (MSBA changes)

Policy 602 was discussed and will be presented at the October 12 regular board meeting for a first reading.

The meeting concluded at 5:05 p.m.

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
SEPTEMBER 14, 2023**

The School Board of Independent School District 138 met in regular session on Thursday, September 14, 2023, 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, Heather Naegele, Jesse LaValla, Shelly Johnson, and Superintendent Paul

Absent: Adam Trampe

Others in Attendance:

Molly Whelan, Denise Martin, John Wagner, Mike Nelson, Dan Meyer, Kindra Helin, David Gryte, Dan Moll, Josh Hanson, Trena Kolstad, Becky Peters, Tracey John, David Treichel, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Approval of Agenda:

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

SUPERINTENDENT'S REPORT

Superintendent Paul reported on the start of the school year, a Suicide Prevention Pilot that NBAPS has been selected to participate in, the Safe Learning Continuum, and the E-Learning Plan.

She also mentioned two events that will be held in October. Walk and Roll will be held on October 4, and Diamonds and Denim is scheduled for October 14. She reported that tonight's agenda includes approving the 2023-24 school resource contract agreement, and that North Branch Area High School was awarded a 2023 Youth Skills Training (YST) Grant in the amount of \$59,000.

Kindra Helin, Director of Activities, shared that the Mississippi 8 Activities Directors recently hosted a leadership seminar. Students attending included Ashley Bistodeau, Sarah Hedberg, Ella Kuhlman, Jordan Stumm, Peyton Verdon, Paige Wolfe, and Carson Weber.

Superintendent Paul introduced Dan Moll, from ATS& R, who shared that the North Branch Area Education Center received an Outstanding Design award from the American School and University.

CONSENT ITEMS

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

- A. Minutes of August 10, 2023 Regular School Board Meeting
- B. Minutes of August 24, 2023 Work Session
- C. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$705,068.63
 - Auxiliary, Bank 12 - \$5,461.67
 - Payroll, Bank 13 - \$1,481,782.63
 - Scholarship, Bank 18 - \$0.00
 - High School Student Activities, Bank 31 - \$6,505.62
 - Middle School Student Activities, Bank 32 - \$0.00
- D. Personnel
 - 1. Dixie Arbogast, retirement effective October 18, 2023, as Buildings and Grounds Secretary/Technology Help Desk Secretary at North Branch Area Public Schools
 - 2. Rachel Curtis, resignation effective August 15, 2023, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 - 3. Renee DeSteno, resignation effective August 15, 2023, as Lunchroom/Playground Assistant at North Branch Area Education Center
 - 4. Kayleigh Nudell, resignation effective August 21, 2023, as SPED Assistant at Sunrise River Elementary School
 - 5. William Negley, resignation effective September 6, 2023, as Schoolkeeper at North Branch Area Public Schools
 - 6. Kelly Haider, resignation effective September 22, 2023, as SPED Assistant at North Branch Area Middle School
 - 7. Sandra Jones, resignation effective September 29, 2023, as Lunchroom/Playground Assistant at North Branch Area Education Center
 - 8. Julie Anderson, leave request effective August 28, 2023 through September 24, 2023, as Office Clerk at North Branch Area High School
 - 9. Ramona Wideen, extension of leave request effective September 7, 2023 through October 8, 2023, as Lead Custodian at Sunrise River Elementary School

10. Kaitlin Turner, leave request approximately January 11, 2024 through April 10, 2024, as Speech Language Pathologist at Sunrise River Elementary School
11. Jennifer Berg, BA+30, Step 3, one-year contract for 2023-24 for a Tier 2 license, as Elementary Teacher at Sunrise River Elementary School
12. Jessica Carlson, beginning with the 2023-24 school year, as Community Education Early Childhood Instructor at North Branch Area Education Center
13. Krista Coddington, MS, Step 8, beginning with the 2023-24 school year, as Elementary Teacher at North Branch Area Education Center
14. Simone Collins-Goodwin, BS+15, Step 1, one-year contract for 2023-24 for a Tier 1 License, as a 0.5 FTE Health Teacher at North Branch Area High School
15. Laurie Erkkila, MA, Step 17, beginning with the 2023-24 school year, as SPED Teacher at North Branch Area High School
16. David Kaiser, BA/BS, Step 14, one-year contract for 2023-24 for a Tier 1 License, as Industrial Tech/Tech Ed Teacher at North Branch Area High School
17. Abigail Maser, BAS, Step 3, beginning with the 2023-24 school year, as SPED Teacher at Sunrise River Elementary School
18. Kristin Mayne, BES, Step 17, position change effective August 23, 2023, from Career Navigator to FACS/Work Based Learning Teacher at North Branch Area High School
19. Stephanie Mohs, MA+45, Step 13, beginning with the 2023-24 school year, as SPED Teacher at North Branch Area Middle School
20. David Pirrie, BA+15, Step 3, beginning with the 2023-24 school year, as 0.83 FTE DLA Teacher at North Branch Area Public Schools
21. Stan Rosen, MEd+60, Step 17, contract change from Semester 1 to 2023-24 School Year as 0.29 Business Teacher at North Branch Area High School
22. Rebecca Whiting, contract change from BS, Step 2 to BS, Step 5, effective September 1, 2023, as Science Teacher at North Branch Area High School
23. Deanna Wilson, position change from a SPED Assistant to BA, Step 2, one-year contract for 2023-24 for a Tier 1 License for English/Intervention Teacher at North Branch Area Middle School
24. Noah Axelsen, employment effective August 8, 2023, as Assessment Support Secretary at North Branch Area Public Schools

25. Sarah Plummer, employment effective August 23, 2023, as Media/Health Clerk at North Branch Area Education Center
26. Matthew Koester, employment effective August 28, 2023, as Schoolkeeper at North Branch Area Public Schools
27. Jacqueline Altier, employment effective August 29, 2023, as SPED Assistant at North Branch Area High School
28. Lori Farrell, employment effective August 29, 2023, as Office Clerk at North Branch Area Education Center
29. Seire Meyer, employment effective August 29, 2023, as SPED Assistant at Life Work Center
30. Kelly Haider, employment effective September 5, 2023, as SPED Assistant at North Branch Area Middle School
31. William Negley, employment effective September 5, 2023, as Schoolkeeper at North Branch Area Public Schools
32. Jennifer Aguirre, position change effective July 5, 2023, from Early Childhood Secretary to Office Clerk at North Branch Area Education Center
33. Dixie Arbogast, position change effective August 14, 2023, from Buildings/Grounds Secretary to Buildings/Grounds Secretary/Technology Help Desk Secretary
34. Kelly Beckwith, position change effective August 14, 2023 from SPED Assistant at Sunrise River Elementary School to School Age Care Senior Adult Assistant at North Branch Area Education Center
35. Heidi Scheffer, position change effective August 14, 2023, from District Office Clerk/Technology Help Desk Secretary to District Office Clerk
36. Kristie Arnold, position change effective August 29, 2023, from SPED Assistant to Building Behavior Technician at North Branch Area High School
37. Rachel Fox-Ledo, position change effective August 29, 2023 from Lunchroom/Playground Assistant to SPED Assistant at Sunrise River Elementary School
38. Tonia Mattson, position change effective August 29, 2023 from Lunchroom/Playground Assistant at Sunrise River Elementary School to SPED Assistant at North Branch Area Education Center

- 39. Tiffany Nelson, position change effective August 29, 2023 from Office Clerk to Early Childhood Assistant at North Branch Area Education Center
- 40. Kristin Niemi, position change effective August 29, 2023 from SPED Assistant at North Branch Area High School to SPED Assistant at Life Work Center
- 41. Becky Wille, position change effective August 29, 2023, from Assessment Support Secretary at North Branch Area Public Schools to Media Clerk at Sunrise River Elementary School
- 42. Spencer Yang, position change effective August 29, 2023, from SPED Assistant at North Branch Area Middle School to EL Assistant at North Branch Area Public Schools
- 43. 2023-24 Extra Curricular Fall Coach Positions

- a. Josh Kopp, Class 2, Step 6, as Head Coach for Girls Soccer
- b. Tyler Johnson, Class 4, Step 1, as Assistant Coach for Girls Soccer
- c. Chad Johnson, Class 2, Step 10, as Head Coach for Boys Soccer
- d. Jessica Audette, Class 4, Step 6, as Assistant Coach for Boys Soccer
- e. Norm Nagel, Class 2, Step 5, as Head Coach for Cross Country
- f. Nita Worthley, Class 4, Step 5, as Assistant Coach for Cross Country
- g. Joel Santjer, Class 3, Step 8, as Head Coach for Girls Tennis
- h. Kathy Crudo, Class 5, Step 4, as Assistant Coach for Girls Tennis
- i. Justin Voss, Class 1, Step 6, as Head Coach for Football
- j. Kyle Groh, Class 3, Step 2, as Assistant Coach for Football
- k. Dan Johnson, Class 3, Step 9, as Assistant Coach for Football
- l. Kyle Kahl, Class 3, Step 10, as Assistant Coach for Football
- m. Joe Lattimore, Class 3, Step 10, as 0.5 FTE Assistant Coach for Football
- n. Brent Lundgren, Class 3, Step 10, as Assistant Coach for Football
- o. Ian McWilliams, Class 3, Step 10, as Assistant Coach for Football
- p. Mason Niederkorn, Class 3, Step 7, as Assistant Coach for Football
- q. Mike Selbitschka, Class 1, Step 10, as Head Coach for Volleyball
- r. Madison Hadrava, Class 3, Step 2, as Assistant Coach for Volleyball
- s. Leah Kent, Class 3, Step 1, as Assistant Coach for Volleyball
- t. Tammi Minke, Class 3, Step 10, as Assistant Coach for Volleyball
- u. Galytea Pierce, Class 3, Step 1, as Assistant Coach for Volleyball
- v. Parker Johnson, Class 6, Step 5, as Middle School Boys Soccer Coach
- w. Jim VanEerden, Class 6, Step 10, as Middle School Volleyball Coach
- x. Norm Nagel, Class 9, Step 10, as Weightroom Supervisor (Fall Season)
- y. Andy Spofford - Volunteer Coach for Girls Tennis
- z. Lisa Wurdemann - Volunteer Coach for Girls Tennis
- aa. Alli Greenwaldt - Volunteer Coach for Girls Soccer
- ab. Brittany Pigorsch - Volunteer Coach for Girls Soccer
- ac. Steve Dickhudt - Volunteer Coach for Volleyball
- ad. Max Johnson - Volunteer Coach for Middle School Boys Soccer

E. Agreement to Provide School Resource Officer (SRO) Services Between the City of North Branch and Independent School District No. 138 (North Branch) for 2023-24

F. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
8/18/23	Nelnet – Lincoln, NE (Matching Gift Program – Susan Larson)	NBAPS	\$300.00	District Donation
8/30/23	Lakes Region EMS – NB, MN	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation

- D. Approval of Updated Safe Learning Plan (includes Level 5 E-Learning Plan)
Moved by Grovender, seconded by LaValla and carried unanimously to approve the updated Safe Learning Plan, which includes the Level 5 E-Learning Plan.

INFORMATION

Chair MacMillan shared that Superintendent Paul was selected to participate in the Fulbright Fellowship program, where she will be traveling to Germany in November for two weeks. This program is funded through US Congress and is recognized as one of the most prestigious programs in the US.

BOARD REQUESTS

None

COMMITTEE REPORTS

Board Member Grovender reported she attended a SCRED meeting on September 12.

DATES TO REMEMBER

- A. September 28, 2023, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120
- B. October 3, 2023, Negotiations Committee Meeting, 3:30 pm, North Branch Area Education Center
- C. October 3, 2023, NBEA Negotiation Session, 4:30 pm, North Branch Area Education Center
- D. October 11, 2023, Negotiations Committee Meeting, 4:00 pm, North Branch Area Education Center
- E. October 11, 2023, Custodian Negotiation Session, 4:30 pm, North Branch Area Education Center
- F. October 12, 2023 Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122
- G. October 12, 2023, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
- H. October 23, 2023, Negotiations Committee Meeting, 4:00 pm, North Branch Area Education Center
- I. October 23, 2023, Custodian Negotiation Session, 4:30 pm, North Branch Area Education Center
- J. October 26, 2023, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120

Adjournment

Moved by Naegele, seconded by LaValla and carried unanimously to adjourn the regular meeting at 6:23 pm.

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
SCHOOL BOARD WORKING SESSION
September 28, 2023**

The School Board of Independent School District 138 met in a Working Session on Thursday, September 28, 2023, 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, Heather Naegele, Jesse LaValla, Adam Trampe, Shelly Johnson, and Superintendent Paul

Others in Attendance:

Ben Paro, Erica Bjerketvedt, Coleman McDonough, Clint Link, Kelly Detzler, Taylor Swanson, David Treichel, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Work Session Topics

Superintendent's Report

Superintendent Paul reported on homecoming festivities, the all staff professional development day held on September 25, and safety and security. She also mentioned that a Patron Tour will be held on October 13 and Viking Victory Day is scheduled for October 4.

Strategic Alignment: 2023-24 Goals

Erica Bjerketvedt, Taylor Swanson, Kelly Detzler, Clint Link, and Coleman McDonough reported on their building goals for 2023-24.

Chair MacMillan adjourned the meeting at 7:42 pm.

Heather Naegele, Clerk
(Unapproved)

**ELECTRONIC FUND TRANSFERS
SEPTEMBER 2023**

Direct Dep Cks	\$921,984.37		
ACHS	<u>\$10,977.62</u>		
	\$932,961.99		
Other Electronic Fund Transfers:		9/11/2023	\$3,848.49
Federal/FICA Taxes		9/11/2023	\$46,560.92
(Also reflected in P/R info)		9/12/2023	\$87,323.65
		9/25/2023	\$60,950.69
		9/25/2023	<u>\$105,892.96</u>
			\$304,576.71
Minnesota Withholding Taxes		9/12/2023	\$302.30
(Also reflected in P/R info)		9/12/2023	\$7,696.58
		9/13/2023	\$15,325.32
		9/25/2023	\$129.22
		9/26/2023	\$9,168.58
		9/26/2023	<u>\$18,882.41</u>
			\$51,504.41
Economic Service (EBC)		9/11/2023	\$10,779.97
(Also reflected in P/R info)		9/12/2023	\$20,367.20
		9/25/2023	\$11,096.65
		9/25/2023	<u>\$20,367.20</u>
			\$62,611.02
MII LIFE-F S A	PEIP	9/1/2023	\$135.83
	PEIP	9/6/2023	\$99.35
	PEIP	9/6/2023	\$331.46
	PEIP	9/12/2023	\$18.28
	PEIP	9/15/2023	\$30.00
	PEIP Admin Inv	9/25/2023	\$418.25
	PEIP	9/28/2023	<u>\$112.90</u>
			\$1,146.07
MII LIFE-M S A		9/11/2023	\$1,809.69
		9/11/2023	\$2,827.87
		9/12/2023	\$3,533.41
		9/25/2023	\$2,827.87
		9/25/2023	<u>\$5,268.10</u>
			\$16,266.94
Minnesota Teachers Retirement		9/8/2023	\$3,866.97
		9/8/2023	\$9,608.21
		9/11/2023	\$66,147.14
		9/22/2023	\$9,711.95
		9/22/2023	<u>\$77,934.01</u>
			\$167,268.28
PERA		9/8/2023	\$19,672.51
		9/22/2023	<u>\$29,025.60</u>
			\$48,698.11
Delta Dental Plan		9/21/2023	\$31,474.85
MN Sales Tax		9/20/2023	\$136.00

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2023-2024**

Name	Date of Employment	Qualification	Subject Matter or Field
Raarup, Beth	08-27-86	Speech Language	Speech Language Pathologist Pre K-12
Johnson, Jodi	08-31-88	Elementary Education	Elementary Education K-6
Grote, Kevin	08-28-91	Science	Life Science 7-12 Earth Science Middle School Life Science Middle School
Solberg, Diane	08-28-91	Mathematics Elementary Education	Mathematics Middle School Elementary Education 1-6
Bense, Joan	09-02-92	Elementary Education	Elementary Education 1-6
Johnson, Kristen Buysse	09-02-92	Elementary Education	Elementary Education K-6
Coleman, Kelly	09-08-92	English/Language Arts	English/Language Arts 7-12
Pierce, Deborah	10-05-92	Elementary Education	Elementary Education 1-6
Leaf, Kirsten	08-31-94	Elementary Education Distance Learning	Elementary Education K-6 Reading K-12
Ertl, Sara	08-30-95	Elementary Education	Elementary Education 1-6
Golden, Rebecca	08-30-95	Elementary Education	Elementary Education 1-6 Coaching 7-12
Moeller, Lisa	08-30-95	Elementary Education	Elementary Education 1-6
Jensen, Lynelle	02-01-96	Elementary Education	Elementary Education 1-6
Bednarczyk, Laurie	08-21-96	Elementary Education Media Specialist	Elementary Education 1-6 Library Media Specialist K-12
Christen, Julie	08-21-96	English/Language Arts Health	English/Language Arts 7-12 Health K-12 Coaching 7-12
Gryte, David	08-21-96	Elementary Education	Elementary Education 1-6
Van Dyke, Jennifer	08-21-96	English/Language Arts	English/Language Arts 7-12
Summer, Juli	08-30-96	Elementary Education	Elementary Education K-6 Pre-Kindergarten Pre K Reading K-12
Campbell, Daniel	08-21-97	Mathematics	Mathematics 7-12
Joyal, Jennifer	08-21-97	Social Studies	Social Studies 7-12
Kolstad, Trena	08-21-97	Elementary Education	Elementary Education K-6
Kozar-Gryte, Lynn	08-21-97	Elementary Education	Elementary Education K-6

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2023-2024**

Name	Date of Employment	Qualification	Subject Matter or Field
Kleschult, Melissa	10-06-97	Elementary Education	Elementary Education 1-6
Korkowski, Jenel	08-11-99	Elementary Education	Elementary Education 1-6 English/Language Arts Middle School
McWilliams, Ian	08-25-99	Special Education	Emotional Behavior Disorders K-12
Randall, Amy	08-25-99	Elementary Education	Elementary Education 1-6
Weinand, Rachelle	08-25-99	Media Specialist	Library Media Specialist K-12 Elementary Education K-6 Reading K-12
Besch, Denise	01-26-00	Elementary Education	Elementary Education 1-6
McWilliams, Holly	03-06-00	Elementary Education	Elementary Education K-6
Becker, Cheryl	08-16-00	Special Education	Learning Disabilities K-12 Emotional Behavior Disorders K-12 Elementary Education 1-6 Coaching 7-12
Newbauer, Pamela	08-16-00	Social Studies Reading	Social Studies 7-12 Reading K-12
Rothe, Laura	08-16-00	Social Studies	Social Studies 5-12
Tiegen, Lori	08-16-00	Elementary Education	Elementary Education K-6
Backus, Roberta	08-15-01	School Counselor	School Counselor K-12 Principal K-12
Hilber, Rebecca	08-15-01	Elementary Education	Elementary Education K-6
Lattimore, Mindy	08-15-01	English/Language Arts	English/Language Arts 7-12 Principal K-12
VanEerden, James	08-15-01	Physical Education Adaptive Physical Education	Physical Education K-12 DAPE Pre K-12
MacKenzie, Megan	08-20-02	English/Language Arts	Communication Arts/Literature 5-12
Nowak, Lisa	08-20-02	Special Education Health Elementary Education	Emotional Behavior Disorders K-12 Learning Disabilities K-12 Health K-12 Elementary Education K-6
Groen, Sara	08-20-03	Early Childhood Special Education Special Education	Early Childhood Special Education B-Age 6 Moderate to Severe K-12
Schraufnagel, Scott	08-20-03	Special Education	Emotional Behavior Disorders K-12 Learning Disorders K-12
Zerwas, Dejah	08-20-03	Elementary Education	Elementary Education 1-6

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2023-2024**

Name	Date of Employment	Qualification	Subject Matter or Field
Minke, Tammi	02-17-04	Early Childhood Special Education Elementary Education	Early Childhood Special Education B-Age 6 Pre-Primary Age 3- Pre K Elementary Education K-6
Grund, John	08-18-04	Adaptive Physical Education Physical Education	DAPE Pre K-12 Physical Education K-12 Coaching 7-12
Heil-Berg, Cindy	08-18-04	Physical Education	Physical Education K-12 Coaching 7-12
Maurer, Lisa	08-18-04	Reading Special Education	Reading K-12 Emotional Behavior Disorders K-12 Communication Arts/Literature 5-8 Elementary Education K-6
Wilzbacher, Lynne	08-18-04	Elementary Education	Elementary Education 1-6
Schmidt, Sara	01-10-05	Early Childhood Special Education	Early Childhood Special Education B-Age 6 Autism Spectrum Disorders B-Age 6
Christensen, Stephen	08-24-05	Mathematics Social Studies	Elementary Education K-6 Mathematics 5-8 Social Studies 5-8
Santjer, Joel	08-24-05	Social Studies	Social Studies 5-12
Fortuna, Lisa	08-23-06	Elementary Education	Elementary Education K-6
Rafferty, Melissa	08-20-08	English/Language Arts	English/Language Arts 7-12
John, Tracey	10-30-08	Elementary Education	Elementary Education 1-6
Goodman, Debra	08-26-09	Special Education	Emotional Behavior Disorders K-12 Autism Spectrum Disorders K-12 Teacher Coordinator Work Based Learning 9-12
Heisick, Britney	08-26-09	Spanish	Spanish K-12
Kahl, Kyle	08-26-09	Elementary Education	Elementary Education 1-6
Trampe, Alison	08-30-11	Elementary Education	Elementary Education K-6 Social Studies 5-8
Redding, Stacy	09-09-11	School Counselor	School Counselor K-12
Pope, James	08-21-12	Instrumental Music	Instrumental and Classroom Music K-12
Sanders, Amy	08-21-12	Speech Language	Speech Language Pathologist Pre K-12
Bartz, Samantha	08-20-13	Elementary Education	Elementary Education K-6

**Independent School District
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**Teacher Seniority List
2023-2024**

Name	Date of Employment	Qualification	Subject Matter or Field
Degerstrom, Jeanne	08-20-13	Elementary Education	Pre-Kindergarten Pre K Family Ed/Early Childhood Educator Pre K Elementary Education K-6 Parent and Family Education Adult
Heath, Jennifer	08-20-13	Elementary Education	Elementary Education K-6 Pre-Primary Age 3-PreK
Johnson, Daniel	08-20-13	Special Education Social Studies	Learning Disabilities K-12 Social Studies 5-12
Wilson, Adam	08-20-13	Science	Science 5-8 Life Science 9-12 Earth and Space Science 9-12
Gillquist, Johannah	10-22-13	Elementary Education	Elementary Education K-6 Communication Arts/Literature 5-8
Anderson, Reid	08-20-14	Spanish ELL	English as a Second Language K-12 Spanish K-12
Brinkman, Shelley	08-20-14	Spanish Elementary Education	Elementary Education 1-6 Spanish K-8
Carlson, Chad	08-20-14	Social Studies	Reading K-12 Social Studies 5-12
Funke, Cristina	08-20-14	Elementary Education	Elementary Education K-6 Pre-Primary Age 3-PreK
Johnson, Kelly	08-20-14	Elementary Education	Elementary Education K-6
Kolb, Michael	08-20-14	French	French K-12
Lundgren, Brent	08-20-14	Special Education Elementary Education	Elementary Education K-6 Emotional Behavior Disorders K-12 Learning Disabilities K-12
McCann, Jennifer	08-20-14	Elementary Education	Elementary Education K-6 Early Childhood Education B-Grade 3
Reistad, Joshua	08-20-14	Elementary Education	Elementary Education K-6 Science 5-8
Christopherson, Mary	08-26-15	Science	Science 5-8 Earth and Space Science 9-12
Crudo, Katherine	08-26-15	Physical Education Adaptive Physical Education	Physical Education K-12 DAPE Pre K-12
DeSmet, Andrea	08-26-15	Elementary Education	Elementary Education K-6

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2023-2024**

Name	Date of Employment	Qualification	Subject Matter or Field
Keller, Sherri	08-26-15	Elementary Education Media Specialist	Elementary Education K-6 Library Media Specialist K-12 Social Studies 5-12
Palmer, Leah	08-26-15	Special Education	Learning Disabilities K-12 Teacher Coordinator Work Based Learning 9-12
Lien, Kelsey	08-24-16	Early Childhood Special Education	Early Childhood Education B-Grade 3 Early Childhood Special Education B-Age 6
Twait, Ashley	08-24-16	Mathematics	Mathematics 5-12
Voss, Justin	08-24-16	Special Education Elementary Education	Elementary Education K-6 Emotional Behavior Disorders K-12 Learning Disabilities K-12
Hanegraaf, Meghan	08-23-17	Elementary Education	Elementary Education K-6
Worthley, Juanita	08-23-17	Science	Science 5-8 Life Science 9-12 Chemistry 9-12 Principal K-12
Masso, Lynn	08-22-18	Special Education	Mild to Moderate Mentally HDCP K-12
Meysembourg, Molly	08-22-18	Art	Visual Arts K-12
Rawleigh, Hannah	08-22-18	FACS	Family and Consumer Sciences 5-12
Larson, James	08-21-19	Special Education	Emotional Behavior Disorders K-12
Molde, Rochelle	08-21-19	Special Education	Elementary Education 1-6 Academic and Behavioral Strategist K-12
Moore, LeAnn	08-21-19	Special Education	Elementary Education K-6 Emotional Behavior Disorders K-12 Academic and Behavioral Strategist K-12 Social Studies 5-8
Turner, Kaitlin	08-21-19	Speech Language	Speech Language Pathologist Pre K-12
Thompson, Christopher	08-26-19	Science Mathematics	Mathematics 7-12 Physical Sciences (Physics & Chem) 7-12 Principal K-12
Halseth, Chelsea	08-26-20	Early Childhood Special Education	Early Childhood Education B-Grade 3 Early Childhood Special Education B-Age 6
Rydberg-Engel, Sydney	08-26-20	Art	Visual Arts K-12
Harren, Jake	08-24-21	Elementary Education	Elementary Education K-6
Kahl, Amy	08-24-21	Elementary Education	Elementary Education K-6 Pre-primary Age 3-PreK

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2023-2024**

Name	Date of Employment	Qualification	Subject Matter or Field
Paro, Benjamin	08-24-21	Instrumental Music	Instrumental and Classroom Music K-12
Bailey, Rachel	08-30-21	Special Education	Learning Disabilities K-12 Emotional Behavior Disorders K-12
McCarthy, Thomas	08-30-21		English/Language Arts 7-12 Principal K-12
Falen, Lee Ann	08-24-22	Art	Visual Arts K-12
Hanna, Katelyn	08-24-22	Elementary Education	Pre-Primary Age 3-Pre K Elementary Education K-6
Lien, Erik	08-24-22	Social Studies	Social Studies 5-12
Swalboski, Kristen	08-29-22	Licensed School Nurse	School Nurse Pre K-12

NONTENURED TEACHERS AND TEACHERS ON LONG TERM SUBSTITUTE CONTRACTS

This list is for record keeping only. Seniority is not generated by non-tenured staff according to Article X, Section 2, Subd. 5.

Budahn, Elizabeth	08-24-21	Vocal Music	Vocal and Classroom Music K-12
Dickman, Annetta	08-24-21	English/Language Arts	Communication Arts/Literature 5-12
Konrad, Jessica	08-24-21	Social Studies	Social Studies 5-12
Mellem, Rachel	08-24-21	Elementary Education	Elementary Education K-6 Pre-primary Age 3-PreK
Neil, Taylor	08-24-21	Music	Instrumental and Classroom Music K-12
Nelson, Alyssa	08-24-21	Special Education	Academic and Behavioral Strategist K-12
Sandstrom, Natalie	08-24-21	Elementary Education	Elementary Education K-6
Theobald, Erin	08-24-21	Mathematics	Mathematics 5-12
Weiss, Samantha	08-24-21	Spanish	Spanish K-12
Gibbs, Jennifer	08-30-21	Elementary Education	Elementary Education K-6
Cook, Amanda	09-07-21	Agriculture	Agricultural Education 5-12 Teacher Coordinator Work Based Learning 9-12
Grund, Alan	09-07-21	Elementary Education	Elementary Education K-6

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2023-2024**

Name	Date of Employment	Qualification	Subject Matter or Field
Foster, Morgan	08-24-22	Elementary Education	Elementary Education K-6
Groh, Kyle	08-24-22	Physical Education Adaptive Physical Education	Physical Education K-12 Health 5-12 DAPE Pre K-12
Mohs, Stephanie	08-24-22	Special Education	Elementary Education K-6 Principal K-12 Communication Arts/Literature 5-8 Academic and Behavioral Strategist K-12 (OFF)
Osterhues, Kennedy	08-24-22	Elementary Education	Elementary Education K-6 Academic and Behavioral Strategist K-12
Reisdorf, Timothy	08-24-22	Mathematics	Physics 9-12 Mathematics 5-12
Schramm, Marcee	08-24-22	Science	Life Science 9-12
Wavra, Jacob	08-24-22	Elementary Education	Elementary Education K-6
Halseth, Abigail	08-29-22	Licensed School Nurse	School Nurse Pre K-12
Johnson, Kristi	09-06-22	Elementary Education	Elementary Education K-6
Dittrich, Allan	10-03-22	Social Studies	Social Studies 5-12
Fairbanks, Annette	02-15-23	ECFE	Elementary Education K-6
Anderson, Maxwell	08-23-23	English/Language Arts	Communication Arts/Literature 5-12
Anderson, Theresa	08-23-23		Social Studies 5-12 Business 5-12 Principal K-12
Baugher, Courtney	08-23-23	Elementary Education	Elementary Education K-6
Berg, Olivia	08-23-23	Elementary Education	Elementary Education K-6
Bergman-Valla, Amy	08-23-23	Special Education	Principal K-12 Director of Special Education Early Childhood Education Academic and Behavioral Strategies (OFF)
Brandel, Hunter	08-23-23	Social Studies	Social Studies 5-12
Clarkson, Kati	08-23-23	English/Language Arts	Communication Arts/Literature
Erkkila, Laurie	08-23-23		German 7-12 Mathematics 7-12 Reading K-12 French 7-12

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2023-2024**

Name	Date of Employment	Qualification	Subject Matter or Field
Fiedler, Amelia	08-23-23	Speech Language	Speech Language Pathologist Pre K-12
Hanson, Joshua	08-23-23	Elementary Education	Elementary Education K-6
Johnson, Alli	08-23-23	Elementary Education	Elementary Education K-6 Social Studies 5-8
Kemi, Brittney	08-23-23	Elementary Education	Elementary Education K-6
Lattimore, Joseph	08-23-23	Special Education	Elementary Education K-6 Social Studies 5-8 District Superintendent Principal K-12 Academic and Behavioral Strategist K-12 (OFF)
Lien, Gavin	08-23-23	Mathematics	Mathematics 5-12
Maser, Abigail	08-23-23	Special Education	Elementary Education K-6 Academic and Behavioral Strategist K-12
Nysse, Megan	08-23-23	Elementary Education	Elementary Education K-6 Science 5-8
Peters, Rebecca	08-23-23	Elementary Education	Elementary Education 1-6
Pirrie, David	08-23-23	English/Language Arts	Communication Arts/Literature 5-12
Quinehan, Gracia	08-23-23	Science	Life Science 9-12
Rosen, Stan	08-23-23	Business	Marketing Occupations Teacher-Coord Marketing Occ Co-Op Pr
Schroeder, Marissa	08-23-23	Elementary Education	Elementary Education K-6
VanHorn, Amber	08-23-23	Elementary Education	Social Studies 5-8 Elementary Education K-6
Coddington, Krista	08-28-23	Elementary Education	Elementary Education K-6

TEACHERS ON SPECIAL ASSIGNMENT

This list is for record keeping only.

Weinand, Rachelle	08-25-1999	Technology Integration	Library/Media Specialist Elementary Education K-6 Reading K-12
Keller, Sherri	08-26-2015	Technology Integration	Elementary Education K-6

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2023-2024**

Name	Date of Employment	Qualification	Subject Matter or Field
			Media Generalist K-12 Social Studies 5-12
Bense, Joan	09-02-1992	Instructional Strategies Coach	Elementary Education 1-6
Kleschult, Melissa	10-06-1997	Technology Integration	Elementary Education 1-6
McCarthy, Thomas	08-30-2021	Dean of Students	English/Language Arts 7-12
Newbauer, Pam	08-16-2000	Instructional Strategies Coach	Social Studies 7-12 Reading K-12
Anderson, Theresa	08-23-2023	Instructional Strategies Coach	Social Studies 5-12 Business 5-12 Principal K-12
Bergman-Valla, Amy	08-23-2023	Special Education TOSA	Principal K-12 Director of Special Education Early Childhood Education Academic and Behavioral Strategies (OFP)
Lattimore, Joseph	08-23-2023	Special Education TOSA	Elementary Education K-6 Social Studies 5-8 District Superintendent Principal K-12 Academic and Behavioral Strategist K-12 (OFP)

**Independent School District
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**Community Education Early Childhood Teacher Seniority List
2023-2024**

Hubbling, Maggie	08-20-14	Elementary Education K-6 Pre-Primary Age 3-K
Petrik, Lorie	08-07-18	Elementary Education K-6

NONTENURED TEACHERS

This list is for record keeping only. Seniority is not generated by non-tenured staff according to Article XVII, Section 2

Daas, Jennifer	10-24-22	
Webster, Abigale	02-07-23	Elementary Education K-6 Early Childhood Education B-Grade 3
Houle, Sophia	08-01-23	Elementary Education K-6
Carlson, Jessica	08-23-23	

**NBSSA SENIORITY LIST
2023-2024**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-Maintenance
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Paulson, Cindy	03-04-94	Special education assistant	PS
		SAC special needs paraprofessional	CE
		Behavior technician-building	MSS
		Behavior technician-building	SR
Babcock, June	11-02-95	Special education assistant	MSS
		Special education assistant	MS
Sletten, Jane	11-10-98	Special education assistant	PS
		Special education assistant	MS
		Special education assistant	MSS
		Special education assistant	HS
		Transition job coach	LWC
Hischer, Kathy	09-25-00	Special education assistant	PS
		Behavior technician-building	MSS
		Behavior technician-building	SR
		Special education assistant	SR
		Transition job coach	LWC
Kaczrowski, Nancy	08-27-02	Special education assistant	MS
		Special education assistant	HS
Kreitz, Joanne	08-27-02	Special education assistant	MS
Gray, Barbara	05-05-03	Special education assistant	BB
		Special education assistant	MS
Young, Shelly	12-10-07	Lunchroom/playground assistant	SR
		Lunchroom/playground assistant	EC
Hammes, Bryan	09-07-10	Lunchroom/playground assistant	SR
		Special education assistant	SR
Carlson, Denise	09-01-11	Special education assistant	SR
Olson, Tristan	12-06-11	Lunchroom/playground assistant	SR
		Special education assistant	SR

**NBSSA SENIORITY LIST
2023-2024**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-Maintenance
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Smith, Nichol	12-06-11	Lunchroom/playground assistant	SR
		Teacher assistant	SR
		Assessment secretary	SR
		Office clerk	SR
Turner, Stacy	09-18-12	Special education assistant	HS
Minke, Ryan	11-28-12	Behavior technician-building	MS
Schwinn, Kim	09-17-13	Lunchroom/playground assistant	SR
Hals, Amanda	10-14-13	Special education assistant	SR
Russell, Brooke	11-19-13	Special education assistant	SR
Roske, Tonya	03-12-14	Special education assistant	SR
Wille, Becky	08-28-14	Assessment secretary	HS
		Assessment support secretary	EC
		Media clerk	SR
Dufour, Kristina	03-25-15	SAC adult assistant	CE
		Lunchroom/playground assistant	SR
		Lunchroom/playground assistant	EC
Carr, Laurie	09-02-15	Special education assistant	SR
Richter, Jessica R	09-02-15	Special education assistant	MS
		Office clerk	SPED
Segelstrom, Amy	09-02-15	Special education assistant	SR
Peterson, Lorri	11-30-15	Lunchroom/playground assistant	SR
Delougherty, Lisa	01-19-16	Special education assistant	MS
Sapp, Katherine	01-21-16	Special education assistant	HS
		Behavior technician-building	HS

**NBSSA SENIORITY LIST
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PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-Maintenance
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EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Dworshak, Cynthia	01-26-16	Special education assistant Office clerk	MS MS
Olson, Jackie	08-31-16	ADSIS behavior assistant	SR
George, Brittany	09-15-16	Special education assistant Special education assistant Central printing operator	SR EC DO
Reich, Rebecca	05-08-19	Lunchroom/playground assistant Health office clerk	MS MS
Beyatt, Debra	08-27-19	Education assistant Behavior technician-building	ALC ALC
Knoblach, Alexis	08-28-19	Special education assistant	HS
Money, Carmen	08-28-19	Early childhood assistant	EC
Pribyl, Stephanie	08-28-19	Special education assistant	HS
Ricard, Amy	08-28-19	Special education assistant	HS
Tilbury, Kathleen	09-19-19	SAC adult assistant Special education assistant	CE HS
Rainer, Patricia	02-24-20	Lunchroom/playground assistant	MS
Gillis, Kate	09-02-20	Special education assistant	LWC
Jenkins, Christine	09-02-20	Special education assistant Health office clerk	EC HS
Peters-Hutchins, Yvette	09-02-20	Special education assistant	SR
Oswell, Tena	09-08-20	Special education assistant	SR
Harmasz, Kari	02-16-21	Special education assistant Transition job coach	LWC LWC

*As negotiated

**NBSSA SENIORITY LIST
2023-2024**

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EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Bartel, Juliane	09-01-21	Special education assistant	EC
Connett, Xiu Lan	09-01-21	Early childhood assistant	EC
Mitchell, Michelle	09-01-21	Lunchroom/playground assistant	EC
		Early childhood assistant	EC
		Special education assistant	EC
Iverson, Elaina	09-02-21	Special education assistant	HS
Arnt, Tammie	09-10-21	Lunchroom assistant	MS
Santine, Ronda	09-10-21	Lunchroom/playground assistant	SR
Jelberg, McKayla	09-13-21	Special education assistant	SR
Koecher, Caryn	09-16-21	Career center clerk	HS
Arnold, Kristie	09-20-21	Special education assistant	HS
		Building behavior technician	HS
Nelson, Tracey	09-20-21	Special education assistant	HS
Nagle, Katerina	10-04-21	SAC adult assistant	CE
		Early childhood assistant	EC
Nelson, Tiffany	10-18-21	Lunchroom/playground assistant	EC
		Office clerk	EC
		Early childhood assistant	EC
Cain, Bridgette	10-26-21	Special education assistant	EC
Reichstadt, Ashley	11-30-21	Special education assistant	MS
		Special education assistant	SR
Gilles, Catherine	01-03-22	Special education assistant	SR
Norring, Dena	05-09-22	Special education assistant	SR

**NBSSA SENIORITY LIST
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PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-Maintenance
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MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Breaw, Cassie	08-31-22	Special education assistant	EC
Olivo, Lisa	08-31-22	Special education assistant	LWC
Pawlik, Nicholas	08-31-22	Special education assistant	MS
Scheibe, Victoria	08-31-22	Special education assistant	EC
Tribbett, Katherine	08-31-22	Special education assistant	EC
Wessel, Kathleen	09-06-22	Special education assistant	EC
Meyer, Bryant	09-07-22	Special education assistant	MS
Anderson, Julie	09-19-22	Office clerk	HS
Williams, Cassie	09-19-22	Special education assistant	MS
Ward, Christopher	09-20-22	Lunchroom/playground assistant	MS
O'Donnell, Morgan	09-26-22	Health office clerk	SR
Williams, Abby	09-26-22	Special education assistant Lunchroom/playground assistant	EC EC

PROBATIONARY:

This list is for recordkeeping only. Seniority is not generated by probationary employees according to Article XIII, section 2.

This list is for record keeping only.

Seniority is not generated until the employee has completed the probationary period according to Article X, Section 1.

Fox-Ledo, Rachel	10-25-22	Lunchroom/playground assistant Special education assistant	SR SR
Meyer, Kacee	10-25-22	Special education assistant	HS

*As negotiated

**NBSSA SENIORITY LIST
2023-2024**

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EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Hoffman, Samantha	11-03-22	SAC adult assistant	EC
Moline, Chloe	11-21-22	Special education assistant	SR
Glaser, Amanda	12-19-22	Special education assistant	MS
Bjork, Michelle	01-02-23	SAC adult assistant	EC
Mattson, Tonia	01-02-23	Lunchroom/playground assistant Special education assistant	SR EC
Erickson, Geri	02-06-23	Special education assistant	EC
Niemi, Kristin	04-24-23	Special education assistant	LWC
McLain, Daisy	06-09-23	SAC adult assistant	EC
Hammond, Katherine	06-12-23	SAC adult assistant	EC
Axelsen, Noah	08-08-23	Assessment support secretary	DW
Plummer, Sarah	08-23-23	Media/health clerk	EC
Altier, Jacqueline	08-29-23	Special education assistant	HS
Klofstad, Ashley	08-29-23	Lunchroom/playground assistant	EC
Meyer, Seire	08-29-23	Special education assistant	LWC
Nelson, Elisabeth	08-29-23	Lunchroom/playground assistant	EC
Noakes, Victoria	08-29-23	Special education assistant	MS
Anderson, Kari	09-06-23	Lunchroom/playground assistant	SR
Heilig, James	09-06-23	Lunchroom/playground assistant	SR
Sieracki, Licia	09-06-23	Special education assistant	SR

*As negotiated

**NBSSA SENIORITY LIST
2023-2024**

PS Primary School	HS High School	DO District Office
MSS Main Street School	CE Community Ed	BM Buildings-Maintenance
SR Sunrise River	ALC Area Learning Center	ED Education District
MS Middle School	BB Brooker Building	LWC Life Work Center
EC Education Center		

		POSITIONS HELD	LOCATIONS WORKED
Snyder, Danielle	09-11-23	Special education assistant	SR
Oare, Maria	09-18-23	Special education assistant	HS
Heideman, Kayla	09-19-23	Special education assistant	SR
Weilage, Jessica	09-20-23	Early childhood assistant	EC
Resemius, Nicole	09-25-23	Special education assistant	SR
Richter, Jessica M	09-26-23	Lunchroom/playground assistant	MS
Prouty, Tabitha	10-09-23	Lunchroom/playground assistant	EC
Thompson, Monica	10-09-23	Special education assistant	HS
Winters, Kathleen	10-09-23	Special education assistant	MS
Smith-Sheppard, Brianna	10-10-23	Lunchroom/playground assistant	MS
Yarusso, Krystle	10-10-23	Special education assistant	MS

**SENIORITY LIST
2023- 2024**

CUSTODIANS

<u>NAME</u>	<u>EMPLOYMENT DATE</u>
Wideen, Ramona	02-16-95
Lucker, William	12-28-98
Nelson, Jenny	07-05-05
Sletten, Justin	02-14-12
Sletten, Anthony	10-20-14
House, Kimberly	10-26-20
Tjomsland, Joanie	09-01-21

SCHOOLKEEPERS

Johnson, Charles	04-04-95
Hughes, Margaret	05-06-02
Romo, Jean	05-06-02
Siedlecki, Tamara	12-08-04
Dow, Carie	05-22-07
Fortier, Ann	08-24-07
Seiler, Daniel	08-27-18
Hughes, Brenda	05-23-22
Sletten, Laura	08-15-22
Sparks, Fawn	10-25-22
McElmury, Veronica	06-29-23
Koester, Matthew	08-28-23
Steagald, Damita	10-02-23

GROUNDSKEEPERS

Canfield, Terry	10-03-05
Axling, Debora	06-08-15
Mortensen, Bryan	09-28-20

SEPTEMBER 2023

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
9/8/23	Revive Chiropractic, 6272 Main Street, P.O. Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Cross Country Program-Sports Physical Donation
9/14/23	Jody Ellsworth, P.O. Box 54, Harris, MN 55032	NBHS Athletics	\$50.00	JROTC Program Donation
9/22/23	North Branch Area Traveling Baseball, P.O. Box 644, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00	Scholarship Donation
9/22/23	Revive Chiropractic, 6272 Main Street, P.O. Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Boys Basketball Program-Sports Physical Donation
9/22/23	Revive Chiropractic, 6272 Main Street, P.O. Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Boys Soccer Program-Sports Physical Donation
9/22/23	Revive Chiropractic, 6272 Main Street, P.O. Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Football Program-Sports Physical Donation
9/22/23	Revive Chiropractic, 6272 Main Street, P.O. Box 94, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Soccer Program-Sports Physical Donation
9/22/23	Revive Chiropractic, 6272 Main Street, P.O. Box 94, North Branch, MN 55056	NBHS Athletics	\$100.00	Tennis Program-Sports Physical Donation
9/22/23	Revive Chiropractic, 6272 Main Street, P.O. Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Volleyball Program-Sports Physical Donation
9/22/23	Team Foundation, 105 Park Ave NW, Bagley, MN 56621	NBHS Athletics	\$8,000.00	FTC Robotics Program Donation
9/28/23	Anonymous-Car Parking/Concessions at Apple Fest	NBHS Athletics	\$1,698.51	FTC Robotics Program Donation
9/28/23	Bayson Automotive LLC (DBA Kennedy Transmission), 14620 Glenda Dr., Apple Valley, MN 55124	NBHS Athletics	\$1,000.00	FTC Robotics Program Donation
			\$11,698.51	
Sept.	Mincco Credit Union, 38807 9th Ave., North Branch, MN 55056	NBHS		*Donated a box of school supplies
Sept.	Trinity Lutheran Church, 38460 Lincoln Trail, North Branch, MN 55056	Sunrise River Elem.		*Donated approx. \$250.00 in school supplies

Feedback is a gift

Family Satisfaction Survey

October, 2023

45





Survey Process

- An online survey was created to gather feedback from families regarding their satisfaction with NBAPS.
- The survey was available by QR code, included in the District newsletter and sent out by building leaders and district email several times during the survey window. ⁴⁶
- Names were not recorded during data collection unless offered by the survey participant.
- The survey window was open from September 20 - October 9, 2023.



Statistically Valid Survey Participation Rate of 19%

- We serve approximately 2700 enrolled students, which represents approximately 1750 families.
- 328 surveys were submitted, representing a 19% response rate.
- This gives us a 95% confidence rating with a 5% margin of error.



Family Survey Welcome Message

Feedback is a gift!

Please take a few minutes to provide us feedback. We will use your feedback to affirm what we are doing well and benefit from your ideas to continuously improve. Following each question, there is space provided for the opportunity to provide context or specific feedback. The survey will remain open until Oct. 9. Survey themes will be shared later this fall.



Analyzing Survey Feedback

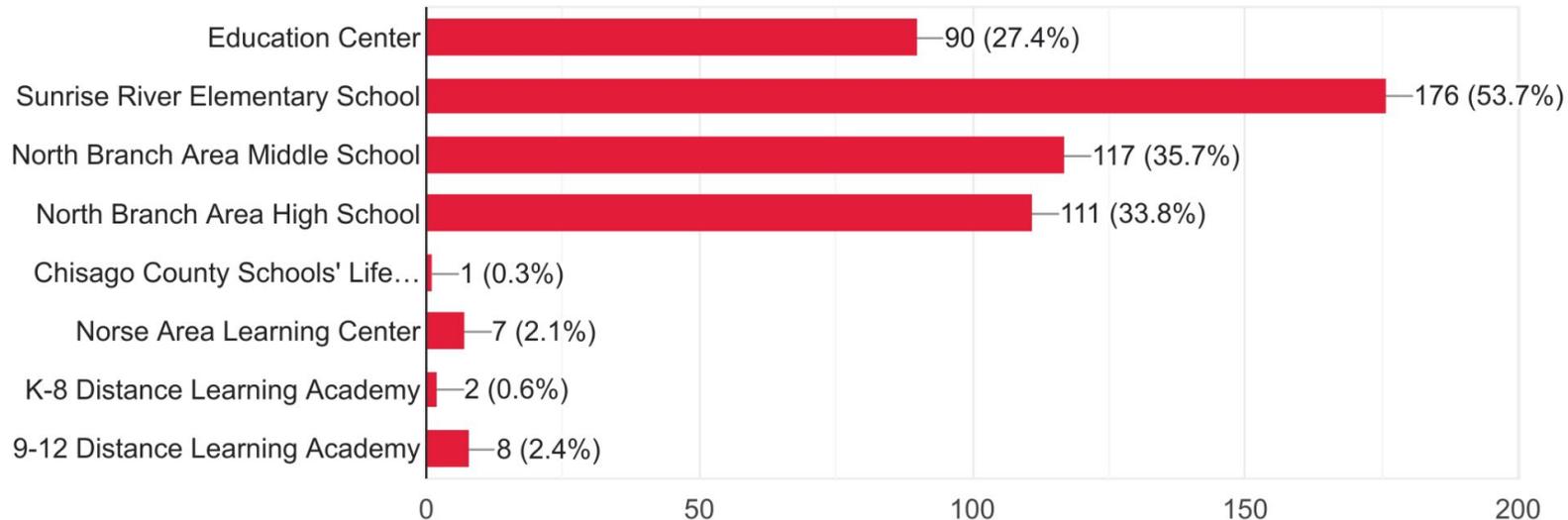
- Survey window closed on Monday, October 9.
- Survey themes were reviewed with Leadership team to begin identifying action items.
- Survey respondents requesting individualized follow-up conversations will be contacted by the respective building leaders
- Survey data and themes shared with school board on October 12, 2023.



Survey Participants

1. Please select which school(s) your child (children) attend:

328 responses

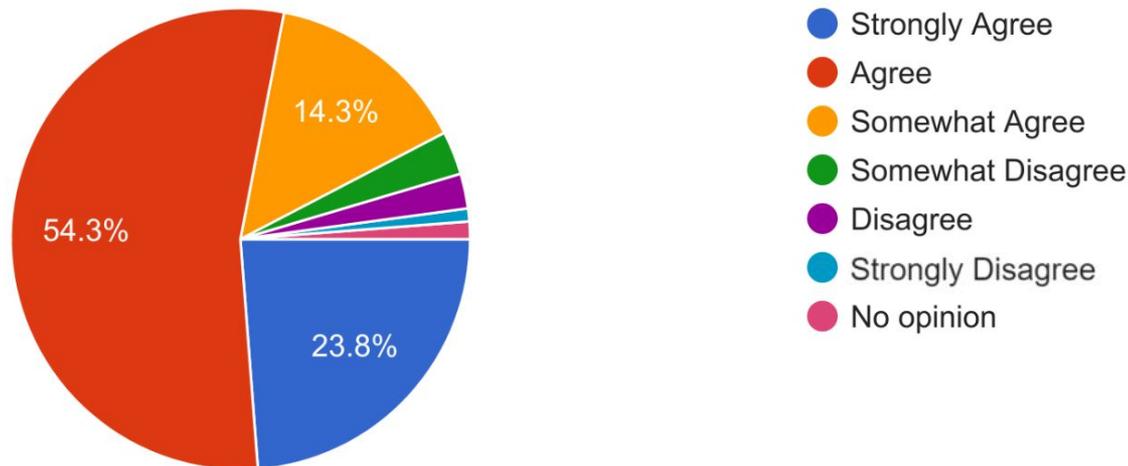




Parent Satisfaction with NBAPS

2. I am satisfied with the education my child (children) is receiving.

328 responses



Key Takeaways:

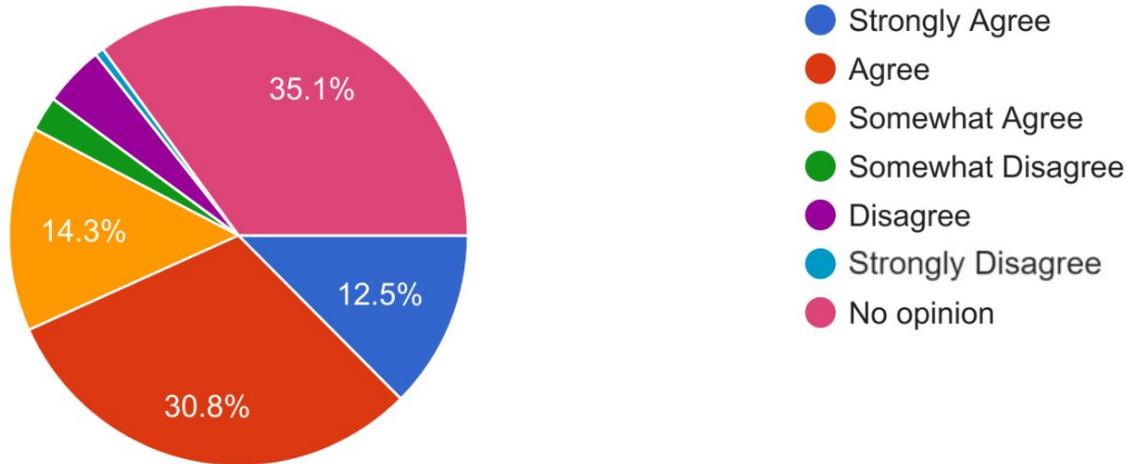
- 92.4 percent agree with the statement that they are satisfied with their child's education, 6.3 percent disagree, and 1.3 percent has no opinion.
- 55 comments: Comments range from appreciation of specific programs, new program ideas to consider, and specific student needs- responses have been shared with building leaders.

Quality of Education



3. The education provided by NBAPS over the past 5 years has improved in quality.

328 responses



Key Themes:

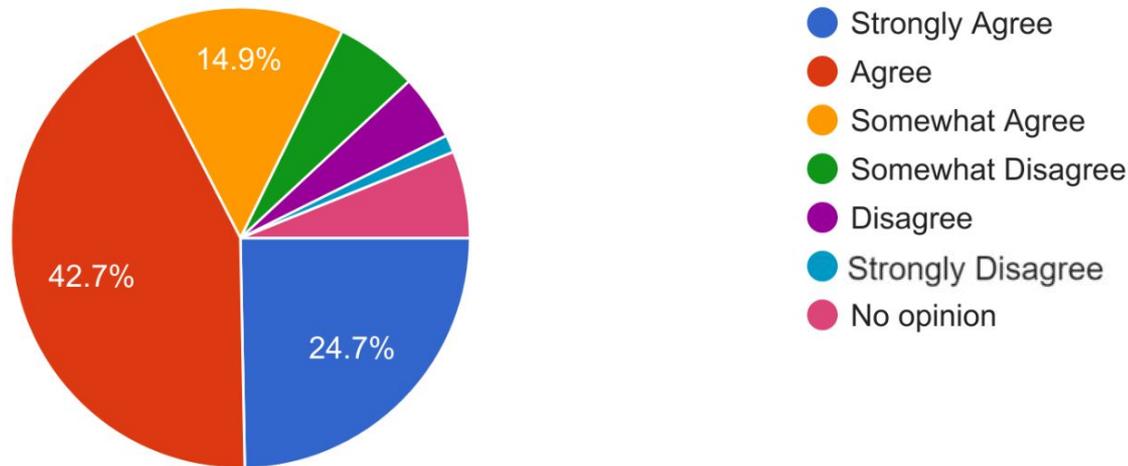
- 57.6 percent agree with the statement that the quality of education has improved in quality over the past five years, 6.8 percent disagree, and 35.1 percent not having an opinion.
- 73 comments: most respondents that commented indicated they have not been in the district long enough to provide an opinion for this question. Comments regarding individual family experiences have been shared with building leaders.



School Safety Prioritized at NBAPS

4. I see evidence of the district taking action to ensure the safety of our students and staff.

328 responses



Key Takeaway:

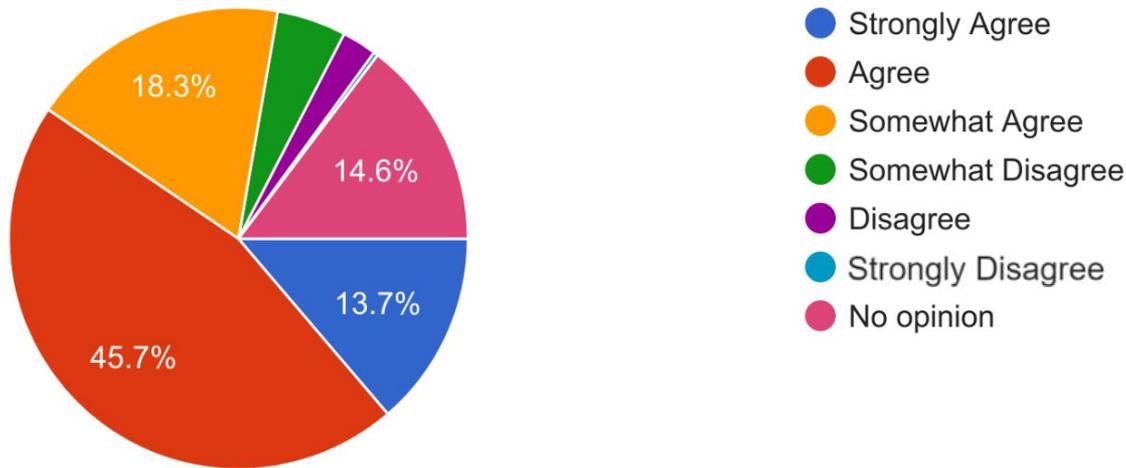
- 82.3 percent agree NBAPS is taking action to ensure the safety of our student and staff 11.6 percent disagree, and 6.1 percent have no opinion.
- 62 comments. Support to have School Resource Officer, Noticeable changes to our safety protocols, appreciation for ongoing adjustments regarding Ed Center changes, vaping in bathrooms at middle school and high school needs more attention.



Community Support for NBAPS

5. I see evidence of support for our school district from community members.

328 responses



Key Takeaway:

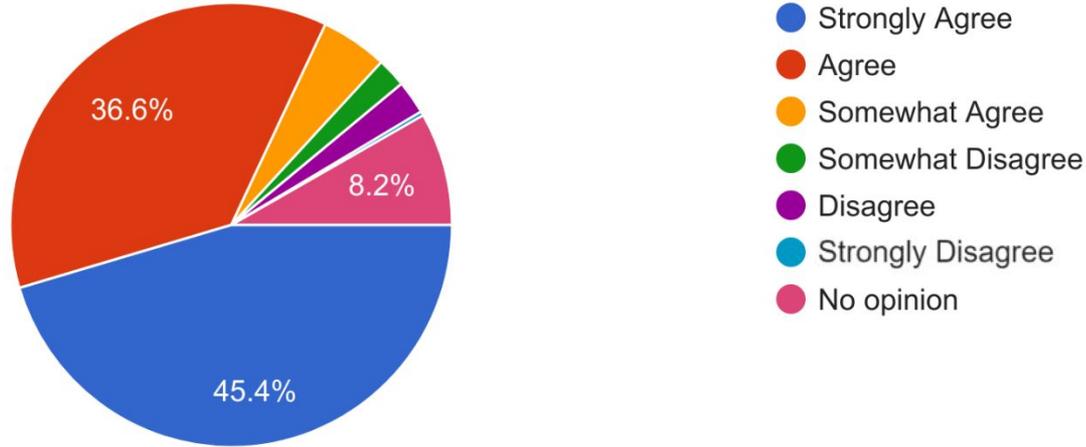
- 77.7 percent agree that there is evidence of community support for NBAPS, 7.6 percent disagree with 14.6 not having an opinion.
- 29 comments. Negative social media posts raise concerns, community members are less toxic about schools on social media than they used to be.



Value for how we start the school year

6. I value the Welcome Days activities at the start of the school year.

328 responses



55

Key Takeaway:

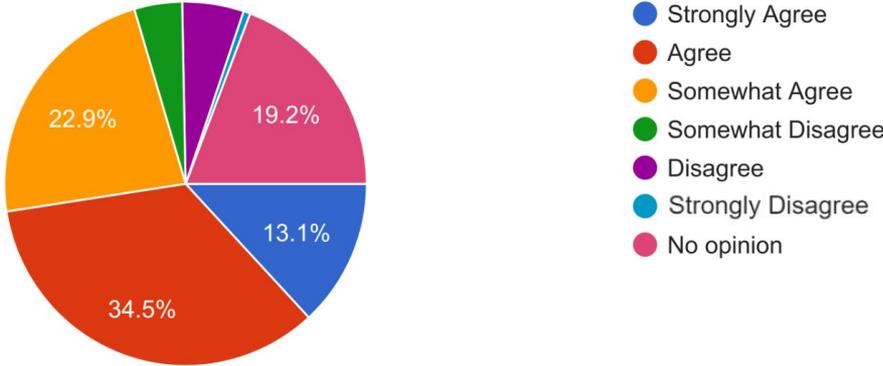
- 87 percent agree with the statement that Welcome Day activities at the start of the school year are valued, 4.8 percent disagree, and 8.2 percent do not have an opinion.
- 63 comments. Themes of increased familiarity, better transitions, importance of relationships and less chaos compared to Open House structure.



Effectiveness of New Communications Platform

7. The communications platform changes and the new website have improved district communications.

328 responses



Key Takeaway:

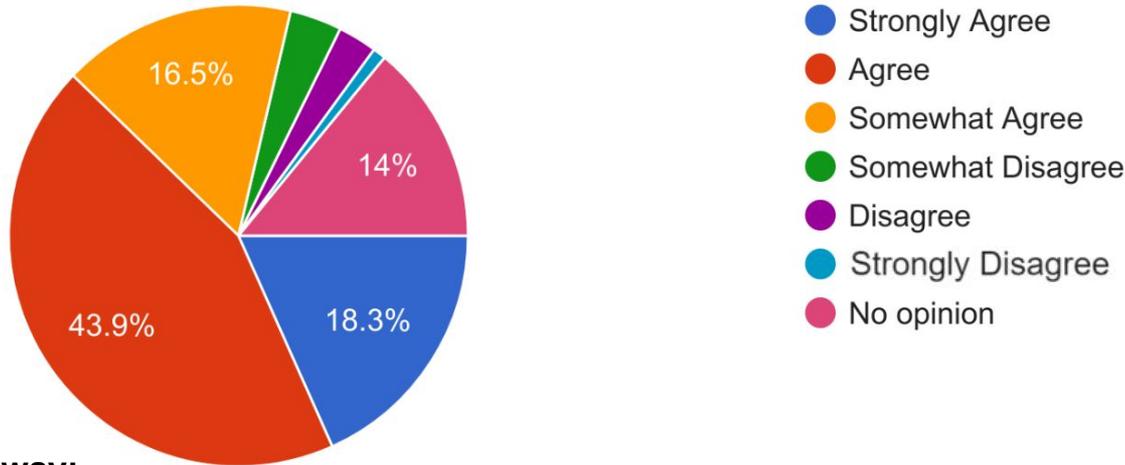
- 70.5 percent agree with the statement that the communications platform and new website have improved communications, 10.4 percent disagree with 19.2 percent not having an opinion.
- 60 comments. A theme identified in the feedback was navigating the new website.

NBAPS Provides Good Value for Community's Investment



8. Our community receives a good value for its investment in our school district.

328 responses



Key Takeaway:

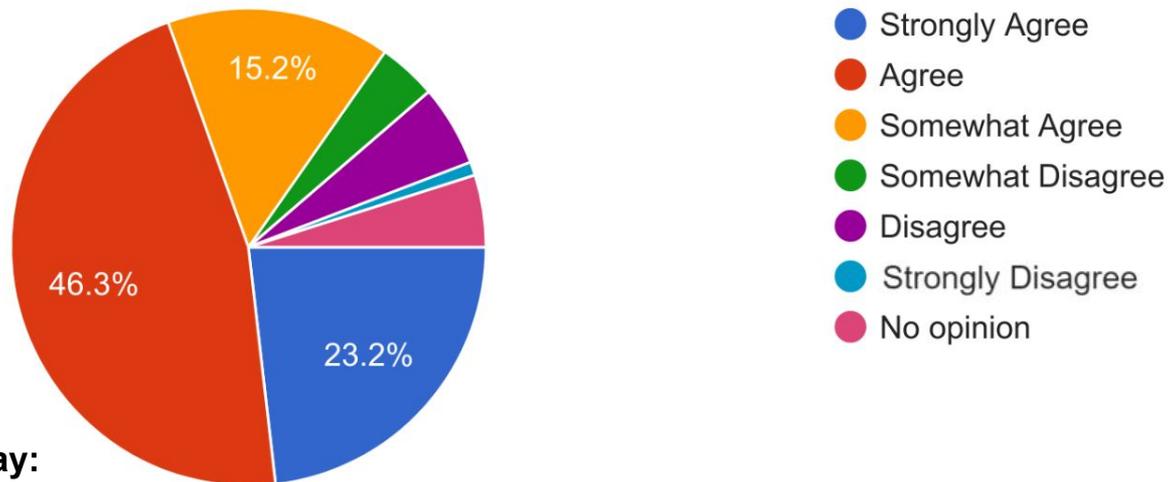
- 78.7 percent agree with the statement that our community receives a good value for its investment in our school district, 7.3 disagree with 14 percent not having an option.
- 28 comments. No themes emerged; comments were more specific to individual family situation.



Recommend NBAPS to Other Families

9. I would recommend North Branch Area Public Schools to other families.

328 responses



Key Takeaway:

- 84.7 percent agree with the statement that they would recommend NBAPS to other families, 10.4 percent disagree with 4.9 not having an opinion.
- 33 comments. No themes emerged; comments were more specific to individual family situation.

Opportunities for Improvement and Innovation



10. If there was one thing in our school district you could change/create/improve, what would it be?

THEME

- Expand offerings and communications of community education activities
 - Lots of great ideas to consider for students, parents and community members
 - Families are seeking support for engaging with youth sports organizations for information about offerings
 - Swimming Pool and Hockey Arena

Opportunities for Improvement and Innovation



10. If there was one thing in our school district you could change/create/improve, what would it be?

THEME

- Concerns about the narrative that students are getting bullied; student disrespectful behaviors.

Opportunities for Improvement and Innovation



10. If there was one thing in our school district you could change/create/improve, what would it be?

THEME

- Continue to improve Transportation Logistics:
 - Parking
 - Bussing
 - Traffic before and after School



Strengths of NBAPS

11. What stands out to you as strengths of our school district?

THEME: VIKING PRIDE

- Proximity of buildings
- Community togetherness
- Well kept facilities
- School Spirit
- Staff presence at events means a lot
- “My child is known by name”





Strengths of NBAPS

11. What stands out to you as strengths of our school district?

THEME: GOOD COMMUNICATION

Themes of appreciation for consistent communication from:

- District level
- School level
- Teacher level

Adopted: _____

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2023~~2~~

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, or controlled substances in any school location.
- ~~C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.~~
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.~~any route of administration.~~

- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- ~~H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.~~
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- ~~I. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means. includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.~~

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- ~~C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another~~

in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and

2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VI. ENFORCEMENT

A. Students

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, ~~and (including edible cannabinoid products.)~~
2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails

to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. [§ 120B.215 \(Education on Cannabis Use and Substance Use\)](#)
[Minn. Stat. § 121A.22 \(Administration of Drugs and Medicine\)](#)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
[Minn. Stat. § 152.01, Subd. 15a \(Definitions\)](#)
[Minn. Stat. § 152.0264 \(Cannabis Sale Crimes\)](#)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
[Minn. Stat. § 169A.31 \(Alcohol-Related School Bus or Head Start Bus Driving\)](#)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
[Minn. Stat. § 342.09 \(Personal Adult Use of Cannabis\)](#)
[Minn. Stat. § 342.56 \(Limitations\)](#)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Adopted: _____

MSBA/MASA Model Policy 419

Orig. 1995

Revised: _____

Rev. 2023

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing

nicotine and other chemicals which are inhaled by users through the mouth.

- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 424

Orig. 1999

Revised: _____

Rev. 2023

424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of

duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, ~~Subd. 13~~ (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 509

Orig. 1995

Revised: _____

Rev. 2023

509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

III. OPEN ENROLLMENT PROCESS

A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes, section 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

IV. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes, section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, ~~with except that such term does~~

~~not include the exception of~~ a pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in this policy.

D. Application

The student and parent or guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) or School Readiness Plus (SRP) Application if applicable) developed by MDE and available on its website.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

E. Lotteries

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful

excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (~~The~~ Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Definitions)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)
[18 U.S.C. 930, para. \(g\)\(2\) \(Definition of weapon\)](#)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)

Adopted: _____

MSBA/MASA Model Policy 513

Orig. 1995

Revised: _____

Rev. 2023

513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the World's Best Workforce.

2. The school district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.

3. The school district ~~will~~must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:

- a. multiple objective criteria; and
- b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should

be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.

4. The school district ~~will~~must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. assess a student's readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

5. The school district ~~will~~must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). ~~which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental report and teacher observations of the child's knowledge, skills, and abilities.~~ The procedures must be sensitive to under-represented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Students Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: _____

MSBA/MASA Model Policy 602

Orig. 1995

Revised: _____

Rev. 2023

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

II. GENERAL STATEMENT OF POLICY

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

III. CALENDAR RESPONSIBILITY

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.
- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
 - 1. The school district may begin the school year on any day before Labor Day to accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.
 - 2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
 - 3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.
- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

IV. SCHOOL DAY RESPONSIBILITY

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other

concerns deserving of attention.

- C. Proposed changes in the school day shall be subject to review and approval by the school board.

V. E-LEARNING DAYS

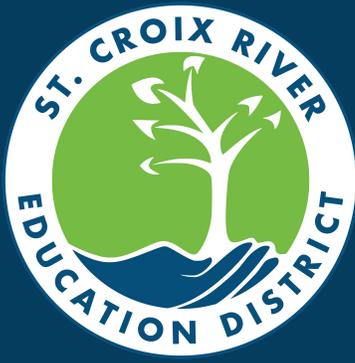
- A. An “e-learning day” is a school day where a school offers full access to online instruction provided by students’ individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.
- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student’s teacher must be accessible both online and by telephone during normal school hours to assist students and parents.
- H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

Legal References:

- Minn. Stat. [§ 10.55 \(Juneteenth\)](#)
- [Minn. Stat. § 120A.40 \(School Calendar\)](#)
- Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)
- Minn. Stat. § 120A.414 (E-Learning Days)
- Minn. Stat. § 120A.415 (Extended School Calendar)
- Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)
- Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
- Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
- Minn. Stat. § 123A.30 (Agreements for Secondary Education)
- Minn. Stat. § 123A.32 (Interdistrict Cooperation)
- Minn. Stat. § 123A.35 (Cooperation and Combination)
- Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
- Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
- Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
- Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)
- [Minn. Stat. § 645.44 \(Words and Phrases Defined\)](#)

Cross References:

- MSBA/MASA Model Policy 425 (Staff Development)



2022-2023 Annual Report

PARTNERSHIP IN ACTION

425 S Dana Ave. Rush City, MN 55069
320-358-3616
www.scred.k12.mn.us



The St. Croix River Education District (SCRED) was formed in 1991. In Minnesota, “Education Districts” help school districts to operate with greater fiscal efficiency by allowing them to share staff and services with neighboring school districts. We support our six member districts and also provide contracted services to the TRIO Wolf Creek charter school.

We are passionate about seeing our member district communities prosper because our youth thrive! We are enormously proud of the work being done in our member districts and enormously grateful to the educators, families, and community members who partner with us to maximize outcomes.



Collaborative Decision Making

SCRED’s main governing body is the **Governing Board (pictured)**, which is comprised of one school board member from each member district.



In addition, the member district superintendents make up the **Superintendents’ Operating Committee** and provide recommendations to the Governing Board regarding services and programs. Depending on the topic, input will be sought from one or more **stakeholder groups** prior to the approval of a decision.

GOVERNING BOARD

- Josh Soderlund, Chisago Lakes
- Julie Domogalla, East Central
- Heather Hanson, Hinckley-Finlayson
- Sarah Grovender, North Branch
- Tim Geisler, Pine City
- Matt Meissner, Rush City

SUPERINTENDENTS’ OPERATING COMMITTEE

- Brian Dietz, Chisago Lakes
- Stef Youngberg, East Central
- Brian Masterson, Hinckley-Finlayson
- Sara Paul, North Branch
- Cindy Stolp, Pine City
- Brent Stavig, Rush City

OTHER STAKEHOLDER GROUPS

School Leaders (Principals/Curriculum Directors), Business Managers, Technology Directors, Special Education Providers, Interventionists, School Psychologists, Services Coordinators, Measurement Committee, Special Education Advisory Council

Core Services

Core services are provided to all member districts:

- **Administration & Operation:** Executive Director, Director of Special Education, Special Services Supervisors, Business Manager, Office Manager
- **Services Coordination:** Services Coordinators serving in the areas of early childhood, academics, low incidence, social emotional learning, and social behavior
- **Itinerant Services:** Audiologist, Teacher of the Blind/Visually Impaired, Teacher of the Deaf/Hard of Hearing, Occupational Therapists, Teacher of the Physically Impaired, Physical Therapist
- **District Office Services:** Accounting Technician, Program Assistants, Outcomes Coordinator, Special Education Data Coordinator

Elective Services

Elective services are available for districts to purchase:

- **Student Support Services:** School Psychologists, School Social Workers, Student Support Specialists, School Nurses
- **Itinerant Services:** English Language Learner Services, Developmental Adapted Physical Education Services, Early Childhood Special Education Teacher Birth - 2, Brailist/Vision Support Specialist
- **Program Coordination:** Adult Basic Education Program Coordinator and Instructors, Perkins Program Coordinators, Project SEEK Program Coordinator, We 'R' Able Program Coordinator and Assistant
- **Other:** As requested by member districts



Community-Based Programs

- **Adult Basic Education (ABE):** Designed to assist people 17 years and older who are not currently enrolled in a K-12 program in earning their GED or high school diploma, or to brush up on basic skills or English as a Second Language
- **Project SEEK:** Designed as a summer enrichment program for students grades 1-7 who demonstrate high potential, talent, and creativity
- **We R Able:** Designed to enable adults with disabilities to participate in lifelong learning

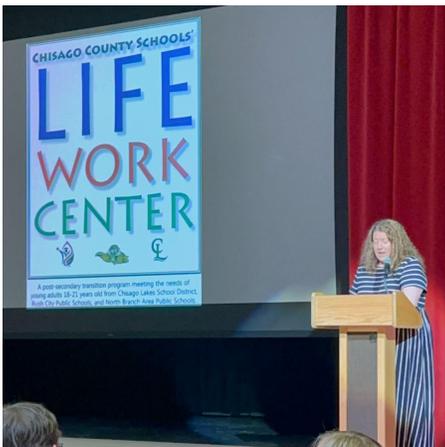
School-Based Programs

BEHAVIORAL AND/OR COMMUNICATIVE

- **Pathway to Change (PTC) and Vision:** Designed for students K-12 who demonstrate significant behavioral needs; focused on building students' fluency in a complex repertoire of social and emotional skills and their capacity to generalize these skills across settings with the ultimate goal of returning to the mainstream school setting
- **SOAR (Skillbuilding Opportunities for Academic Resiliency):** Designed to support students K-12 who demonstrate significant communication and behavioral needs; focused on increasing students' independence and skills in the areas of functional communication and self-regulation

TRANSITION

- **Chisago County Schools' Life Work Center and Pine County Transition Program:** Designed for students 18-21 years old who have successfully completed the requirements necessary for a high school diploma, yet are still making progress towards goals and objectives in the transition areas; emphasizes employment and independent living skills and works in collaboration with students, families, and community agencies



Our current action plan was developed with the input of both stakeholders in our member districts and of SCRED staff. It frames our priorities as we partner with districts on continuous improvement projects, deliver services to students, plan professional learning programs, and more.

OUR MISSION (“WHY?”): Maximizing outcomes through partnership.

OUR CORE VALUES (“HOW?”)

Collaborate 

We believe we are better together. We form partnerships where accountability is shared, vulnerability shines, risks are taken, stumbles and wins are both owned wholeheartedly, and innovations are cross-pollinated.

Innovate 

We believe in pushing past the status quo in education and implementing game-changing ideas. We use data to illuminate stories, investigate obstacles to success, and tenaciously pursue bona fide solutions that will stand the test of time.

Advocate 

We believe in meeting the needs of all learners through the empowerment of all educators. We design elegant tools and sustainable systems that equip educators to thrive in the profession while providing every learner with an equitable, whole child education.

OUR CURRENT FOCUS (“WHAT?”)



Continue to build a positive, collaborative culture with our member districts through meaningful work and intentional communication

Why? To enhance the effectiveness of the services we provide to our stakeholders



Support the implementation of collaborative data-based decision making

Why? To maximize academic and social emotional learning outcomes for all students



Develop capacity within our member districts to implement an effective Multi-Tiered System of Supports (MTSS), including the use of evidence-based academic and social emotional learning instructional practices

Why? To maximize outcomes while creating safe and supportive schools for all



Provide high-quality professional learning informed by our stakeholder needs and reinforced through opportunities for supported application

Why? To cultivate professional growth and equip educators to meet the needs of all students



Enhance recruitment and development opportunities for SCRED employees and support similar efforts in member districts

Why? To promote continuity in the services provided to our member districts, students, and families

Unleashing the power of structured literacy

Through our partnership with the Center for Applied Research and Education Improvement (CAREI) at the University of Minnesota and MDE, we have continued to expand the Language Essentials for Teachers of Reading and Spelling (LETRS) professional learning and support for educators across our member districts to ensure all students have access to evidence-based literacy instruction.



SCRED districts are worldwide leaders in teaching life skills

During the first week of COVID lockdowns in March 2020, our SEL Services Coordinator Nic van Oss began leading a team to develop a free curriculum, *Be Good People*, that our teachers could use to have meaningful conversations with students about life skills: communication, teamwork, problem solving, critical thinking, giving and receiving feedback, self-discipline, and more.

This project has grown into something truly special and impactful around the globe. SCRED and our districts are receiving shout outs and gratitude from teachers as far away as Australia, and the influence of our work is opening doors for collaboration with individuals and organizations who can help our districts to make progress.

One of those doors, last spring, was a very generous grant from the PrairieCare Fund. PrairieCare had over \$1.5 million of funding requests and only \$220,000 to distribute. Their staff said of SCRED and our member districts, "We are so honored to be part of the work you are all doing!" and awarded a grant to SCRED that will equip 50 middle and high school interventionists with a life skills curriculum called *School-Connect*.

Empowering teachers with new resource hubs

A new "Whole Child Support" section of the SCRED website makes it simpler and easier for teachers and staff to find tools and resources for teaching and learning, regardless of what student need they're addressing. Hearing, motor skills, literacy – it's all there. Our academic team leapt forward in this endeavor and developed a comprehensive menu for reading, writing, and math that provides resources and answers questions for any grade level and for any degree of learner need.



Joining our district leaders in legislative advocacy

During the active legislative session at the Capitol last spring, our new Executive Director, Nicole Woodward, testified before the House Education Finance Committee to advocate for increased education funding to support schools with the challenges faced in the wake of the COVID pandemic.



“Baking in” strategies for safe and supportive school climates

The field of education has been aware of a "tool belt" of positive behavior strategies since the mid-90s. Strategies such as: practicing classroom procedures, providing frequent and varied opportunities to respond, an “alley oop” prompt that sets students up for success, etc. However, very few districts across the country actually put in the legwork and invest in equipping their staff with this "tool belt" of strategies.

SCRED staff have been building out an online resource hub of classroom demo videos, tools, and information to equip our districts to “bake in” these strategies to school climates and to use the strategies to problem solve behavior issues. Several districts introduced their teachers to these resources in 2022-23 and crafted their game plans for training, monitoring, and coaching support in 2023-24 and the years ahead.

Through their LETRS work, our districts have learned valuable lessons about “implementation science” – how to make things stick and pay dividends instead of fizzling out. That experience is making a difference when it comes to “baking in” these behavior strategies.

Seeking out parent and teacher voices

Our Special Education Advisory Council (SEAC) had the strongest membership to date and was integral in better equipping our educators to partner with parents. One of their projects was creating a handout that staff can use during IEP meetings to quickly orient parents to SCRED and how we work with their child’s district. To build off this momentum, each district added a page to their district websites explaining the partnership between the district and SCRED.



On-demand learning for teachers and staff

In 2023, teachers and staff in our member districts need questions answered *now*; there’s no time to wait for a training session that’s on the calendar a few weeks from now. That’s why we worked with our Superintendents to adopt the D2L learning management system. Key stakeholders and tech staff at SCRED worked closely with a team of Canadian D2L employees to get the platform ready to roll in 2023-24, and our team of specialists are now building out what will become an extensive on-demand library of professional learning offerings.

For our districts, this will be a game changer for onboarding (including mid-year hires), relicensure requirements, and getting better at what we do. Importantly, we’re designing these courses to revolve around our user-friendly website resources (e.g., the library of tech tutorial videos on our district website that are envied across the state, or our SpEd manual website). “I know I’ll have questions about this in a few weeks, but it’s great to know I can find the answers on the website we looked at.” Our teachers value professional learning that focuses on tools they’ll be using every day and show them how to use those tools.

 <p>Complete</p> <p>SEL Curriculum Planning for Interventions and Special Education 2023-2024 School Year 2023-2024 Completed May 18</p>	 <p>Complete</p> <p>Behavior Strategies 2023-2024 School Year 2023-2024</p>	 <p>Complete</p> <p>Data Facilitator Networking 2023-2024 School Year 2023-2024</p>	 <p>Complete</p> <p>Suicide and Non-Suicidal Self-Injury (NSSI) Risk Assessment 2023-2024 School Year 2023-2024 Completed Aug 26</p>
 <p>Complete</p> <p>Behavior Support Plan (BSP) 2023-2024 School Year 2023-2024 Completed 3 Days Ago</p>	 <p>Complete</p> <p>Behavior Basics for Interventionists and Special Educators 2023-2024 School Year 2023-2024 Completed Aug 2</p>	 <p>Complete</p> <p>Behavior Basics for Everyone 2023-2024 School Year 2023-2024 Completed Aug 2</p>	 <p>Complete</p> <p>IEP Meeting Facilitation 2023-2024 School Year 2023-2024</p>



Empowering teachers and school leaders to leverage the power of data

At the classroom-level, grade-level, school-level, and district-level, our goal is to equip teachers to use student data up to its maximum potential. At “Data Institute” in August, our academic and life skills specialists unveiled a majorly streamlined toolkit of agenda templates, mini-tutorial videos about data use, and more resources that seriously energized a room full of teachers and principals.

This momentum carried forward all year, up to the end-of-year district-wide data meetings where principals and curriculum directors “grabbed the steering wheel” and facilitated meaningful conversations about their strengths, areas for growth, and goals for 2023-24. SCRED specialists partnered with these leaders to plan their data dives and then “stepped back” to let the district leaders “step in.” We couldn’t be more excited about the rhythms and routines that leadership teams are set up for in 2023-24!



New lenses on discipline, attendance, and life skills data

It's relatively easy for any educator in any school to pull up data on an individual student – but seeing the “big picture” and spotting trends is a whole different story.

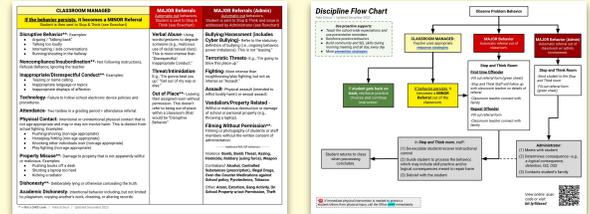
The eduCLIMBER website our districts subscribe to has these capabilities – similar to the way that large banks, advertising firms, etc. would visualize data – but these powerful features had rarely been used in our member districts to illuminate the story of discipline data, attendance data, and data on students’ life skill development.

That began to change in 2022-23, with many schools and districts taking a huge leap forward in their use and understanding of these tools.



Clearer discipline procedures

Nearly all of our schools created or updated their “major/minor charts” (handouts that promote consistent behavior responses across classrooms) to better align with their data. This alignment is critical to having productive conversations about how to better support students.



Making it easy to wrap the right people in

When you visit nearly every page on the SCRED website and scroll down to the bottom of the page, you can see the face and contact information of someone you can reach out to with questions or feedback. We also added pages that show just the SCRED staff who work in a specific member district!

Communication is key, and we are thrilled that a small but important enhancement like this better equips all staff in our member districts to quickly reach the person they need to connect with.

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Services

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Chisago Lakes SCRED Staff

 The SCRED staff below directly support **Chisago Lakes**. This directory does not include SCRED staff whose support of Chisago Lakes is, in large part, behind the scenes (e.g., our office staff, Director of Special Education, or Executive Director). To learn more about the [partnership between SCRED and Chisago Lakes](#), follow the link to check out a stakeholder presentation.

On the contact cards below, click 'More...' to learn about these staff members' backgrounds and about how they support staff and students in the district.

More... 

Name, Job Title...

 **Alyssa Jackson**
Early Childhood Services Coordinator: CL, NB
ajackson@scred.k12.mn.us | 320-358-1206 [More...](#)

 **Amy Nelson**
Early Childhood SpEd Birth-2 Teacher
anelson@scred.k12.mn.us | 320-438-0718 [More...](#)



Early Warning Systems for middle and high school teachers

It's not "AI," but it's close. Middle and high school leaders in our member districts developed "risk profiles" (specific metrics for attendance, discipline data, course performance, etc.) and essentially "trained" our eduCLIMBER platform to automatically comb through hundreds of students every day and flag students who are at risk of dropout and other negative outcomes. Teacher teams can view all of these types of data side by side and sort by students who have been flagged, and this adds up to less time spent on pulling the data together and more time putting their heads together on how to solve the problems.



Special educators leveling up their progress monitoring skills

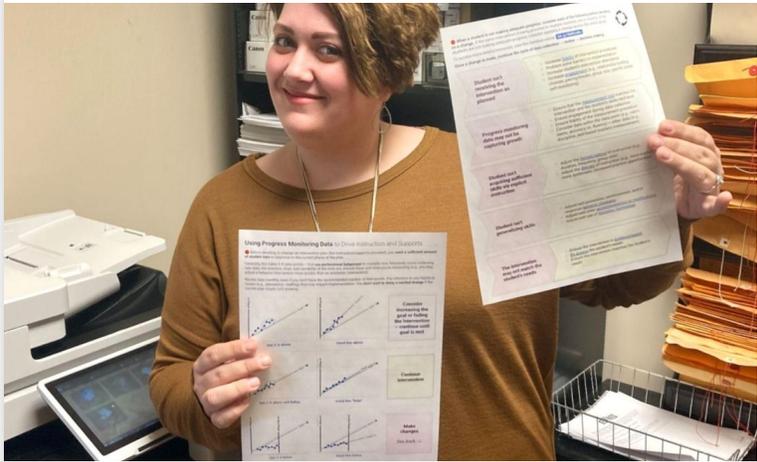
Special educators and interventionists in Minnesota are required to collect data on students' progress, and in 2017 the Supreme Court made it clear that staying on top of this data and responding when students aren't on track is a must.

That's a big ask for teachers, and in 2022-23 our Services Coordinator specialists and administrators met four times with each team of special educators and interventionists to "reset" post-pandemic and facilitate learning on this topic. The learning focused on how to visualize the data, interpret it objectively, and – most importantly – answer the "Now what?" question. To help with the interpreting and the do-ing, our team created a new user-friendly handout that's relevant to all types of student needs and for all students, early childhood through graduation.



Community program participation on the rise

Our community programs (ABE, We 'R' Able, Project SEEK) saw increases in enrollment post-pandemic, an exciting trend in meeting diverse learner needs.



Spreading the word about incredible education

Like our member districts, we know that social media, YouTube, digital newsletters, etc. are powerful communication tools that we can use to spread the word about the incredible things happening in our member districts! In 2022-23, we posted 179 times, sharing photos and stories that spark curiosity and innovation in classrooms and schools across our districts!



Enriching learning opportunities for SCRED staff

We incorporated more team building activities into SCRED’s three professional learning days, supporting a district culture infused with trust, vulnerability, collaboration, and learning! SCRED staff also pursued personal professional development opportunities – and were often fortunate enough to be joined by member district partners!



SCRED’s culture is a selling point

When we need to recruit highly qualified staff to support our member districts, they care about the organizational cultures they’ll be part of and the communities they’ll live in. In 2022-23, we added a “Culture” page to our website and expanded a page about our member districts to include key facts + a map! Both of these were frequently brought up during interviews in 2022-23, and they also equipped our staff when they attended recruitment events.



Collaborate

We believe we are better together. We form partnerships where accountability is shared, vulnerability shines, risks are taken, stumbles and wins are both owned wholeheartedly, and innovations are cross-pollinated.



Enhanced collaborative decision making process

Stakeholder feedback was utilized to inform our collaborative decisions, boost meeting structures, and improve resources, enhancing our ability to effectively partner and communicate.

