

**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  
 NOVEMBER 14, 2024  
 5:30 PM**

**AGENDA**

- I. Call to Order
- II. Roll Call
  - A. School Board Member Heather Naegele will be attending the meeting remotely at the following location: 9876 State Hwy 176, Walnut Shade, MO 65771
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent’s Report 5
- VI. Approval of Consent Items
  - A. Minutes of October 10, 2024 School Board Retreat 17
  - B. Minutes of October 10, 2024 Regular School Board Meeting 18
  - C. Minutes of October 24, 2024 Policy Committee Meeting 25
  - D. Minutes of October 24, 2024 Work Session 27
  - E. Authorization of Payments, Transfers, and Investment Activity 29
  - F. Personnel
    - 1. Kristen Leaf, retirement effective at the end of the 2024-25 school year, as Elementary Teacher at Sunrise River Elementary School
    - 2. Stacy Redding, extension of leave request from October 19, 2024, through November 18, 2024, as Counselor at North Branch Area High School
    - 3. Ramona Wideen, retirement effective October 18, 2024, as Lead Custodian at North Branch Area Public Schools
    - 4. Rebecca LeMire, request to be released from her 2024-25 contract effective November 15, 2024, as Special Education Teacher at the Life Work Center
    - 5. Katherine Sapp, resignation effective October 23, 2024, as Behavior Interventionist at North Branch Area High School
    - 6. Maria Bloomquist, employment effective September 30, 2024, as Lunchroom Assistant at North Branch Area Middle School
    - 7. Maria Bloomquist, employment effective October 7, 2024, as Special Education Assistant at North Branch Area Middle School and the Life Work Center
    - 8. Amy DeWitt, employment effective September 25, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
    - 9. Lovinsky Ricard, employment effective October 28, 2024, as Schoolkeeper at North Branch Area Public Schools
    - 10. Amanda Tessmer, MS, Step 7, employment effective November 6, 2024 thru the remainder of the 2024-25 school year, as Counselor at North Branch Area High School

11. Raechel Abress - position change effective October 21, 2024 from School Age Care Adult Assistant to School Age Care Senior Adult Assistant at North Branch Area Education Center
12. Emma Anderson, position change effective October 21, 2024 from School Age Care Senior Adult Assistant at North Branch Area Education Center to Special Education Assistant at Sunrise River Elementary School
13. Justin Sletten, position change effective October 28, 2024 from Custodian to Lead Custodian at North Branch Area Public Schools
14. 2024-25 Extracurricular Winter Coaching Positions
  - a. Trevor Walton, Class 1, Step 4, as Head Coach for Boys Basketball
  - b. Joe Lattimore, Class 1, Step 7, as Head Coach for Girls Basketball
  - c. Kyle Kahl, Class 1, Step 10, as Head Coach for Wrestling
  - d. Chloe Kavanagh, Class 3, Step 1, as Head Coach for Dance
  - e. Chris Johnson, Class 2, Step 10, as Head Coach for Gymnastics
  - f. Natalie Bristol, Class 6, Step 2, as Coach for Middle School Girls Basketball
  - g. Justin Voss, Class 9, Step 10, as Fitness Center Supervisor
  - h. Norm Nagel, Class 9, Step 10, as Fitness Center Supervisor
  - i. Andrew VanEerden, Class 3, Step 3, as Assistant Coach for Boys Basketball
  - j. James VanEerden, Class 3, Step 10, as Assistant Coach for Boys Basketball
  - k. Hunter Brandel, Class 3, Step 2, as Assistant Coach for Girls Basketball
  - l. Kyle Groh, Class 3, Step 5, as Assistant Coach for Girls Basketball
  - m. Dave Kaiser, Class 3, Step 3, as Assistant Coach for Wrestling
  - n. Marissa Minor, Class 5, Step 1, as Assistant Coach for Dance
  - o. Brandon Hunter, as Volunteer Coach for Girls Basketball
  - p. Lucas Nadeau, as Volunteer Coach for Wrestling
  - q. Justin Baker, as Volunteer Coach for Wrestling
  - r. Jorge Perales, as Volunteer Coach for Wrestling
  - s. Michael Thao, as Volunteer Coach for Wrestling
15. 2024-25 Extracurricular Activity Advisor Positions
  - a. Kelly Doohen, Class 8, Step 2, as Advisor for Middle School Math League
  - b. Nathan Korkowski, Class 6, Step 4, as Advisor for 10-12 FRC Robotics Coach
  - c. Becky Leuer, Class 6, Step 6, as Advisor for 7-9 FTC Robotics Coordinator
  - d. Laura Long, Class 7, Step 6, as Advisor for One Act Director
  - e. Laura Long, Class 3, Step 7, as Advisor for Auditorium Coordinator/Tech Club
  - f. Sam Lubs, Class 4, Step 1, as Advisor for Vocals (Harmonaires)
  - g. Sam Lubs, Class 10, Step 1, as Advisor for Middle School Show Choir
  - h. Angela Tveit, Class 6, Step 4, as Advisor for 10-12 FRC Robotics Coordinator
  - i. Pam Newbauer, Class 9, Step 10, withdrawn from position as Middle School Knowledge Bowl Advisor

- G. Annual Assurance of Compliance Report
- H. Approval of the Following Policies

30

- 1. Policy 206-NB - Public Participation in School Board Meetings revised 8.11.22 (Review only, No MSBA changes) 33
- 2. Policy 208 - Development, Adoption and Implementation of Policies revised 06.08.17 (Review only, No MSBA changes) 39
- 3. Policy 209-NB - School Board Code of Ethics reviewed 03.09.23 (Review only, No MSBA changes) 41
- 4. Policy 210 - Conflict of Interest - School Board Members revised 03.09.23 (Review only, No MSBA changes) 45
- I. Acceptance of Donations 48
  - 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.

- VII. **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.
- VIII. New Business
  - A. National Apprenticeship Month 49
  - B. Preliminary Financial Statement Report 64
  - C. Consider Resolution Canvassing Returns of Votes of School District General and Special Election 71
  - D. Consider Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties 77
  - E. Consider First Reading of the 2025-26 Draft School Calendar 86
  - F. Consider First Reading of the Following Policies
    - 1. Policy 410 - Family Medical Leave revised 06.13.24 (Annual Review, No MSBA changes) 90
    - 2. Policy 602 - Organization of School Calendar and Instruction Goals revised 11.02.23 (Annual Review, No MSBA changes) 100
    - 3. Policy 616-NB - School District System Accountability revised 06.13.24 (Annual Review, No MSBA changes) 103
    - 4. Policy 806 - Crisis Management revised 08.10.23 (Annual Review, No MSBA changes) 108
  - G. Consider Approval of the Updated Terms and Conditions for the 12-Month Hourly Employee Group for the 2024–2025 and 2025–2026 School Years
  - H. Consider Approval of the 2024–2025 and 2025–2026 Principal Contract
- IX. Addendum

A.	Consider Resolution of Governing Board Supporting Form A Application to Minnesota State High School League Foundation	121
X.	Information	
A.	Fundraising Reports from May 1- October 31, 2024	122
XI.	Board Requests	
XII.	Committee Reports	
XIII.	Dates to Remember	
A.	November 21, 2024 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room, Room C120	
B.	December 12, 2024 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122	
C.	December 12, 2024 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center, Board Room, Room C120	
XIV.	Adjournment	

# Superintendent Update

November 14, 2024

5



# 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.*

## **OUR PURPOSE**

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

# Strategic Advisory Committee



Grateful for participation from a diverse group of stakeholders, including six high school students, elementary and secondary parents, community members, teaching staff, and district administration.

7

We opened the meeting with a brief overview of the district's current state, setting the stage for an evening of focused discussions on three key topics:

- Family Survey
- NBAHS schedule
- Science of Reading

# First ever Tiny Prom



*A Night To Remember*

North Branch Area Community Education Presents

# Tiny Prom

Both adults and children are welcome to dress their best and join us for dancing and treats!

📍 North Branch Area Education Center 📅 Thursday Nov. 7 🕒 5:30-7 PM

Student kindergarten & younger are invited **Free admission**

The poster has a dark blue background with a stage scene. Red curtains are pulled back to reveal a group of children and adults dancing. A yellow starburst graphic at the top contains the text "A Night To Remember". The event title "Tiny Prom" is written in a large, white, cursive font. Below the title, there is a line of text about the event being open to all and including dancing and treats. At the bottom, the location, date, and time are listed with icons, followed by an invitation for students and the note "Free admission".

# Giving and receiving a little help along the way



# Telling our Viking story



A Solid Foundation



The Sunrise Experience

# The Witches



North Branch Area Community Education presents

ROALD DAHL'S  
*The Witches*

adapted by  
DAVID WOOD

NOVEMBER 7, 8 & 9, 2024

7:00pm

Tickets: \$12



# Know the Truth Presentation



Know the truth is a drug prevention program. The program focuses on educating teenagers on the dangers of substance abuse. The presenters share their stories of addiction and recovery and gives the students realistic refusal strategies.



12



# Understanding the Fentanyl crisis



Fentanyl Free Communities Foundation, the Chisago County Opioid Action Council, and North Branch Area Community Ed hosted a free event on the fentanyl crisis on Tuesday, Nov. 12.



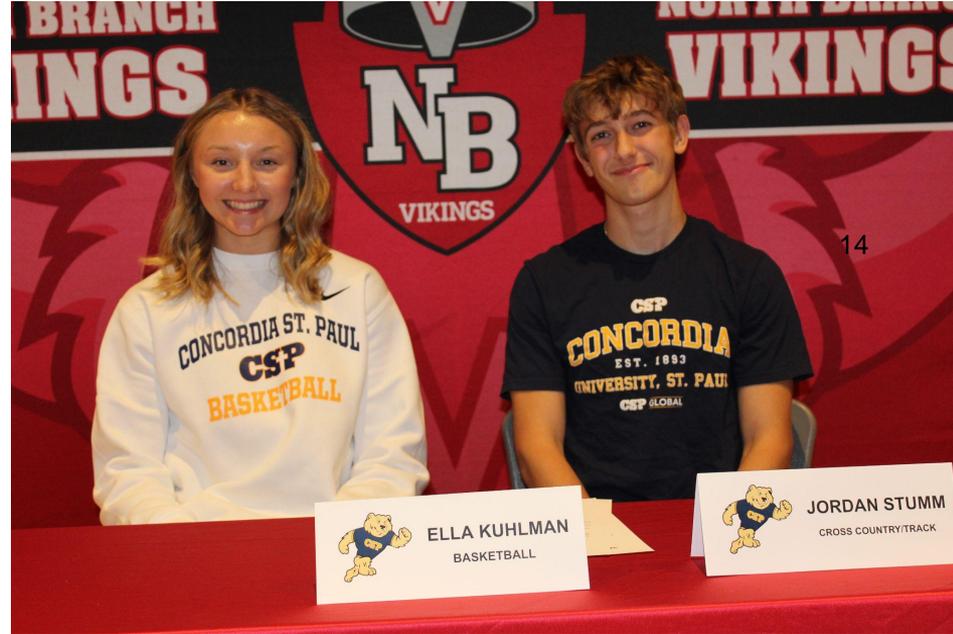
13



# Student-Athletes recognized at Early Signing Day



SKOL! and congratulation to NBAHS seniors Ella Kuhlman and Jordan Stumm! Yesterday afternoon, both signed letters of intent to attend Concordia, St. Paul next year and will continue their student-athlete journeys; Ella in Basketball and Jordan in Cross Country/Track.



# School Board Student Advisory



**Nora Toussaint**



**Blake Hunter**



**Shakarah Jackson**



**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138  
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM  
SCHOOL BOARD RETREAT  
October 10, 2024**

The School Board of Independent School District 138 held a school board retreat on Thursday, October 10, 2024, at 4:15 p.m. in Room C120 at the North Branch Area Education Center

Members Present: Shelly Johnson, Adam Trampe, Sarah Grovender, Superintendent Paul, Heather Naegele, and Jesse LaValla

Superintendent Paul facilitated a welcome and icebreaker activity. The Board discussed the shift to a comprehensive approach to our 9-12 programs at the Norse Area Learning Center, Distance Learning Academy and High School. Then, the Board discussed factors that impact student academic motivation and the types of assessments used to determine student learning

The board adjourned the retreat at 5:15 p.m.

---

Heather Naegele, Clerk  
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138  
REGULAR SCHOOL BOARD MEETING  
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM  
October 10, 2024**

The School Board of Independent School District 138 met in regular session on Thursday, October 10, 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 and Jesse LaValla

Absent: None

Others in Attendance:

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

The Pledge of Allegiance was said by all.

Approval of Agenda:

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

**SUPERINTENDENT'S REPORT**

Superintendent Paul thanked all who were in attendance at the Minnesota Legislative Forum. Had the opportunity to interact with several people that represented both state and federal government roles. Also had an opportunity to celebrate with partners from Minnesota State Mankato around the innovative workforce solutions through North Branch Area Public Schools apprenticeship program. Superintendent Paul was also excited to share that from the meeting, she had the chance to meet with the Minnesota Rural Educators Association who's excited to play a role in the work that North Branch Area Public Schools are doing. Structured Literacy Implementation Leaders were also recognized and celebrated. Among those leaders is Principal Taylor Swanson from Sunrise River Elementary School.

Superintendent Paul thanked all who were in attendance at the North Branch Education Foundation (NBAEF) GALA. NBAEF is absolutely amazing and they do so much to create the conditions for staff to come up with innovative ideas.

Congratulations to all of the National Honor Society members!

Charlie Klopp (aka Papa Charlie) proposed to City Council to have vanity signs that reads “Viking Way” posted on top, not to replace, of every “Grand Ave” street sign to let everyone know that the area is where the Viking pride lives. City Council approved and proclaimed Viking Way the evening of October 8, 2024. Thank you to Papa Charlie who is always thinking of ways to continue to make North Branch Area Public Schools great. Look out for the Viking Way signs coming later this year.

Walk and Roll event had a great turn out regardless of the weather. This event was supported by North Branch Police Department, North Branch Fire Department and city and county leaders.

A reminder to the community that Viking News can be found on the school district Facebook page and NBAPS SKOL app.

### **CONSENT ITEMS**

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

- A. Minutes of September 12, 2024 Policy Committee Meeting
- B. Minutes of September 12, 2024 Regular School Board Meeting
- C. Minutes of September 26, 2024 Work Session Meeting
- D. Authorization of Payments, Transfers, and Investment Activity
  - Accounts Payable, Bank 07 – \$776,831.08
  - Auxiliary, Bank 12 - \$12,299.00
  - Payroll, Bank 13 - \$2,081,268.96
  - Scholarship, Bank 18 - \$0.00
  - HSSA, Bank 31: \$28,825.45
  - MSSA, Bank 32 - \$0.00
- E. Personnel
  - 1. Taylor Braatz, leave request effective September 30, 2024, through October 13, 2024 returning on October 14, 2024, as Building and Grounds/Technology Secretary at North Branch Area Public Schools
  - 2. Abigail Halseth, leave request from approximately April 3, 2025, through the remainder of the 2024-25 school year, as Licensed School Nurse at North Branch Area Public Schools

3. Katherine Hammond, leave request effective September 10, 2024, through October 9, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
4. Stacy Redding, leave request effective September 19, 2024, through October 18, 2024, as High School Counselor at North Branch Area High School
5. Jessica M. Richter, leave request from approximately December 10, 2024, through March 16, 2025, as Special Education Assistant at North Branch Area Middle School
6. Christopher Anderson, employment effective September 23, 2024, as School Age Care Adult Assistant at North Branch Area Education Center
7. Jessica Claflin, employment effective September 3, 2024, as Special Education Assistant at Sunrise River Elementary School
8. Pauline Dockendorf, employment effective September 4, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
9. Scarlett Eichler, employment effective September 3, 2024, as Special Education Assistant at North Branch Area Education Center
10. Brooke Havrilla, employment effective September 4, 2024, as Special Education Assistant at North Branch Area High School
11. Britney Lonnee, employment effective September 16, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
12. Sherri Matheson, employment effective September 4, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
13. Jamie O'Day, employment effective September 16, 2024, as Special Education Assistant at North Branch Area High School
14. Galytea Pierce, employment effective September 9, 2024, as Lunchroom/Playground Assistant at Sunrise River Elementary School
15. Cindy Scheurer, employment effective September 16, 2024, as Lunchroom/Playground Assistant at North Branch Area Education Center
16. Shuani Anderson, position change effective August 27, 2024 from Schoolkeeper to Custodian at North Branch Area Public Schools
17. Sidney Mullin, 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

18. 2024–25 Extracurricular Fall Coach Positions

- a. Samantha Pederson, Class 6, Step 2, Coach for Middle School Volleyball

19. 2024-25 Activity Advisor Positions

- a. Jonny Bodell, Class 6, Step 1, as Advisor for DECA
- b. Jonny Bodell, Class 7, Step 2, as Advisor for Yearbook
- c. Amanda Cook, Class 6, Step 7, as Advisor for FFA
- d. Michael Connor, Class 10, Step 5, as Coach for Clay Target
- e. Kevin Grote, Class 10, Step 8, as Advisor for Clay Target for Fall Season
- f. Melissa Kleschult, Class 7, Step 3, as Advisor for Elementary Yearbook
- g. Gavin Lien, Class 9, Step 2, as Knowledge Bowl Assistant Advisor
- h. Emily Miller, Class 10, Step 1, as Advisor for Prom
- i. Emily Miller, High School Student Council Advisor, Class 6, Step 1
- j. Pam Newbauer, Class 9, Step 10, as Advisor for Middle School Knowledge Bowl
- k. Samantha Nuthak, Class 8, Step 4, as Knowledge Bowl Advisor
- l. Ben Paro, Class 10, Step 6, as Advisor for Middle School Jazz Band
- m. James Pope, Class 8, Step 10, as Advisor for High School Pep Band
- n. James Pope, Class 4, Step 10, as Advisor for High School Jazz Band
- o. Amy Randall, Class 8, Step 1, as Advisor for Middle School Student Council
- p. Hannah Rawleigh, Class 6, Step 6, as Advisor for ProStart
- q. Jessica Richter, Class 7, Step 8, as Advisor for Middle School Yearbook

r. Laura Rothe, Class 8, Step 9, as Advisor for National Honor Society

s. Juli Summer, Class 7, Step 3, as Advisor for Elementary Yearbook

F. Approval of Seniority Lists

1. NBEA (North Branch Education Association)
2. Community Education Early Childhood Teachers
3. NBSSA (North Branch Support Staff Association)
4. SEIU Local 284 (Custodial)

G. Approval of Resolution to Transfer \$232,761.09 from Fund 06, Construction Fund, to Fund 01, General Fund.

H. Acceptance of Donations

September 2024				
DATE	DONATION FROM	DONATION TO	AMOUNT	USE
9/9/24	Spring Lake Lutheran Church, PO Box 958, North Branch, MN 55056	Sunrise River Elem.	\$150.00	Yearbook Money Donation
9/12/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Girls Tennis Program-Sports Physical Donation
9/12/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Gymnastics Program-Sports Physical Donation
9/19/24	North Branch Area Traveling Baseball, PO Box 644, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00	Scholarship Donation
9/19/24	Gregory Renteria, 1900 DeSoto Street, St. Paul, MN 55117	NBHS Athletics	\$50.00	Boys Soccer Program Donation
			<b>\$800.00</b>	
SEPT	Ellen Johnson, 6942 410th Street, North Branch, MN 55056	NBMS		*Donated a flute to the middle school music program

**OPEN MIC**

No one signed up for open mic.

**OLD BUSINESS**

A. Consider Approval of the 2024-25 School Board and Superintendent Outcomes  
Moved by Grovender, seconded by LaValla and carried unanimously to approve the 2024-25 School Board and Superintendent Outcomes.

**NEW BUSINESS**

A. Approval of Single Reading of the Following Policies  
Moved by Naegele, seconded by LaValla and carried unanimously to approve single reading to following policies

1. Policy 506 - NB – Student Discipline (Annual Review, No MSBA changes)
2. Policy 514 – Bullying Prohibition Policy (Annual Review, No MSBA changes)

B. Consider Approval for E-Learning

Moved by Trampe, seconded by LaValla and carried unanimously to approve E-Learning.

- C. Discuss the Minnesota State High School League (MSHSL) Constitutional Amendments  
Discussion only.

### **INFORMATION**

None

### **BOARD REQUESTS**

None

### **COMMITTEE REPORTS**

Board Member Grovender reported in SCRED

Board Member Naegele gave a reminder to those who are to attend to sign-up for the upcoming SAFF meeting in Roseville, MN on October 25, 2024.

### **DATES TO REMEMBER**

- A. October 24, 2024 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122
- B. October 24, 2024 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room, Room C120
- C. November 6, 2024 at 4:00 PM, Negotiations Committee Meeting, DO Conference Room B122
- D. November 6, 2024 at 4:30 PM, Principal Negotiations Session, DO Conference Room B122
- E. November 14, 2024 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122
- F. November 14, 2024 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center, Board Room, Room C120
- G. November 21, 2024 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room, Room C120

### **Adjournment**

Moved by Grovender, seconded by Naegele and carried unanimously to adjourn the regular meeting at 5:51 PM

---

Heather Naegele, Clerk  
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138**  
**NORTH BRANCH AREA EDUCATION CENTER, ROOM B122**  
**POLICY COMMITTEE MEETING**  
**October 24, 2024**

The Policy Committee met on Thursday, October 24, 2024 at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

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

**Policies Discussed for Consent Agenda**

Policy 206-NB - Public Participation in School Board Meetings revised 08.11.22  
(Review only, No MSBA changes)

Policy 206-NB was reviewed and will move to November 14, 2024 consent agenda for school board approval.

Policy 208 - Development, Adoption, and Implementation of Policies revised 06.08.17  
(Review only, No MSBA changes)

Policy 206-NB was reviewed and will move to November 14, 2024 consent agenda for school board approval.

Policy 209-NB - School Board Code of Ethics reviewed 03.09.23 (Review only, No MSBA changes)

Policy 206-NB was reviewed and will move to November 14, 2024 consent agenda for school board approval.

Policy 210 - Conflict of Interest - School Board Members revised 03.09.23 (Review only, No MSBA changes)

Policy 206-NB was reviewed and will move to November 14, 2024 consent agenda for school board approval.

**Policies Following Regular Review Process**

Policy 410 - Family Medical Leave revised 06.13.24 (Annual Review, No MSBA changes)

Policy will move to first reading on November 14, 2024 school board agenda.

Policy 602 - Organization of School Calendar and Instruction Goals revised 11.02.23 (Annual Review, No MSBA changes)

Policy will move to first reading on November 14, 2024 school board agenda.

Policy 616-NB - School District System Accountability revised 06.13.24 (Annual Review, No MSBA changes)

Policy will move to first reading on November 14, 2024 school board agenda.

Policy 806 - Crisis Management revised 08.10.23 (Annual Review, No MSBA changes)

Policy will move to first reading on November 14, 2024 school board agenda.

The meeting concluded at 5:20 p.m.

---

Heather Naegele, Clerk  
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138  
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM  
SCHOOL BOARD WORKING SESSION  
October 24, 2024**

The School Board of Independent School District 138 met in a Working Session on Thursday, October 24, 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:** Sarah Grovender, Tim MacMillan, Superintendent Paul, Heather Naegele, and Jesse LaValla

**Absent:** Shelly Johnson and Adam Trampe

**Others in Attendance:** David Treichel, Pat Tepoorten, Todd Tetzlaff, Kelly Detzler, Clinton Link, Blake Hunter, Taylor Swanson, Annette Fairbanks, Amy Randall, Jenny Heath, David Gryte, Lynn Kozar-Gryte and Lisa Moeller

The Pledge of Allegiance was said by all.

**Superintendent's Update**

- High School student Blake Hunter joins this work session to get a feel and understanding of how the school board meeting is ran, as he is interested in possibly becoming a student board member.
- North Branch Fire Department was at the district for Fire Prevention week assisting with fire drills, tours of emergency vehicles and reviewing important safety information with students and staff.
- Unity Day at North Branch Area Middle School spread kindness, acceptance and positive messages.
- High school students experienced hands-on manufacturing with local industry through the high school program. Superintendent Paul recognized Principal Link for his wonderful work around this program.
- Congratulations to Sharleen Garcia Velazquez for making the selection to the All-State Girls Soccer.
- Alumni making waves – please submit submissions to Superintendent Paul, of someone you know who is making a difference to be feature in the Viking's Alumni Spotlight.
- Grant funding approved for Know the Truth for our district, combined with two other districts.
- Upcoming events, meetings and seminar
  - Winter Sports Informational Meeting, November 4, 2024, 6:30pm at the North Branch Area High School
  - Tiny Prom, November 7, 2024, 5:30pm-7:00pm at the North Branch Area Education Center

- The Witches (Middle School play), November 7, 8, and 9 at 7pm, North Branch Area High School, tickets can be purchased online at [gofan.co](http://gofan.co)
- Free Fentanyl Crisis Seminar, November 12, 2024, 5:00pm-8:00pm at the North Branch Area High School Cafeteria

### **Building Goals**

Superintendent Paul had the opportunity to work with staff on setting important goals for the school district. She also stressed how important it is to have alignment and shared strategic goals in order for the system to work and be relevant. Superintendent Paul invited principals, director and staff from different focuses to present on their 2024-25 school year academic and life skill goals.

Board members adjourned the meeting at 7:54pm.

---

Heather Naegele, Clerk  
(Unapproved)

**ELECTRONIC FUND TRANSFERS**  
**October 2024**

Direct Dep Cks	\$1,102,088.54		
ACHS	<u>\$10,793.23</u>		
	<b>\$1,112,881.77</b>		
Other Electronic Fund Transfers:			
Federal/FICA Taxes		10/7/2024	\$72,956.61
(Also reflected in P/R info)		10/7/2024	\$112,991.55
		10/21/2024	\$74,416.59
		10/21/2024	<u>\$108,264.09</u>
			<b>\$368,628.84</b>
Minnesota Withholding Taxes		10/7/2024	\$581.77
(Also reflected in P/R info)		10/8/2024	\$11,788.56
		10/8/2024	\$20,092.48
		10/21/2024	\$200.00
		10/21/2024	\$544.12
		10/22/2024	\$12,001.92
		10/22/2024	<u>\$19,052.13</u>
			<b>\$64,260.98</b>
Economic Service (EBC)		10/7/2024	\$13,662.05
(Also reflected in P/R info)		10/7/2024	\$22,028.74
		10/21/2024	\$12,285.90
		10/21/2024	<u>\$22,570.43</u>
			<b>\$70,547.12</b>
MII LIFE-F S A		PEIP	10/8/2024
		PEIP	10/11/2024
		PEIP	10/22/2024
		PEIP Admin Inv	10/25/2024
			\$92.00
			\$140.00
			\$92.00
			<u>\$423.75</u>
			<b>\$747.75</b>
MII LIFE-M S A		10/7/2024	\$946.80
		10/7/2024	\$6,910.12
		10/11/2024	\$0.92
		10/21/2024	\$946.80
		10/21/2024	<u>\$6,910.12</u>
			<b>\$15,714.76</b>
Minnesota Teachers Retirement		10/4/2024	\$10,691.44
		10/4/2024	\$81,356.94
		10/18/2024	\$10,711.24
		10/18/2024	<u>\$80,343.71</u>
			<b>\$183,103.33</b>
PERA		10/4/2024	\$38,538.95
		10/18/2024	<u>\$39,318.94</u>
			<b>\$77,857.89</b>
Delta Dental Plan		10/22/2024	<b>\$15,989.42</b>
MN Sales Tax		10/18/2024	<b>\$1,136.00</b>
Neopost Advance		10/7/2024	<b>\$5,000.00</b>



Contact Us  
Kellie Brady

E-mail:  
mde.assurance.compliance.MDE@state.mn.us

Phone: 651-582-8793

Address:  
400 NE Stinson Blvd., Minneapolis, MN 55413

# Assurance of Compliance - INFORMATION NEEDED TO EVIDENCE COMPLIANCE- School Year: 24-25

0138-01 North Branch Area Public Schools

\* - indicates required fields.

## Coordinator Identification Information

	Human Rights Coordinator	Title IX Coordinator	504 Coordinator
<b>Name*</b>	Sara Paul	Todd Tetzlaff	David Treichel
<b>Telephone Number*</b>	651-674-1012	651-674-1009	651-674-1055
<b>Fax Number*</b>	651-674-1010	651-674-1010	651-674-1010
<b>E-Mail Address*</b>	spaul@isd138.org	ttetzlaf@isd138.org	dtreichel@isd138.org

## Mandated Reporter Training

Minnesota Chapter 260E.30, Subd. 2(b). Districts must inform all mandated reporters of the duties.

I verify that all mandated reporters employed by or otherwise associated with any school in this district have been informed of mandated reporting requirements and of the prohibition of retaliation against anyone reporting maltreatment.

Date of Verification \*

11/04/2024

As part of the Minnesota Department of Education's data collection for the Minnesota Olmstead Plan related to the topic area Prevent Abuse and please provide the following information;

Total number of school district employees who have received mandated reporter training as of verification date?

Number of licensed staff?

Number of unlicensed staff?

\*This information is requested to assist in the prevention of abuse and neglect of students with disabilities through increased awareness and education of all school personnel and their duties associated with mandated reporting requirements.

## Document Submittal Verification

Does MDE have current and accurate copies of the following documents?  
Please submit updated policy if revised since Last Submitted Date.

Document	Last Submitted Date	Upload Document*
Harassment and Violence policy	10/25/2022	Select Upload Document: <input type="button" value="Choose File"/> Harassment...e Policy.pdf

## District Compliance Requirements Checklist

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (MDE), in installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date.

The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons who are authorized to submit information on behalf of the district.

Check all statements in which the district has complied with the state and federal requirements prohibiting discrimination.

### Federal Laws:

\* Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq.; 34 C.F.R. Part 100), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.

- \* Title VII of the Civil Rights Act of 1964 (42 USC 2000e, et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (P.L. 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.
- \* Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) (42 USC § 2000e(k)).
- \* Title IX of the Education Amendments of 1972 (20 USC § 1681; 34 C.F.R. Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.
- \* The Age Discrimination in Employment Act of 1967 (29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621), which prohibits discrimination on the basis of age (over 40 years).
- \* Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. part 104) prohibiting discrimination on the basis of disability.
- \* The American with Disabilities Act (42 USC § 12101, et seq.), also prohibiting discrimination on the basis of disability.
- \* Denial of Equal Educational Opportunity Prohibited (20 USC § 1703).
- \* The Fair Housing Act (42 USC § 3601 et seq.; 24 C.F.R. part 100).
- \* The Age Discrimination Act of 1975 (42 USC § 6101 and 6102; 34 C.F.R. part 110).
- \* Prohibition of Discrimination Based on Blindness (20 USC § 1684).

**State Laws:**

- \* The Minnesota Human Rights Act (Minn. Stat. § 363A), which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.
- \* Minnesota Statutes, section 121A.031, which requires school districts to have a written policy to prevent and to prohibit student bullying.
- \* Minnesota Statutes, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.
- \* Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.
- \* Minnesota Rules, part 3500.0550, relating to the Inclusive Educational Program Plan.
- \* Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.

By clicking "Submit" you are affirming that these laws are available in each building in the district, that the information that you have provided is accurate, and that you have the authority to submit this assurance on behalf of the district. Clicking "Cancel" will clear data entered.

NOTE: When data entry is complete, click "Submit" to send data to The Minnesota Department of Education.

Submit

Cancel

# SCHOOL BOARD

## Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations 206-NB

### I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

### III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:  
  
Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the

---

North Branch Independent School District No. 138: Policy #206-NB

**Adopted:** 11/13/02

**Replaced:** NB 9361.3 Public to be Heard; 1120 and 1120.2 School Board Meetings

**Revised:** 12/10/15, 6/8/17, 11/8/18, 8/11/22

**Effective:** 11/13/02, 12/10/15, 6/8/17, 11/8/18, 8/11/22

## SCHOOL BOARD

### Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations 206-NB

agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:
- Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.
- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

---

#### North Branch Independent School District No. 138: Policy #206-NB

**Adopted:** 11/13/02

**Replaced:** NB 9361.3 Public to be Heard; 1120 and 1120.2 School Board Meetings

**Revised:** 12/10/15, 6/8/17, 11/8/18, 8/11/22

**Effective:** 11/13/02, 12/10/15, 6/8/17, 11/8/18, 8/11/22

## **SCHOOL BOARD**

### **Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations**

**206-NB**

#### **IV. RIGHTS TO PRIVACY**

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
  2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
  4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
  2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
  3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

#### **V. THE PUBLIC'S OPPORTUNITY TO BE HEARD**

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

---

**North Branch Independent School District No. 138: Policy #206-NB**

**Adopted:** 11/13/02

**Replaced:** NB 9361.3 Public to be Heard; 1120 and 1120.2 School Board Meetings

**Revised:** 12/10/15, 6/8/17, 11/8/18, 8/11/22

**Effective:** 11/13/02, 12/10/15, 6/8/17, 11/8/18, 8/11/22

## SCHOOL BOARD

### Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations 206-NB

#### VI. PROCEDURES

##### A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting will notify the superintendent's office in advance of the school board meeting. The person will provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain and may do so in open mic.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary

---

North Branch Independent School District No. 138: Policy #206-NB

**Adopted:** 11/13/02

**Replaced:** NB 9361.3 Public to be Heard; 1120 and 1120.2 School Board Meetings

**Revised:** 12/10/15, 6/8/17, 11/8/18, 8/11/22

**Effective:** 11/13/02, 12/10/15, 6/8/17, 11/8/18, 8/11/22

## SCHOOL BOARD

### Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations 206-NB

in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

#### B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint immediately or as soon as possible. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

#### C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

#### D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

---

#### North Branch Independent School District No. 138: Policy #206-NB

**Adopted:** 11/13/02

**Replaced:** NB 9361.3 Public to be Heard; 1120 and 1120.2 School Board Meetings

**Revised:** 12/10/15, 6/8/17, 11/8/18, 8/11/22

**Effective:** 11/13/02, 12/10/15, 6/8/17, 11/8/18, 8/11/22

## SCHOOL BOARD

# Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations

206-NB

### VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)  
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)  
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)  
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)  
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)  
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)  
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)  
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
Minn. Op. Atty. Gen. 852 (July 14, 2006)

**Cross References:** NB Policy 205 (Open Meetings and Closed Meetings)  
NB Policy 207 (Public Hearings)  
NB Policy 406 (Public and Private Personnel Data)  
NB Policy 515 (Protection and Privacy of Pupil Records)  
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)  
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

---

North Branch Independent School District No. 138: Policy #206-NB

**Adopted:** 11/13/02

**Replaced:** NB 9361.3 Public to be Heard; 1120 and 1120.2 School Board Meetings

**Revised:** 12/10/15, 6/8/17, 11/8/18, 8/11/22

**Effective:** 11/13/02, 12/10/15, 6/8/17, 11/8/18, 8/11/22

# SCHOOL BOARD

## Development, Adoption, and Implementation of Policies

208

### I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

### II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

### III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

### IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.

---

North Branch Independent School District No. 138: District Policy #208

**Adopted:** July 14, 2016

**Replaced:** Policy 8310, 8330, 9330

**Revised:** June 8, 2017

**Effective:** July 14, 2016, June 8, 2017

208 Development, Adoption, and Implementation of Policies, page 1 of 2

# SCHOOL BOARD

## Development, Adoption, and Implementation of Policies

208

- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

### V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

**Cross References:** NB Policy 305 (Policy Implementation)

---

---

#### North Branch Independent School District No. 138: District Policy #208

**Adopted:** July 14, 2016

**Replaced:** Policy 8310, 8330, 9330

**Revised:** June 8, 2017

**Effective:** July 14, 2016, June 8, 2017

208 Development, Adoption, and Implementation of Policies, page 2 of 2

# SCHOOL BOARD

## School Board Code of Ethics

209-NB

### I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

### II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

#### A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

#### B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.

---

North Branch Independent School District No. 138: Policy #209-NB

**Adopted:** 2/11/16

**Last Reviewed:** 3/9/23

**Replaced:** Policy #8251 Code of Ethics

**Revised:**

**Effective:** 2/11/16

# SCHOOL BOARD

## School Board Code of Ethics

209-NB

5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel

---

North Branch Independent School District No. 138: Policy #209-NB

**Adopted:** 2/11/16

**Last Reviewed:** 3/9/23

**Replaced:** Policy #8251 Code of Ethics

**Revised:**

**Effective:** 2/11/16

# SCHOOL BOARD

## School Board Code of Ethics

209-NB

available.

4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

---

North Branch Independent School District No. 138: Policy #209-NB

**Adopted:** 2/11/16

**Last Reviewed:** 3/9/23

**Replaced:** Policy #8251 Code of Ethics

**Revised:**

**Effective:** 2/11/16

# SCHOOL BOARD

## School Board Code of Ethics

209-NB

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

**Cross References:** MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

---

North Branch Independent School District No. 138: Policy #209-NB

**Adopted:** 2/11/16

**Last Reviewed:** 3/9/23

**Replaced:** Policy #8251 Code of Ethics

**Revised:**

**Effective:** 2/11/16

# SCHOOL BOARD

## Conflict of Interest – School Board Members

210

### I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

### III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
  - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statutes chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
  - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
  - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
  - 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
    - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services

---

North Branch Independent School District No. 138: Policy #210

Adopted: 2/14/16

Replaced: Policy 8250

Revised: 3/9/23

Effective: 2/14/16, 3/9/23

## SCHOOL BOARD

### Conflict of Interest – School Board Members

210

could be obtained elsewhere.

- b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
  - c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
    - (1) The name of the school board member and the office held;
    - (2) An itemization of the goods or services furnished;
    - (3) The contract price;
    - (4) The reasonable value;
    - (5) The interest of the school board member in the contract; and
    - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

---

North Branch Independent School District No. 138: Policy #210

**Adopted:** 2/14/16

**Replaced:** Policy 8250

**Revised:** 3/9/23

**Effective:** 2/14/16, 3/9/23

# SCHOOL BOARD

## Conflict of Interest – School Board Members

210

### IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

### V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

### VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

**Legal References:** Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)  
Minn. Stat. § 123B.195 (Board Member's Right to Employment)  
Minn. Stat. § 471.87 (Public Officers, Interest in Contract; Penalty)  
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)  
Minn. Stat. § 471.89 (Contract, When Void)  
Op. Atty. Gen. 437-A-4, March 15, 1935  
Op. Atty. Gen. 90-C-5, July 30, 1940  
Op. Atty. Gen. 90-A, August 14, 1957

**Cross References:** NB Policy 101 (Legal Status of the School Board)  
NB Policy 209 (School Board Code of Ethics)

October 2024

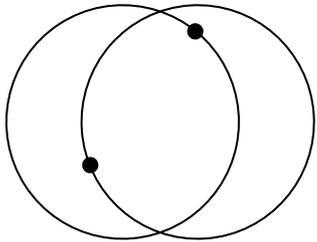
DATE	DONATION FROM	DONATION TO	AMOUNT	USE
10/3/24	Mike & Kay Wilcox, 310 1st Ave NW, New Prague, MN 56071	NBHS Scholarship A/C	\$5,000.00	Scholarship Donation
10/3/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Boys Soccer Program-Sports Physical Donation
10/3/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$100.00	Girls Soccer Program-Sports Physical Donation
10/11/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Volleyball Program-Sports Physical Donation
10/15/24	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	NBHS	\$500.00	Firework Sponsor for Homecoming
10/15/24	Associated Bank, 38860 10th Ave, North Branch, MN 55056	NBHS	\$250.00	Firework Sponsor for Homecoming
10/15/24	Branch Manufacturing, PO Box 68, North Branch, MN 55056	NBHS	\$50.00	Firework Sponsor for Homecoming
10/15/24	Prism Design & Embroidery LLC, PO Box 820, North Branch, MN 55056	NBHS	\$500.00	Firework Sponsor for Homecoming
10/17/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$100.00	Clay Target Program-Sports Physical Donation
10/17/24	Revive Chiropractic, PO Box 94, North Branch, MN 55056-0094	NBHS Athletics	\$50.00	Football Program-Sports Physical Donation
			<b>\$6,650.00</b>	





# Why Apprenticeship?

Well-prepared, highly effective teachers who thrive in the profession and positively impact the lives and learning of each and every child.





# Goals of the Apprenticeship Program

- Create a new pathway that increases access and reduce barriers for talented and identity affirming demographic of employees to become teachers
- Blend theory and practice to deepen learning (Job Embedded)
- Expand our teaching workforce so our students see themselves in their teachers
- Capitalize on the expertise of experienced teachers
- Close the opportunity gap for our students through growing members of our community to become highly effective teachers

# | What is Registered Apprenticeship?



## Essential Program Components of Registered Apprenticeship



Employment



On-the-job training



Related instruction



Wages



Credentials

A time-tested model to:

**recruit**, **train** and **retain** a highly skilled and diverse workforce.



# Viking Apprenticeship Committee



**Sara Paul**  
Superintendent



**David Gryte**  
North Branch Education  
Association



**Todd Tetzlaff**  
Director of Finance and Operations

53



**Rachelle Weinand**  
Apprenticeship Coordinator



**David Treichel**  
Director of Teaching and Learning

# Administrative Leads

## *Coordinated Uniqueness of Apprenticeship Programs*



**Taylor Swanson**  
Academic/Behavior  
Strategist Apprenticeship  
Program



**Erica Bjerketvedt**  
Early Learning Licensure  
Apprenticeship Program





# Teacher Apprentices & Mentor/Journey Teachers



**Cassie Brew**  
Apprentice



**Thuy Meinz**  
Apprentice



**Chelsea Halseth**  
Mentor/Journey Teacher  
Early Childhood Special Education  
Teacher



## Apprentices & Mentor/Journey Teachers



**Carmen Money**  
Apprentice



**Lorie Petrik**  
Mentor/Journey Teacher  
Early Childhood Teacher



## Apprentices & Mentor/Journey Teachers



**Abby Williams**  
Apprentice



**Jennifer Heath**  
Mentor/Journey Teacher  
Kindergarten Teacher



**Registered Teacher  
Apprenticeship Program**





## Apprentices & Mentor/Journey Teachers



**McKayla Jelberg**  
Apprentice



**LeAnn Moore**  
Mentor/Journey Teacher  
Special Education Teacher



## Apprentices & Mentor/Journey Teachers



**Amanda Hals**  
Apprentice



**Rochelle Molde**  
Mentor/Journey Teacher  
Special Education Teacher



## Apprentices & Mentor/Journey Teachers



**Sidney Mullin**  
Apprentice



**Jennifer Seekon**  
Mentor/Journey Teacher  
Special Education Teacher



## Apprentices & Mentor/Journey Teachers



**John Roggeman**  
Apprentice



**Rachel Bailey**  
Mentor/Journey Teacher  
Special Education Teacher

# Preliminary Financial Statements Year Ended June 30, 2024

64

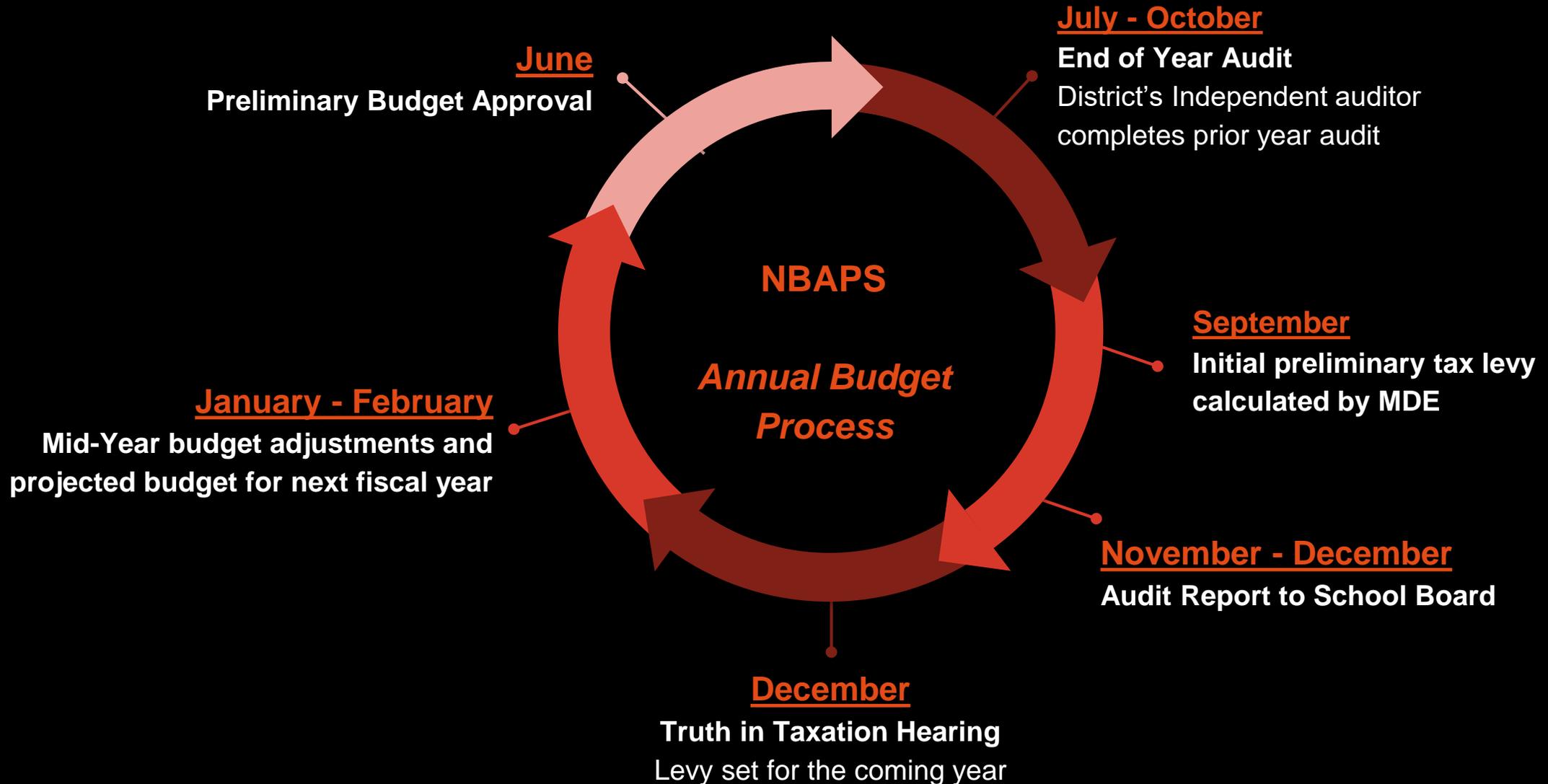
November 14, 2024

Todd Tetzlaff, Director of Finance and Human Resources



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

# NBAPS Annual Budget Process



# Process for closing fiscal year 2024

- Brief review of preliminary FY 24 financial statements
- Auditors are completing reports
  - A few remaining adjustments will occur in the coming days as part of the final steps to close the fiscal year
  - Board will receive final completed audit reports in December
- The lead auditor from Clifton Larson Allen will present the audit information to the school board in December
  - A school board action item to accept audit report will be on the December School Board meeting

66

# Challenges of one-time Federal Funds

FEDERAL FUNDS - COVID RELIEF	FY 2021	FY 2022	FY 2023	FY 2024
Finance Level2 (UFARS)	Actual	Actual	Actual	Budget
151 ESSER 90% FORMULA ALLOCATION	\$ 238,602			
153 GEER GOVERNOR'S EMERGENCY ED RELIEF	\$ 130,376			
154 CORONAVIRUS RELIEF FUND	\$ 679,165			
174 OTHER CARES ACT RECEIVED	\$ 165,412		\$ 107,715	\$ 81,387
155 ESSER II		\$ 989,987		
150 SUMMER ACADEMIC AND MENTAL HEALTH		\$ 31,785	\$ 91,789	\$ 31,777
159 HOMELESS CHILDREN AND YOUTH II		\$ 8,416		\$ 1,393
160 ESSER III (1778696.12 TOTAL)		\$ 253,775	\$ 844,941	\$ 682,488
161 ESSER III (444674.03 TOTAL)		\$ 59,005	\$ 158,583	\$ 227,713
163 EXPANDED SUMMER LEARNING		\$ 36,628	\$ 41,781	
165 SUMMER PRESCHOOL GRANT		\$ 21,877	\$ 50,123	
170 COVID - 19 TESTING		\$ 146,379	\$ 61,778	
171 PANDEMIC ENROLLMENT SUPPORT		\$ 81,257		
<b>TOTAL</b>	<b>\$ 1,213,555</b>	<b>\$1,629,109</b>	<b>\$1,356,710</b>	<b>\$1,024,758</b>

67

# Original and Revised Budgets for FY 24

FY 24 Original Budget		
	Revenue	Expenses
Fund 1	33,584,449.00	29,474,374.00
Funds 2 through 47	13,043,092.00	16,847,748.00
Total All Funds	46,627,541.00	46,322,122.00

68

FY 24 Revised Budget		
	Revenue	Expenses
Fund 1	34,812,985.84	30,803,287.35
Funds 2 through 47	13,052,352.21	15,587,418.26
Total All Funds	47,865,338.05	46,390,705.61

## NBAPS Unassigned Fund Balance Target is between 10% and 15%

Fiscal Year Ending	General Fund – Unassigned Fund Balance Percentage	Number of Months of Operating Expenses
June 30, 2024 (preliminary)	11.90%	1.96 Months
June 30, 2023 (actual)	10.85%	1.60 Months
June 30, 2022 (actual)	12.95%	2.27 Months
June 30, 2021 (actual)	11.11%	1.74 Months
June 30, 2020 (actual)	7.11%	.89 Months
June 30, 2019 (actual)	1.96%	.24 Months
June 30, 2018 (actual)	-1.19%	-.14 Months
June 30, 2017 (actual)	2.58%	.31 Months

# Next Steps

- December School Board Meeting
  - Audited Financial Statements will be presented by Clifton Larson Allen
  - The Truth in Taxation Hearing is scheduled to take place on the same evening as the December business meeting
    - Annual, require public hearing for school districts regarding taxes
    - Time, Date and Location of the Hearing appears on tax statements
    - Additional financial information for the school board and for the public will be included in that presentation
- Questions?

70

EXTRACT OF MINUTES OF MEETING  
OF THE SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 138  
(NORTH BRANCH AREA PUBLIC SCHOOLS)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 138 (North Branch Area Public Schools), State of Minnesota, was duly held in the School District on the 14th day of November, 2024, at 5:30 o'clock p.m. for the purpose, in part, of canvassing its general election.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION CANVASSING RETURNS  
OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION**

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

1. It is hereby found, determined, and declared that the general election of the voters of this School District held on November 5, 2024, in conjunction with the State General Election, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of 14,053 voters of the School District voted at said general election on the election of three (3) school board members for four (4) year term vacancies on the School Board caused by expiration of term on the first Monday in January next following the general election as follows:

<u>Tim MacMillan</u>	<u>5601</u>
<u>Heather Naegele</u>	<u>4928</u>
<u>Shelly Johnson</u>	<u>5137</u>

3. Tim MacMillan, Heather Naegele, and Shelly Johnson having received the highest number of votes, are elected to four (4) year terms beginning on the first Monday in January, 2025.

4. The Clerk is hereby directed to certify the results of the election to the County Auditor of each county in which the School District is located in whole or in part.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF CHISAGO    )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 138 (North Branch Area Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to canvassing the results of the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this \_\_\_\_\_ day of November, 2024.

\_\_\_\_\_  
School District Clerk

**INDEPENDENT SCHOOL DISTRICT NO. 138  
(NORTH BRANCH AREA PUBLIC SCHOOLS)  
STATE OF MINNESOTA**

**ABSTRACT AND RETURN OF VOTES CAST  
GENERAL ELECTION HELD IN CONJUNCTION WITH  
THE STATE GENERAL ELECTION**

**NOVEMBER 5, 2024**

---

**Registration Statistics**

Number of persons registered at opening of polls \*1. 28,206  
Number of new registrants on election day \*2. 306

---

**Ballots delivered to the precinct**

Ballots delivered as certified by the clerk 3. \_\_\_\_\_  
Ballot count adjustments from incident log (+/-) 4. \_\_\_\_\_  
Number of unofficial ballots made 5. \_\_\_\_\_  
Number of absentee ballots delivered 6. \_\_\_\_\_

Total number of ballots delivered to precinct (3+4+5+6=A) A

---

**Ballots not in the ballot box**

Number of spoiled ballots \*7. \_\_\_\_\_  
Number of originals for which duplicates made \*8. \_\_\_\_\_  
Number of rejected absentees \*9. \_\_\_\_\_  
Number of unused ballots \*10. \_\_\_\_\_

Total number of ballots not in the ballot box (7+8+9+10=B) B

---

**Ballots cast in the ballot box**

Number of signatures on roster (preregistered + EDR) \*11. 10,749  
Number of accepted regular, military and overseas absentee ballots \*12. 3,304  
Number of accepted federal only absentee ballots \*13. \_\_\_\_\_  
Number of accepted presidential only absentee ballots \*14. \_\_\_\_\_

Total number of ballots in the ballot box (=persons voting) (11+12+13+14=C) C

---

**Ballots returned to Auditor/Clerk**

Ballots returned from the precinct (B + C = D) D

Difference for auditor/clerk notation on delivery record (A - D = E) E

\*are entered into ERS stats





**CERTIFICATE OF ELECTION  
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 138 on November 14, 2024, canvassed the general election of School Board members held on November 5, 2024.
2. Tim MacMillan received the largest number of votes cast for the office of School Board member of Independent School District No. 138 for a full four (4) year term.
3. There are three (3) full four (4) year term vacancies on the School Board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Tim MacMillan is elected to the office of School Board member of Independent School District No. 138 for a full four (4) year term beginning on the first Monday in January, 2025 and expiring on the first Monday in January, 2029.

By authority of the School Board of Independent School District No. 138, pursuant to resolution dated November 14, 2024.

Dated \_\_\_\_\_

\_\_\_\_\_  
Board Chair

Dated \_\_\_\_\_

\_\_\_\_\_  
Clerk

**CERTIFICATE OF ELECTION  
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 138 on November 14, 2024, canvassed the general election of School Board members held on November 5, 2024.
2. Shelly Johnson received the second largest number of votes cast for the office of School Board member of Independent School District No. 138 for a full four (4) year term.
3. There are three (3) full four (4) year term vacancies on the School Board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Shelly Johnson is elected to the office of School Board member of Independent School District No. 138 for a full four (4) year term beginning on the first Monday in January, 2025 and expiring on the first Monday in January, 2029.

By authority of the School Board of Independent School District No. 138, pursuant to resolution dated November 14, 2024.

Dated \_\_\_\_\_

\_\_\_\_\_  
Board Chair

Dated \_\_\_\_\_

\_\_\_\_\_  
Clerk

**CERTIFICATE OF ELECTION  
(Full 4 Year Term)**

This is to certify as follows:

1. The School Board of Independent School District No. 138 on November 14, 2024, canvassed the general election of School Board members held on November 5, 2024.
2. Heather Naegele received the third largest number of votes cast for the office of School Board member of Independent School District No. 138 for a full four (4) year term.
3. There are three (3) full four (4) year term vacancies on the School Board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Heather Naegele is elected to the office of School Board member of Independent School District No. 138 for a full four (4) year term beginning on the first Monday in January, 2025 and expiring on the first Monday in January, 2029.

By authority of the School Board of Independent School District No. 138, pursuant to resolution dated November 14, 2024.

Dated \_\_\_\_\_

\_\_\_\_\_  
Board Chair

Dated \_\_\_\_\_

\_\_\_\_\_  
Clerk

**ACCEPTANCE OF OFFICE  
AND OATH OF OFFICE**

To: **Tim MacMillan**

The following acceptance and oath of office must be filed with the School District Clerk within thirty (30) days of the date of mailing or personal service of the certificate of election.

**ACCEPTANCE OF OFFICE**

I hereby accept the office of School Board member of Independent School District No. 138 for a term beginning on the first Monday in January, 2025 and expiring on the first Monday in January, 2029.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF CHISAGO    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_  
Name of Candidate

\_\_\_\_\_  
Notary Public

**OATH OF OFFICE**

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF CHISAGO    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_.  
Name of Candidate

\_\_\_\_\_  
Notary Public

**ACCEPTANCE OF OFFICE  
AND OATH OF OFFICE**

To: **Shelly Johnson**

The following acceptance and oath of office must be filed with the School District Clerk within thirty (30) days of the date of mailing or personal service of the certificate of election.

**ACCEPTANCE OF OFFICE**

I hereby accept the office of School Board member of Independent School District No. 138 for a term beginning on the first Monday in January, 2025 and expiring on the first Monday in January, 2029.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF CHISAGO    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_  
Name of Candidate

\_\_\_\_\_  
Notary Public

**OATH OF OFFICE**

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF CHISAGO    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_  
Name of Candidate

\_\_\_\_\_  
Notary Public

**ACCEPTANCE OF OFFICE  
AND OATH OF OFFICE**

To: **Heather Naegele**

The following acceptance and oath of office must be filed with the School District Clerk within thirty (30) days of the date of mailing or personal service of the certificate of election.

**ACCEPTANCE OF OFFICE**

I hereby accept the office of School Board member of Independent School District No. 138 for a term beginning on the first Monday in January, 2025 and expiring on the first Monday in January, 2029.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF CHISAGO    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_  
Name of Candidate

\_\_\_\_\_  
Notary Public

**OATH OF OFFICE**

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF CHISAGO    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by \_\_\_\_\_.  
Name of Candidate

\_\_\_\_\_  
Notary Public



# 2024-25 School Calendar<sub>6</sub>

Making calendar decisions is one critical element of designing for student success



# Calendar Process

As an Independent School District, we have the responsibility to annually draft school calendars.

The calendar is one of our most important instructional tools. 87

Our calendar review process includes collaboration across employee groups while also incorporating feedback from parents.



# Timeline for Approval

First Reading: November 14, 2024

Second Reading: December 12, 2024

[2025-26 NBAPS Calendar](#)

# DRAFT NBAPS 2025-2026 CALENDAR (rev.11.07.24)

**August 22** New and 2nd Year Teacher PD  
**August 25, 26, 28** No School - PD  
**August 27** Welcome Conferences K-8;  
 NBAHS Welcome Events; ALC/DLA Welcome  
 Events; CCSLWC Welcome Events  
**August 29** Flex PD Day  
 T = 4 S = 1

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**February 13** No School - PD  
**February 16** School Closed/Holiday  
 T = 19 S = 18

**September 1** School Closed/Holiday  
**September 2** Welcome Conferences K-8; 9th  
 Grade Orientation; CCSLWC Welcome  
 Events; ALC/DLA Welcome Events  
**September 3** K-12 in session; CCSLWC  
 2nd-4th Year in session  
**September 4** CCSLWC All Students in  
 Session  
**September 29** No School - PD  
 T = 21 S = 20

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**March 9-13** School Closed/Holiday  
**March 31** Conferences K-12+ 3:30-7:00 pm  
 T = 17 S = 17

**October 16-17** School Closed/MEA  
**October 31** No School - PD  
 T = 21 S = 20

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**April 2** Conferences K-12+ 3:30-7:00 pm  
**April 3** School Closed/Holiday  
**April 6** No School - Conferences K-12+  
 7:30 - 11:00 am; PD Noon - 3:00 pm  
 T = 21 S = 20

**November 20** Conferences K-12+  
 3:30-7:00 pm  
**November 25** Conferences K-12+  
 3:30-7:00 pm  
**November 26** No School - Conferences  
 K-12+ 7:30 - 11:00 am; PD Noon -3:00 pm  
**November 27-28** School Closed/Holiday  
 T = 18 S = 17

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**May 18** - No school - PD  
**May 25** - School Closed/Holiday  
 T = 20 S = 19

**December 22 - 31** School Closed/Holiday  
 T = 17 S = 17

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**June 5** - Last Day of School K-12; Last Day  
 for CCSLWC  
**June 7** - Graduation  
**June 8** - No school - PD  
**June 19** - School Closed/Holiday  
 T = 6 S = 5

T = 184 S = 172

**January 1-2** School Closed/Holiday  
**January 16** Last Day of Semester 1 (85 Days)  
**January 19** School Closed/Holiday  
**January 20** No school - PD  
 T = 19 S = 18

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**July 6** - Targeted Services / ESY Begins  
**July 30** - Targeted Services / ESY Ends

# EMPLOYEES/PERSONNEL

## Family and Medical Leave Policy

410

### I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

### II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

### III. DEFINITIONS

#### A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

#### B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

- C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-

---

North Branch Independent School District No. 138: Policy #410

**Adopted:** 4/11/02

**Replaced:**

**Last Reviewed:** 4/8/21, 12/9/21

**Revised:** 2/11/16, 11/10/16, 2/9/23, 6/13/24

**Effective:** 4/11/02, 2/11/16, 11/10/16, 2/9/23, 6/13/24

## EMPLOYEES/PERSONNEL

### Family and Medical Leave Policy

410

covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
  2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
  2. to attend military events and related activities of a covered military member;
  3. to address issues related to childcare and school activities of a covered military member's child;

---

North Branch Independent School District No. 138: Policy #410

**Adopted:** 4/11/02

**Replaced:**

**Last Reviewed:** 4/8/21, 12/9/21

**Revised:** 2/11/16, 11/10/16, 2/9/23, 6/13/24

**Effective:** 4/11/02, 2/11/16, 11/10/16, 2/9/23, 6/13/24

## EMPLOYEES/PERSONNEL

### Family and Medical Leave Policy

410

4. to address financial and legal arrangements for a covered military member;
  5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
  6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
  7. to attend post-deployment activities related to a covered military member;
  8. to address care needs of a covered military member's parent who is incapable of self-care; and
  9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
  2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code section 101.

#### IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law
1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
    - a. birth of the employee's child and to care for such child;

---

North Branch Independent School District No. 138: Policy #410

Adopted: 4/11/02

Replaced:

Last Reviewed: 4/8/21, 12/9/21

Revised: 2/11/16, 11/10/16, 2/9/23, 6/13/24

Effective: 4/11/02, 2/11/16, 11/10/16, 2/9/23, 6/13/24

## EMPLOYEES/PERSONNEL

### Family and Medical Leave Policy

410

- b. placement of an adopted or foster child with the employee;
  - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
  - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
  - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
    - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of

---

North Branch Independent School District No. 138: Policy #410

**Adopted:** 4/11/02

**Replaced:**

**Last Reviewed:** 4/8/21, 12/9/21

**Revised:** 2/11/16, 11/10/16, 2/9/23, 6/13/24

**Effective:** 4/11/02, 2/11/16, 11/10/16, 2/9/23, 6/13/24

## EMPLOYEES/PERSONNEL

### Family and Medical Leave Policy

410

- the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
- (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
  - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
  - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
  7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
  8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the

---

North Branch Independent School District No. 138: Policy #410

**Adopted:** 4/11/02

**Replaced:**

**Last Reviewed:** 4/8/21, 12/9/21

**Revised:** 2/11/16, 11/10/16, 2/9/23, 6/13/24

**Effective:** 4/11/02, 2/11/16, 11/10/16, 2/9/23, 6/13/24

circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall

---

North Branch Independent School District No. 138: Policy #410

**Adopted:** 4/11/02

**Replaced:**

**Last Reviewed:** 4/8/21, 12/9/21

**Revised:** 2/11/16, 11/10/16, 2/9/23, 6/13/24

**Effective:** 4/11/02, 2/11/16, 11/10/16, 2/9/23, 6/13/24

## EMPLOYEES/PERSONNEL

### Family and Medical Leave Policy

410

be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does not exceed 12 weeks, unless agreed to by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.

---

North Branch Independent School District No. 138: Policy #410

Adopted: 4/11/02

Replaced:

Last Reviewed: 4/8/21, 12/9/21

Revised: 2/11/16, 11/10/16, 2/9/23, 6/13/24

Effective: 4/11/02, 2/11/16, 11/10/16, 2/9/23, 6/13/24

## EMPLOYEES/PERSONNEL

### Family and Medical Leave Policy

410

4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

#### V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the workdays in the leave period may be required to:
  1. take leave for the entire period or periods of the planned medical treatment; or
  2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
  1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.

---

North Branch Independent School District No. 138: Policy #410

Adopted: 4/11/02

Replaced:

Last Reviewed: 4/8/21, 12/9/21

Revised: 2/11/16, 11/10/16, 2/9/23, 6/13/24

Effective: 4/11/02, 2/11/16, 11/10/16, 2/9/23, 6/13/24

## EMPLOYEES/PERSONNEL

### Family and Medical Leave Policy

410

2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

#### VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

#### VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)  
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)  
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)  
38 U.S.C. § 101 (Definitions)

---

North Branch Independent School District No. 138: Policy #410

**Adopted:** 4/11/02

**Replaced:**

**Last Reviewed:** 4/8/21, 12/9/21

**Revised:** 2/11/16, 11/10/16, 2/9/23, 6/13/24

**Effective:** 4/11/02, 2/11/16, 11/10/16, 2/9/23, 6/13/24

**EMPLOYEES/PERSONNEL**

**Family and Medical Leave Policy**

**410**

29 C.F.R. Part 825 (Family and Medical Leave Act)

***Cross References:***

---

**North Branch Independent School District No. 138: Policy #410**

**Adopted:** 4/11/02

**Replaced:**

**Last Reviewed:** 4/8/21, 12/9/21

**Revised:** 2/11/16, 11/10/16, 2/9/23, 6/13/24

**Effective:** 4/11/02, 2/11/16, 11/10/16, 2/9/23, 6/13/24

# EDUCATION PROGRAMS

## Organization of School Calendar and School Day

602

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. CALENDAR RESPONSIBILITY

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

### IV. SCHOOL DAY RESPONSIBILITY

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

---

North Branch Independent School District No. 138: District Policy #602

Adopted: 8/10/00

Replaced:

Revised: 7/11/13, 2/8/18, 11/2/23

Effective: 8/10/00, 7/11/13, 2/8/18, 11/2/23

602 Organization of School Calendar and School Day, page 1 of 3

# EDUCATION PROGRAMS

## Organization of School Calendar and School Day

602

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

### V. E-LEARNING DAYS

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

<b>Legal References:</b>	Minn. Stat. § 10.55 (Juneteenth)
	Minn. Stat. § 120A.40 (School Calendar)
	Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)
	Minn. Stat. § 120A.414 (E-Learning Days)
	Minn. Stat. § 120A.415 (Extended School Calendar)
	Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)
	Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
	Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)

---

North Branch Independent School District No. 138: District Policy #602

**Adopted:** 8/10/00

**Replaced:**

**Revised:** 7/11/13, 2/8/18, 11/2/23

**Effective:** 8/10/00, 7/11/13, 2/8/18, 11/2/23

602 Organization of School Calendar and School Day, page 2 of 3

## EDUCATION PROGRAMS

### Organization of School Calendar and School Day

602

Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123A.32 (Interdistrict Cooperation)  
Minn. Stat. § 123A.35 (Cooperation and Combination)  
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)  
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)  
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)  
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)  
Minn. Stat. § 645.44 (Words and Phrases Defined)

#### ***Cross References:***

---

#### North Branch Independent School District No. 138: District Policy #602

**Adopted:** 8/10/00

**Replaced:**

**Revised:** 7/11/13, 2/8/18, 11/2/23

**Effective:** 8/10/00, 7/11/13, 2/8/18, 11/2/23

602 Organization of School Calendar and School Day, page 3 of 3

# EDUCATION PROGRAMS

## School District System Accountability

616-NB

### I. PURPOSE

The purpose of this policy is to focus public education strategies on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding implementation of the Minnesota K-12 Academic Standards and federal law.

### II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 Academic Standards and federal law requires accountability for the school district. The school district established a system to transition to the graduation requirements of the Minnesota K-12 Academic Standards. The school district also established a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

### III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "World's best workforce" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

### IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

#### A. School District Goals

- 1. The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.
- 2. The NBAPS Strategic Advisory Committee (World's Best Workforce Committee) created under Policy 603 (Curriculum Development) is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
- 3. The school district-wide improvement goals should address recommendations identified

---

North Branch Independent School District No. 138: District Policy #616-NB

Adopted: 5/9/13

Replaced:

Last Reviewed:

Revised: 2/8/18, 5/9/19, 4/8/21, 12/9/21, 1/12/23, 6/13/24

Effective: 5/9/13, 2/8/18, 5/9/19, 4/8/21, 12/9/21, 1/12/23, 6/13/24

616 School District System Accountability, page 1 of 5

# EDUCATION PROGRAMS

## School District System Accountability

616-NB

through the NBAPS Strategic Advisory Committee (WBWF Committee) process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, and teacher evaluations under Minnesota Statutes section 122A.40 or 122A.41.
- C. Implementation of Graduation Requirements
1. The NBAPS Strategic Advisory Committee (WBWF Committee) shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the NBAPS Strategic Advisory Committee (WBWF Committee) shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
  2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the NBAPS Strategic Advisory Committee (WBWF Committee) shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The NBAPS Strategic Advisory Committee (WBWF Committee) may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
  3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of current achievement that show growth relative to an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.
- D. Comprehensive Continuous Improvement of Student Achievement
1. By Dec 1 of each year, the NBAPS Strategic Advisory Committee (WBWF Committee)

---

North Branch Independent School District No. 138: District Policy #616-NB

Adopted: 5/9/13

Replaced:

Last Reviewed:

Revised: 2/8/18, 5/9/19, 4/8/21, 12/9/21, 1/12/23, 6/13/24

Effective: 5/9/13, 2/8/18, 5/9/19, 4/8/21, 12/9/21, 1/12/23, 6/13/24

616 School District System Accountability, page 2 of 5

## EDUCATION PROGRAMS

### School District System Accountability

616-NB

will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.

2. The NBAPS Strategic Advisory Committee (WBWF Committee), working in cooperation with other committees of the school district, will provide active community participation in:
  - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;
  - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
  - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,
  - d. Advising the school board about development of the annual budget.
3. The NBAPS Strategic Advisory Committee (WBWF Committee) shall meet the following criteria:
  - a. The NBAPS Strategic Advisory Committee (WBWF Committee) shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
  - b. The NBAPS Strategic Advisory Committee (WBWF Committee) shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
  - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
  - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the NBAPS Strategic Advisory Committee (WBWF Committee) in the instruction and curriculum review process. Building site goals shall annually be approved by the school board.
4. Translation services should be provided to the extent appropriate and practicable.

---

North Branch Independent School District No. 138: District Policy #616-NB

**Adopted:** 5/9/13

**Replaced:**

**Last Reviewed:**

**Revised:** 2/8/18, 5/9/19, 4/8/21, 12/9/21, 1/12/23, 6/13/24

**Effective:** 5/9/13, 2/8/18, 5/9/19, 4/8/21, 12/9/21, 1/12/23, 6/13/24

616 School District System Accountability, page 3 of 5

# EDUCATION PROGRAMS

## School District System Accountability

616-NB

5. The NBAPS Strategic Advisory Committee (WBWF Committee) meet at least three times a year.
- E. Evaluation of Student Progress Committee. Building Leadership Teams shall develop a plan for assessment of student progress for use by the NBAPS Strategic Advisory Committee (WBWF Committee) to review instruction and curriculum, cultural competencies, life skill readiness, and student achievement at the school site. Building site plans shall annually be approved by the school board.
- F. Reporting
  1. Consistent with Minnesota Statutes, section 120B.36, subdivision 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.
  2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.
  3. The school district must annually report the district's class size ratios by each grade to the commissioner of education in the form and manner specified by the commissioner.
  4. The school district must report whether programs funded with compensatory revenue are consistent with best practices demonstrated to improve student achievement.

# EDUCATION PROGRAMS

## School District System Accountability

616-NB

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)  
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)  
Minn. Stat. § 120B.36 (School Accountability)  
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)  
Minn. Stat. § 123B.147 (Principals)  
Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** NB Policy 104 (School District Mission Statement)  
NB Policy 601 (School District Curriculum and Instruction Goals)  
NB Policy 613 (Graduation Requirements)  
NB Policy 614 (School District Testing Plan and Procedure)  
NB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
NB Policy 617 (School District Ensurance of Preparatory and High School Standards)  
NB Policy 618 (Assessment of Student Achievement)  
NB Policy 619 (Staff Development for Standards)  
NB Policy 620 (Credit for Learning)

---

North Branch Independent School District No. 138: District Policy #616-NB

**Adopted:** 5/9/13

**Replaced:**

**Last Reviewed:**

**Revised:** 2/8/18, 5/9/19, 4/8/21, 12/9/21, 1/12/23, 6/13/24

**Effective:** 5/9/13, 2/8/18, 5/9/19, 4/8/21, 12/9/21, 1/12/23, 6/13/24

616 School District System Accountability, page 5 of 5

**I. PURPOSE**

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

**II. GENERAL INFORMATION****A. The Policy and Plans**

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

**B. Elements of the District Crisis Management Policy**

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact

---

North Branch Independent School District No. 138: Policy #806

Adopted: 9/28/00

Last Reviewed: 8/06, 11/09, 4/8/21, 12/9/21

Revised: 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

Effective: 9/28/00, 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
- b. Evacuation Procedures. Evacuations of classrooms and buildings—shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.
- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
3. School Emergency Response Teams
  - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.
  - b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

### III. PREPARATION BEFORE AN EMERGENCY

#### A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

---

North Branch Independent School District No. 138: Policy #806

Adopted: 9/28/00

Last Reviewed: 8/06, 11/09, 4/8/21, 12/9/21

Revised: 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

Effective: 9/28/00, 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

## BUILDINGS AND SITES

### Crisis Management

806

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.
- B. Planning and Preparing for Fire
1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
  2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
  3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
  4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
  5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes section 299F.30. See Minnesota Statutes, section 121A.035.
  6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
  7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
  8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The

---

North Branch Independent School District No. 138: Policy #806

Adopted: 9/28/00

Last Reviewed: 8/06, 11/09, 4/8/21, 12/9/21

Revised: 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

Effective: 9/28/00, 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the

---

North Branch Independent School District No. 138: Policy #806

**Adopted:** 9/28/00

**Last Reviewed:** 8/06, 11/09, 4/8/21, 12/9/21

**Revised:** 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

**Effective:** 9/28/00, 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.

5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

**IV. ACTIVE SHOOTER DRILL**

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.
3. "Evidence-based" means a program or practice that demonstrates any of the following:
  - a. a statistically significant effect on relevant outcomes based on any of the following:
    - i. strong evidence from one or more well designed and well implemented experimental studies;

## BUILDINGS AND SITES

### Crisis Management

806

- ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
    - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
  - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

#### B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and
5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

#### C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An

---

North Branch Independent School District No. 138: Policy #806

Adopted: 9/28/00

Last Reviewed: 8/06, 11/09, 4/8/21, 12/9/21

Revised: 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

Effective: 9/28/00, 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.
2. The violence prevention training must be evidence-based and may be delivered in-

---

North Branch Independent School District No. 138: Policy #806

**Adopted:** 9/28/00

**Last Reviewed:** 8/06, 11/09, 4/8/21, 12/9/21

**Revised:** 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

**Effective:** 9/28/00, 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

person, virtually, or digitally. Training must, at a minimum, teach students the following:

- a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
  - b. the importance of taking threats seriously and seeking help; and
  - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
- a. student opportunities for leadership related to prevention and safety;
  - b. encouragement and support to students in establishing clubs and programs focused on safety; and
  - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

**V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY**

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding

## **BUILDINGS AND SITES**

### **Crisis Management**

**806**

- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

#### **VI. MISCELLANEOUS PROCEDURES**

- A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry

---

**North Branch Independent School District No. 138: Policy #806**

**Adopted:** 9/28/00

**Last Reviewed:** 8/06, 11/09, 4/8/21, 12/9/21

**Revised:** 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

**Effective:** 9/28/00, 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

# BUILDINGS AND SITES

## Crisis Management

806

labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

**Legal References:** Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 121A.038 (Students Safe at School)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)  
Minn. Stat. § 326B.02, Subd. 6 (Powers)  
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses)  
Minn. Rules Ch. 7511 (Fire Code)  
20 U.S.C. § 1681, *et seq.* (Title IX)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

**Cross References:** NB Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
NB Policy 413 (Harassment and Violence)  
NB Policy 501 (School Weapons Policy)  
NB Policy 506-NB (Student Discipline)

---

North Branch Independent School District No. 138: Policy #806

Adopted: 9/28/00

Last Reviewed: 8/06, 11/09, 4/8/21, 12/9/21

Revised: 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

Effective: 9/28/00, 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

## BUILDINGS AND SITES

### Crisis Management

806

NB Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)

NB Policy 903 (Visitors to School District Buildings and Sites)

*Comprehensive School Safety Guide*

[Minnesota School Safety Center - Resources \(mn.gov\)](http://mn.gov)

---

#### North Branch Independent School District No. 138: Policy #806

**Adopted:** 9/28/00

**Last Reviewed:** 8/06, 11/09, 4/8/21, 12/9/21

**Revised:** 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

**Effective:** 9/28/00, 11/14/13, 4/14/16, 2/8/18, 1/12/23, 8/10/23

# FORM A

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

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair/Head of School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk – Treasurer/ Finance Director



**North Branch Area Education Center**  
38705 Grand Avenue, North Branch, MN 55056  
651.674.1025

**North Branch Area Education Center Fundraising Summary  
(May 1, 2024 - October 31, 2024)**

- Boosterthon Viking Fun Run Fundraiser = total profit \$16,898.00

**SUNRISE RIVER ELEMENTARY SCHOOL**

Taylor Swanson, Principal

37775 Grand Ave., North Branch, MN 55056

Phone / 651-674-1100 Fax / 651-674-1110

[www.isd138.org](http://www.isd138.org)



**NORTH BRANCH  
AREA PUBLIC SCHOOLS**

**Inspire Dreams, Build Integrity, Instill Hope**

---

November 5, 2024

North Branch Area Public Schools  
Sunrise River Elementary School

Grades 1-5

Fundraiser Report for the dates:

May 1, 2024 – October 31, 2024

Boosterthon Fun Run Fundraiser

Money collected includes Sunrise, grades 1-5

Fun Run Event Date: June 6, 2024.

Overall Profit: \$55,798

Taylor Swanson

Principal, Sunrise River Elementary School

[tswanson@isd138.org](mailto:tswanson@isd138.org)

651-674-1105



**2024-2025 North Branch Area Middle School Fundraising Summary (May 1, 2024 - October 31, 2024)**

**6th Grade:**

6th grade students did not participate in a fundraiser activity during this time period.

**7th Grade:**

7th grade students did not participate in a fundraiser activity during this time period.

**8th Grade:**

8th grade students did not participate in a fundraiser activity during this time period.

## May 2024 - October 2024 Activities Fundraising Report

Group	Fundraiser	Season	Projected Profit	Deposits	Expenses	Profit
Theater	Shirt/Lanyard/Button Sales	Spring	\$200.00	\$239.00	\$0.00	\$239.00
			<b>\$200.00</b>	<b>\$239.00</b>	<b>\$0.00</b>	<b>\$239.00</b>
AFJROTC	Concessions Share Earned	Year Round	\$500.00	\$1,018.74	\$0.00	\$1,018.74
Baseball	Concessions Share Earned	Year Round	\$500.00	\$679.16	\$0.00	\$679.16
Basketball, Girls	Concessions Share Earned	Year Round	\$500.00	\$1,697.95	\$0.00	\$1,697.95
Captain's Club	Concessions Share Earned	Year Round	\$500.00	\$848.95	\$0.00	\$848.95
Cross Country	Concessions Share Earned	Year Round	\$500.00	\$2,716.72	\$0.00	\$2,716.72
Golf Boys	Concessions Share Earned	Year Round	\$500.00	\$509.37	\$0.00	\$509.37
Golf Girls	Concessions Share Earned	Year Round	\$500.00	\$1,018.74	\$0.00	\$1,018.74
Gymnastics	Concessions Share Earned	Year Round	\$500.00	\$1,358.36	\$0.00	\$1,358.36
NHS	Concessions Share Earned	Year Round	\$500.00	\$679.16	\$0.00	\$679.16
Robotics, FTC	Concessions Share Earned	Year Round	\$500.00	\$1,697.95	\$0.00	\$1,697.95
Soccer, Boys	Concessions Share Earned	Year Round	\$500.00	\$3,226.11	\$0.00	\$3,226.11
Soccer, Girls	Concessions Share Earned	Year Round	\$500.00	\$679.16	\$0.00	\$679.16
Softball	Concessions Share Earned	Year Round	\$500.00	\$1,018.74	\$0.00	\$1,018.74
Speech	Concessions Share Earned	Year Round	\$500.00	\$339.58	\$0.00	\$339.58
Spring Musical	Concessions Share Earned	Year Round	\$500.00	\$339.58	\$0.00	\$339.58
Student Council	Concessions Share Earned	Year Round	\$500.00	\$1,188.53	\$0.00	\$1,188.53
Tennis	Concessions Share Earned	Year Round	\$500.00	\$2,716.72	\$0.00	\$2,716.72
Track	Concessions Share Earned	Year Round	\$500.00	\$3,395.90	\$0.00	\$3,395.90
Wrestling	Concessions Share Earned	Year Round	\$500.00	\$679.16	\$0.00	\$679.16
			<b>\$9,500.00</b>	<b>\$25,808.58</b>	<b>\$0.00</b>	<b>\$25,808.58</b>
Volleyball	Adrenaline Viking Cards	Fall	\$10,000.00	\$12,680.00	\$0.00	\$12,680.00
			<b>\$10,000.00</b>	<b>\$12,680.00</b>	<b>\$0.00</b>	<b>\$12,680.00</b>
Football	Adrenaline Viking Cards	Fall	\$10,000.00	\$8,966.00	\$0.00	\$8,966.00
	Adrenaline Viking Cards	Fall		\$416.00	\$0.00	\$416.00
			<b>\$10,000.00</b>	<b>\$9,382.00</b>	<b>\$0.00</b>	<b>\$9,382.00</b>
FTC Robotics	Car Parking - Apple Fest	Fall	\$1,000.00	\$1,696.45	\$0.00	\$1,696.45
			<b>\$1,000.00</b>	<b>\$1,696.45</b>	<b>\$0.00</b>	<b>\$1,696.45</b>
Choir	Gerten's Flower Fundraiser	Spring	\$2,500.00	\$2,006.38	\$0.00	\$2,006.38
			<b>\$2,500.00</b>	<b>\$2,006.38</b>	<b>\$0.00</b>	<b>\$2,006.38</b>
Boys Soccer	Vertical Raise -online campaign	Fall	\$7,000.00	\$7,596.45	\$0.00	\$7,596.45
	Yard Sign Sales	Fall	\$100.00	\$100.00	\$0.00	\$100.00
			<b>\$7,100.00</b>	<b>\$7,696.45</b>	<b>\$0.00</b>	<b>\$7,696.45</b>
Girls Soccer	Vertical Raise	Fall	\$5,000.00	\$6,417.50	\$0.00	\$6,417.50
			<b>\$5,000.00</b>	<b>\$6,417.50</b>	<b>\$0.00</b>	<b>\$6,417.50</b>
<b>May 2024 - October 2024 Fundraising Totals:</b>			<b>\$45,300.00</b>	<b>\$65,926.36</b>	<b>\$0.00</b>	<b>\$65,926.36</b>