

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA EDUCATION CENTER
 38705 GRAND AVENUE
 NORTH BRANCH, MN 55056
 REGULAR SCHOOL BOARD MEETING
 MARCH 6, 2025
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
 - A. School Board Member Adam Trampe will be attending the meeting remotely at the following location: 10 East Center Street, Rochester, MN 55904
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent’s Report 5
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of January 13, 2025 School Board Retreat 12
 - B. Minutes of February 13, 2025 Policy Committee Meeting 13
 - C. Minutes of February 13, 2025 Regular School Board Meeting 15
 - D. Minutes of February 27, 2025 Work Session 20
 - E. Authorization of Payments, Transfers, and Investment Activity 21
 - F. Personnel
 - 1. Cassandra Keacher, resignation effective March 5, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 - 2. Galytea Pierce, resignation effective February 21, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 - 3. Katherine Hammond, extension of leave request from January 29, 2025 through April 10, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
 - 4. Art Tobin, extension of leave request from January 1, 2025 through June 30, 2025, as Director of Buildings and Grounds at North Branch Area Public Schools
 - 5. Licia Sieracki, extension of leave request effective February 28, 2025 through March 27, 2025 as Special Education Assistant at Sunrise River Elementary School
 - 6. Zachary Berg, leave request from February 18, 2025 returning on March 3, 2025, as the Director of Buildings and Grounds at North Branch Area Public Schools
 - 7. Denise Besch, leave request for the 2025-2026 school year, as Grade 4 Teacher at Sunrise River Elementary School
 - 8. Jeanne Degerstrom, leave request for the 2025-2026 school year, as Intervention Teacher at Sunrise River Elementary School

9. Barb Gray, leave request for the 2024-2025 school year, as Special Education Assistant at North Branch Area Middle School
10. Erik Lien, leave request effective March 6, 2025 returning on March 31, 2025, as Social Studies Teacher at Norse Area Learning Center
11. Courtney Wood, leave request effective approximately April 7, 2025 through June 8, 2025, as Grade 2 Teacher at Sunrise River Elementary School
12. Tracey John, retirement effective at the end of the 2024-25 school year, as Grade 5 Teacher at Sunrise River Elementary School
13. Cassandra Keacher, employment effective January 3, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
14. 2024-25 Extracurricular Spring Coach Positions
 - a. Matt Solberg, Class 2, Step 10, as Head Coach for Baseball
 - b. Charlie Linder, Class 4, Step 3, as Assistant Coach for Baseball
 - c. Katherine Crudo, Class 2, Step 9, as Head Coach for Softball
 - d. Samantha Pederson, Class 4, Step 3, as Assistant Coach for Softball
 - e. Ava Sittlow, Class 4, Step 2, as Assistant Coach for Softball
 - f. Jessica Audette, Class 6, Step 5, as Coach for Middle School Softball
 - g. Brent Lundgren, Class 2, Step 9, as Boys Head Coach for Track and Field
 - h. Ian McWilliams, Class 4, Step 10, as Assistant Coach for Track and Field
 - i. Norm Nagel, Class 2, Step 10, as Head Coach for Girls Track and Field
 - j. Eli Erickson, Class 4, Step 2, as Assistant Coach for Track and Field
 - k. Ryan Minke, Class 3, Step 10, as Head Coach for Boys Golf
 - l. Jonny Bodell, Class 5, Step 2, as Assistant Coach for Boys Golf
 - m. Chad Carlson, Class 3, Step 6, as Head Coach for Girls Golf
 - n. Megan Carlson, Class 5, Step 1, as Assistant Coach Girls Golf
 - o. Joel Santjer, Class 3, Step 9, as Head Coach for Boys Tennis
 - p. Norm Nagel, Class 9, Step 10, as Fitness Center Supervisor for Spring Season
 - q. Kyle Groh, Class 9, Step 10, as Fitness Center Supervisor for Spring Season
 - r. Alyssa Nelson, Class 9, Step 3, as Coach for Adapted Bowling
 - s. Josh Reistad, Class 6, Step 10, as Coach for Middle School Track
 - t. Scott Schraufnagel, Class 6, Step 4, as Coach for Middle School Track
 - u. Natalie Bristol, Class 6, Step 1, as Coach for Middle School Track
 - v. Clint Mattson - Volunteer Coach for Baseball
 - w. Nick Solberg - Volunteer Coach for Baseball
 - x. Aaron Robillard - Volunteer Coach for Baseball
 - y. Casey Schwalbe - Volunteer Coach for Baseball
 - z. Jake Schmitz - Volunteer Coach for Baseball
 - aa. Carlie Hart - Volunteer Coach for Softball
 - bb. Emma Hurd - Volunteer Coach for Softball
 - cc. Adam Klick - Volunteer Coach for Softball
 - dd. Mitch Minnig - Volunteer Coach for Softball
 - ee. Brandon Hunter - Volunteer Coach for Softball
 - ff. Melissa Jarvi - Volunteer Coach for Softball
 - gg. Madison Helin - Volunteer Coach for Softball
 - hh. Mike Boelk - Volunteer Coach for Track and Field

- ii. Steven Stelmack - Volunteer Coach for Track and Field
 - jj. Nate Halseth - Volunteer Coach for Boys Golf
 - kk. Jack Gladitsch - Volunteer Coach for Boys Golf
 - ll. Casey Thiel - Volunteer Coach for Girls Golf
 - mm. Andy Spofford - Volunteer Coach for Boys Tennis
- G. 2024-25 Activity Advisor Position
- 1. Kevin Grote, Spring Season - Class 6, Step 8, as Clay Target Advisor
 - 2. Jessica Konrad, Spring Season - Class 6, Step 3, as Clay Target Advisor
 - 3. Laura Long, Class 3, Step 6, as Spring Musical Director
 - 4. Laura Long, Class 9, Step 6, as 0.25 FTE Spring Musical Set Design (Props)
 - 5. Samuel Lubs, Class 7, Step 1, as Musical Assistant (Vocal)
- H. Policies
- 1. Policy 405 NB - Veteran's Preference (no MSBA changes since 2016, however NB added extra language in 2018, making this policy a NB policy) 22
 - 2. Policy 412 NB - Expense Reimbursement (No MSBA changes, but due to NB revision/added language to line III:B, this is now a NB policy) 24
 - 3. Policy 604 - Instructional Curriculum 26
 - 4. Policy 605 - Alternative Educational Services 31
 - 5. Policy 611 - Homeschooling 32
- I. Removal of the Following Policies as They Are No Longer Applicable to North Branch Area Public Schools
- 1. Policy 498 NB - Employment of Non-Exempt Employees for the Supervision and Management of Extracurricular Functions 35
 - 2. Policy 498 NB FORM - Employment of Non-Exempt Employees for the Supervision and Management of Extracurricular Functions 36
- J. Acceptance of Donations 37
- Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

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

- VIII. **Open Mic:** Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.
- IX. Old Business
- A. Consider Second Reading of the Following Policies
 - 1. Policy 501 - School Weapons Policy 38

- 2. Policy 502 - Search of Students Lockers, Desks, Personal Possessions, and Student's Person 43
- X. New Business
 - A. Consider Approval of the 2024-25 American Indian Resolution 46
 - B. Consider Approval of the Letters of Agreement with the North Branch Education Association and the North Branch Support Staff Association
- XI. Addendum
- XII. Information
- XIII. Board Requests
- XIV. Committee Reports
- XV. Dates to Remember
 - A. March 27, 2025 at 5:30 PM - School Board Work Session, North Branch Area Middle School - Media Center
 - B. March 27, 2025 at 7:00 PM - Special School Board Meeting, North Branch Area Middle School - Media Center
 - C. April 10, 2025 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center - Board Room, Room C120
 - D. April 10, 2025 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center - Board Room, Room C120
 - E. April 11, 2025 at 9:30 AM - SAFF, Double Tree Hotel-Roseville, MN
 - F. April 24, 2025 at 5:30 PM - School Board Work Session, Sunrise River Elementary School - Media Center
- XVI. Adjournment

Superintendent Update

March 6, 2025

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.*

Viking Spotlight on Irv Winreich



***Helping
Simply Because
You Can***



Snowy Day School Operations & Safety Actions



Rationale for Keeping Schools Open When Possible

- When possible, keeping schools open ensures continuity of learning, reducing disruptions to academic progress.
- School closures can leave younger students without adequate supervision, as some parents are unable to take off work on short notice.

I can't let yesterday go by without acknowledging and celebrating our staff for going above and beyond to partner in service to our students, families and each other.

8

- Staff and administration work to make school as safe as possible by implementing additional safety measures during inclement weather.
 - Plowing & Ice Management
 - Transportation Adjustments
 - Parent Discretion
 - Building & Grounds Safety Measures
 - Student Support & Supervision
 - Staff Safety

Rationale for Closing School When Necessary

When weather conditions or emergencies pose significant challenges to executing safety measures, closing school is the responsible decision.

Viking staff coming together to raise money for student scholarships



NBAPS staff will again be bagging groceries at County Market to raise scholarships for graduating seniors seeking to continue their education.

Saturday, April 12
10 am - 4 pm

Save the date and plan to do your grocery shopping on April 12 and partner with Viking staff to support our 2025 Viking graduates!



Community Service Day is May 29



May 29 has been selected for this year's Community Service Day.

Community Service Day is a wonderful way for students and staff to give back to the communities that support them each year.

If you know anyone in the community who could use a little help this spring, please contact Pat Tepoorten at ptepoorten@isd138.org, or 651-674-1018.





NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
SCHOOL BOARD RETREAT
January 13, 2025

The School Board of Independent School District 138 held a school board retreat on Monday, January 13, 2025, at 6:00 p.m. in the Media Center, Glass Classroom at the North Branch Area High School.

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

Absent: None

The topics discussed at the retreat included student facilitated discussion on the “why before the how” managing change with cell phone restrictions, what’s been going well and opportunities for improvement, enrollment discussion and staff survey discussion.

The board adjourned the retreat at 8:05 p.m.

Heather Naegele, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
February 13, 2025

The Policy Committee met on Thursday, February 13, 2025 at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

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

Absent: None

Policies Discussed for February Board Consent Agenda

NBAPS Policy Committee and School Board are on track to completing policies annual review.

Policy 405-NB - Veteran's Preference (no MSBA Changes)

Policy 405-NB - Veteran's Preference was reviewed and will move to March 6, 2025 regular school board meeting consent agenda for approval.

Policy 412 - Expense Reimbursement (no MSBA changes)

Policy 412 - Expense Reimbursement was reviewed and will move to March 6, 2025 regular school board meeting consent agenda for approval.

Policy will be updated to include IRS mileage reimbursement language and change to an NB policy because of this revision.

Policy 604 - Instructional Curriculum (MSBA revised 05/31/2024)

Policy 604 - Instructional Curriculum was reviewed and will move to March 6, 2025 regular school board meeting consent agenda for approval.

Policy 605 - Alternative Programs (MSBA revised 01/20/2022)

Policy 605 - Alternative Programs was reviewed and will move to March 6, 2025 regular school board meeting consent agenda for approval.

Policy 611 – Homeschooling (MSBA revised 01/20/2022)

Policy 611 – Homeschooling was reviewed and will move to March 6, 2025 regular school board meeting consent agenda for approval.

Updates on recently reviewed policies that needed more review from the committee

Policy 498 NB - Employment of Non Exempt Employees for the Supervision and Management of Extracurricular Functions will be on March 6, 2025 Regular School Board consent agenda to be removed from the policy book as this policy is no longer applicable.

Policy 498 NB Form - Employment of Non Exempt Employees for the Supervision and Management of Extracurricular Functions, FORM will be on March 6, 2025 Regular

School Board consent agenda to be removed from the policy book as this policy is no longer applicable

Policy 499-NB - Classified Substitute Pay, Todd Tetzlaff will continue to work on this policy and bring back to a future Policy Community meeting with a proposal.

The meeting concluded at 5:20 pm.

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
February 13, 2025**

The School Board of Independent School District 138 met in regular session on Thursday, February 13, 2025, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

Roll Call: Adam Trampe, Heather Naegele, Jesse LaValla, Sarah Grovender, Shelly Johnson, Superintendent Paul, and Tim MacMillan

Absent: None

Others in Attendance:

David Treichel, Rachel Kytonen, 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.

SCHOOL BOARD RECOGNITION

February 2025 Minnesota School Board Recognition Month – Board members were honored and certificates of appreciation was given.

SUPERINTENDENT’S REPORT

Superintendent Paul reported on the Viking Spotlight featuring student Mattias who’s competing in Phoenix, AZ with his hoop skills.

Other spotlights and updates included academic accomplishments and recognition at North Branch Area Middle School - Honor Roll and On a Roll, two Robotics Teams from NBAPS headed to compete in State, Pro-Start recent competition and featured in Star and Tribune, North Branch Area Education Foundation donating in total \$29K in grants, All Culture Club in full swing, more facilities updates, power outage response and updated financial forecast provided by Dr. Todd Tetzlaff.

Upcoming events:

- Human Connection with Joe Beckman at North Branch Area High School on February 20, 2025
- Hmong Night at North Branch Area High School on February 24, 2025
- Celebrating Viking Athletes at North Branch Area High School on February 25,

2025 during half time at Boys basketball game. Board members Trampe and Johnson will be present to pass out awards to those student athletes.

CONSENT ITEMS

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

- A. Minutes of January 9, 2025 Policy Committee Meeting
- B. Minutes of January 9, 2025 School Board Organizational Meeting
- C. Minutes of January 9, 2025 Regular School Board Meeting
- D. Minutes of January 27, 2025 Work Session Meeting
- E. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$1,507,331.01
 - Auxiliary, Bank 12 - \$13,627.04
 - Payroll, Bank 13 - \$2,238,571.08
 - Scholarship, Bank 18 - \$90,200.00
 - High School Student Activities, Bank 31 - \$6,490.07
 - Middle School Student Activities, Bank 32 - \$343.41
- F. Personnel
 1. Licia Sieracki, leave request beginning February 17, 2025 through February 27, 2025 as Special Education Assistant at Sunrise Elementary School
 2. Noah Axelsen, resignation effective May 30, 2025, as Assessment Support Secretary at North Branch Area Public Schools
 3. Robert Lacey, position change effective January 27, 2025, from Special Education Assistant to Behavior Interventionist at North Branch Area High School
 4. Gina Dufek, employment effective January 6, 2025, as Special Education Assistant at Sunrise River Elementary School
 5. Amanda Partridge, employment effective January 6, 2025, as Special Education Assistant at North Branch Area High School
 6. Tina Weinkauf, employment effective January 16, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 7. 2024-25 Extracurricular Winter Coaching Positions

- a. Duane Southworth, Class 6, Step 1, as Coach for the Middle School Boys Basketball

8. 2024-25 Extracurricular Activity Advisor Positions

- a. Pakou Lee, Class 8, Step 1, as (0.5FTE) All Culture Club Advisor

G. Approval of the Following Policies

1. Policy 420 - Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
2. Policy 421 NB - Gifts to Employees and School Board Members
3. Policy 423 - Employee-Student Relationships
4. Policy 424 - License Status
5. Policy 497-NB - VEBA Policy Providing the Option for Nonorganized Employees to Participate in a High Deductible Health Plan (HDHP), Coupled with a Health Care Arrangement Account

H. Acceptance of Donations

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
1/2/25	Benevity-Anonymous Online Giving Co. Match	NBAPS	\$757.38	District Donation
1/3/25	Stacy Lent Fire Dept Relief Association	NBHS Athletics	\$1,000.00	FRC Robotics Program Donation
1/6/25	NB Area Hockey Association	NBHS Athletics	\$3,600.00	Hockey Bussing Donation
1/9/25	Robert & Kelly Doohen	NBHS Scholarship A/C	\$500.00	Scholarship Donation
1/24/25	Cresco Process Systems	NBHS Athletics	\$1,500.00	FRC Robotics Program Donation
1/24/25	Jason & Stacy Endriss	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
1/24/25	Gene Haas Foundation	NBHS Athletics	\$2,000.00	FTC Robotics Program Donation
1/24/25	Stacy Lent Fire Dept Relief Association	NBHS Scholarship A/C	\$10,000.00	Scholarship Donation
1/24/25	Vikings Quarterback Club	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
1/30/25	North Branch Lions Club	NBHS Scholarship A/C	\$3,000.00	Scholarship Donation
1/30/25	The Donaldson Foundation	NBHS Athletics	\$1,000.00	FRC Robotics Program Donation
1/31/25	Scheuring Speed Sports, Inc.	NBHS	\$200.00	Classroom Donation
			\$25,557.38	
JAN	American Legion Women's Auxiliary, PO Box 87, North Branch, MN 55056	NBAPS		*Donated school supplies at all the schools across the district

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

A. Approval of Second Reading of the Following Policies

Moved by Naegele, seconded by LaValla and carried unanimously to approve Second Reading of the following policies.

1. Policy 403 - Discipline, Suspension, and Dismissal of School District Employee

revised 2022

2. Policy 407 - Employee Rights to Know - Exposure to Hazardous Substances revised 10.13.16
3. Policy 408 - Subpoena of a School District Employee revised 2022
4. Policy 409 - Employee Publications, Instructional Materials, Inventions, and Creations Adopted 10.13.16

NEW BUSINESS

- A. Approval of the Updated AFROTC Terms and Conditions
Moved by Grovender, seconded by Naegele and carried unanimously to approve the Updated AFROTC Terms and Conditions.
- B. Approval of the Annual Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefor
Moved by Naegele, seconded by Trampe and carried unanimously to approve the Annual Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefor.
- C. Approval of the First Reading of the Following Policies
Moved by Trampe, seconded by LaValla and carried unanimously to approve First Reading of the following policies.
 1. Policy 501 - School Weapons Policy
 2. Policy 502 - Search of Students Lockers, Desks, Personal Possessions, and Student's Person

Addendum

- A. Consider approval for Stefan Lund, position change from 0.57 to 1.0 FTE effective January 21, 2025 through 2024-2025 school year
Moved by Trampe, second by Naegele and carried unanimously to approve Stefan Lund, position change from 0.57 to 1.0 FTE effective January 21, 2025 through 2024-2025 school year

INFORMATION

None

BOARD REQUESTS

Member Trampe and Superintendent Paul are working on some questions, comments received and statues. They will share them with the School Board Members when they hear back from legal counsel.

Member MacMillan requested to invite the Pro-Start Program to a future board meeting. Superintendent Paul will work on getting the Pro-Start Program into a future board meeting

agenda.

COMMITTEE REPORTS

Member LaValla reported on Community Education Advisory Committee and gave a reminder that the Taste of KG is coming up on March 4, 2025.

Member Naegele reported in MSBA.

DATES TO REMEMBER

- A. February 27, 2025 at 5:30 PM - School Board Work Session, HS Media Glass Classroom
- B. March 6, 2025 at 4:30 PM - Policy Committee Meeting, Education Center – DO Conference Room B122
- C. March 6, 2025 at 5:30PM - Regular School Board Meeting, North Branch Area Education Center, Board Room C120
- D. March 10, 2025 at 9:00 AM - 3:00 PM, MSBA/MASA Joint Day at the Capitol, Radisson Hotel St. Paul Downtown and Minnesota State Capital
- E. March 27, 2025 at 5:30 PM - School Board Work Session, North Branch Area Middle School, Media Center

Adjournment

Moved by Grovender, seconded by LaValla and carried unanimously to adjourn the regular meeting at 6:13 PM.

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA HIGH SCHOOL, MEDIA CENTER – GLASS
CLASSROOM SCHOOL BOARD WORKING SESSION
February 27, 2025**

The School Board of Independent School District 138 met in a Working Session on Thursday, February 27, 2025, at 5:30 p.m. in the Media Center – Glass Classroom at the North Branch Area High School.

Board members called the meeting to order.

Roll Call: Sarah Grovender, Shelly Johnson, Jesse LaValla, Heather Naegele, Superintendent Paul and Adam Trampe

Absent: Tim MacMillan

Others in Attendance: Amanda Daeger, Pakou Lee, Clint Link, Todd Tetzlaff, David Treichel, Emily Striefel and Jacob Truby

The Pledge of Allegiance was said by all.

Superintendent's Report

Superintendent Paul shared her example of what it means to inspire dreams, build integrity and instill hope in our community. She visited the local Burger King to meet with employees who had attended former longtime customer Jerry Parkin's funeral. The employees and other frequent customers had amazing stories that they have shared about Jerry. In addition, Superintendent Paul shared an image of a chair engraved with Jerry's name and his exact spot where he sat at every time.

Spotlights included the North Branch Class of 1937's Emeline Almquist, neurodiversity, elementary music education, success of Hmong Family and Engagement Night, legislative support for the teacher apprenticeship program, student Mattias featured on WCCO in March, and celebrating Viking student athletes.

Work Session Topic

Principal Clint Link, Assistant Principals Amanda Daeger and Jacob Truby, and Agriculture teacher Emily Striefel presented the vision and mission for the High School and Norse Area Learning Center.

Board members adjourned the meeting at 7:09 pm.

Heather Naegele, Clerk

ELECTRONIC FUND TRANSFERS
February 2025

Direct Dep Cks		\$1,079,371.38	
ACHS		<u>\$9,894.87</u>	
		\$1,089,266.25	
Other Electronic Fund Transfers:			
Federal/FICA Taxes		2/10/2025	\$66,648.58
(Also reflected in P/R info)		2/10/2025	\$105,474.40
		2/24/2025	\$72,239.57
		2/24/2025	<u>\$108,559.19</u>
			\$352,921.74
Minnesota Withholding Taxes		2/11/2025	\$10,409.42
(Also reflected in P/R info)		2/11/2025	\$18,542.13
		2/25/2025	\$11,406.51
		2/25/2025	<u>\$19,018.64</u>
			\$59,376.70
Economic Service (EBC)		2/10/2025	\$12,144.02
(Also reflected in P/R info)		2/10/2025	\$22,344.78
		2/24/2025	\$12,197.54
		2/24/2025	<u>\$22,489.78</u>
			\$69,176.12
MII LIFE-F S A	PEIP	2/3/2025	\$16.47
	PEIP	2/4/2025	\$36.00
	PEIP	2/4/2025	\$76.35
	PEIP	2/7/2025	\$370.00
	PEIP	2/11/2025	\$667.23
	PEIP	2/12/2025	\$140.00
	PEIP	2/21/2025	\$8.57
	PEIP Admin Inv	2/25/2025	<u>\$399.50</u>
			\$1,714.12
MII LIFE-M S A		2/10/2025	\$733.18
		2/10/2025	\$7,096.53
		2/24/2025	\$733.18
		2/24/2025	<u>\$7,219.26</u>
			\$15,782.15
Minnesota Teachers Retirement		2/7/2025	\$9,915.49
		2/7/2025	\$79,251.33
		2/21/2025	\$9,954.26
		2/21/2025	<u>\$82,251.89</u>
			\$181,372.97
PERA		2/7/2025	\$36,599.62
		2/21/2025	<u>\$39,058.84</u>
			\$75,658.46
Delta Dental Plan		2/21/2025	\$21,811.92
MN Sales Tax		2/19/2025	\$71.00
Neopost Advance		2/6/2025	\$5,000.00

EMPLOYEES/PERSONNEL

Veteran's Preference

405-NB

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be

EMPLOYEES/PERSONNEL

Veteran's Preference

405-NB

granted an interview for the position.

- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, after an initial hiring probationary period (no less than 30 days but not to exceed two years of full-time equivalent service), no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: NB Policy 401 (Equal Employment Opportunity)

EMPLOYEES/PERSONNEL

Expense Reimbursement

412 - NB

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed according to the IRS "current" year standard mileage rates. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or

North Branch Independent School District No. 138: District Policy 412 - NB

Adopted: MSBA Model Policy adopted 8/9/12, NB Policy Adopted on 3/6/2025

Last Reviewed: 7/8/21, 3/6/2025

Revised: 3/6/2025

Effective Date: 8/9/12, 3/6/2025

EMPLOYEES/PERSONNEL

Expense Reimbursement

412 - NB

benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: NB Policy 214 (Out-of-State Travel by School Board Members)

North Branch Independent School District No. 138: District Policy 412 - NB

Adopted: MSBA Model Policy adopted 8/9/12, NB Policy Adopted on 3/6/2025

Last Reviewed: 7/8/21, 3/6/2025

Revised: 3/6/2025

Effective Date: 8/9/12, 3/6/2025

EDUCATION PROGRAMS

Instructional Curriculum

604

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
2. Mathematics and science;
3. Social studies, including history, geography, economics, government, and citizenship;
4. Health and physical education;
5. the arts;
6. career and technical education; and
7. world languages.

B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.

C. The school district must establish and regularly review its own standards for career and technical education (CTE) programs. Standards must align with CTE frameworks developed by the Department of Education, standards developed by national CTE organizations, or recognized industry standards.

D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.

E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.

F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.

North Branch Independent School District No. 138: District Policy #604

Adopted: August 10, 2000

Revised: 12/13/12, 1/14/13, 1/16/16/2/8/18, 2/14/19, 3/6/25 (revised to mirror MSBA Model Policy last revision 5.31.24)

Effective: 8/10/00; 12/13/12, 11/14/13, 6/16/16, 2/8/18, 2/14/19, 3/6/25

604 Instructional Curriculum, page 1 of 5

EDUCATION PROGRAMS

Instructional Curriculum

604

- G. The school district may not discriminate against or discipline a teacher or principal on the basis of incorporating into curriculum contributions of persons in a federally protected class or state protected class when the included contribution is in alignment with standards and benchmarks adopted under Minnesota Statutes, sections 120B.021 and 120B.023.

III. REQUIRED ACADEMIC STANDARDS

- A. The following subject areas are required for statewide accountability:
1. language arts;
 2. mathematics, encompassing algebra II, integrated mathematics III, or an equivalent in high school, and to be prepared for the three credits of mathematics in grades 9 through 12, the grade 8 standards include the completion of algebra;
 3. science, including earth and space science, life science, and the physical sciences, including chemistry and physics;
 4. social studies, including history, geography, economics, and government and citizenship that includes civics;
 5. physical education;
 6. health, for which locally developed academic standards apply; and
 7. the arts.
- B. Elementary and middle schools must offer at least three and require at least two of the following five arts areas: dance, media arts, music, theater, and visual arts. High schools must offer at least three and require at least one of the following five arts areas: media arts, dance, music, theater, and visual arts.

IV. PARENTAL CURRICULUM REVIEW

The school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

V. CPR AND AED INSTRUCTION

The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum.

- A. In the school district's discretion, training and instruction may result in CPR certification.

North Branch Independent School District No. 138: District Policy #604

Adopted: August 10, 2000

Revised: 12/13/12, 1/14/13, 1/16/162/8/18, 2/14/19, 3/6/25 (revised to mirror MSBA Model Policy last revision 5.31.24)

Effective: 8/10/00; 12/13/12, 11/14/13, 6/16/16, 2/8/18, 2/14/19, 3/6/25

604 Instructional Curriculum, page 2 of 5

EDUCATION PROGRAMS

Instructional Curriculum

604

- B. CPR and AED instruction must include CPR and AED training that have been developed:
 - 1. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - 2. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
- C. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
- D. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

[NOTE: If a school district requests resources, the Minnesota Resuscitation Consortium must provide them to the school district for instruction and training provided to students under this section.]

VI. COLLEGE AND CAREER PLANNING

- A. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
 - 1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as teamwork, collaboration, creativity, communication, critical thinking, and good work habits;
 - 2. emphasize academic rigor and high expectations and inform the student, and the student's parent or guardian if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;
 - 3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
 - 4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
 - 5. help students access education and career options;

North Branch Independent School District No. 138: District Policy #604

Adopted: August 10, 2000

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Effective: 8/10/00; 12/13/12, 11/14/13, 6/16/16, 2/8/18, 2/14/19, 3/6/25

604 Instructional Curriculum, page 3 of 5

EDUCATION PROGRAMS

Instructional Curriculum

604

6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
 7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
 8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
 9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student on track for graduation, making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.
- B. The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.
- C. Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college ready.
- D. When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.
- E. If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.
- F. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory

North Branch Independent School District No. 138: District Policy #604

Adopted: August 10, 2000

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604 Instructional Curriculum, page 4 of 5

EDUCATION PROGRAMS

Instructional Curriculum

604

attendance law. A student's plan under this provision shall continue while a student is enrolled.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.101 (Curriculum)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning)
Minn. Stat. § 120B.20 (Parental Curriculum Review)

Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

Cross References:

NB Policy 603 (Curriculum Development)
NB Policy 605 (Alternative Programs)

North Branch Independent School District No. 138: District Policy #604

Adopted: August 10, 2000

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Effective: 8/10/00; 12/13/12, 11/14/13, 6/16/16, 2/8/18, 2/14/19, 3/6/25

604 Instructional Curriculum, page 5 of 5

EDUCATION PROGRAMS

Alternative Educational Services

605

I. PURPOSE

The purpose of this policy is to recognize the need for alternative educational services for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative educational services for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school district that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.
- B. It shall be the responsibility of the superintendent to identify alternative educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative educational services. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational services to the school board.
- C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41, Subd. 11 (Definitions) Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

Cross References: NB Policy 603 (Curriculum Development)
NB Policy 604 (Instructional Curriculum)

EDUCATION PROGRAMS

Home Schooling

611

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #611

Adopted: December 14, 2000

Replaces: Policy 1000.2 Share Time Students – December 14, 2000

Reviewed: 2018, 3/6/25

Revised: 3/14/13, 12/13/18, 3/6/25

32

Effective: 12/14/003/14/13, 12/13/18, 3/6/25

611 Home Schooling, Page 1 of 3

EDUCATION PROGRAMS

Home Schooling

611

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

- 1. Minnesota State High School League-sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
- 2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #611

Adopted: December 14, 2000

Replaces: Policy 1000.2 Share Time Students – December 14, 2000

Reviewed: 2018, 3/6/25

Revised: 3/14/13, 12/13/18, 3/6/25

33

Effective: 12/14/003/14/13, 12/13/18, 3/6/25

611 Home Schooling, Page 2 of 3

EDUCATION PROGRAMS

Home Schooling

611

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References:

Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References:

NB Policy 509 (Enrollment of Nonresident Students)
NB Policy 510 (School Activities)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #611

Adopted: December 14, 2000

Replaces: Policy 1000.2 Share Time Students – December 14, 2000

Reviewed: 2018, 3/6/25

Revised: 3/14/13, 12/13/18, 3/6/25

34

Effective: 12/14/003/14/13, 12/13/18, 3/6/25

611 Home Schooling, Page 3 of 3

EMPLOYEES/PERSONNEL

Employment of Non Exempt Employees for the Supervision and Management of Extracurricular Functions

498-NB

Personnel Policy providing for the occasional employment of nonexempt employees for the supervision and management of extracurricular functions

1. The School District hereby adopts this policy to provide coverage and supervision of student extracurricular activities in the School District on an as-needed basis by the use of occasional volunteers who are otherwise employed by the School District involving different duties.
2. The collective bargaining agreement between the School District and its teaching employees provides a number of stipends for the supervision and coordination of extracurricular activities in the School District which occur primarily in the late afternoon or evening.
3. Teachers regularly fulfill many of the needs of such supervision and coordination but, on a regular basis, additional volunteers are needed to cover such activities.
4. Other School District employees from other nonexempt groups of employees frequently find it rewarding for civic, charitable or community service reasons to volunteer for such activities with nominal compensation for the services rendered.
5. The School District finds such participation to be beneficial to the volunteer, the students, and the community and wishes to accommodate such volunteer activities, but at the same time needs to ensure that such practice does not violate the letter or spirit of state and federal wage and hour laws.
6. Accordingly, the School District, by this policy, provides that such volunteer nonexempt personnel may be utilized by the School District for the occasional supervision and coordination of extracurricular activities, and those who choose to voluntarily participate will be compensated on the same stipend basis as is provided in the collective bargaining agreement between the School District and the teachers' group.
7. Such nonexempt employees are to participate on a voluntary basis only, and the School District will not directly or indirectly pressure or coerce nonexempt employees to participate in such activities against their will.
8. At least annually, the School District will require participating nonexempt employees to sign a statement acknowledging that they are volunteering for such activities, consistent with the provisions of this policy.

North Branch Independent School District No. 138: Policy #498-NB

Adopted: January 11, 2007

Replaces:

Revised: November 8, 2018

Effective: January 11, 2007, November 8, 2018

**ACKNOWLEDGMENT OF ACCEPTANCE
OF VOLUNTEER ACTIVITIES PURSUANT
TO THE TERMS OF SCHOOL DISTRICT POLICY NO. 498-NB**

1. I, _____, hereby acknowledge that I have volunteered for the coordination and supervision of an extracurricular activity outside of my regular employment duties at the School District and that such volunteer activity is different from my regular duties.

2. I acknowledge that I have undertaken this activity voluntarily and without coercion or pressure from any School District official or employee, pursuant to the terms of School District Policy No. 498-NB.

3. I acknowledge that I will receive nominal compensation in the form of a stipend as provided in the collective bargaining agreement between the School District and the Teachers Association or by other School District policies.

Date

Signature of Employee

Form for Policy 498-NB: Employment of Non Exempt Employees for the Supervision and Management of Extracurricular Functions

FEBRUARY 2025

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
2/6/25	Metropolitan Mosquito Control District, 2099 University Ave W, St. Paul, MN 55104	NBHS	\$100.00	Career Day Sponsor Donation
2/19/25	Cyber Grants/US Bank (Matching Gift-D. Cash)	Sunrise River Elem.	\$64.00	Fun Run Donation
2/24/25	Gene Haas Foundation, 2800 Sturgis Rd, Oxnard, CA 93030	NBHS Athletics	\$4,000.00	FTC Robotics Program Donation
2/28/25	Streater Family, PO Box 566, North Branch, MN 55056	NBHS Scholarship A/C	<u>\$1,000.00</u>	Scholarship Donation
			\$5,164.00	
FEB	Ben & Erin Johnson, 8395 235th St N, Forest Lake, MN 55025	Sunrise River Elem. & NBHS		*Donated school supplies valued at approx. \$250

STUDENTS

School Weapons Policy

501

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is

North Branch Independent School District No. 138: Policy #501

Adopted: 2/12/98

Replaced: Policy #5143 Gun-Free Schools, Weapons, Violence Prevention and Discipline (Student)

Last Reviewed: 6/10/21, 4/14/22

Revised: 6/12/03, 7/10/14, 2/11/16, 4/14/22

Effective: 2/12/98, 6/12/03, 7/10/14, 2/11/16, 4/14/22

STUDENTS

School Weapons Policy

501

calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
 5. firearm safety or marksmanship courses or activities for students or nonstudents

North Branch Independent School District No. 138: Policy #501

Adopted: 2/12/98

Replaced: Policy #5143 Gun-Free Schools, Weapons, Violence Prevention and Discipline (Student)

Last Reviewed: 6/10/21, 4/14/22

Revised: 6/12/03, 7/10/14, 2/11/16, 4/14/22

Effective: 2/12/98, 6/12/03, 7/10/14, 2/11/16, 4/14/22

STUDENTS

School Weapons Policy

501

conducted on school property;

6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
 1. immediate out-of-school suspension;

North Branch Independent School District No. 138: Policy #501

Adopted: 2/12/98

Replaced: Policy #5143 Gun-Free Schools, Weapons, Violence Prevention and Discipline (Student)

Last Reviewed: 6/10/21, 4/14/22

Revised: 6/12/03, 7/10/14, 2/11/16, 4/14/22

Effective: 2/12/98, 6/12/03, 7/10/14, 2/11/16, 4/14/22

STUDENTS

School Weapons Policy

501

2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

- A. Employees
1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
 2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
- B. Other Nonstudents
1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy

North Branch Independent School District No. 138: Policy #501

Adopted: 2/12/98

Replaced: Policy #5143 Gun-Free Schools, Weapons, Violence Prevention and Discipline (Student)

Last Reviewed: 6/10/21, 4/14/22

Revised: 6/12/03, 7/10/14, 2/11/16, 4/14/22

Effective: 2/12/98, 6/12/03, 7/10/14, 2/11/16, 4/14/22

violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

Legal References:

Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References:

NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
NB Policy 506 (Student Discipline)
NB Policy 525 (Violence Prevention)
NB Policy 903 (Visitors to School District Buildings and Sites)

North Branch Independent School District No. 138: Policy #501

Adopted: 2/12/98

Replaced: Policy #5143 Gun-Free Schools, Weapons, Violence Prevention and Discipline (Student)

Last Reviewed: 6/10/21, 4/14/22

Revised: 6/12/03, 7/10/14, 2/11/16, 4/14/22

Effective: 2/12/98, 6/12/03, 7/10/14, 2/11/16, 4/14/22

STUDENTS

Search of Student Lockers, Desks, Personal Possessions, and Student's Person

502

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials, for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," "alcoholic

North Branch Independent School District No. 138: Policy #502

Adopted: 2/12/98

Replaced: Policy #5131.5 Locker Inspection (Student)

Last Reviewed: 6/10/21

Revised: 6/12/02, 7/10/14, 5/12/16, 6/10/21

Effective: 6/12/02, 7/10/14, 5/12/16, 6/10/21

STUDENTS

Search of Student Lockers, Desks, Personal Possessions, and Student's Person

502

beverages", controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

- B. "Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

North Branch Independent School District No. 138: Policy #502

Adopted: 2/12/98

Replaced: Policy #5131.5 Locker Inspection (Student)

Last Reviewed: 6/10/21

Revised: 6/12/02, 7/10/14, 5/12/16, 6/10/21

Effective: 6/12/02, 7/10/14, 5/12/16, 6/10/21

STUDENTS

Search of Student Lockers, Desks, Personal Possessions, and Student's Person

502

- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross Reference: NB Policy 417 (Chemical Use and Abuse)
NB Policy 418 (Drug-Free Workplace/Drug-Free School)
NB Policy 501 (School Weapons)
NB Policy 506 (Student Discipline)

North Branch Independent School District No. 138: Policy #502

Adopted: 2/12/98

Replaced: Policy #5131.5 Locker Inspection (Student)

Last Reviewed: 6/10/21

Revised: 6/12/02, 7/10/14, 5/12/16, 6/10/21

Effective: 6/12/02, 7/10/14, 5/12/16, 6/10/21

Annual Compliance Overview

[Minnesota Statutes 2024, section 124D.78](#) requires Minnesota districts, charter schools, cooperatives, and Tribally controlled schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the Statutes cite that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

Districts, charter schools, cooperatives, and Tribally controlled schools with 10 or more American Indian students are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for AIPAC members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

Parent Committees receive data from the district on whether or not the district has met the needs of American Indian students using the goals from the program plan submitted and approved by MDE. The AIPAC votes on how the district is achieving and accountable to the goals. The AIPAC should work with administration to fill out the Program Plan Review. This vote is formally reflected on the annual compliance documents. Members of the AIPAC present the vote and resolution to the school board.

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

Completing and Submitting the Documents

The Following Items are Required When Submitting Annual Compliance

- Annual Compliance/Vote of Concurrence or Nonconcurrence document
- AIPAC Roster and District Employee Sign-In Sheet
- American Indian Education Aid Program Plan Review
- AIPAC minutes indicating they have received data on how students are faring

When Completing the Fillable PDF Forms, Remember To:

- Include the district, charter school, cooperative, Tribally controlled school name and identifying number.
- Place a checkmark or X next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required, digital signatures are accepted.
- Use the drop-down menu in the roster to select the appropriate committee member options.
- Do not modify this form in any way except to add text directly into the areas designated for narrative text or to fill a check box.
- Documents must be received at MDE in Portable Document Format (PDF) format.

The District, Charter School, Cooperative, Tribally Controlled School Does Not Have an AIPAC

All educational entities with more than 10 American Indian students that do not have an AIPAC, are still required to complete this paperwork. Tribally Controlled schools may use their School Board as their AIPAC.

Place a checkmark or X next to "Does Not Have an AIPAC."

Obtain the signature of the superintendent or charter school/Tribally controlled school director and the school board chair.

Submission Deadline

Email all required items by **March 1** to the [Office of American Indian Education](mailto:mde.aiea@state.mn.us) (mde.aiea@state.mn.us).

Annual Compliance (Vote of Concurrence or Nonconcurrence)

District, Charter School, Cooperative, or Tribally Controlled School Name
School Year

American Indian Parent Advisory Committee (AIPAC) Vote

The AIPAC Issued a Vote of Concurrence

Date of Concurrent Vote
Date the AIPAC Presented to the School Board

The AIPAC Issued a Vote of Nonconcurrence

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

Date of Nonconcurrent Vote
Date the AIPAC Presented to the School Board
Date the Written Response from the School Board is Due

The District, Charter School, Cooperative, or Tribally Controlled School Does Not Have an AIPAC

The district or school does not yet have an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes 2024, section 124D.78. By signing below, district, charter school, cooperative, or Tribally controlled school leadership commits to working with the Office of American Indian Education on committee formation.

Required Signatures

School Board Chairperson

Superintendent or Charter School/Tribally Controlled School Director

AIPAC Chairperson

Date

Date

Date

American Indian Education Aid Program Plan Review

This document serves as the foundation for how your district or school is fulfilling the measurable goals of the program plan, reviewed and approved by the Office of American Indian Education (OAIE) at the Minnesota Department of Education. This document is necessary to submit to be eligible for American Indian Education Aid next year.

Under [Minnesota Statutes 2024, section 124D.81, subdivision 3](#), districts and schools should be identifying American Indian students and tracking their data and progress towards positive educational experiences.

Directions

This document should be completed with the American Indian Parent Advisory Committee (AIPAC) and district staff that work primarily with American Indian students. Both the AIPAC and district staff will meaningfully and authentically collaborate to complete this document which will be uploaded with your compliance documentation. The resolution must be accompanied by Parent Advisory Committee meeting minutes that show they have been appraised by the district or school on the goals of the Indian Education Program Plan and the measurement of progress toward those goals as required by [Minnesota Statutes 2024, 124D.78, subdivision 2](#).

Using the approved American Indian Education Aid application that was submitted, communicate how the district or school has progressed towards all the goals outlined within each narrative for areas 1-6. Data should be shared with the AIPAC in order to concur with the district plan. Additionally, the [Self-Assessment Rubric](#) is another useful tool for AIPACs to understand programming and to vote on concurrence.

Measurable Goals

These program details must align to [Minnesota Statutes 2024, section 124D.81, subdivision 2](#).

Focus Area 1: Support postsecondary preparation for pupils

Focus Area 2: Support the academic achievement of American Indian students

Focus Area 3: Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils

Focus Area 4: Provide positive reinforcement of the self-image of American Indian pupils

Focus Area 5: Develop intercultural awareness among pupils, parents, and staff

Focus Area 6: Supplement, not supplant, state and federal educational and co-curricular programs

Focus Area	Measurable Goal(s) From Approved Plan	Progress Towards Goal(s) Using District Data	Is Progress Sufficient for Concurrence?
Support postsecondary preparation for pupils	By June 1, 2025, all 11th grade American Indian students will have the opportunity to participate in the ACT, Accuplacer, or ASVAB. Practice tests will also be made available when possible.	None of our 4 students have taken these tests as of now.	yes
Support the academic achievement of American Indian students	During the 2024-25 school year, the Indian Education Assistant will conduct outreach to make all American Indian students and parents aware of pre-existing programs such as the Viking Bridge, Check and Connect, and K-8 Tuesday/Thursday after school targeted services to maximize resources related to academic achievement. Baseline student participation data will be recorded to inform future goals.	We hired an Indian Education Assistant and she is developing this program using Check & Connect	yes
Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils	Through American Indian Education Clubs during the 2024-25 school year, all American Indian students will be exposed to a variety of curricula and activities, including language instruction, cultural games, and topical books. Student feedback on curricula and services, as well as baseline participation rates will be recorded to inform future goals.	We hired an Indian Education Assistant and she is developing this program.	yes
Provide positive reinforcement of the self-image of American Indian pupils	By June 1, 2024, all American Indian students will have the opportunity to experience and enrich their identity through field trips, and exposure to curricula that elevate American Indian culture and language. Our goal is that at least 80% of all American Indian students will participate in these opportunities. Student feedback on services and baseline participation rates will be recorded to inform future goals.	We have had a variety of opportunities including NA Heritage Celebration, Drum & Dance practices, 3rd Annual Drum and Dance Exhibition, Jr. Brave participating in National World Hoop Dance Competition.	yes
Develop intercultural awareness among pupils, parents, and staff	The AIPAC will host a 3rd annual Spring Drum and Dance Exhibition for the North Branch community, where the community and American Indian students will have the opportunity to learn more about drum, dance, and Ojibwe and Dakota cultures.	Event planned for 5/16/25.	yes
Supplement, not supplant, state and federal educational and co-curricular programs	ISD 138's American Indian Education Program will supplement (not supplant) state and federal educational and co-curricular programs by partnering with pre-existing programs to maximize the engagement of American Indian students. All 6 areas in NBAPS American Indian Education Plan are supported by Goal 4 of the district's strategic plan; Committing resources to district priorities. Supporting American Indian students and families is a priority for NBAPS.	Indian Ed Assistant will be communicating with students and parents about opportunities available in the district to support their student	yes

District Requirements Under Minnesota Statutes

Coordinator

Any district or participating school that conducts American Indian education programs with 100 or more state-identified American Indian students are to have a coordinator dedicated to State Indian Education programming.

Minnesota Statutes 2023, section 124D.76, Dedicated American Indian Education Coordinator

- No, we do not have 100 or more state identified American Indian students
- Yes, we have 100 or more state identified American Indian students
 - We have a dedicated American Indian Education Coordinator
 - We do not have a dedicated American Indian Education Coordinator

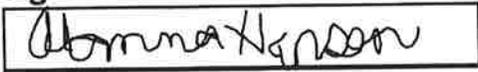
Culture and Language Classes

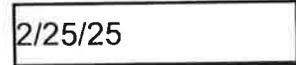
Any district or participating school that conducts American Indian education programs with five percent or 100 or more state-identified American Indian students must provide American Indian culture and language classes.

Minnesota Statutes 2024, section 124D.71, subdivision 7

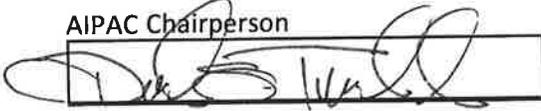
- Yes, we provide American Indian culture and language classes for all American Indian students eligible for American Indian Education Aid
- No, we do not have at least five percent; or 100 or more American Indian students

Signatures

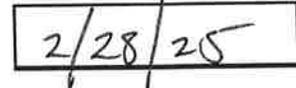




AIPAC Chairperson



Date



Director of American Indian Education

Date

For more information, please visit the [Office of American Indian Education's website](#).

Please submit this documentation to the [Office of American Indian Education](#) (mde.aiea@state.mn.us).



The American Indian Parent Advisory Committee (AIPAC) Roster

About Membership

Per Minnesota Statutes 2024, section 124D.78, subdivisions 3, The American Indian Parent Advisory Committee must be composed of parents or guardians of American Indian children eligible to be enrolled in American Indian education programs; American Indian secondary students; American Indian family members of students eligible to be enrolled in American Indian education programs; American Indian language and culture education teachers and paraprofessionals; American Indian teachers; American Indian district employees; American Indian counselors; adult American Indian people enrolled in educational programs; and American Indian community members. The majority of each committee must be the parents or guardians of the American Indian children enrolled or eligible to be enrolled in the programs.

About the Roster and Sign-In Sheet

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

If an employee identifies as American Indian, they are eligible to serve as a voting committee member and may be included on the roster, rather than the district, charter school, cooperative, and Tribally controlled school sign-in sheet.

Submission

The first submission is with your American Indian Education Aid program plan, the second submission is with your annual compliance documents.

Submit completed rosters to the Office of American Indian Education (mde.aiea@state.mn.us).

American Indian Parent Advisory Committee Member Roster

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
Alanna Hanson hansen.alanna@gmail.com 763-482-4403	Yes	Chair	Parent/Guardian of an American Indian Stud
Teresa Carlson Teresa10507@gmail.com 763-843-0920	No	Secretary	Parent/Guardian of an American Indian Stud
Joe BigBear bigbearjoe@ymail.com 651 -352-0007	Yes	General Member	Parent/Guardian of an American Indian Stud
Katie Zaycheck kzaycheck@gmail.com 218-341-4367	No	General Member	Parent/Guardian of an American Indian Stud
Frank Zaycheck kzaycheck@gmail.com 651-8294554	No	General Member	Parent/Guardian of an American Indian Stud
Ben Paro bparo@isd138.org ò12-876-7725	Yes	General Member	American Indian School Employee
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

District, Charter, or Tribally Controlled School Employee Sign-in Sheet

Employee Name, Email, and Phone	Employee Title
David Treichel 38.org 651-674-105S	Director of Teaching and Learning
Joanne Kreitz jkreitz@isd138.org 651-247-2747	Behavior Interventionist

The American Indian Parent Advisory Committee 2024-25 Resolution

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

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

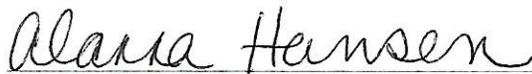
WHEREAS, the AIPAC is directly involved with and advises the school board and district staff on Indian Education program planning; and,

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

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

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

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



AIPAC Chairperson Printed Name and Signature

3/5/2025

Date