

**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
 SEPTEMBER 12, 2024
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent’s Report 6
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of August 8, 2024 Regular School Board Meeting 22
 - B. Minutes of August 22, 2024 Work Session 27
 - C. Authorization of Payments, Transfers, and Investment Activity 29
 - D. Personnel
 - 1. Ashley Reichstadt, resignation effective August 19, 2024, as Special Education Assistant at Sunrise River Elementary School
 - 2. Daisy McLain, resignation effective August 23, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
 - 3. Brianna Smith-Sheppard, resignation effective August 5, 2024, as Lunchroom Assistant at North Branch Area Middle School
 - 4. Dena Norring, resignation effective August 30, 2024, as Special Education Assistant at Sunrise River Elementary School
 - 5. Katelyn Hanna, leave request from approximately December 27, 2024, through March 30, 2025, as Kindergarten Teacher at North Branch Area Education Center
 - 6. Sireena Andersen, BA/BS, Step 12, one-year contract for 2024-25 school year for a CTE Tier 1 License, as Trades and Industry Teacher at North Branch Area High School
 - 7. Simone Collins-Goodwin, BS+15, Step 1, one-year contract for 2024-25 school year for Tier 1 license as Health Teacher at North Branch Area High School
 - 8. Stefan Lund, MA+60, Step 4, one-year contract for 2024-25 school year as 0.57 FTE Social Studies Teacher at North Branch Area High School
 - 9. Kristin Mayne, BES, Step 17, one-year contract for 2024-25 school year as 1.0 FTE FACS/Work Based Learning Teacher at North Branch Area High School
 - 10. Rebecca Springman, MS+45, Step 9, one-year contract for 2024-25 school year as 1.0 FTE Math/Science Teacher at North Branch Area High School

11. Stefan Lund, MA+60, Step 4, LTS for Jessica Konrad, effective August 26, 2024 through December 6, 2024, as Social Studies Teacher at North Branch Area High School
12. Tylor Sorgert, BAS, Step 7, beginning with the 2024-25 school year, as 1.0 FTE Automotive/Math Teacher at North Branch Area High School
13. Kendra Tlusty, MA+60, Step 17, beginning with the 2024-25 school year, as 0.5 FTE Elementary Teacher at Sunrise River Elementary School
14. Brianna Smith-Sheppard, employment effective August 16, 2024, as Schoolkeeper at North Branch Area Public Schools
15. Jennifer Daas, position change effective August 22, 2024 from Community Education Early Childhood Instructor to Elementary Teacher at North Branch Area Education Center
16. Geri Erickson, position change effective September 4, 2024 from Special Education Assistant to Early Childhood Assistant at North Branch Area Education Center
17. Shelly Young, position change effective August 27, 2024 from Lunchroom/Playground Assistant at Sunrise River Elementary School to Special Education Assistant at Life Work Center
18. Kristina Dufour, position change effective August 27, 2024 from Lunchroom/Playground Assistant at Sunrise River Elementary School to Special Education Assistant at North Branch Area Middle School
19. Carmen Money, position change effective August 23, 2024 from Early Childhood Assistant to Community Education Early Childhood Instructor at North Branch Area Education Center
20. Abby Williams, position change effective August 26, 2024, from Lunchroom/Playground Assistant and Special Education Assistant to Special Education Assistant at North Branch Area Education Center
21. Raechel Abress, employment effective August 26, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
22. Marsena Ames, employment effective August 27, 2024, as Lunchroom/Playground Assistant at North Branch Area Education Center
23. Amber Baker, employment effective August 26, 2024, as Schoolkeeper at North Branch Area Public Schools
24. Hannah Bjerke, employment effective August 27, 2024, as Special Education Assistant at Sunrise River Elementary School
25. Dawn Clemons, employment effective August 27, 2024, as English Learner Assistant at North Branch Area Public Schools
26. Kourtney Enstad, employment effective August 27, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
27. Christopher Johnson, employment effective August 21, 2024 as JROTC Instructor at North Branch Area High School
28. Leila Meyers, employment effective August 27, 2024, as Special Education Assistant at North Branch Area Education Center
29. Michelle Mitchell, employment effective September 4, 2024, as Special Education Assistant at North Branch Area Education Center in addition to Lunchroom/Playground Assistant at NBAEC
30. Jenna Morris, employment effective August 22, 2024, as Pre-Apprentice at North Branch Area Public Schools

31. Sidney Mullin, employment effective July 10, 2024, as School Age Care Adult Assistant at North Branch Area Education Center. Position change effective August 26, 2024 from School Age Care Adult Assistant at North Branch Area Education Center to Special Education Assistant at Sunrise River Elementary School
32. Patrice Ramaley, employment effective August 27, 2024, as Early Childhood Assistant & School Age Care Adult Assistant at North Branch Area Education Center
33. Devon Riveness, employment effective August 27, 2024, as Lunchroom/Playground Assistant at North Branch Area Education Center
34. Samantha Tagg, employment effective August 27, 2024, as Speech Language Pathology Assistant at North Branch Area Education Center
35. Emily Xiong, employment effective August 22, 2024, as Pre-Apprentice at North Branch Area Public Schools
36. Karlina Zimmerman, employment effective August 22, 2024, as Pre-Apprentice at North Branch Area Public Schools
37. James Heilig, termination effective August 5, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
38. 2023–24 Extracurricular Spring Coach Positions
 - a. Casey Schwalbe, Class 4, Step 1, as Assistant Coach for Baseball
39. 2024–25 Extracurricular Fall Coach Positions
 - a. Chad Carlson, Class 9, Step 10, Fitness Center Supervisor for 2024-25 Fall Season
 - b. Eli Erickson, Class 3, Step 1, as Assistant Coach for Football
 - c. Mason Niederkorn, Class 3, Step 8, as Assistant Coach for Football
 - d. Jessica Audette, Class 4, Step 7, as Assistant Coach for Boys Soccer
 - e. Tyler Johnson, Class 4, Step 2, as Assistant Coach for Girls Soccer
 - f. Brandon Hunter, Class 5, Step 1, as Assistant Coach for Girls Tennis
 - g. Rachel Wurdemann, Class 5, Step 1, as Assistant Coach for Girls Tennis
 - h. Lauren Hicks, Class 3, Step 1, as Assistant Coach for Volleyball
 - i. Ron Trunk, Class 3, Step 10, as Assistant Coach for Volleyball
 - j. Megan Carlson, Class 3, Step 1, as Assistant Coach for Volleyball
 - k. Galytea Pierce, Class 3, Step 2, as Assistant Coach for Volleyball

E. Acceptance of Donations

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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. Consider Agreement Between Independent School District No. 138 and North Branch Support Staff Association
 - 1. Master Agreement Between Independent School District No. 138, North Branch and North Branch Support Staff Association (NBSSA) Effective July 1, 2024 to June 30, 2026 31
 - 2. Script for North Branch Support Staff Association and the North Branch Area Public Schools District Negotiation Update
 - 3. Letter of Agreement Between Independent School District No. 138, North Branch and North Branch Support Staff Association (NBSSA) Effective July 1, 2024 to June 30, 2026 56
 - 4. Memorandum of Understanding (the "MOU") Trimester Meetings Between Independent School District No. 138, North Branch and North Branch Support Staff Association (NBSSA) Effective July 1, 2024 to June 30, 2026 58
 - B. Consider Memorandum of Understanding (the "MOU") Regarding the Continuation of a Teacher Apprenticeship Program
 - 1. Script for MOU Teacher Apprenticeship Program Update
 - 2. Memorandum of Understanding (the "MOU") Regarding the Establishment of a Teacher Apprenticeship Program Between Independent School District No. 138, North Branch and North Branch Education Association Effective July 1, 2024 to June 30, 2026 60
 - 3. Memorandum of Understanding (the "MOU") Regarding the Establishment of a Teacher Apprenticeship Program Between Independent School District No. 138, North Branch and North Branch Support Staff Association (NBSSA) Effective July 1, 2024 to June 30, 2026 63
 - C. Consider Certification of Proposed Property Tax Levy 2024 Payable 2025
 - D. Consider Setting December 12, 2024 for the Truth In Taxation Hearing to Certify the Property Tax Levy 2024 Payable 2025
 - E. Consider MSBA Legislative Resolution 67
- XI. Addendum
- XII. Information
- XIII. Board Requests
- XIV. Committee Reports
 - A. 2023-24 SCRED Annual Report 72
- XV. Dates to Remember
 - A. September 24, 2024 at 4:00 PM - Negotiations Committee Meeting
 - B. September 24, 2024 at 4:30 PM - Principal Negotiations Session
 - C. September 26, 2024 at 3:30 PM - School Board Retreat
 - D. September 26, 2024 at 5:30 PM - School Board Work Session
 - E. October 10, 2024 at 4:30 PM - Policy Committee Meeting
 - F. October 10, 2024 at 5:30 PM - Regular School Board Meeting
 - G. October 24, 2024 at 5:30 PM - School Board Work Session

XVI. Adjournment

Superintendent Update

September 12, 2024



At the forefront of educational excellence



WHAT WE INTEND TO CREATE

*Inspire dreams,
build integrity and
instill hope*

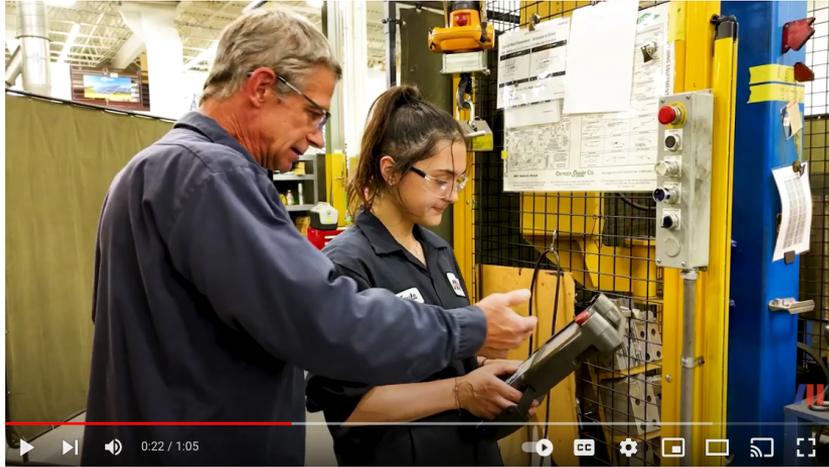
in our students, our staff, our families and our communities.

7

OUR PURPOSE

Partner with students, staff, families and communities
to challenge all students
to achieve their greatest potential and
become informed and engaged citizens.

Viking Spotlight- Viking Alumni Kayla Cook



[Graduating with a plan](#)



Welcome Days a great way to build relationships

95%

Average attendance across sites



Summer Maintenance- Education Center

-Installed a fence around the Education Center playground to help keep kids safe.

-Insulated the cold water piping to conserve energy and prevent condensation issues.

-Installed new steel doors on the cafeteria to increase safety for staff and students.



Summer Maintenance- Sunrise River Elementary

-Replaced roughly 28,000 square feet of concrete around the building to increase safety.

-Installed 6 new bottle filling stations.

-Replaced carpet in 8 classrooms and the conference room.

-Installed electrical and data in the floor of the conference room.

-Provided scaffolding for art teacher Lee Ann Falen to paint three murals.



Summer Maintenance- North Branch Area Middle School

- Sanded and refinished the south gym floor and added 6 pickleball courts.
- Painted the south gym. (This was led by Kelly Detzler and Matt Latimore along with other staff)
- Installed new doors and card readers to allow access to the courtyard.
- Installed new tile in the 6th and 8th grade bathrooms.
- Replaced the supply fan and motor for AHU-3. This will increase the airflow and efficiency of the unit. We will receive a small energy rebate from ECE.



Summer Maintenance- North Branch Area High School

- Replaced the condenser coil and 13 condenser fan motors in the Chiller.
- Replaced the glass doors in the Media Center.
- Installed privacy locks on staff restrooms to increase staff security.
- Remodeled the upper west restroom.
- Replaced 13 VAV's that were not completed during construction.



Grounds- Districtwide

-Replaced several areas of the irrigation system to reduce down time and keep the system running longer during the season.

-Had three conex containers delivered to the grounds shop to free up space for athletics under the stadium.



Buildings- Districtwide

- Installed a new S2 system that will increase security and allow us to add users and access levels quickly. We installed several new card readers and readers at the security panels so users with the correct access level and use their card to arm/disarm the system.
- Installed a new building automation front end that brings the server on site and increases security and allows us to provide better customer service. Our maintenance agreement will be roughly \$20,000 cheaper with UHL than it was with Trane. 15
- Installed new paper and soap dispensers throughout the district. This will cut our supply cost by roughly 60%.
- Upgraded the fire alarm system so we can see the exact alarm and room location. This will allow us to know if we need to dispatch emergency services or if it is something that just requires simple maintenance.

The crew has also been working hard on summer cleaning, grounds maintenance, and work requests. From June 10 th to August 13 th our department has completed 195 work requests.

Viking Excellence: Jenny Nelson

Jenny Nelson was selected by MASMS for the award of excellence and facilities worker of the year for the Metro Chapter.

The award will be given at the Minnesota Educational Facilities Management Professionals Association conference October 3rd.



Leadership Matters



Thank you,

*Zach Berg- Director of Buildings and Grounds,*¹⁷

for your leadership!

Abby Hunter has amazing livestock show

SKOL! and congratulations to North Branch FFA member Abby Hunter on a very successful State FFA Livestock show at the MN State Fair! Abby was awarded:

- Overall Grand Champion Market Chicken Pen
- Grand Champion Market Chicken
- Champion Mini lop Sr Buck
- Champion Mini lop Jr Buck (and Reserve!)
- Champion Other Small Purebred Sr. Doe

Abby was also named the 4th place individual in the General Livestock Judging Contest (out of 77 competitors)

*FFA is a year-round youth leadership organization open to any agricultural student and advised by Amanda Cook and Emily Striefel.



The Wind in the Willows coming soon

North Branch Area Community Education Presents

The Wind in the Willows

by Todd Espeland

OCTOBER 3-5, 2024 @ 7:00pm

The Wind in the Willows, an NBACE production, is coming soon!

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- Oct. 3-5
- 7 p.m.
- Tickets are \$12 and can be purchased [online](#)

Coming together to Walk and Roll to School



Wednesday
Oct. 9



**St. Gregory's
Church**

(38725 Forest Blvd.)

**Meet at 7:05 am
Walk/bike starts
at 7:15 am**



This fall's Walk and Roll to School is coming up!

- Wednesday, Oct. 9
- 7:05 a.m.
- St Gregory's Church

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Walk and roll to School

- Spend time with friends
- Get exercise
- Have fun!



NBAPS will be joined by city officials, the NBPD and NBFD, as well as the Chisago County SHIP program.



**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
August 8, 2024**

The School Board of Independent School District 138 met in regular session on Thursday, August 8, 2024, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

Roll Call: Shelly Johnson, Sarah Grovender (via remote - personal), Tim MacMillan, Superintendent Paul, Heather Naegele and Jesse LaValla

Absent: Adam Trampe

Others in Attendance:

David Treichel, Molly Whelan, Denise Martin, Rachel Kytönen, Todd Tetzlaff, and Pakou Lee

The Pledge of Allegiance was said by all.

Approval of Agenda:

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

SUPERINTENDENT'S REPORT

Superintendent Paul reported on the Viking Spotlight featuring North Branch Area Middle School video highlighting middle school experience. The video will go out to families and will be posted on North Branch Area Public Schools social media platforms.

Superintendent Paul expressed how grateful North Branch Area Public Schools are to the Greater Twin Cities United Way for their generous donation with over 400 backpacks filled with supplies for elementary and secondary students. Backpacks will be available at the front office of buildings and information will go out to families so that they know it's available.

Superintendent Paul shared videos on Policy 524 of the whys for elementary, middle and high school. Superintendent Paul also acknowledged David Treichel for his tremendous leadership on what implementation looks like and all of the building leaders for spending a lot of their time together to think through developmentally what's appropriate for different ages for students.

CONSENT ITEMS

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

- A. Minutes of July 8, 2024 OPEB Meeting
- B. Minutes of July 11, 2024 Policy Committee Meeting
- C. Minutes of July 11, 2024 Regular School Board Meeting
- D. Minutes of August 1, 2024 Work Session Meeting
- E. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$1,468,561.55
 - Auxiliary, Bank 12 - \$124,938.89
 - Payroll, Bank 13 - 1,595,193.60
 - Scholarship, Bank 18 - \$0.00
 - High School Student Activities, Bank 31 - \$1,431.01
 - Middle School Student Activities, Bank 32 - \$0.00
- F. Personnel
 1. Teresa Deal, position eliminated for the 2024 - 25 school year, as Behavior Interventionist at Distance Learning Academy
 2. Brenda Hughes, resignation effective August 30, 2024, as Schoolkeeper at North Branch Area Public Schools
 3. Michelle Van Eerden, leave request effective approximately September 10, 2024 through September 23, 2024, as Lead Secretary at North Branch Area Middle School.
 4. Samantha Guerrette, employment effective July 15, 2024, as Schoolkeeper at North Branch Area Public Schools
 5. Jordan Antilla, MEd, Step 3, beginning with the 2024 - 25 school year, as SPED teacher at North Branch Area Middle School
 6. Jenifer Berg, MA, Step 4, beginning with the 2024 - 25 school year, as Elementary Teacher at Sunrise River Elementary School
 7. Madeline Nelson, BS+45, Step 1, one-year contract for the 2024 - 25 school year, as a Tier 2 license SPED teacher at North Branch Area Education Center

8. Morgane Netzloff, MEd, Step 4, one-year contract for the 2024 - 25 school year, as a Tier 1 license French teacher at North Branch Area High School
9. Danica Porter, MA, Step 2, beginning with the 2024 - 25 school year, as a Science Teacher at North Branch Area High School
10. Ramona Wideen, extension of leave request effective July 18, 2024 through July 29, 2024, as Lead Custodian at Sunrise River Elementary School
11. 2024 - 25 Extracurricular Fall Coach Positions
 - a. Norm Nagel, Class 2, Step 6, as Head Coach for Cross Country
 - b. Juanita Worthley, Class 4, Step 6, as Assistant Coach for Cross Country
 - c. Josh Kopp, Class 2, Step 7, as Head Coach for Girls Soccer
 - d. Chad Johnson, Class 2, Step 10, as Head Coach for Boys Soccer
 - e. Joel Santjer, Class 3, Step 9, as Head Coach for Girls Tennis
 - f. Kathy Crudo, Class 5, Step 5, as Assistant Coach for Girls Tennis
 - g. Justin Voss, Class 1, Step 7, as Head Coach for Football
 - h. Brent Lundgren, Class 3, Step 10, as Assistant Coach for Football
 - i. Ian McWilliams, Class 3, Step 10, as Assistant Coach for Football
 - j. Kyle Groh, Class 3, Step 3, as Assistant Coach for Football
 - k. Kyle Kahl, Class 3, Step 10, as Assistant Coach for Football
 - l. Andrew Van Eerden, Class 3, Step 1, as Assistant Coach for Football
 - m. Dan Johnson, Class 3, Step 10, as Assistant Coach for Football
 - n. Mike Selbitschka, Class 1, Step 10, as Head Coach for Volleyball
 - o. Tammi Minke, Class 3, Step 10, as Assistant Coach for Volleyball
 - p. Norm Nagel, Class 9, Step 10, as Fitness Center Supervisor (Fall Season)

- q. Jim Van Eerden, Class 6, Step 10, as Middle School Volleyball Coach
- r. John Paul Rossini, Volunteer Coach for Girls Tennis
- s. Larry Davidson, Volunteer Coach for Girls Tennis
- t. Andy Spofford, Volunteer Coach for Girls Tennis
- u. Bryant Meyer, Volunteer Coach for Girls Tennis
- v. Steve Dickhudt, Volunteer Coach for Volleyball

G. Agreement to Provide School Resource Officer (SRO) Services Between the City of North Branch and Independent School District No. 138 (North Branch) for 2024-25

H. Policies

- 1. Policy 206-NB - Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations (Review only, No MSBA changes)
- 2. Policy 209-NB - School Board Code of Ethics (Review only, No MSBA changes)
- 3. Policy 210 - Conflict of Interest - School Board Members (Review only, No MSBA changes)
- 4. Policy 213 - School Board Committees (No MSBA changes)

I. Acceptance of Donations

JULY 2024				
DATE	DONATION FROM	DONATION TO	AMOUNT	USE
7/12/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Softball Program-Sports Physical Donation
			\$50.00	

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

- A. Approval of Contract for Custodians and Groundskeepers 2023 - 2025
 Moved by LaValla, seconded by Johnson and carried unanimously to approve the Contract for Custodians and Groundskeepers 2023 – 2025.

INFORMATION

Patrick Tepoorten has returned to resume his role as Community Relations/Grants

BOARD REQUESTS

None

COMMITTEE REPORTS

Board Member Naegele reported on MSBA quarterly board meeting and summer session.

Board Member MacMillan reported on the OPEB meeting he attended on July 8.

DATES TO REMEMBER

- A. August 8, 2024 at 4:30 PM - Policy Committee Meeting (cancelled)
- B. August 21, 2024 at 3:30 PM - Negotiations Committee Meeting
- C. August 21, 2024 at 4:00 PM - Principal Negotiations Session

Adjournment

Moved by Naegele, seconded by LaValla and carried unanimously to adjourn the regular meeting at 5:50 pm.

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
SCHOOL BOARD WORKING SESSION
August 22, 2024**

The School Board of Independent School District 138 met in a Working Session on Thursday, August 22, 2024, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

Roll Call: Shelly Johnson, Adam Trampe, Sarah Grovender, Tim MacMillan, Superintendent Paul, Heather Naegele (via remote - personal), and Jesse LaValla

Absent: none

Others in Attendance: Mike Nelson, David Treichel, Pat Tepoorten, Todd Tetzlaff and Pakou Lee

The Pledge of Allegiance was said by all.

Superintendent's Report

Superintendent Paul reported on the Viking Spotlight welcoming back Pat Tepoorten and featured 2024 graduate student Carter Parizek who met his goals and landed his dream job.

North Branch's School Resource Officer (SRO), Officer Mike Nelson who has been with the school district for 6 years and continuing, shared his highlights about being an SRO. Those highlights were building trust and relationships with leadership, staff and students with his biggest pride being revamping the "I Love You" procedure. Officer Nelson will be part-time only for this upcoming 2024-25 school year.

Lee Ann Falen, MS art teacher, completed three logo murals at Sunrise. Murals are located at the north, east and west stairwells.

New teachers were welcomed to North Branch Area Public Schools.

Community Education fall brochure is now available.

Work Session Topics

Follow-up to School Board Retreat

During the June 2024 retreat there were two areas in conversation that are beneficial for more conversation. One goal is to bring back principals to share what the directions are at each build and the other is to bring back student liaison school board members. Board discussion was appreciated for its' positive feedback and level of presence. Superintendent Paul thanked everyone for putting students learning first. Next School Board Retreat date is set for Thursday, September 26,

2024 from 3:30pm-5:00pm at North Branch Area Public Schools, Boardroom – C120.

MSBA – Adding a Student School Board Member

School board members are open to having 2-3 student school board members. Superintendent Paul will come back to board members with a final decision later after meeting with the Student Council group for their feedback.

Chair MacMillan adjourned the meeting at 6:41pm.

Heather Naegele, Clerk
(Unapproved)

**ELECTRONIC FUND TRANSFERS
AUGUST 2024**

Direct Dep Cks	\$778,058.58		
ACHS	<u>\$10,653.71</u>		
	\$788,712.29		
Other Electronic Fund Transfers:			
Federal/FICA Taxes		8/12/2024	\$51,010.09
(Also reflected in P/R info)		8/12/2024	\$80,453.28
		8/26/2024	\$50,511.79
		8/26/2024	<u>\$72,462.29</u>
			\$254,437.45
Minnesota Withholding Taxes		8/13/2024	\$8,063.80
(Also reflected in P/R info)		8/13/2024	\$13,300.04
		8/27/2024	\$8,118.60
		8/27/2024	<u>\$12,358.95</u>
			\$41,841.39
Economic Service (EBC)		8/12/2024	\$11,084.14
(Also reflected in P/R info)		8/12/2024	\$15,211.24
		8/26/2024	\$11,084.14
		8/26/2024	<u>\$15,211.24</u>
			\$52,590.76
MII LIFE-F S A		PEIP	8/5/2024
		PEIP	8/6/2024
		PEIP	8/8/2024
		PEIP	8/13/2024
		PEIP	8/13/2024
		PEIP	8/20/2024
		PEIP Admin Inv	8/26/2024
		PEIP	8/27/2024
		PEIP	8/27/2024
			<u>\$92.00</u>
			\$2,754.55
MII LIFE-M S A		8/12/2024	\$944.96
		8/12/2024	\$5,329.12
		8/26/2024	\$944.96
		8/26/2024	<u>\$5,329.12</u>
			\$12,548.16
Minnesota Teachers Retirement		8/9/2024	\$10,301.32
		8/9/2024	\$11,486.57
		8/9/2024	\$50,897.31
		8/23/2024	\$5,399.52
		8/23/2024	\$10,224.44
		8/23/2024	<u>\$50,173.17</u>
			\$138,482.33
PERA		8/9/2024	\$21,408.89
		8/23/2024	<u>\$21,328.25</u>
			\$42,737.14
Delta Dental Plan		8/21/2024	\$27,705.61
MN Sales Tax		8/16/2024	\$2.00
Neopost Advance		8/22/2024	\$5,000.00

AUGUST 2024

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
8/5/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Tennis Program-Sports Physical Donation
8/5/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Boys Soccer Program-Sports Physical Donation
8/23/24	Mark Carter, 555 NW 2nd Ave, Forest Lake, MN 55025	NBHS	\$300.00	Auto Shop Donation
8/26/24	Dr. Tina Thompson, 11481 Elmwood Ave N, Champlin, MN 55316	NBHS Scholarship A/C	\$2,000.00	Scholarship Donation
8/29/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Girls Soccer Program-Sports Physical Donation
8/29/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Boys Soccer Program-Sports Physical Donation
8/29/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	<u>\$50.00</u>	Football Program-Sports Physical Donation
			\$2,550.00	
AUG	Minnco Credit Union, 38807 9th Ave., North Branch, MN 55056	Sunrise River Elem.		*Donated specialists & teacher supplies valued at approx. \$500.00

AGREEMENT

between

INDEPENDENT SCHOOL DISTRICT NO. 138

and

NORTH BRANCH SUPPORT STAFF ASSOCIATION

Effective July 1, 2024, through June 30, 2026

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ARTICLE I PURPOSE

Section 1. Parties. THIS AGREEMENT is entered into between Independent School District No. 138, North Branch, Minnesota, hereinafter referred to as the School District, and the North Branch Support Staff Association, hereinafter referred to as exclusive representative or Association, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for nine and ten month paraprofessional and clerical support employees as more fully described in Article II hereof.

ARTICLE II RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the PELRA, the School District recognizes the North Branch Support Staff Association, as the exclusive representative for nine and ten month paraprofessional and clerical support employees employed by the School District, which exclusive representative shall have those rights and duties as prescribed by the PELRA and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all employees of the School District described in the certification by the Commissioner of the Bureau of Mediation Services in Case No. 99-PCE-130 as follows: All 9 and 10 month paraprofessional and clerical support employees employed by Independent School District No. 138, North Branch, Minnesota, who are public employees within the meaning of Minn. Stat. § 179A.03, Subd. 14, excluding supervisory, confidential and all other employees.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment: Terms and conditions of employment means the hours of employment, the compensation therefore, including fringe benefits, except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of PELRA.

Section 2. School District: For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

Section 3. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

ARTICLE IV SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School District and shall be governed by School Board rules, regulations, directives and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE V ASSOCIATION RIGHTS

Section 1. Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Pursuant to PELRA, employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating

grievance procedures and the terms and conditions of employment for employees of such unit with the School District.

Section 3. Request for Dues Check Off: The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed any exclusive representative that has lost its right to dues check off pursuant to the PELRA. Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the exclusive representative.

Section 4. Association Leave. At the beginning of each two year contract term (i.e., July 1, 2000 and every two years thereafter) the Association shall be credited with fifteen (15) days of leave to be used by employees who are officers or agents of the Association. Such leave shall be used as authorized by the Association president. The Association agrees to notify the School Board, or its designee, at least forty-eight (48) hours prior to the date for intended use of such leave. The Association will reimburse the School District for the cost incurred for any substitute employees as a result of this section.

Subd. 1. All requests for time off shall be in writing and shall include the names of the individuals and amount of time off required.

Subd. 2. The Association president shall designate the individuals and dates involved by notifying the Superintendent or designee at least two days prior to the absence, whenever possible.

Section 5. Association meetings shall not be held during regular working hours except by mutual consent of the Association representative and the Superintendent of Schools or his/her designated representative.

ARTICLE VI RATES OF PAY

Section 1. Rates of Pay:

Subd 1. 2024-2025 Contract Year: Rates of pay as provided in Schedule A hereof shall be a part of this Agreement for the 2024-2025 contract year.

Subd. 2. 2025-2026 Contract Year: Rates of pay as provided in Schedule B hereof shall be part of this Agreement for the 2025-2026 contract year.

Subd. 3. Successor Agreement: In the event a successor agreement is not entered into prior to July 1, 2026, an employee shall remain at the same step as compensated during the 2025-2026 contract year until a successor Agreement is reached.

Subd. 4. New Employees: New employees shall be hired at such step on the salary schedule as agreed to between the employee and the School District, and shall be eligible for step advancement on July 1 if employed prior to January 1. An employee hired after January 1 shall be eligible for any increase in starting salary on July 1 but shall not be eligible for step advancement until the following July 1.

Subd. 5: Except as otherwise provided in this Agreement, part-time employees, regularly employed less than 30 hours per week, shall be entitled to no other benefits, other than wages, under the provisions of this Agreement. It is also agreed that a part-time employee, as defined herein, whose assignment is temporarily increased beyond the regular part-time assignment for a temporary period, shall continue to be treated as a part-time employee for purposes of insurance and benefits and shall not become eligible for such benefits as a result of such temporary increased time.

Subd. 6: Career Increment Stipend: An employee who has completed at least fifteen (15) years of continuous service in the School District shall be paid a non-recurring one-time payment of a career increment stipend, not added to the base, according to the following schedule:

2024 – 2025	\$250
2025 – 2026	\$300

Section 2. Application: The School District may withhold an increment in individual cases where a demonstrable deficiency in performance of the employee occurs, provided the employee affected shall receive notice of such action to withhold advancement on the rate progression sequence thirty (30) days prior to the otherwise effective date of increase.

Section 3. Employer Discretion. Nothing herein shall preclude the School District from granting increases related to performance, equity adjustments, or market conditions above the requirements of this Article.

ARTICLE VII GROUP INSURANCE AND TAX SHELTER PLANS

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Health and Hospitalization Insurance:

Subd. 1. Single Coverage.

The School District shall contribute a sum not to exceed \$570 per month toward the premium for coverage for all eligible employees employed by the School District who qualify for and are enrolled in the School District individual group medical plan. Effective January 1, 2025, the School District shall contribute a sum not to exceed \$610 per month toward the premium for coverage for all eligible employees employed by the School District who qualify for and are enrolled in the School District individual group medical plan. Effective January 1, 2026, the School District shall contribute a sum not to exceed \$650 per month toward the premium for coverage for all eligible employees employed by the School District who qualify for and are enrolled in the School District individual group medical plan.

Subd. 2. Family Coverage.

The School District shall contribute a sum not to exceed \$720 per month toward the premium for coverage for all eligible employees employed by the School District who qualify for and are enrolled in the School District family medical plan. Effective January 1, 2025, the School District shall contribute a sum not to exceed \$770 per month toward the premium for coverage for all eligible employees employed by the School District who qualify for and are enrolled in the School District family medical plan. Effective January 1, 2026, the School District shall contribute a sum not to exceed \$820 per month toward the premium for coverage for all eligible employees employed by the School District who qualify for and are enrolled in the School District family medical plan.

Subd. 3. Contribution Amounts for Participants in PEIP: In the event the exclusive representative elects coverage for its members in the Public Employees Insurance Program ("PEIP"), and PEIP is not the School District's designated group medical plan, the School District shall contribute a sum not to exceed \$600 per month toward the premium for coverage for all eligible employees employed by the School District who are enrolled in the PEIP health insurance program and a sum not to exceed \$760 per month toward the premium for coverage for all eligible employees employed by the School District who are enrolled in a PEIP employee and dependent care health plan. Any additional cost of the premium will be borne by the employee and may be elected through a flexible benefit plan. When both spouses are employees of the School District, the maximum School District contribution for both combined will be one family contribution plus one single contribution.

Subd 4. When both spouses are employees of the district, the maximum School District contribution for both combined will be one family contribution plus one single contribution.

Subd. 5. Employees who choose to be covered by a School District Health Savings Account (HSA) compatible health and hospitalization insurance plan that has a cost of premium which is less than the School District contribution

will have the difference in contribution paid into a Health Savings Account each month.

Subd. 6. To the extent the federal Patient Protection and Affordable Care Act takes effect during the term of this Agreement and affects the School District's obligations to offer group insurance to employees to a greater extent than provided for in this Section, the School District, in its sole discretion, will provide additional benefits consistent with the requirements of that law.

Section 3. Dental Insurance.

The School District shall contribute a sum not to exceed \$50 per month toward the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group dental plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. The School District shall contribute a sum not to exceed \$70 per month toward the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group dental plan.

Section 4. Life Insurance. Effective the first of the month following execution of this agreement, the School District shall provide eligible employees with term life insurance in the amount of \$50,000 with an accidental death and dismemberment clause.

Section 5. Long Term Disability Insurance. The School District shall provide eligible employees with long term disability benefits pursuant to the School District's group long term disability plan.

Section 6. Matching Contributions to 403(B) Tax Deferred Annuities: All full-time employees hired after July 1, 2006, and beginning their fourth (4th) year of full-time employment in the School District will be eligible to participate in the matching program.

Subd. 1. Eligible employees must use the matching program election during the eligible period, one (1) school year. Application for participation or change in the School District contribution must be made by December 1 of each school year. Participation will continue at the same rate until the district office is notified of any change.

Subd. 2. The School District will match eligible annual employee contributions in the following amounts:

Completed Years of Full-Time Service	Contribution Per Annum
3 – 9 years	\$500
10 – 14 years	\$650
15 – 19 years	\$850
20 years and thereafter	\$1050

Subd. 3. The provisions of this matching program are pursuant to Minnesota statute, and other applicable state and federal statutes.

Subd. 4. Full-time employees hired before July 1, 2006 who waived their eligibility for severance pay under Article XVI prior to June 30, 2008 may elect to participate in the matching 403(b) tax deferred annuity plan as provided in Subd 2 hereof.

Section 7. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 8. Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this Article as long as the employee is employed and on paid status by the School District. Upon termination of employment, all School District contributions shall cease.

Section 9. Eligibility: The benefits of this Article are designed only for eligible employees defined as those employees hired and scheduled to work at least nine months per year and 30 hours per week, and such benefit shall not apply to any employee hired and scheduled to work for a lesser period of time.

ARTICLE VIII LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. All eligible employees shall earn sick leave at the rate of one (1) day for each month of service in the employ of the School District (9 or 10 days per contract year).

Subd. 2. Sick leave shall be limited to a total accumulation of one hundred seventy (170) days.

Subd. 3. Except as provided by applicable law, the School District may require an employee to furnish a medical certificate from the school health officer or from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 4. Employees missing work will notify the School District office as soon as possible using the School District's designated notification procedure. Failure to do so will result in disallowance of sick leave pay.

Subd. 5. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Section 2. Bereavement Leave:

Subd. 1. Eligible employees may be granted bereavement leave with pay for deaths or funerals in the employee's family pursuant to the rules in this section. Days used under this section will not be deducted from sick leave.

Subd. 2. Up to five (5) days per separate occurrence may be allowed if the death or funeral involved the employee's father, mother, step-father, step-mother, sister, brother, husband, wife, son or daughter, foster child, grandparents, or grandchildren.

Subd. 3. Up to three (3) days per separate occurrence may be allowed in the case of the death of the employee's spouse's father, mother, sister, brother, or individual living in the immediate household.

Subd. 4. The specific amount of leave allowed under this section shall be within the discretion of the School District, and more bereavement leave may be allowed than provided for in this section, depending upon the particular circumstances surrounding each case.

Section 3. Personal Leave:

Subd. 1. Eligible employees are granted one (1) day of personal leave with pay per contract year, which may be used at the discretion of the Superintendent or other School District administrator.

Subd. 2. Requests to use of personal leave must be entered in the School District's employee absence management systems at least three (3) days in advance, whenever reasonably possible.

Subd. 3. A personal leave day normally shall not be granted for the first five (5) days and the last five (5) days of the school year.

Subd. 4. An employee may accumulate up to five (5) days of personal leave, which may be used consecutively. The scheduling of the personal leave day(s) shall be subject to approval by the School District. An employee may elect to redeem, at the employee's regular daily rate of pay, accrued and unused personal leave days at the end of each school year. An employee shall notify the School District in writing by not later than the close of business on May 31 of each school year of his or her desire to redeem unused personal leave days.

Redeemed personal leave days shall be deducted from the employee's accumulated personal leave days.

Section 4. Child Care Leave:

Subd. 1. A child care leave may be granted by the School District subject to the provisions of this section. Child care leave may be granted because of the need to prepare and provide parental care for a child or children of the employee for an extended period of time.

Subd. 2. An employee making application for child care leave shall inform the Superintendent in writing of his/her intention to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. A pregnant employee will provide at the time of the leave application a statement from her physician indicating the expected date of delivery.

Subd. 4. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - i.e., winter vacation, spring vacation, semester break or quarter break, end of the school year, or the like.

Subd. 5. In making a determination concerning the commencement and duration of a child care leave, the School District may, but shall not, in any event, be required to:

1. Grant any leave more than twelve (12) months in duration related to this section, including FMLA.
2. Permit the employee to return to his or her employment prior to the date designated in the request for child care leave.

Subd. 6. An employee returning from child care leave shall be reemployed in an available position for which he or she is qualified. The position will be commensurate with the position occupied prior to the leave, if available, provided the employee is fully qualified to perform the duties of such position. If such a position is not available, the employee shall be offered an available position, if any, in the same or lower classification, provided the employee is fully qualified to perform the duties of such position.

Subd. 7. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree to an extension in the leave.

Subd. 8. Leave under this section shall be without pay or fringe benefits except as otherwise provided by law.

Section 5. Worker's Compensation:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay from accrued sick leave, to the extent of the employee's earned accrual of sick leave pay.

Subd. 2. A deduction shall be made from the employee's accumulated sick leave accrual time according to the pro rata portion of days of sick leave which is used to supplement Worker's Compensation.

Subd. 3. Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick leave pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act who elects to receive sick leave pay pursuant to this policy shall submit his or her Worker's Compensation check, endorsed to the School District, prior to receiving payment from the School District for his/her absence.

Section 6. Medical Leave of Absence.

Subd. 1. An employee who has completed his/her probationary period and who is unable to work because of illness or injury, and has exhausted all sick leave credit available, shall, upon request, be granted a medical leave of absence, without pay, up to 12 weeks. The School District may, in its discretion, renew such a leave.

Subd. 2. A request for leave of absence, or renewal thereof, under this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume his/her normal responsibilities.

Section 7. Leaves Without Pay.

Subd. 1. An employee may be allowed days off without pay during the regular school year, in the discretion of the Superintendent, upon timely written request submitted in advance to the Superintendent.

Subd. 2. A request for a leave without pay must be approved in advance by the Superintendent. The employee's request for approval will be reviewed by the Superintendent considering the availability of a substitute, the nature of the reason for the absence, and the needs of the School District and other relevant factors.

Subd. 3. The decision of the Superintendent is final. The decision of the Superintendent shall not be subject to the grievance procedure.

Section 8. Jury Duty Leave. Leave of absence for jury duty will be granted by the School District for jury duty service. An employee will receive his/her regular rate of pay but must assign to the School District the compensation the employee receives for serving on jury duty, excluding any mileage allowance.

Section 9. Probationary Period. The parties agree that the applicable periods of probation for employees as set forth in this document are intended to be periods of actual service enabling the School District to have opportunity to evaluate an employee's performance. The parties agree, therefore, that periods of time for which the employee is on unpaid absence shall not be counted in determining the completion of the probationary period.

Section 10. Retention of Benefits. An employee who returns from unpaid leave within the provisions of this Article shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The employee shall not accrue additional experience credit for pay purposes or leave time during the period of unpaid absence.

Section 11. Group Insurance. An employee on unpaid leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions but shall pay the entire premium for such programs as the employee wishes to retain, commencing with the beginning of the unpaid leave. The right to continue participation in such group insurance program, however, will terminate if the employee does not return to the School District pursuant to this article.

Section 12. Eligibility: The benefits of this Article are designed only for eligible employees defined as those employees regularly employed at least nine months per year and at least 30 hours per week, and such benefits shall not apply to any employee hired and scheduled to work for a lesser period of time. However, any bargaining unit employee shall be eligible for leave consideration pursuant to Section 7 hereof.

ARTICLE IX HOLIDAYS

Section 1. Paid Holidays. Bargaining unit employees shall receive regular pay for the following paid holidays:

Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day

Section 2. If one of the above holidays falls on either a Saturday, Sunday, or scheduled school day, the District shall designate a non-school day close to the holiday as the designated paid holiday.

Section 3. Eligibility. To be eligible for pay pursuant to this Article, an employee must have worked or been on approved paid leave on the workday before or the workday after the holiday. In the event that an employee is ineligible for a holiday due to an emergency, the employee may appeal to the Superintendent to waive the eligibility requirement at his/her discretion based on the nature of the emergency.

ARTICLE X HOURS OF SERVICE AND DUTY YEAR

Section 1. Basic Work Week: The regular work week, exclusive of lunch, shall be prescribed by the School District each year for regular employees.

Section 2. Basic Work Year: The regular work year shall be prescribed by the School District each year for regular employees.

Section 3. Part-time Employees: The School District reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis for time less than that of the regular employees.

Section 4. Shifts, Hours and Starting Time: All employees will be assigned starting time, shifts and specific hours as determined by the School District. The School District reserves the right to modify such schedules to accommodate staffing needs.

Section 5. Lunch Period: Employees shall be provided a duty free lunch period of at least 30 minutes. The School District shall endeavor to provide reasonable paid duty free breaks as practicable. In the event an employee does not receive a duty

free lunch, the employee may, upon prior written approval by building principal or School District-level administrator, be paid the employee's wage for the 30-minute lunch break.

Section 6. School Closing: In the event that school is closed for any reason and the employees are not required to perform services, the employees' compensation shall be reduced accordingly. If an employee reports for work, absent a public notice of school closing and school is subsequently canceled after the employee has arrived, such employee will be paid for time actually worked or three hours, whichever is greater. Such payment shall not be made if the employee had actual notice of the school closing prior to reporting to work or if a public announcement is made one or more hours prior to the employee's starting time. In the event a school day is not rescheduled as a makeup day, the employee may use emergency leave or sick leave to compensate the employee for the day that school is closed and not rescheduled as a makeup day.

Section 7. Work Outside of Contract Hours. Any additional work performed outside of the normal duty day must be pre-approved in writing by the building principal or School District-level administrator.

ARTICLE XI DISCIPLINE DISCHARGE AND PROBATIONARY PERIOD

Section 1. Probationary Period: An employee under the provisions of this Agreement shall serve a probationary period of twelve (12) calendar months of continuous service in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

Section 2. Probationary Period; Change of Classification: In addition to the initial probationary period an employee transferred or promoted to a different classification shall serve a new probationary period of three (3) months in any such new classification. During this three (3) month probationary period, if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to the former classification.

Section 3. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay or discharged only for just cause. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

Section 4. Seniority Date: Employees shall acquire seniority upon completion of the probationary period as defined in this Agreement and, upon acquiring seniority, the seniority date shall relate back to the first date of continuous service in a position governed by this Agreement. If more than one employee commences work on the same date, seniority ranking for such employees shall be determined by the School District.

Section 5. Representation: An employee shall be entitled to have a representative of the Association present, if requested by the employee, in the event that the employee is being disciplined by the School District. If the employee requests representation, no disciplinary action will be taken until a representative of the Association is available, provided that the representative is available in a reasonable time given the circumstances.

ARTICLE XII VACANCIES AND POSTING

Section 1. Posting of Vacancies or New Positions: All vacancies and new positions within the bargaining unit, which are anticipated to be at least ninety (90) days in duration, will be posted for at least three working days, identifying each vacant position. A vacancy may be filled temporarily pending completion of posting and application procedures.

Section 2. Posting Procedures: Notices of vacancies will be distributed by email to members of the bargaining unit.

Section 3. Application for Vacancies: All employees under this agreement, including those on layoff status, may submit an application for a vacant position. The final decision on all applications will be made by the School District.

Section 4. Notice of Appointment: Notice of the candidate selected to fill the vacancy shall be provided via e-mail to the Association's designee within seven (7) working days from the selected candidate's first day of work.

Section 5. Application: Nothing herein shall be construed to preclude the School District from considering outside applicants along with internal candidates.

ARTICLE XIII LAYOFF AND RECALL

Section 1. Application: The School District recognizes the concept of seniority for purposes of establishing the order of layoff and recall of employees.

Section 2. Definition: For purposes of this Article, an employee's seniority shall mean the length of an employee's service commencing with the employee's first day of service within the bargaining unit. An employee shall not acquire seniority rights until

after completion of the probationary period as described in Article XI hereof. However, upon completion of the probationary period, the employee's seniority date shall relate back to the employee's first day of service in the bargaining unit.

Section 3. Definition. "Layoff" is defined as a reduction in hours which jeopardizes an employee's status as full-time or a complete loss of job.

Section 4. Layoff. In the event of a reduction in force, employees shall be laid off within job title and building/department in inverse order of seniority.

Section 5. Recall. In the event of a vacancy, laid off employees shall be entitled to recall within job title and building/department in order of seniority. If an employee refuses recall, the employee shall lose his/her seniority rights. However, an employee shall not lose his/her seniority rights if the recall involves less hours or less compensation than the position that the employee was laid off from. An employee who is discharged, resigns, rejects recall as defined herein, or is on layoff for eighteen (18) continuous calendar months shall forfeit all seniority rights. An employee who has been laid off and then recalled will not forfeit accumulated sick leave and personal leave.

Section 6. Seniority List. In October of each year, the School District will prepare a seniority list (name, date of employment, building/department, and job title). This list will be posted and a copy shall be provided to the Association. Employees will have ten calendar days to notify the School District office, in writing, of any disagreement with the list. The School District will modify the list, if appropriate. If modifications are made in the list as a result of this procedure, a final modified list will then be reposted with a copy to the Association.

Section 7. Eligibility. To acquire and exercise seniority standing an employee must be regularly employed at least nine months per year and 16 hours per week.

Section 8. Meet and Confer. The parties agree to meet and confer, upon written request of either party, to discuss questions regarding implementation of this article.

ARTICLE XIV GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. Representative: The employee, administrator, or school board may be represented during any step of the procedure by any person or agent designated by such party to act in the party's behalf.

Section 3. Definitions and Interpretation:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: A grievance shall not be valid for consideration unless the grievance is submitted in writing, signed by the grievant, to the School District's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

Section 5. Adjustments of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within seven days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the Superintendent or designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the school board, provided such appeal is made in writing within ten days after receipt of the decision in Level II. If a grievance is properly appealed to the school board, the school board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the school board shall issue its decision in writing to the parties involved. At the option of the school board, a committee or representative(s) of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

Section 6. Denial of a Grievance: Failure by the school board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 7. Mediation. Upon mutual agreement, the parties may petition the Bureau of Mediation Services for assistance in the resolution of any grievance prior to arbitration. If the parties so agree, the timelines for such review and appeal to arbitration shall be adjusted by mutual agreement between the parties.

Section 8. Arbitration Procedures: In the event that the employee and the school board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the grievant, and such request must be received in the office of the superintendent within ten days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties may, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If an agreement on an arbitrator is not reached, either party may request the Commissioner of the Bureau of Mediation Services to submit a panel of seven arbitrators to the parties, pursuant to PELRA, provided such request is made within twenty days after request for arbitration. Within ten days after receipt of the panel, the parties shall alternately strike names and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. The request shall ask that the panel be submitted within ten days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request that the BMS submit a panel of arbitrators within the time period as provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator, and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before the arbitrator shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in PELRA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally the fees and expenses of the arbitrator, the cost of the transcript or recording if requested by both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 9. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon issuing a proceeding in another forum as outlined herein, the employee shall waive the right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further

shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XV NO STRIKE/NO LOCKOUT

Section 1. Public Obligation. The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the School District to the continuous and uninterrupted operation of the school is of paramount importance.

Section 2. No Strike/No Lockout: The parties agree, therefore, that during the term of this contract, neither the exclusive representative nor any individual employee shall engage in any strike, and the School District shall not engage in a lockout. For purposes of this section, the term strike shall mean concerted action in failing to report for duty, the willful absence from one's position, sympathy strike, the stoppage of work, slowdown, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes of inducing, influencing or coercing a change in the conditions or compensation or the rights, privileges, or obligations of employment. The parties agree that this Article shall not be subject to the grievance or arbitration procedure but is enforceable in the Courts.

ARTICLE XVI SEVERANCE PAY

Section 1. Eligibility: To be eligible for the provisions of this Article, an employee must:

- (1) have been employed prior to July 1, 2006;
- (2) have not elected the matching 403(b) tax sheltered annuity plan contribution as provided in Article VII, Section 6;
- (3) have completed at least 15 years of continuous service with in the School District and be at least 55 years of age, and
- (4) have submitted_a written resignation accepted by the School Board.

Only those employees regularly employed a minimum of 30 hours per week and a minimum of nine months per year shall be eligible for the benefits of this Article.

Section 2. Amount: Eligible employees, upon retirement, shall receive as severance pay an amount representing their days of accrued and unused sick leave as provided in Article VIII, Section 1, not to exceed a maximum of 105 paid days, and up to five unused personal leave days as provided in Article VIII, Section 3, Subd. 5.

Section 3. Payment: Severance pay shall be paid by the School District in lump sum or in equal annual installments over a time period not to exceed two (2) years from the effective date of the retirement and shall not be granted to any employee who is discharged by the School District. The first payment will be made within one (1) month following the date of resignation and the second payment will be made within ten (10) business days after January 1 of the following year.

Section 4. Application: In applying these provisions, an employee's daily rate of pay shall be the basic daily rate at the time of retirement, as provided in the basic salary schedule.

Section 5. Beneficiary. If after termination of employment the employee dies before severance payments have been completed, the balance due shall be paid to a named beneficiary, or if no beneficiary has been designated, to the estate of the deceased.

ARTICLE XVII MISCELLANEOUS

Section 1. Health Examination. Any employee whose condition of physical or mental health is thought to be adverse to the welfare of pupils or other employees, may be required to undergo a medical and/or mental health examination by a licensed physician, at the expense of the School District. The School District reserves the right to choose the physician, mental health professional or clinic when such examination is required by the School District.

Section 2. Cold Weather Apparel Reimbursement. Employees who have at least three months of continuous service in the School District and who perform crossing guard duties in the months of December, January and February may be reimbursed up to \$100 per contract year for cold weather apparel purchase(s) (such as jackets, boots, hats, gloves and mittens, and the like) made during the contract year. An employee requesting reimbursement under this Section must first present a receipt for the purchase(s) which indicates the date of the purchase(s), the dollar amount of the purchase(s) and the location where the purchase(s) was made.

**ARTICLE XVIII
DURATION**

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on its date of execution, through June 30, 2026, and thereafter as provided by the PELRA. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than 120 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the school district and the exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices, or prohibit the School District from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

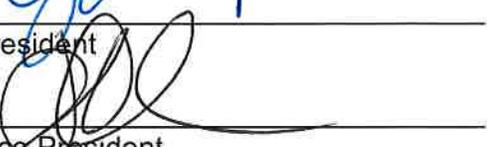
North Branch Support Staff
Association

Independent School District No. 138



President

Board Chair



Vice President

Clerk

Dated: 8-27-24

Dated: _____

SCHEDULE A

2024-2025

GRADE	1	2	3	4	5	6	7
STEP							
1	14.08	14.99	15.91	16.82	17.73	18.65	19.56
2	14.57	15.52	16.47	17.42	18.38	19.33	20.28
3	15.05	16.04	17.03	18.02	19.01	20.01	21.00
4	15.54	16.58	17.60	18.62	19.65	20.69	21.71
5	16.03	17.10	18.16	19.23	20.30	21.35	22.42
6	16.52	17.62	18.72	19.83	20.93	22.03	23.14
7	17.01	18.15	19.29	20.43	21.57	22.71	23.85
8	17.50	18.68	19.85	21.03	22.21	23.39	24.56
9	17.99	19.20	20.42	21.63	22.85	24.06	25.27
10	18.48	19.73	20.99	22.23	23.49	24.74	26.00
15*	18.81	20.06	21.32	22.57	23.83	25.07	26.33
20*	19.15	20.40	21.65	22.90	24.16	25.41	26.67

To be eligible for this step, an employee must have completed that number of years of
 * service in the North Branch School District.

SCHEDULE B

2025-2026

GRADE	1	2	3	4	5	6	7
STEP							
1	14.78	15.74	16.70	17.66	18.62	19.58	20.54
2	15.30	16.29	17.30	18.29	19.30	20.29	21.30
3	15.80	16.84	17.88	18.92	19.97	21.01	22.05
4	16.32	17.40	18.48	19.56	20.63	21.72	22.80
5	16.83	17.95	19.06	20.19	21.31	22.42	23.54
6	17.35	18.50	19.66	20.82	21.98	23.13	24.29
7	17.86	19.05	20.26	21.45	22.64	23.85	25.04
8	18.37	19.61	20.84	22.08	23.32	24.56	25.79
9	18.89	20.16	21.44	22.71	23.99	25.26	26.54
10	19.40	20.71	22.04	23.35	24.67	25.98	27.30
15*	19.75	21.06	22.39	23.70	25.02	26.33	27.65
20*	20.11	21.42	22.74	24.05	25.37	26.68	28.00

To be eligible for this step, an employee must have completed that number of years of
 * service in the North Branch School District.

LETTER OF AGREEMENT

This Letter of Agreement is entered into between Independent School District No. 138, North Branch (hereinafter the "School District") and the North Branch Support Staff Association (hereinafter the "Association") as follows:

1. **Parties.** The School District and the Association are parties to a collective bargaining agreement covering the period July 1, 2024 through June 30, 2026 bearing the same date of execution as this Letter of Agreement.

2. **Severance Pay Modifications.**

A. Among other provisions, the collective bargaining agreement between the School District and the Association contains an Article XVI which provides certain employees with severance pay benefits upon their termination of employment. These benefits, and the payment thereof, are outlined in Article XVI of the collective bargaining agreement between the School District and the Association.

B. The parties have agreed to implement plan(s) for the payment of benefits as provided in Article XVI directly to a Special Day Deferral Plan and/or Post Retirement Health Care Reimbursement Plan. These payments pursuant to Article XVI will be made in compliance with Sections 401(a) and/or the post retirement 403(b) of the Internal Revenue Code for the Special Day Deferral Plan and/or Internal Revenue Notice 2002-45 for the Post Retirement Health Care Reimbursement Plan.

C. Effective upon the execution of this Agreement by the Association and the School District, employees who are eligible for severance pay under Article XVI, shall have all such funds deposited in their health care savings plan accounts, as employer contributions, in accordance with plan documents as adopted by the School District with Mid-America Administrative and Retirement Solutions, Inc. during the term of this Letter of Agreement. Payment of claims for health care expenses shall be subject to federal and state law and the plan documents as provided in the Trust Agreement and Health Care Savings Plan documents. Effective upon the execution of this Agreement, severance payments provided above shall not be made directly to any employee but rather shall be deposited by the School District into the employee's health care savings account.

D. The parties agree to cooperate in the development of such necessary plan documents to implement the provisions of this section in compliance with State and Federal law.

E. The amount of the severance pay and schedule of payment for each eligible employee shall be as determined by the collective bargaining agreement between the parties and nothing in this Letter of Agreement shall be construed to modify the amount of severance pay due to an eligible employee.

3. **Duration.** This Letter of Agreement shall be in full force and effect from its date of execution through June 30, 2026. Thereafter, this agreement will be of no further force and effect except as otherwise agreed by the parties.

Except as otherwise provided herein, the terms and conditions of employment as provided in the collective bargaining agreement bearing the same date of execution as this Letter of Agreement shall govern all terms and conditions of employment during the term of the Agreement.

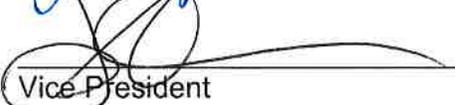
NORTH BRANCH SUPPORT STAFF
ASSOCIATION

INDEPENDENT SCHOOL DISTRICT
NO. 138



President

Board Chair



Vice President

Clerk

Dated: 8-27-24

Dated: _____

MEMORANDUM OF UNDERSTANDING

TRIMESTER MEETINGS BETWEEN ASSOCIATION REPRESENTATIVES AND BUILDING PRINCIPALS

This Memorandum of Understanding (the "MOU") is entered into by and between Independent School District No. 138, North Branch (the "School District") and the North Branch Support Staff Association (the "Association") as follows:

1. The School District and the Association are parties to a collective bargaining agreement covering the period from July 1, 2024 through June 30, 2026 (the "Agreement)."

2. The School District and the Association desire to facilitate communication between Association representatives and administrators at each school building in the School District (North Branch Senior High School, North Branch Middle School, Sunrise Elementary School, and North Branch Area Education Center) regarding day-to-day issues affecting employees, including safety issues, subject to the terms of this Agreement.

3. In order to facilitate such communication, a designated administrator of each school building shall hold a meeting once per trimester during each school year which will provide Association representatives the opportunity to discuss day-to-day issues affecting employees, including safety issues, with the designated administrator. The first meeting shall be held on or before November 1, the second meeting shall be held on or before February 1, and the third meeting shall be held on or before April 1 of each school year.

5. The Association acknowledges and agrees that the agreements of the School District contained in this MOU shall not constitute, nor be interpreted as, a past practice. The Association further acknowledges and agrees that the terms of this MOU shall not be subject to the grievance process in the Agreement.

6. This MOU shall expire on June 30, 2026 and shall be of no further force and effect thereafter.

INDEPENDENT SCHOOL DISTRICT NO. 138

Dated: _____, 2024

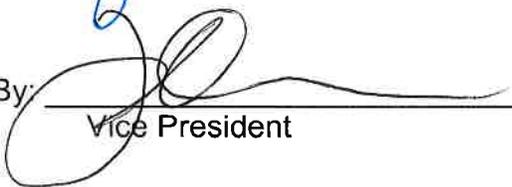
By: _____
Board Chair

By: _____
Clerk

NORTH BRANCH SUPPORT STAFF ASSOCIATION

Dated: 8-27, 2024

By:  _____
President

By:  _____
Vice President

**MEMORANDUM OF UNDERSTANDING BETWEEN THE NORTH BRANCH
SCHOOL DISTRICT AND THE NORTH BRANCH EDUCATION
ASSOCIATION**

**REGARDING THE ESTABLISHMENT OF A TEACHER APPRENTICESHIP
PROGRAM**

This Memorandum of Understanding (“MOU”) is entered into by and between Independent School District No. 138, North Branch, Minnesota (hereinafter the “School District”) and the North Branch Education Association (hereinafter the “Association”).

RECITALS:

WHEREAS, the School District and the Association are parties to a collective bargaining agreement for the time period from July 1, 2023 to June 30, 2025 (the “CBA”); and

WHEREAS, in November 2021, the United States Department of Labor established K-12 teaching as an “apprenticeable” occupation; and

WHEREAS, in response to this development, the Minnesota Department of Labor and Industry (“DLI”) has commenced work to establish a registered apprenticeship program for teachers (“RAPT”) in the state which will allow individuals to become licensed teachers by working alongside an experienced teacher and receiving compensation while engaged as an apprentice-teacher; and

WHEREAS, in conjunction with work undertaken by the DLI, the School District desires to develop a local structure and process through which a RAPT will be established to afford interested persons the opportunity to become licensed teachers in the School District through a paid internship whereby the teacher candidate (the “Apprentice”) would apprentice with an experienced licensed teacher (the “Journey Teacher”) while enrolled in a Minnesota college or university to complete classes required in the appropriate area for teacher certification; and

WHEREAS, an essential component of the RAPT is that experienced and licensed teachers employed by the School District must be willing to serve as Journey Teachers to nurture and guide each Apprentice; and

WHEREAS, in order to encourage teachers to serve as Journey Teachers, the School District wishes to establish certain general terms and conditions regarding the participation of teachers in the School District’s RAPT; and

WHEREAS, the Association desires to work cooperatively with the School District to establish a viable and effective RAPT in the School District in accordance with terms and conditions described below.

NOW, THEREFORE, in consideration of the promises and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Application for Journey Teacher Status.** Any teacher employed by the School District may submit an application to the School District to serve as a Journey Teacher. The School District will review the applications submitted and select each Journey Teacher. The selection of the Journey Teachers will be in the sole discretion of the School District and shall not be subject to the grievance procedure of the CBA.
2. **Duties of the Journey Teacher.** The duties of the Journey Teacher include, but are not limited to, supporting, encouraging, modeling and directing the work of the Apprentice as he or she progresses through the process of completing teaching certification requirements. Coursework and on-the-job experiences will be completed by the Apprentice with an appropriate level of support from the Journey Teacher. The Journey Teacher will provide corrective and supportive feedback to the Apprentice, as appropriate.
3. **Journey Teacher Capacity.** No more than two (2) Apprentices will be assigned to a single Journey Teacher at any one time.
4. **Compensation; Prorations.** Each Journey Teacher will be paid the sum of \$3,500 for each school year in which service as a Journey Teacher is rendered (the "Apprenticeship Stipend"). A teacher who serves as a Journey Teacher for two Apprentices shall be paid the sum of \$7,000 for each school year in which service as a Journey Teacher is performed. The Mentor Stipend shall be paid in two (2) equal installments with the first installment paid in December and the second installment paid in July. Each installment payment shall be subject to applicable withholdings and deductions. In the event a teacher resigns from service as a Journey Teacher, or an Apprentice quits the RAPT, the teacher will receive a pro rata amount of the Mentor Stipend.
5. **Conditions for Implementation.** The implementation and performance of this MOU is conditioned upon the approval of the School District's RAPT by the DLI, Minnesota's Professional Educators Licensing Standards Board, and other state and federal governmental agencies. In the event approval of the School District's RAPT is not obtained from any such authorities or agencies, this MOU shall automatically terminate upon written notice to the Association.
6. **Duration.** Except as provided herein, this MOU shall be in effect for the 2024-2025 and 2025-2026 school years. Notwithstanding the foregoing, either party may terminate this MOU at any time by mutual written agreement of the parties hereto.

**INDEPENDENT SCHOOL DISTRICT
NO. 138**

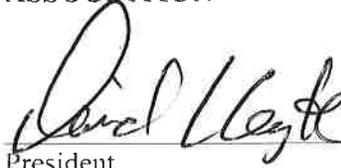
Dated: _____, 2024

By: _____
Board Chair

Clerk

**NORTH BRANCH EDUCATION
ASSOCIATION**

Dated: 08/27, 2024

By:  _____
President

**MEMORANDUM OF UNDERSTANDING BETWEEN THE NORTH BRANCH
SCHOOL DISTRICT AND THE NORTH BRANCH SUPPORT STAFF
ASSOCIATION**

**REGARDING THE ESTABLISHMENT OF A TEACHER APPRENTICESHIP
PROGRAM**

This Memorandum of Understanding (“MOU”) is entered into by and between Independent School District No. 138, North Branch, Minnesota (hereinafter the “School District”) and the North Branch Support Staff Association (hereinafter the “Association”).

RECITALS:

WHEREAS, the School District and the Association are parties to a collective bargaining agreement for the time period from July 1, 2024 to June 30, 2026 (the “CBA”); and

WHEREAS, in November 2021, the United States Department of Labor established K-12 teaching as an “apprenticeable” occupation; and

WHEREAS, in response to this development, the Minnesota Department of Labor and Industry (“DLI”) has commenced work to establish a registered apprenticeship program for teachers (“RAPT”) in the state which will allow individuals to become licensed teachers by working alongside an experienced teacher and receiving compensation while engaged as an apprentice-teacher; and

WHEREAS, in conjunction with work undertaken by the DLI, the School District desires to develop a local structure and process through which a RAPT will be established to afford interested persons the opportunity to become licensed teachers in the School District through a paid internship whereby the teacher candidate (the “Apprentice”) would apprentice with an experienced licensed teacher (the “Journey Teacher”) while enrolled in a Minnesota college or university to complete classes required in the appropriate area for teacher certification; and

WHEREAS, the School District recognizes that at least some candidates for the RAPT may be members of the Association who currently work in the classroom on a daily basis supporting teachers and the educational needs of students; and

WHEREAS, in order to promote the RAPT and increase the pool of potential teacher candidates, the School District wishes to establish certain terms and conditions regarding the participation of Association members in the School District’s RAPT; and

WHEREAS, the Association desires to work cooperatively with the School District to establish a viable and effective RAPT in the School District in accordance with the terms and conditions described below.

NOW, THEREFORE, in consideration of the promises and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. ***Apprenticeship Application.*** A member of the Association may submit an application to participate in the RAPT as an Apprentice. The applying Association member must satisfy the School District's criteria for participation in the RAPT, including the requirement that the Association member must enroll in a Minnesota college or university to complete the classes required in the appropriate licensure area for teacher certification. Additionally, in order to facilitate the ability to substitute teach, the Apprentice must submit a licensure application to the Professional Educator Licensing Standards Board ("PELSB") to obtain a "Pilot Substitute Teacher Short Call License."
2. ***Assignment of Journey Teacher.*** Upon acceptance in the RAPT, the School District will assign a Journey Teacher to mentor the Apprentice. The duties of the Journey Teacher include, but are not limited to, supporting, encouraging, modeling and directing the work of the Apprentice as he or she progresses through the process of completing teaching certification requirements. Coursework and on-the-job experiences will be completed by the Apprentice with an appropriate level of support from the Journey Teacher. The Journey Teacher will provide corrective and supportive feedback to the Apprentice, as appropriate.
3. ***Apprenticeship Wage Differential.*** While working as an Apprentice, the Association member will be paid the applicable hourly rate set out in the CBA. In addition, an Association member may receive a wage differential for working as an Apprentice pursuant to the schedule below. The Association member must be continuously working as an Apprentice or have equivalent school experience making progress toward a teaching certification for the length of time specified to qualify for the applicable wage differential.
 - a. Year 1 of progress toward teaching certification: Hourly Rate specified in the CBA (no wage differential).
 - b. Year 2 of progress toward teaching certification: Hourly Rate specified in the CBA, plus an additional \$.50 per hour.
 - c. Year 3 of progress toward teaching certification: Hourly Rate specified in the CBA, plus an additional \$1.00 per hour.
 - d. Year 4 of progress toward teaching certification: Hourly Rate specified in the CBA, plus an additional \$1.50 per hour.

The wage differential described herein shall terminate and have no further applicability upon the expiration of the fourth school year as an Apprentice. The wage differential shall also automatically terminate at any point before the expiration of the fourth school year if the Apprentice completes the apprenticeship program and is granted a teaching license. If the Association member completes the apprenticeship program and becomes a licensed teacher, the Association member may be hired as a full-time teacher by the School District and, in such event, shall cease to be a member of the Association. If the Association member does not complete the apprenticeship program and become a licensed teacher, the Association member will be dismissed from the RAPT but shall continue to be employed as an Association member pursuant to the CBA.

4. ***Conditions for Implementation.*** The implementation and performance of this MOU is conditioned upon the approval of the School District's RAPT by the DLI, PELSB, and other state and federal governmental agencies. In the event approval of the School District's RAPT is not obtained from any such agencies or authorities, this MOU shall automatically terminate upon written notice to the Association.
5. ***No Past Practice.*** Nothing in this MOU may be deemed to establish a binding precedent, practice, or to alter any existing precedent or practice arising out of or relating to the CBA between the School District and the Association. No party may refer to this MOU or submit it in any proceeding or case as evidence of a precedent, practice, or past practice.

(The remainder of this page is intentionally left blank.)

6. **Duration.** Except as provided herein, this MOU shall be in effect for the 2024-2025 and 2025-2026 school years. Notwithstanding the foregoing, this MOU will automatically terminate if the Memorandum of Understanding Between the School District and the North Branch Education Association Regarding the Establishment of a Teacher Apprenticeship Program is terminated. Additionally, this MOU may be terminated at any time by mutual written agreement of the parties hereto.

**INDEPENDENT SCHOOL DISTRICT
NO. 138**

Dated: _____, 2024

By: _____
Board Chair

Clerk

**NORTH BRANCH SUPPORT STAFF
ASSOCIATION**

Dated: 8-27, 2024

By: 
Co-President

By: 
Co-President
Vice



Proposed Resolution Submission Form

Full name of School District: North Branch Area Public Schools

Full name of individual submitting for the school board: Heather Naegele

Title/Position of individual submitting for the school board: Secretary

Phone number: 651-674-1000

Email address: hosagiede@isd138.org

This resolution is submitted with approval by the school board.

Please provide the date on which the authoring school board approved submission of this resolution: September 12, 2024

BE IT RESOLVED, MSBA URGES THE LEGISLATURE TO (please clearly and concisely state the action you would like the legislature to take):

Provide funding to establish a registered teacher apprenticeship grant program in the high need area of 6-12 Mathematics Licensure to provide employment-based training and mentoring opportunities for pre-service math teachers. The program will provide scholarships for apprentices, stipends for mentors, and funding for registered teacher apprenticeship programs.

DESCRIBE THE PROBLEM:

- Math proficiency scores across the state are declining; both rural and urban districts have perpetual unfilled math positions
- Attracting candidates into the traditional math education licensure programs has been a challenge
- Addressing this problem in isolation is accelerating the problem

EXPLAIN WHY THIS IS A PROBLEM:

North Branch Area Public Schools (NBAPS) has a compelling need consistent with needs across the state in the area of licensed math teachers. NBAPS continues to experience math teacher

turnover and currently has math and special education teachers responsible for teaching math that are under-licensed and work with Out of Field Placements. Current licensed math teachers continue to be asked to take on overages due to a shortage of licensed math teachers.

Partnership and innovation is the solution. NBAPS currently is an approved sponsor of a registered teacher apprenticeship program. NBAPS works with Minneapolis Public Schools and Owatonna School District for this one of a kind cohort for special education assistants to earn their teaching licensure while working full time in their respective school district. Our experience of partnership between urban and rural school districts to address critical areas of the teacher shortage across our state is a promising practice. The experience of working through the process with the Department of Labor and Industry provides a solid foundation for the launch of this program.

For this math teacher apprenticeship program, NBAPS is establishing partners which includes Concordia University- St. Paul, Anoka Ramsey Community College, and school districts across the state. This math teacher apprenticeship program is in the approval process with the Minnesota Department of Labor and Industry and the Minnesota Professional Educators Licensing and Standards Board. This unique partnership opens doors to candidates committed to their community, and achieves the following goals:

- Creates a new pathway that increases access and reduces barriers for talented and expanded racial/ethnic demographic of employees to become teachers
- Blends theory and practice to deepen learning
- Expands each district's community-driven teaching workforce so students see themselves in their teachers
- Capitalizes on the expertise of current Math Teachers
- Closes opportunity gaps for students by increasing the number of licensed teachers to better reflect the demographics of each respective district

PROVIDE SUPPORTING DOCUMENTATION:

Attach MOUs with Teacher Unions

Attach LOI sent to PELSB and DLI

For MSBA Staff Use Only:

Date Received: Click or tap to enter a date.

File Name: Click or tap here to enter text.

Category: Choose an item.

Recommendation: Choose an item.

Present Position(s): Click or tap here to enter text.



August 13, 2024

Greetings!

We are writing on behalf of the North Branch Area Public Schools and Concordia University, St. Paul. We would like to enthusiastically express our intent to design and implement a Registered Teacher Apprenticeship Program for Mathematics Education for the Fall of 2025.

Our Design Team is comprised of:

Robert J. Krueger- Professor and Chair of Math Department, Concordia University, St. Paul
Lonn Maly- Dean, Concordia University, St. Paul
Athena Novack- Assistant Professor, Concordia University, St. Paul
Theresa Anderson- Instructional Coach, North Branch Area Public School
David Gryte- President, North Branch Area Public Schools Teachers Union
Sara Paul- North Branch Area Public Schools Superintendent
Todd Tetzlaff- North Branch Area Public Schools Director of Finance and Human Resources
David Treichel- North Branch Area Public Schools Director of Teaching and Learning
Ashley Twait- North Branch Area Public Schools High School Math Teacher
Rachelle Weinand- North Branch Area Public Schools District Staff Development Coordinator

North Branch Area Public Schools has a growing percentage of students receiving free and reduced-priced lunch. We also continue to experience math teacher turnover and we currently have math and special education teachers responsible for teaching math that are under-licensed and work with an Out of Field Placement. Current math teachers continue to be asked to take on overages due to a shortage of licensed math teachers. We have a compelling need that is consistent with needs across the state in the area of licensed math teachers.

Our school district's exploration of designing a Registered Teacher Apprenticeship Model for Mathematics and Computer Science has been thorough. Our selection of an education provider is critical to our success. We began by reaching out to nine teacher licensure programs to determine interest. North Branch Area Public Schools (NBAPS) was fortunate to connect with the math department at Concordia University, St. Paul (CSP) and design work has been progressing:

- March 19 Discussion with CSP Dean of Education- Lonn Maly

- April 3 Discussion with Dean Maly and CSP Math Department
- April 23 CSP Student focus group discussion
- April 24 CSP Math Department/ NBAPS debrief meeting
- April 29-May 2 Co-design of pre-apprenticeship math program
- May 20 Posting of pre-apprenticeship positions
- June 9 NBAPS Data Review
- June 21 CSP/NBAPS Design meeting
- July 12 NBAPS Data Review
- July 17 CSP/NBAPS Design meeting
- August 9 CSP/NBAPS Design meeting

Apprentices will be prepared for the following occupations:

1. STEM teacher - Grades 5-12 Mathematics, anticipated Fall 2025 start
2. STEM teacher - Grades 5-12 Computer Science (PELSB is working on creating licensure expectations at this time.) PELSB rulemaking is in process so the start date for this program is yet to be determined.

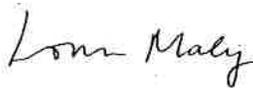
We plan to implement a Grades 5-12 Mathematics Teacher Apprenticeship model starting in August of 2025.

Please do not hesitate to reach out to me if you have any questions. We are most grateful for the opportunity.

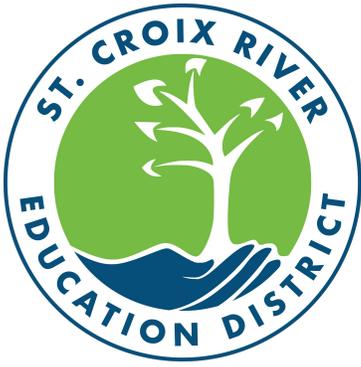
Sincerely,



Sara Paul
Superintendent



Lon Maly
Dean - College of Education, Humanities, and Social Sciences
Concordia University, St. Paul



2023-2024 Annual Report

PARTNERSHIP
IN ACTION

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



ABOUT US | OUR PARTNERSHIP

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.



GOVERNING BOARD (2023-2024)

- Sarah Aadland, Chisago Lakes (not 📷)
- 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

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.

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 districts, students, and families

Enhancing the Onboarding Experience for Special Educators

We made significant strides in supporting new special education teachers throughout the year. We hosted a series of onboarding days at our district office that were highly productive and well-received by participants. These events provided new teachers from member districts with valuable resources and side-by-side support from SCRED staff. Our teachers appreciated it – "Today was freaking fabulous!" "Having Jen sit and help me with an IEP today was better than any gift I could receive right now."

In addition to mentorship from teachers in their districts, our new special education teachers also received on-site coaching and support from SCRED Services Coordinators. Each Services Coordinator was assigned a group of teachers who they met with individually and coached throughout the school year.



Advocating for Our Districts' Special Education Needs

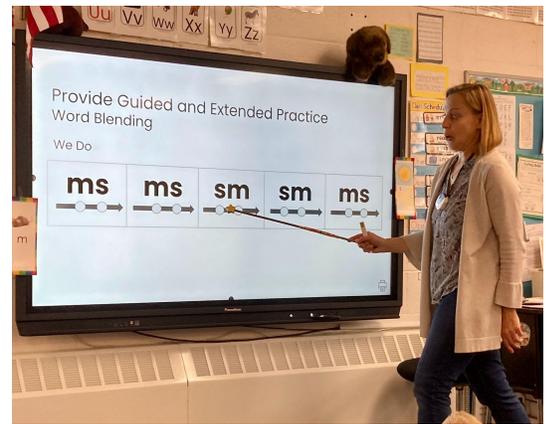
Nicole Woodward, our Executive Director, collaborated with MDE, PACER, and other state organizations to address the paperwork burden on special education teachers. Nicole also participated in a key advocacy day at the state Capitol with Minnesota Administrators for Special Education (MASE), where she met with legislators to voice school and community needs. One legislator was particularly moved, committing to further action. Through these initiatives, Woodward raised awareness about critical issues in special education, including resource needs and administrative challenges. These efforts are part of SCRED's long history of targeted advocacy at the state level.



Structured Literacy Implementation

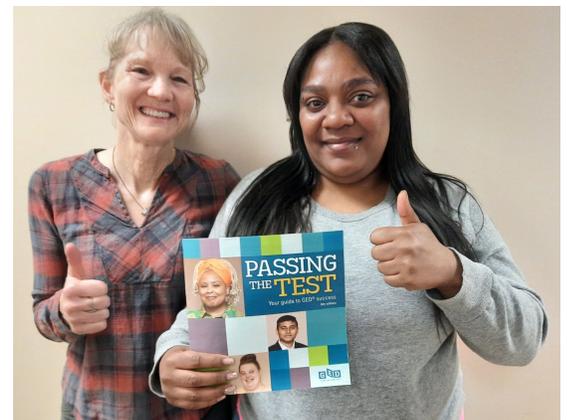
We took significant steps forward in implementing the Science of Reading and Language Essentials for Teachers of Reading and Spelling (LETRS) across our member districts, resulting in tangible benefits for young readers.

A key figure in this success was Beth Hillerns, who led the SCRED Regional Transformation Zone for LETRS Implementation, encompassing Chisago Lakes, North Branch, Rush City, and Pine City. Beth's leadership in implementing the Minnesota READ Act fostered collaboration among educators and leaders across multiple SCRED member districts and agencies, including the Minnesota Department of Education and the Center for Applied Research and Educational Improvement. Beth's hands-on approach, providing in-class coaching, networking opportunities, and professional learning, empowered teachers and resulted in improved literacy outcomes across SCRED.



Growing Our Adult Basic Education (ABE) Program

Our Adult Basic Education (ABE) program celebrated numerous success stories from adult learners, sharing their journeys on social media platforms like Facebook and Instagram. These stories highlighted the transformative impact of ABE instructors who played a crucial role in helping adult learners achieve their goals. Through perseverance and dedicated support, many of our learners advanced their skills, earned certifications, and created new opportunities for themselves and their families.



PBIS Implementation: Phase 2, Year 1

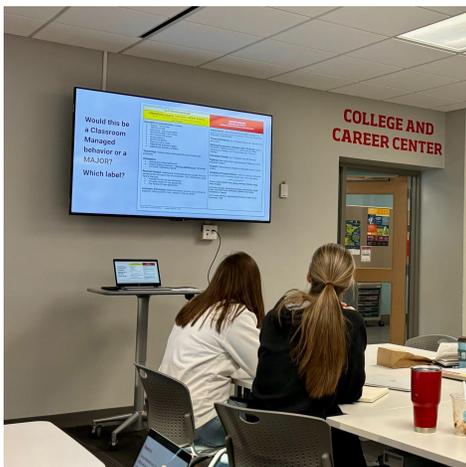
Positive Behavioral Interventions and Supports (PBIS) is a decades-old, established, and powerful framework of practices that schools can implement in order to engage students, support character development, and minimize behaviors which disrupt learning. However, across the country, it's very rare for school districts to fully embrace this framework and put the majority of its components into practice.

In Phase 1 of implementation, from 2020-2023, our schools solidified 3-5 behavior expectations that apply school wide (e.g., "Respectful, Responsible, and Ready to Learn"), established specifically what those expectations look like in each area of the school (e.g., hallway, media center, etc.), created large colorful visuals which you now see in all classrooms and spaces across our schools, and developed lesson materials to teach these expectations to students.

In Phase 2 of implementation, beginning in the 2023, we moved beyond that foundation and began to focus on day-to-day interactions between staff and students.

- Nearly all SCRED schools developed "Major/Minor Charts" which identify which types of behaviors are managed in the classroom vs. which result in an immediate referral out of the classroom.
- In the 2023-2024 school year, Chisago Lakes and North Branch provided training to new teachers on the districts' fundamental PBIS behavior strategies (e.g., preventative reminders to students, acknowledgement of positive behaviors, a continuum of strategies for redirecting misbehavior). Hinckley-Finlayson provided this training to all staff.
- Many schools began to implement a "behavior workshop" routine. During staff meetings throughout the school year, teachers consistently reviewed discipline referral data and then took action, learning about a practicing PBIS behavior strategies that help to prevent and to handle trending behaviors of concern.
- Several districts began to explore and install both (A) "walkthrough" routines that get a "temperature check" on how behavior strategies are being applied across the school building and (B) PBIS instructional coaching support, which allow teachers to receive feedback and engage in dialogue with a coach regarding PBIS behavior strategies.

All of these efforts will ramp up and expand to more school sites in the 2024-25 school year.

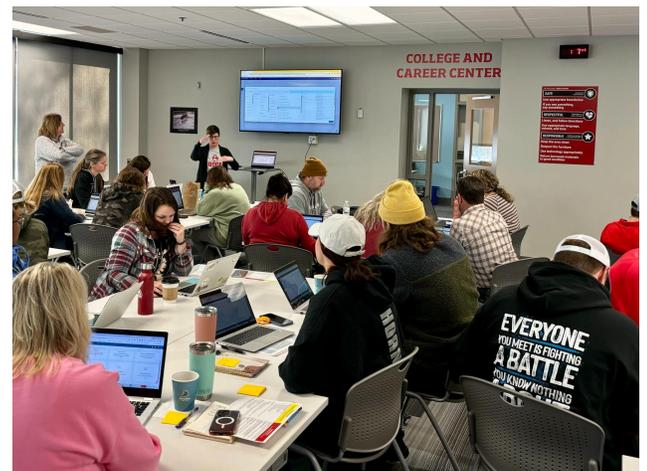


Building Effective Data Routines

Our districts use a website called “eduCLIMBER” to pull together data from multiple sources, visualize it, and make important decisions based off of it. The ultimate outcome that we’re all working toward is strong “data routines” – i.e., regardless of whether we’re making district-wide big-picture decisions or making decisions that impact a single student, we can follow a predictable routine regarding what data is being reviewed, by whom, how often, and how decisions are made based on that data.

We made significant progress toward this goal in 2023-24. For example, SCRED’s academic and behavior teams developed a folder structure in eduCLIMBER that made data organized and accessible to teams in a predictable manner vs. numerous staff having to assemble data themselves. As a result, if you were a fly on the wall in leadership meetings, PLC meetings, etc. throughout the year, you would have seen significantly more data-based decision making than in previous years.

The efforts of SCRED and our member districts in this area have been increasingly recognized. For example, our MTSS & School Climate Specialist, Nic van Oss, was invited to speak on an eduCLIMBER panel at a gathering of Minnesota and Wisconsin districts. eduCLIMBER’s parent company also flew Nic to Chicago to attend their Executive Briefing event alongside representatives from influential districts across the country, and Nic was invited to join eduCLIMBER’s newly established national product council.



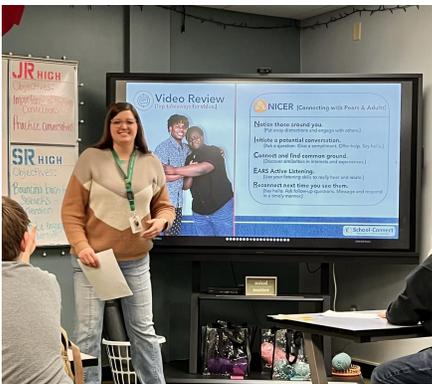
Grant Support for Our Behavior Interventionists and Special Educators

We celebrated numerous accomplishments in the area of behavioral intervention and special education, driven by significant financial support from the PrairieCare Fund.

Thanks to a generous multi-year grant from PrairieCare, behavior interventionists across our member districts in grades 6-12 gained access to the School-Connect curriculum, which will be used through 2028. This new resource has already shown great promise, with educators praising its relevance to the needs of their students and its positive impact on behavior management. One teacher enthusiastically shared, "We are LOVING School Connect 4.0. The curriculum is super relevant for our age levels and addresses the skills that our students need to work on."

When SCRED's behavior team showed appreciation by attending the PrairieCare Fund gala, they were stunned and thrilled when a second, surprise grant was awarded, this time to Hinckley-Finlayson and in response to a grant application co-authored by Hinckley-Finlayson and SCRED. The grant will fund a PBIS instructional coaching program for three school years!

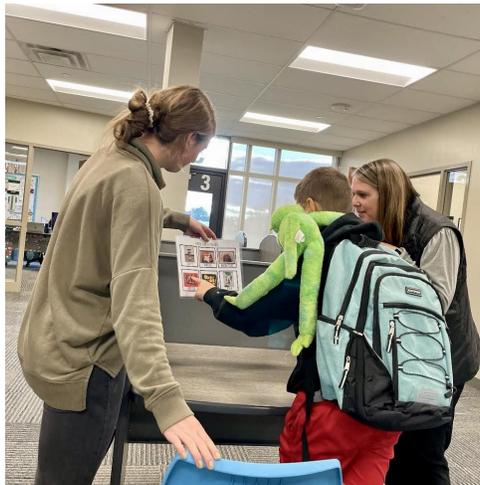
These grant awards are acknowledgements of the remarkable impact that the work occurring in our districts to support student behavior has had across the state, the country, and the globe. Tens of thousands of educators from around the world visit our cross-district Life Skills website every day, the Be Good People curriculum that SCRED created is used by thousands of schools, and our MTSS & School Climate Specialist, Nic van Oss, is being sought out by districts in California, Michigan, Connecticut, and more for his expertise. In 2023, Nic was even asked to be the keynote speaker at a state-wide School Counselor conference in Nebraska!



Building Capacity for Visual Communication

We made significant progress in supporting students with low-incidence disabilities by enhancing their communication skills through the use of visual aids and assistive technology (AT). A dedicated group of special education teachers from across our member districts came together to form a Functional Communication Cohort, which provided valuable resources and hands-on coaching to help them better support their students. Led by Low Incidence Services Coordinators Christine Lund and Nell Currey-Dykhuis, the cohort has empowered teachers to apply new strategies in their classrooms, making a tangible difference in the lives of students who rely on functional communication tools.

The teachers in the cohort expressed their gratitude for the experience, with comments like, "This was absolutely amazing!" and "I felt so supported during the coaching." Their commitment to learning, even during evening sessions, reflects their passion for ensuring that all students have the tools they need to communicate effectively.



Moving the Needle with Yale University's Mood Meter

The Mood Meter, developed by Yale University's Center for Emotional Intelligence, is a powerful tool for helping adults, preschoolers, and everyone in between to build their emotional self-awareness – *"Where is my mood, how is that going to affect what I'm doing right now, and what do I want to do about it?"*

Perhaps the most fun way that the Mood Meter shows up in our schools is "GIF Mood Meters," which use moving GIF images to represent different types of emotions. This concept, popularized nationally during the COVID lockdowns in 2020, had struggled to remain relevant in in-person classrooms. However, SCRED's behavior team created a unique spin on GIF Mood Meters where students raise 1-4 fingers to indicate where their mood is. The format caught on like wildfire, word spread far outside of our districts, and there were over 600 GIF Mood Meters available on our district Life Skills website by the fall of 2024. We're excited to see this work continue to grow!



Promoting Accessible Learning Environments

During "I Love to Read" Month, 34 kindergarten classrooms across our member districts were visited by guest readers who shared the heartwarming story of *Let's Go Play*. This book, written by Shelby McCarthy, introduces adaptive equipment such as wheelchairs, glasses, AAC devices, and more, while encouraging inclusion and promoting social awareness skills. The story was inspired by Shelby's daughter Kennedy, who uses many of these tools herself, and it served as a wonderful resource for teaching young students about the importance of diversity and inclusion.

The SCRED Assistive Technology (AT) Committee generously donated copies of *Let's Go Play* to each kindergarten classroom visited. A wide range of SCRED and member district staff signed up to be guest readers, and their efforts ensured that every classroom had the opportunity to participate.



“Maximizing Outcomes Through Partnership”

SCRED’s mission is “Maximizing outcomes through partnership,” and in 2023-2024 there were so many examples of partnership across our member districts. Here are just a few examples:

- We created a new "Go Together" award, which was presented in the spring to a staff member from each SCRED district. Inspired by the proverb, "If you want to go fast, go alone; but if you want to go far, go together," this award recognized educators who have achieved positive outcomes by working closely with SCRED staff. The recipients were honored with a place on the member district logos displayed in our training center, and we look forward to watching this tradition grow in the coming years.
- As Rush City’s district leadership team began a new strategic planning process, SCRED staff were involved from the get-go. Through this collaboration and communication, we can ensure that SCRED’s efforts are aligned with the goals and implementation projects that are prioritized in Rush City.
- When a few of our elementary schools requested a PreK version of the Be Good People curriculum, which is used to teach important life skills, our MTSS & School Climate Specialist, Nic van Oss, worked closely with preschool teachers to create this resource.
- The new leaders of our Project SEEK summer program, Amy Chatt and Cat Jackson, worked with SCRED’s Communications Specialist, Nic van Oss, to remodel the Project SEEK website, increasing usability for families.
- SCRED staff continued to support our member districts during their professional development days and shared conferences (e.g., the EPIC conference). SCRED staff presented sessions on suicide prevention, text-to-speech literacy technology, and so much more!

