

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM, ROOM C120
 38705 GRAND AVENUE
 NORTH BRANCH, MN 55056
 REGULAR SCHOOL BOARD MEETING
 JUNE 12, 2025
 4:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
 - A. School Board Member Heather Naegele will be attending the meeting remotely for personal reasons.
- 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 May 8, 2025 Policy Committee Meeting 12
 - B. Minutes of May 8, 2025 Regular School Board Meeting 13
 - C. Minutes of May 22, 2025 Work Session 20
 - D. Authorization of Payments, Transfers, and Investment Activity 22
 - E. Personnel
 - 1. Amy DeWitt, resignation effective May 29, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
 - 2. Juliana Orellano-Tirado, resignation effective May 27, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
 - 3. Juliet Orellano-Tirado, resignation effective May 12, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
 - 4. Theresa Running, resignation effective May 16, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
 - 5. Ashlie Sawka, resignation effective May 23, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
 - 6. Emily Striefel, resignation effective at the end of the 2024-25 School Year, as Agriculture Teacher at North Branch Area Middle School and Norse Area Learning Center
 - 7. Christopher Thompson, resignation effective at the end of the 2024-25 School Year, as ALC Teacher/Coordinator at Norse Area Learning Center
 - 8. Kelsey Lien, leave request approximately October 16, 2025 for 13 weeks, returning on January 5, 2026, as Early Childhood Special Education Teacher at North Branch Area Education Center
 - 9. Sherri Matheson, leave request from April 22, 2025 through June 6, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School

10. Samantha Nuthak, leave request effective approximately October 1, 2025 through January 19, 2026, as Spanish Teacher at North Branch Area High School
 11. Cynthia Scheele, leave request effective May 29, 2025 through June 22, 2025, as Youth Connections Program Manager at North Branch Area Education Center
 12. Samantha Stoesz, leave request effective approximately November 10, 2025 for 12 weeks, as English Teacher at North Branch Area Middle School
 13. Kyle Joos, employment effective April 28, 2025, as Schoolkeeper at North Branch Area Public Schools
 14. Theresa Running, employment effective May 12, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
 15. Ashlie Sawka, employment effective May 12, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
 16. Heather Stilwell-Brandt, employment effective May 12, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
 17. Kayla Anderson, BA, Step 5, beginning with the 2025-26 School Year, as Elementary Teacher at Sunrise River Elementary School
 18. Michele Anderson, MA, Step 17, One-Year Contract for the 2025-26 School Year, as Tier 2 License Special Education Teacher at North Branch Area High School
 19. Alissa Glines, MEd+15, Step 6, beginning with the 2025-26 School Year, as Elementary Teacher at Sunrise River Elementary School
 20. Jon Griffith, BS+15, Step 2, One-Year Contract for the 2025-26 School Year, as Tier 2 License Special Education Teacher at North Branch Area High School
 21. Charles Linder, BA, Step 4, One-Year Contract for the 2025-26 School Year, as Tier 2 License Special Education Teacher at North Branch Area High School
 22. Madeline Nelson, MA, Step 2, change from Tier 2 License to Continuing Contract effective 2025-26 School Year, as Early Childhood Special Education Teacher at North Branch Area Education Center
 23. Deanna Wilson, BA, Step 4, One-Year Contract for the 2025-26 School Year, as Tier 2 License English Teacher at North Branch Area Middle School
 24. Eric Wilson, BS+45, Step 9, beginning with the 2025-26 School Year, as Elementary Teacher at Sunrise River Elementary School
 25. Kaitlyn Wolff, BA, Step 7, beginning with the 2025-26 School Year, as Special Education Teacher at Sunrise River Elementary School
 26. 2024-25 Activity Advisors
 - a. Brian Moffet, Class 3, Step 1, as Auditorium Coordinator/Tech Club Advisor
 - b. James Pope, Class 7, Step 10, as Musical Assistant (Band) Advisor
- F. Q-Comp Report 23
- G. Acceptance of Donations 33

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. **New Business**
- | | |
|---|----|
| A. Consider Revisions to the 2024-25 Budget and Adoption of 2025-26 Budget | 34 |
| B. Public Hearing on Student Fees for the 2025-26 School Year | 40 |
| C. Consider Approval of the Student Fees for the 2025-26 School Year | |
| D. Consider Approval of the Long-Term Facilities Maintenance Plan | 49 |
| E. Consider Resolution Approving the Long-term Facility Maintenance Program Budget and Authorizing the Inclusion of a Proportionate Share of those Projects in the District's Application for Fiscal Year 2027 Long-term Facility Maintenance Revenue | 54 |
| F. Consider Approval of the Clifton Larson Allen, LLP Service Agreement for Financial Audit at North Branch Area Public Schools | |
| G. Consider Renewal of Membership in Minnesota School Boards Association (MSBA) \$11,873.00 | 59 |
| H. Consider Renewal of Membership in Resource Training and Solutions - \$3,676.96 | 60 |
| I. Consider Request to Bid for Garbage Services | |
| J. Consider Request to Bid for Fuel and Gasoline | |
| K. Consider First Reading of the Following Policies | |
| 1. Policy 510 - School Activities | 61 |
| 2. Policy 511 - Fund-Raising and Solicitation (revised 6.2025 to mirror MSBA Model Policy) | 63 |
| 3. Policy 613 - Graduation Requirements | 73 |
- X. **Addendum**
- | | |
|--|----|
| A. Consider Resolution Approving the Certification of Updated District Population Estimate | 80 |
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- XI. **Information**
- XII. **Board Requests**
- XIII. **Committee Reports**
- XIV. **Dates to Remember**
- | | |
|--|--|
| A. June 17, 2025 at 3:30 PM - Negotiations Committee Meeting, North Branch Area Education Center | |
| B. June 17, 2025 at 4:00 PM - NBEA Negotiation Session, North Branch Area Education Center - DO Conference Room B122 | |
| C. July 2, 2025 at 3:00 PM - Negotiations Committee Meeting, North Branch Area Education Center | |

- D. July 2, 2025 at 3:30 PM - Custodian Negotiations Session, North Branch Area Education Center - DO Conference Room B122
 - E. July 10, 2025 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center - DO Conference Room, B122
 - F. July 10, 2025 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center - Board Room, C120
 - G. July 22, 2025 at 5:00 PM - School Board Work Session, North Branch Area Education Center - Board Room, C120
- XV. Adjournment

Superintendent Update

June 12, 2025

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At the forefront of educational excellence



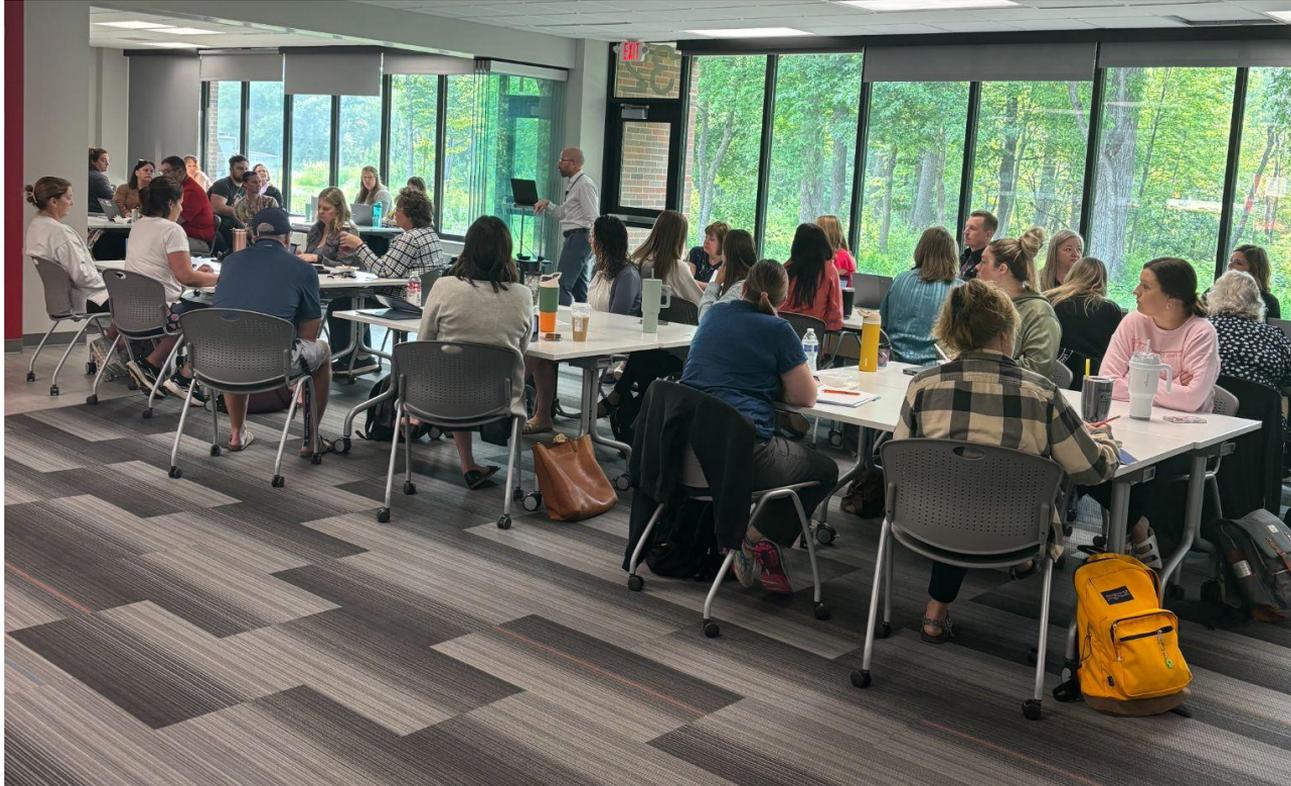
WHAT WE INTEND TO CREATE

*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.*

Another School Year from Start to Sweet Finish



Legislative Win: Advancing Teacher Apprenticeships



- NBAPS advocacy led to action. We helped secure \$4M in competitive state grants for Registered Teacher Apprenticeship pilots.
- Our Forward Together model was spotlighted as a leading solution to address teacher shortages and strengthen the education workforce.
- Teacher apprenticeships are now a recognized, funded pathway to grow our own teachers—combining full-time school roles with licensure-aligned coursework.
- Next step: Compete for grant funding and stay engaged as state guidance is released.

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Prioritizing Safety and Security



- We are excited to announce the return of the full-time School Resource Officer (SRO) position. The presence of a full-time SRO will strengthen relationships, enhance safety, and provide valuable support to our schools, students, and families. We are grateful to the City of North Branch for their ongoing commitment to our partnership.
- Building walkthroughs with County and City police and fire departments are being scheduled this summer.
- Our Crisis Management team now has representative from the Sheriff's Department.

The Max Impact

- Max Malmquist, 1958 NBHS valedictorian, lifelong educator and civic leader.
- Dedicated his life to learning, conservation, service, and community impact.
- Now making a visionary gift to support future North Branch students.
- A legacy rooted in purpose, generosity, and belief in our schools.
- Please welcome Max to share his vision—**The MAX IMPACT.**





NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
May 8, 2025

The Policy Committee met on Thursday, May 8, 2025 at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

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

Absent: Todd Tetzlaff & Heather Naegele

Policies Following Regular Review Process

Policy 512 NB - School-Sponsored Student Publications and Activities

Policy 512 NB - School-Sponsored Student Publications and Activities was reviewed and will not move to the June 12, 2025 Regular School Board Meeting for a first reading. Committee agrees to distribute this policy to principals for review and feedback. Will bring back to a future meeting.

Policy 613 - Graduation Requirements

Policy 613 - Graduation Requirements was reviewed and will move to the June 12, 2025 Regular School Board Meeting for a first reading.

Updates on Recently Reviewed Policies

Policy 510 - School Activities (MSBA revised 05/31/2024)

Policy 510 - School Activities was reviewed and will move to the June 12, 2025 Regular School Board Meeting for a first reading.

Policy 511 NB - Fund-Raising and Solicitation

Policy 511 NB - Fund-Raising and Solicitation was reviewed and will move to the June 12, 2025 Regular School Board Meeting for a first reading. Committee agreed to follow the MSBA model Policy.

The meeting concluded at 5:09 PM.

Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
May 8, 2025**

The School Board of Independent School District 138 met in regular session on Thursday, May 8, 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: Sarah Grovender, Shelly Johnson, Jesse LaValla, Tim MacMillan, Heather Naegele, Superintendent Paul, and Adam Trampe

Absent: Heather Naegele

Others in Attendance:

Christine Johnson, Rachel Kytonen, Joe Lattimore, Pakou Lee, Denise Martin, Pat Tepoorten and David Treichel

The Pledge of Allegiance was said by all.

Approval of Agenda:

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

School Board Recognition: Winter Sports

North Branch Area Public Schools coaches shared season highlights, experiences, positive team impact and support, athlete/team accomplishments and praise from the season.

- Boy's Hockey: Ryan Troxell
- Girls Hockey: Abigail Thurmer and Victoria Thurmer
- Gymnastics: Dakota Esget, Emma Fenton, Brooke Giese, Josie Parrucci, and Sophia Thorsen
- Girls Basketball: Johanna Bartkey, Ashley Bistodeau, Hailey Diaz, Bella Folkema, Sharis Garcia Velazquez, Sharleen Garcia Velazquez, Ella Kuhlman, Annabelle Lattimore, Carolyn Lombard, Madison Orf, Sophia Petersen, and Natalia Rosales
- Boys Basketball: Henry Christensen, Brandon Giese, Chazz Johnson, Jacob Knoespel, Ethan Thelander, and Ethan Thorsen
- Wrestling: Jack Baker, Mason Henry, Ethan Kester, and Evan Pommier

- Dance: Annabella Freudenberg, Madeline Grovender, Leota Johnson, Sophia Wolfe, and Shanna Swanstrom

SUPERINTENDENT'S REPORT

Superintendent Paul spotlighted Staff Appreciation Week, Elementary Choir Concerts, Mental Health Awareness Poster winners, Future Forward Day, car show, Shrek the Musical, Adaptive Bowlers going to State and Walk and Roll to School.

Superintendent Paul gave a report on the Class of 2024 graduation outcomes. In celebration of the Class of 2025, seniors will be spotlighted on North Branch Area Public Schools social media accounts each day until graduation day. She also gave an update on the Chisago County Child Care Coalition. North Branch Area Public Schools safety protocols was also presented with an overview, key actions and why it matters.

Reminders/Announcements of upcoming events:

- May 16, 2025 – 3rd Annual Drum and Dance at North Branch Area High School

Removal of Consent Items for Discussion:

None

CONSENT ITEMS

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

- A. Minutes of April 10, 2025 Policy Committee Meeting
- B. Minutes of April 10, 2025 Regular School Board Meeting
- C. Minutes of April 24, 2025 Work Session
- D. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$548,956.31
 - Auxiliary, Bank 12 - \$14,866.76
 - Payroll, Bank 13 - \$2,166,173.91
 - Scholarship, Bank 18 - \$0.00
 - High School Student Activities, Bank 31 - \$13,378.97
 - Middle School Student Activities, Bank 32 - \$0.00
- E. Personnel
 - 1. Abigail Halseth, resignation effective June 30, 2025, as Licensed School Nurse at North Branch Area Public Schools
 - 2. Ryan Minke, resignation effective April 25, 2025, as Behavior Interventionist at

North Branch Area Middle School

3. Brittney Bah Moulanda, resignation effective April 4, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
4. Christopher Anderson, termination effective April 11, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
5. Mark Billik, retirement effective October 10, 2025, as Maintenance Specialist at North Branch Area Public Schools
6. Katherine (K.C.) Hammond, extension of leave request from April 11, 2025 through June 11, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
7. Raechel Abress, position change effective April 7, 2025, from School Age Care Senior Adult Assistant to Early Childhood Assistant at North Branch Area Education Center
8. Lauren Boatman, position change effective May 5, 2025, from School Age Care Adult Assistant to School Age Care Senior Adult Assistant at North Branch Area Education Center
9. Cassie Breaw, position change effective April 7, 2025, from Special Education Assistant to Behavior Interventionist at North Branch Area Education Center
10. Amanda Glaser, position change effective April 28, 2025, from Special Education Assistant to Behavior Interventionist at North Branch Area Middle School
11. Patrice Ramaley, position change effective April 9, 2025, from Early Childhood Assistant and School Age Care Adult Assistant to School Age Care Senior Adult Assistant at North Branch Area Education Center
12. Patrice Ramaley, position change effective April 28, 2025, from School Age Care Senior Adult Assistant to Special Education Assistant at North Branch Area Education Center
13. Erika Duffy, MS, Step 5, beginning with the 2025-26 School Year, as Elementary Teacher at Sunrise River Elementary School
14. Lucas Edson, BS, Step 2, beginning March 4, 2025 as Trades and Industry Teacher at North Branch Area High School
15. Ashton Salow, BA, Step 9, beginning with the 2025-26 School Year, as Math Teacher at North Branch Area Middle School

16. Riley Weeks, BA, Step 9, beginning with the 2025-26 School Year, as Math Teacher at North Branch Area Middle School
17. Brittney Bah Moulanda, employment effective March 24, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
18. Molly Christensen, employment effective April 7, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
19. Nichole Helquist, employment effective April 15, 2025, as Assessment Support Secretary at North Branch Area Public Schools
20. Jaime Jorgenson, employment effective April 1, 2025 through June 6, 2025, as Special Education Assistant at North Branch Area Middle School
21. Theresa Swager, employment effective April 7, 2025, as Special Education Assistant at North Branch Area High School
22. 2024-25 Activity Advisor Position
 - a) Danielle Laszcwski, Class 9, Step 1, as 0.5 FTE Advisor for the Musical Set Design (Costumes)
 - b) Jay Schueller, Class 9, Step 8, as Advisor for the Spring Music Set Construction
 - c) Jay Schueller, Class 9, Step 8, as Advisor for the Spring Musical Tech Booth (Lights and Sound)

F. Tenure of the Following Teachers

1. Kyle Groh - Elementary Physical Education/DAPE Teacher - Sunrise River Elementary School
2. Abigail Halseth - Licensed School Nurse - North Branch Area Public Schools
3. Joshua Hanson - Elementary Teacher - Sunrise River Elementary School
4. Kristi Johnson - Elementary Teacher - North Branch Education Center
5. Marissa Minor - Elementary Teacher - Sunrise River Elementary School
6. Kennedy Osterhues - Elementary Teacher - Sunrise River Elementary School
7. Marcee Schramm - Science Teacher - North Branch Area High School

8. Jennifer Seekon - Special Education Teacher - Sunrise River Elementary School
9. Samantha Stoesz - English Teacher - North Branch Area Middle School
10. Emily Striefel - Agriculture Teacher - North Branch Area Middle School and Norse-ALC
11. Kendra Tlusty - Elementary Teacher - Sunrise River Elementary School
12. Jacob Wavra - Elementary Teacher - Sunrise River Elementary School

G. Amendment of the Superintendent Contract for FY 2025 - 2026

H. Policies

1. Policy 507 - Corporal Punishment (MSBA revised May 2024)
2. Policy 508 - Extended School Year (MSBA revised June 2022)

I. Acceptance of Donations

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
4/2/25	Hazelden Betty Ford Foundation, PO Box 11, Center City, MN 55012	NBHS Scholarship A/C	\$600.00	Scholarship Donation
4/2/25	Members Credit Union, 215 N 40th Ave West, Duluth, MN 55807	NBHS Athletics	\$500.00	FRC Robotics Program Donation
4/2/25	Minnco Credit Union, 235 West First Ave, Cambridge, MN 55008	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
4/2/25	NBEA, jharren@isd138.org	NBHS Scholarship A/C	\$1,500.00	Scholarship Donation
4/2/25	NBHS Alumni Association, PO Box 581, Lindstrom, MN 55045	NBHS Scholarship A/C	\$6,000.00	Scholarship Donation
4/2/25	Neighborhood National Bank, 5481 St. Croix Trl, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00	Scholarship Donation
4/2/25	Pheasants Forever, Inc, PO Box 23, Stacy, MN 55079	NBHS Athletics	\$1,000.00	Clay Target/Trap Program Donation
4/2/25	James Riley, RILEYJAMESP@JOHNDEERE.COM	NBHS Athletics	\$250.00	FRC Robotics Program Donation
4/2/25	Sun Dental, PO Box 40, North Branch, MN 55056	NBHS Scholarship A/C	\$1,500.00	Scholarship Donation
4/4/25	Anonymous	Sunrise River Elem.	\$64.00	Fun Run Donation
4/10/25	Neighborhood National Bank, 5481 St. Croix Trl, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
4/10/25	North Branch Dairy Queen, 33480 Skogman Lake Rd NE, Cambridge, MN 55008	Sunrise River Elem.	\$250.00	Fun Run Donation
4/10/25	North Branch Family Chiropractic, 30026 Vassar St NE, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
4/10/25	Pizza Pub of North Branch, PO Box 333, North Branch, MN 55056	Sunrise River Elem.	\$500.00	Fun Run Donation
4/10/25	Reider Machine, Inc, 6760 Ash St, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
4/16/25	Anoka Ramsey Community College, anna.sorgert@anokaramsey.edu	NBHS	\$100.00	Career Day Sponsor Donation
4/16/25	Cyber Grants/US Bank (Matching Gift)	Sunrise River Elem.	\$64.00	Fun Run Donation
4/16/25	Pine Technical & Community College, business-services@pine.edu	NBHS	\$100.00	Career Day Sponsor Donation
4/17/25	North Branch Chamber of Commerce, 6063 Main St, Suite B, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00	Scholarship Donation
4/17/25	North Branch Fire Relief Association, PO Box 245, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00	Scholarship Donation
4/17/25	Prism Design & Embroidery, LLC, PO Box 820, North Branch, MN 55056	NBHS Scholarship A/C	\$500.00	Scholarship Donation
4/17/25	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Track Program-Sports Physical Donation
4/17/25	Stacy Lions Club, PO Box 1, Stacy, MN 55079	NBHS Scholarship A/C	\$5,000.00	Scholarship Donation
4/18/25	Hawk Aviation, Inc, 51601 Forest Blvd, Rush City, MN 55069	NBHS	\$100.00	Career Day Sponsor Donation
4/18/25	Lakes Region EMS, 40245 Fletcher Ave, North Branch, MN 55056	NBHS	\$100.00	Career Day Sponsor Donation
4/18/25	Lovegreen Industrial Services, 2280 Sibley Crt, Eagan, MN 55122	NBHS	\$250.00	Career Day Sponsor Donation
4/18/25	Prefer Paving, Inc, PO Box 709, Rush City, MN 55069	NBHS	\$100.00	Career Day Sponsor Donation
4/18/25	Preferred Tool, LLC, PO Box 493, Hugo, MN 55038	NBHS	\$200.00	Career Day Sponsor Donation
4/18/25	Sons of The American Legion, PO Box 87, North Branch, MN 55056	NBHS	\$400.00	Adapted Bowling Program
4/18/25	Stepp Manufacturing Co, 12325 River Road, North Branch, MN 55056	NBHS	\$200.00	Career Day Sponsor Donation
4/18/25	Tom Kadlec Chevrolet, 38420 Tanger Drive, North Branch, MN 55056	NBHS	\$200.00	Career Day Sponsor Donation
4/23/25	Prism Design & Embroidery, LLC, PO Box 820, North Branch, MN 55056	Sunrise River Elem.	\$500.00	Fun Run Donation
4/25/25	Justin & Alanna Baker, 39655 Elk Court, North Branch, MN 55056	NBHS Athletics	\$50.00	Track Program Donation
4/25/25	Stephen & Elizabeth Lelm, 40452 Lowden Ave, North Branch, MN 55056	NBHS Athletics	\$100.00	Track Program Donation
4/25/25	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$100.00	Track Program-Sports Physical Donation
4/28/25	Jerry's Enterprises, Inc, 5101 Vernon Ave South, Edina, MN 55436	Sunrise River Elem.	\$250.00	Fun Run Donation
4/28/25	Lions Club of North Branch, PO Box 172, North Branch, MN 55056	Sunrise River Elem.	\$750.00	Fun Run Donation
4/28/25	North Branch Barbecue LLC, 5466 St. Croix Trl, Suite A, North Branch, MN 55056	Sunrise River Elem.	\$500.00	Fun Run Donation
4/28/25	Polaris Industries, Inc, 2100 Hwy 55, Medina, MN 55340	Sunrise River Elem.	\$750.00	Fun Run Donation
4/29/25	Max Malmquist, 4552 392nd Street, North Branch, MN 55056	NBHS Scholarship A/C	\$4,000.00	Scholarship Donation
4/30/25	Lorignite, LLC, 1700 Wayzata Blvd #648, Minnetonka, MN 55305	NBHS	\$100.00	Career Day Sponsor Donation
4/30/25	Reliable Bronze, 340 Rush Point Drive, Stanchfield, MN 55080	NBHS	\$100.00	Career Day Sponsor Donation
			\$29,978.00	

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

None

NEW BUSINESS

- A. Approval of Setting June 12, 2025 at 5:30 p.m. for Public Hearing on Student Fees
Moved by Grovender, seconded by Trampe and carried unanimously to approve the Setting of June 12, 2025 at 5:30 p.m. for Public Hearing on Student Fees.

ADDENDUM

- A. Approval of the Lease and Premises Use Agreement Between St. Croix River Education District (SCRED) and Independent School District No. 138 Commencing on July 1, 2025 and Ending on June 30, 2026
Moved by Grovender, seconded by LaValla and carried unanimously to approve the Lease and Premises Use Agreement Between St. Croix River Education District (SCRED) and Independent School District No. 138 Commencing on July 1, 2025 and Ending on June 30, 2026

INFORMATION

- A. Fundraising Reports from November 1, 2024, through April 30, 2025

BOARD REQUESTS

Superintendent Paul requested to schedule a School Board Retreat in June. School Board members agreed to June 12, 2025 - to follow right after the Regular School Board Meeting which has been moved to start at 4:30 PM. The June 12, 2025 Policy Committee is now cancelled.

COMMITTEE REPORTS

None

DATES TO REMEMBER

- A. May 22, 2025 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room C120
- B. May 27, 2025 at 3:30 PM, Negotiations Committee Meeting, North Branch Area Education Center
- C. May 27, 2025 at 4:00 PM, Custodian Negotiations Session, North Branch Area Education Center, DO Conference Room B122
- D. June 12, 2025 at 4:30 PM - Regular School Board Meeting, Education Center - Board Room, C120
- E. June 12, 2025 at 6:00 PM - School Board Retreat, Education Center - Board Room,

C120

F. June 17, 2025 at 3:30 PM - Negotiations Committee Meeting, Education Center - DO Conference Room, B122

G. June 17, 2025 at 4:00 PM - NBEA Negotiation Session, Education Center - DO Conference Room, B122

Adjournment

Moved by Grovender, seconded by LaValla and carried unanimously to adjourn the regular meeting at 6:31 PM.

Heather Naegele, Clerk

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
SCHOOL BOARD WORK SESSION
May 22, 2025

The School Board of Independent School District 138 met in a Work Session on Thursday, May 22, 2025, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Vice Chair Grovender called the meeting to order.

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

Absent: Tim MacMillan

Note: Sara Paul arrived at 5:46 PM

Others in Attendance: Theresa Anderson, Joan Bense, Julie Christen, Kelly Detzler, Matthew Hill, Jenel Korkowski, Pakou Lee, Pam Neaubauer, Kristin Orton, Melissa Rafferty, Sam Stoesz, Taylor Swanson, Pat Tepoorten, Todd Tetzlaff, David Treichel and Deanna Wilson

The Pledge of Allegiance was said by all.

Superintendent's Report

At tonight's meeting, Todd Tetzlaff, director of Finance and Human Resources presented on behalf of Superintendent Paul.

Superintendent Paul's report highlighted several recent accomplishments and events across the district, including:

- A hoop dancing performance by Mattias Bigbear at the Education Center.
- The 5th grade "Mission to Mars" project with a part II of a returned trip.
- Hands-on learning initiatives at NBAMS incubating and hatching chicks with discussion on animal care and sustaining aquaculture.
- The 7th and 8th grade Art Club's *Eye of the Dragon* art project, using over thousands of bottle caps collected.
- A generous donation from Anderson & Koch Ford to the automotive program donating a 2024 Ford Taurus.
- Strong representation at the state Adaptive Bowling competition, with students placing 10th, 19th, and 24th place.
- The JROTC Annual Awards Ceremony honoring cadet achievements.
- Norse ALC students received first place at the MAAP Stars competition.
- Over \$157,000 in scholarships awarded.

Special guest Matthew Hill with the City of North Branch gave a brief introduction and updates on what is happening in our community and the city's partnership with the school district.

Work Session Topics

Proposed Revised Budget

Todd Tetzlaff, Director of Finance and Human Resources presented information on the following for board action in June 2025:

- Proposed Revised FY 2024-25 Budget
- Proposed FY 2025-26 Budget
- Purposed FY 2025-26 LTFM Budget
- Student fees and meal prices for FY 26

ELA Implementation

David Treichel led the presentation highlighting its structure and alignment with the Science of Reading for elementary school, middle school and special education with representation from each one of the focuses.

Vice Chair Grovender adjourned the meeting at 7:32 PM

Heather Naegele, Clerk

**ELECTRONIC FUND TRANSFERS
MAY 2025**

Direct Dep Cks		\$1,879,439.78	
ACHS		<u>\$11,760.22</u>	
		\$1,891,200.00	
Other Electronic Fund Transfers:			
Federal/FICA Taxes		5/5/2025	\$74,176.10
(Also reflected in P/R info)		5/5/2025	\$112,747.30
		5/19/2025	\$73,168.89
		5/19/2025	<u>\$123,674.94</u>
			\$383,767.23
Minnesota Withholding Taxes		5/6/2025	\$11,831.83
(Also reflected in P/R info)		5/6/2025	\$19,693.67
		5/20/2025	\$11,431.16
		5/20/2025	<u>\$21,762.63</u>
			\$64,719.29
Economic Service (EBC)		5/5/2025	\$12,231.60
(Also reflected in P/R info)		5/5/2025	\$22,893.12
		5/12/2025	\$60.00
		5/19/2025	\$12,197.54
		5/19/2025	<u>\$22,893.12</u>
			\$70,275.38
MII LIFE-F S A	PEIP	5/2/2025	\$39.12
	PEIP	5/7/2025	\$370.00
	PEIP	5/13/2025	\$140.00
	PEIP	5/20/2025	\$1.56
	PEIP	5/20/2025	\$750.00
	PEIP	5/23/2025	\$89.70
	PEIP	5/27/2025	\$37.00
	PEIP Admin Inv	5/27/2025	\$401.25
	PEIP	5/30/2025	<u>\$37.00</u>
			\$1,865.63
MII LIFE-M S A		5/5/2025	\$733.18
		5/5/2025	\$7,669.26
		5/19/2025	\$733.18
		5/19/2025	<u>\$7,669.26</u>
			\$16,804.88
Minnesota Teachers Retirement		5/2/2025	\$9,891.56
		5/2/2025	\$84,815.86
		5/16/2025	\$9,891.56
		5/16/2025	\$91,117.93
		5/30/2025	\$9,874.37
		5/30/2025	<u>\$86,812.62</u>
			\$292,403.90
PERA		5/2/2025	\$41,170.99
		5/16/2025	\$40,075.38
		5/30/2025	<u>\$42,331.41</u>
			\$123,577.78
Delta Dental Plan		5/21/2025	\$21,730.44
MN Sales Tax		5/21/2025	\$92.00
Neopost Advance		5/27/2025	\$5,000.00

Q Comp Annual Report

This template, which may be changed as needed, is designed to help formulate the Quality Compensation (Q Comp) Annual Report. Per [Minnesota Statutes, section 122A.414, subdivision 3\(a\)](#) the report must be submitted to the school board by June 15 of each year and include findings and recommendations for the program. We also recommend that the report include a summary of what was implemented for the year, to help provide context for the findings and recommendations.

Please address the following questions for each program component describing the implementation of the approved plan, the impact of implementation, findings from the program review and recommendations to improve program effectiveness. **All information reported should be based on the current school year.** We recommend that each question be addressed with a brief summary of 3-7 sentences.

Core Component: Career Advancement Options

Implementation

Are the teacher leader positions that were implemented this year the same as those outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes, The teacher leader positions implemented this year aligned with the approved Q Comp plan. Each site maintained designated facilitators responsible for coaching, mentoring, and leading collaborative teams.

If no, please explain what changes have occurred and why? **N/A**

Impact

How did the work of teacher leaders through coaching, observing, mentoring, facilitating learning teams and performing other responsibilities impact classroom instruction?

Teacher leaders are highly effective in shaping classroom instruction, with 83% of staff members agreeing they have a positive impact. This positive influence is reflected in average ratings of 4.15 for classroom instruction and 4.14 for student achievement on a five point scale.

Teacher facilitators play a vital role by structuring meaningful conversations, fostering collaboration, and guiding problem-solving. Through these interactions, they promote instructional shifts and help teachers respond more effectively to student needs. They also facilitate data analysis and feedback to ensure instruction aligns with student needs and learning goals. Furthermore, facilitators offer crucial mentorship and guidance in areas like classroom management and curriculum implementation.

How did the work of teacher leaders impact student achievement?

The survey revealed that 83% of staff members agreed that teacher leaders positively impact student achievement. Teacher facilitators play a crucial role in boosting student success through several key actions:

- **Fostering Collaboration:** Teacher leaders encourage collaboration among educators, which promotes the sharing of best practices, instructional strategies, and valuable resources. This teamwork leads to better teaching methods and more engaged students.
- **Guiding Data Analysis and Goal Setting:** Facilitators help teachers analyze student data and set clear goals. This enables educators to better understand student needs and develop targeted interventions.
- **Creating a Supportive Environment:** Facilitators cultivate a supportive atmosphere where teachers can openly discuss challenges, receive guidance, and build confidence. This supportive environment ultimately leads to improved student achievement.

While the effectiveness of individual facilitators can vary, their contributions are vital in supporting teachers and directly influencing student success.

Review Findings

How did the training teacher leaders received impact their ability to fulfill the responsibilities of the position and meet the needs of the licensed staff members?

All teacher leaders received initial training before the school year started, providing them with a strong foundational understanding. Their learning and development continued throughout the year:

- **Monthly Data Review Sessions:** Each school site held crucial monthly data review sessions. These ongoing reviews were essential for informing and shaping the next steps at each location, ensuring strategies were tailored to their evolving needs.

Feedback shows that teacher leaders are highly valued for two key abilities:

- **Facilitating Goal-Driven Dialogue:** They are adept at leading conversations that focus on achieving specific goals.
- **Introducing Practical Tools:** They consistently introduce useful tools that can be directly applied in the classroom.

What did the results of the evaluations of the teacher leaders in their leadership roles demonstrate about the impact they had on the effectiveness of the licensed staff members?

The survey results show that Teacher Leaders feel confident, knowledgeable, and supported in their job. This positive self-perception indicates they are well-equipped to make significant contributions to:

- The professional growth of their colleagues.
- The overall success of their educational community.

Recommendations

How will the district use the review findings to improve the effectiveness of teacher leadership?

Here's how the district plans to enhance teacher leader training and support:

Improving Training and Development:

- **Ongoing Training:** We'll improve ongoing training to give leaders enhanced skills and a deeper understanding of classroom best practices.
- **Initial Leadership Training:** New teacher leaders will receive foundational training to prepare them for their roles.
- **Facilitator Development:** We'll focus on strengthening facilitators' skills in structuring discussions and effectively using data to inform instruction.

Strengthening Evaluation and Alignment:

- **Enhanced Teacher Leadership Evaluation:** We'll improve the evaluation process within Professional Learning Communities to ensure consistency and maximize their impact.
- **District-Wide Training:** This training will ensure clear alignment of district Q-Comp goals across all school sites, fostering a more consistent and impactful experience for all educators.

Core Component: Job-embedded Professional Development

Implementation

Are learning teams configured and meeting as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes, Learning teams operated as outlined in the approved plan, meeting regularly with structured agendas and objectives. Teams were encouraged to align work with site goals and student data.

If no, please explain the changes that have occurred and why? N/A

Impact

How did teacher learning from learning teams and other job-embedded professional development activities impact classroom instruction?

The survey revealed that a strong majority, 81% of staff members, agreed that professional development positively impacted classroom instruction. This consensus is strongly supported by evidence showing that job-embedded professional development, especially when integrated within Professional Learning Communities (PLCs), significantly benefits teachers. This leads directly to improved teaching and better student learning.

The positive effects of professional development embedded within PLCs were clear: average ratings were 4.05 for instruction and 4.01 for achievement on a five point scale. Teachers reported tangible benefits, including:

- **Enhanced Lesson Planning:** Teachers improved lesson planning by focusing on standards, embedding clear learning targets, and utilizing diverse resources.
- **Improved Classroom Management:** Collaboration with colleagues proved invaluable, leading to better classroom management strategies and the sharing of best practices.
- **Effective Problem-Solving:** Teachers worked together to effectively solve problems related to specific student needs.

- **Data-Driven Instruction:** Analyzing data played a crucial role in informing instruction, helping teachers identify areas for improvement and provide targeted support.
- **Refined Strategies and Assessments:** Teachers implemented peer-recommended strategies and refined assessments, better aligning them with student needs.
- **Support for New Teachers:** New teachers especially valued the insights and support gained through team meetings.
- **Growth for Experienced Educators:** Experienced educators appreciated opportunities for reflection and professional growth.

Overall, job-embedded professional development fostered a collaborative and supportive environment. This allowed teachers to learn from each other, refine their teaching practices, and ultimately create a more positive and effective learning experience for their students.

How did teacher learning from learning teams and other job-embedded professional development impact student achievement?

The survey revealed staff members strongly agreed that professional development positively impacted student achievement. This was largely due to job-embedded professional development, which significantly boosted student success in several ways:

- **Teacher Collaboration:** Teachers worked together, sharing best practices, instructional methods, and student data.
- **Data-Driven Instruction:** Educators analyzed student data to differentiate lessons for individuals, ensuring all students received appropriate instruction.
- **Engaging Activities:** Professional development sessions focused on creating engaging activities and strategies, which, in turn, increased student motivation and classroom participation.
- **Reflection and Adjustment:** Educators also benefited from dedicated time to reflect on their teaching. This allowed them to adjust their methods based on student progress and feedback, continually improving their instruction.

Review Findings

How did the sites or learning teams identify needs and instructional strategies to increase student achievement?

Effective Professional Learning Communities (PLCs) are crucial for boosting student achievement. Through collaborative discussions, teachers within PLCs effectively identified areas where students needed the most support. This teamwork directly led to the development of specific instructional strategies aimed at improving student performance.

Key aspects of effective PLCs included:

- **Data-Driven Focus:** PLCs analyzed data to pinpoint student needs.
- **Strategy Sharing:** Teachers actively shared and refined instructional strategies.
- **High Engagement:** Discussions were purposeful and directly supported by school-wide goals and instructional leadership.

The Instructional Coaches and Site Leads also played a vital role, working closely with both PLCs and administration to contribute valuable strategies. Furthermore, leadership teams consistently met to analyze student data and discuss next steps or specific strategies needed to further enhance student achievement, ensuring a comprehensive approach to improvement.

How did learning teams use data and implement the selected instructional strategies and follow-up on implementation?

Weekly Professional Learning Community (PLC) meetings were centered on using data to improve instruction. Here's how teams approached this:

- **Developing Common Assessments:** Teams created common formative assessments to measure student understanding.
- **Analyzing Data:** After lessons, they analyzed the assessment data to identify both student strengths and weaknesses.
- **Informing Next Steps:** This analysis directly informed their next steps, including differentiated instruction and selecting the most impactful teaching strategies.

This continuous cycle ensured that teaching methods were constantly adapted to meet student needs.

2024 - 2025 Student Achievement Data

[SY25 Q-Comp Results](#)

EC Building Goals (Coming June 12th)

SRS Building Goals (Coming June 12th)

MS Building Goals (Coming June 12th)

HS/ALC Building Goals (Coming June 12th)

DLA Building Goals (Coming June 12th)

Recommendations

How will the district use the review findings to improve the effectiveness of job-embedded professional development?

The district's analysis of job-embedded professional development highlighted several key areas for improvement:

- **Ensure Understanding of the Continuous Learning Cycle:** It's crucial that all Professional Learning Communities (PLCs) fully grasp this fundamental framework for ongoing improvement.
- **Support PLCs for Non-Classroom Staff:** We need to find better ways to support PLCs for staff members who aren't classroom teachers, as current procedures often cater primarily to classroom-based roles.

- **Reinforce Structured Meeting Time with Targeted Agendas:** To maximize impact, PLCs should continue to have dedicated meeting times with agendas directly linked to student outcomes.
- **Connect School-Wide Initiatives with Team-Based Problem-Solving:** Facilitators will receive support in bridging broader school goals with the specific problem-solving efforts happening within their teams.

These efforts will help ensure that job-embedded professional development is effective and accessible for all staff, leading to improved outcomes across the district.

Core Component: Teacher Evaluation

Implementation

Are licensed staff members observed/evaluated as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes, Observations and evaluations were implemented according to the approved plan. Staff participated in multiple observations, followed by feedback and coaching sessions.

If no, please explain the changes that have occurred and why? NA

Impact

What impact did the observation/evaluation process, including coaching, have on classroom instruction?

Our district's observation and evaluation process is significantly improving both classroom instruction and student achievement. A strong 83% of staff members agree it positively influences classroom instruction. This positive view is widely supported by staff comments that highlight the collaborative nature of observations conducted by both teacher leaders and administrators.

Teachers particularly value feedback that helps them refine their teaching, finding peer observations especially insightful.

This process fosters a culture of continuous improvement, helping teachers grow professionally and enhance their teaching practices. It promotes a learning community where educators work together to support each other's growth and ultimately improve student learning. The collaborative observations and emphasis on reflection create a supportive, growth-oriented environment that benefits both teachers and students.

What impact did the observation/evaluation process, including coaching, have on student achievement?

In the same survey, 81% of staff members agreed that their observation and evaluation process impacted student achievement. Their comments generally highlighted two key areas:

- **Increased Student Engagement:** The process led to students being more engaged in the classroom.
- **Enhanced Teaching Through Collaboration:** Staff noted that collaboration within their PLCs allowed them to improve their teaching and lessons for students by incorporating diverse perspectives.

Review Findings

How did the feedback teachers received from each observation/evaluation assist in self-reflection and improved instructional practice?

Observations are vital for fostering professional growth and improving student learning. Staff consistently reported that observations provided:

- **Constructive Ideas:** Clear, actionable suggestions for improvement.
- **Clear Direction:** Guidance on how to achieve better student outcomes.

Teachers felt comfortable and open to the support offered, and many successfully put the suggestions they received into practice.

Key aspects that contributed to their value include:

- **Valued Peer Feedback:** Teachers especially appreciated feedback from their peers, noting that consistent observation feedback significantly contributed to their growth.
- **Impactful Learning Lab Observations:** Learning lab observations were effectively used within PLCs to deliver powerful feedback.
- **Tailored Instruction:** Site reviewers confirmed they used this feedback to tailor instruction and enhance critical areas such as lesson timing and classroom management.

How did the training observers/evaluators received throughout the year impact inter-rater reliability and their ability to provide constructive and meaningful feedback to all licensed staff members?

Before the school year began, both PLC facilitators and staff members received initial training. Additional follow-up training was provided throughout the year as needed.

During PLC meetings, discussions frequently focused on Marzano elements and their corresponding "look-fors" (observable behaviors or indicators of those elements in practice).

Recommendations

How will the district use the review findings to improve the effectiveness of teacher evaluation?

For the 2025-26 school year, the district will prioritize training for all leaders to ensure high-quality and consistent feedback.

- **Comprehensive Training for New Personnel:** Leaders will receive training to prepare them for their roles.
- **Continued Inter-Rater Reliability:** Teacher Leaders and Administration will receive ongoing training to ensure consistency in observations and feedback across the board.
- **Sustained Professional Development:** All groups will participate in continuous training and conversations throughout the year to foster ongoing growth and skill development.

Core Component: Performance Pay and Alternative Salary Schedule

Implementation

Are the performance pay amounts and standards the same as outlined in the approved plan (approval letter and subsequent plan change approval letters)?

Yes, The Q Comp program continues to positively affect both instructional practice and student learning. Staff feel supported, engaged in meaningful professional development, and empowered to implement new strategies based on collaborative learning.

If no, please explain the changes that have occurred and why?

Is salary schedule movement or base salary increase based on the same measure of performance as outlined in the approved plan (approval letter and subsequent plan change approval letters)? Yes

If no, please explain the changes that have occurred and why?

Impact

What percentage of all licensed staff met the standard to earn performance pay for the measures of student achievement? 49%

What percentage of all licensed staff met the standard to earn performance pay for observation/evaluation results? 100%

What percentage of tenured licensed staff met the standard to earn performance pay for observation/evaluation results? 100%

What percentage of probationary licensed staff met the standard to earn performance pay for observation/evaluation results? 100%

Is performance pay awarded for another area (besides schoolwide goals, measures of student achievement and observation/evaluation results)? No

If yes, what percentage of all licensed staff members met the standard to earn performance pay for this other area? % NA

What percentage of all licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? % NA

What percentage of tenured licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? % NA

What percentage of probationary licensed staff met the standard to earn movement on the salary schedule or an increase in base salary? % NA

Recommendations

How will the district use the data to improve the effectiveness of this core component?

Analyze Barriers to Student Achievement Goal Attainment

With only 49% of licensed staff earning performance pay based on student outcomes, the Qcomp administrator and site advisors will conduct a root cause analysis to determine systemic or instructional barriers. Focus areas may include assessment design, goal rigor, and alignment with classroom practices.

Refine Professional Development to Better Target Student Growth

While staff report high satisfaction with collaborative learning, professional development should be further aligned with instructional strategies proven to impact student achievement. As leadership teams meet to develop action plans, emphasis on targeted coaching and professional development should focus on meeting the needs of all students, formative assessment aligned to state benchmarks, and intervention strategies.

Tracking and Monitoring of student achievement

To enhance the effectiveness of performance pay it is recommended that the **District Site Advisory Committee** establish a formal process to regularly monitor student achievement data across buildings. This oversight should be used to evaluate progress toward schoolwide and Q Comp

General Program Impact and Recommendations

What overall impact on instruction has the district or charter school seen as a result of implementing the Q Comp program?

The Q Comp program continues to be a major force for teacher growth, instructional improvement, and shared leadership in our district. Both internal surveys confirm that PLCs, coaching, and evaluations are all effective tools for professional learning and student success.

The program's positive impact on instruction is clear in how it balances flexibility with structure for teachers. As staff members noted, this includes:

- **Flexibility and Choice in Growth Plans:** Teachers appreciate the freedom to develop their own professional development plans and choose their focus areas, which increases their engagement and motivation.
- **Structured Support for PLCs:** PLC Facilitators benefit from the clear framework of the **Continuous Learning Cycle**. This provides a structured process for collaboration, sharing best practices, and mutual accountability, offering crucial support for educators.
- **Meaningful Self-Reflection:** Teachers are engaging in deeper, more intentional self-assessments, directly aligning their reflections with school goals and student learning objectives. This targeted reflection leads to more effective teaching practices.

Teachers' comments consistently highlight the value of the program's components:

- "Being given time as a team to discuss has been key to our team growing professionally."
- "Feedback from learning teams and observations made me adjust my instruction with clearer intent."

These comments show a high level of engagement and a direct link between the program's initiatives and actual shifts in teaching.

What overall impact on student achievement has the district or charter school seen as a result of implementing the Q Comp program?

The Q Comp program is positively impacting student achievement by promoting a data-driven approach to instruction. Here's how:

- **Increased Data Analysis:** Teachers are now placing a greater emphasis on analyzing student data, especially from formative assessments.
- **Informed Instructional Decisions:** This data directly informs instructional decisions, allowing teachers to customize their teaching to meet students' specific needs.
- **Responsive Classroom Environment:** The program fosters a more responsive classroom where educators can analyze data and take immediate action to address learning gaps.

This strong focus on using data to continuously improve instruction suggests a positive impact on student achievement.

How will the district use the review findings to improve the overall effectiveness of the program?

Our commitment to the district's strategic vision is ongoing. We'll continuously evaluate and refine our support for the **Q Comp Core Components**, using insights from this report to pinpoint areas for improvement across all aspects of the program.

Here's how we plan to enhance our efforts:

- **Empowering PLCs:** Schools will be empowered to leverage Professional Learning Communities (PLCs) to collaborate on formative assessments, analyze student data to identify needs and achievement gaps, and then develop targeted strategies to close those gaps.
- **Integrating Social-Emotional Learning (SEL):** We recognize the importance of SEL and will prioritize its integration to foster well-rounded student success.
- **Ensuring Consistent Practice:** We'll continue calibrating across buildings to ensure consistent practices in professional development and instructional support.
- **Aligning Learning and Outcomes:** We'll prioritize visible alignment between the work of learning teams, observations, and student achievement outcomes.
- **Strengthening Administrator Support:** We will continue to support administrators in ensuring inter-rater reliability of teacher evaluations. By creating a structured process for improvement through coaching, administrators will receive meaningful feedback on their evaluation practices, fostering accuracy, consistency, and growth across the system.

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
5/2/25	North Branch Fire Relief Association, PO Box 245, North Branch, MN 55056	NBHS Scholarship A/C	\$5,000.00	Scholarship Donation
5/8/25	Anonymous	Sunrise River Elem.	\$64.00	Fun Run Donation
5/15/25	Almelund Threshing Company, 17760 St. Croix Trl, Taylor Falls, MN 55084	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
5/15/25	East Central Energy, PO Box 39, Braham, MN 55006	NBHS Scholarship A/C	\$4,500.00	Scholarship Donation
5/15/25	Sons of The American Legion, PO Box 87, North Branch, MN 55056	NBHS Scholarship A/C	\$2,000.00	Scholarship Donation
5/15/25	St. Francis Blue Line Club (Northern Edge), PO Box 153, St. Francis, MN 55070	NBHS Scholarship A/C	\$750.00	Scholarship Donation
5/22/25	Cyber Grants/US Bank (Matching Gift-D. Cash)	Sunrise River Elem.	\$64.00	Fun Run Donation
5/22/25	Lakes Region EMS, 40245 Fletcher Ave, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
5/22/25	Lloyd's Construction Services, 6528 County Rd 101 E, Shakopee, MN 55379	NBHS	\$100.00	Career Day Sponsor Donation
5/22/25	NB Area Hockey Association, PO Box 541, North Branch, MN 55056	NBHS Scholarship A/C	\$400.00	Scholarship Donation
5/22/25	North Branch Traveling Baseball, PO Box 644, North Branch, MN 55056	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
			\$15,878.00	
May	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	NBHS		*Donated a 2012 Ford Taurus to the High School Auto Shop class
May	Empowered HQ	NBHS		*Donated a \$500 Gift Card toward Auto Class purchases



2024-25 Budget Presentation



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

June 12, 2025

Todd Tetzlaff, Director of Finance and Human Resources

Current Year Revised Budget – All Funds Revenue

		Revenue		
		FY 25 Original	FY 25 Revised	Difference
Fund 01	General Fund	\$ 38,451,591.00	\$ 38,694,248.00	\$ 242,657.00
Fund 02	Food Service	\$ 1,559,614.00	\$ 2,087,064.00	\$ 527,450.00
Fund 04	Comm Ed	\$ 1,863,365.00	\$ 1,939,386.00	\$ 76,021.00
Fund 07	Debt Service	\$ 5,466,299.00	\$ 5,451,569.00	\$ (14,730.00) ³⁵
Fund 20	Internal Svc	\$ 270,159.00	\$ 270,159.00	\$ -
Fund 45	Irrevocable Trust	\$ 199,779.00	\$ 199,779.00	\$ -
Fund 47	OPEB Debt Svc	\$ 407,601.00	\$ 407,601.00	\$ -
	All Revenue	\$ 48,218,408.00	\$ 49,049,806.00	\$ 831,398.00

Current Year Revised Budget – All Funds Expenses

		Expenses		
		FY 25 Original	FY 25 Revised	Difference
Fund 01	General Fund	\$ 38,000,454.00	\$ 39,091,119.00	\$ 1,090,665.00
Fund 02	Food Service	\$ 1,668,763.00	\$ 1,808,589.00	\$ 139,826.00
Fund 04	Comm Ed	\$ 1,600,868.00	\$ 2,007,995.00	\$ 407,127.00
Fund 07	Debt Service	\$ 5,305,830.00	\$ 5,305,830.00	\$ ³⁶ -
Fund 20	Internal Svc	\$ 185,000.00	\$ 185,000.00	\$ -
Fund 45	Irrevocable Trust	\$ 418,180.00	\$ 418,180.00	\$ -
Fund 47	OPEB Debt Svc	\$ 429,220.00	\$ 429,220.00	\$ -
	All Expenses	\$ 47,608,315.00	\$ 49,245,933.00	\$ 1,637,618.00

2025 – 2026 Proposed Budget – All Funds Revenue

		Revenue		
		FY 25 Revised	FY 26 Proposed	Difference
Fund 01	General Fund	\$ 38,694,248.00	\$ 39,210,398.00	\$ 516,150.00
Fund 02	Food Service	\$ 2,087,064.00	\$ 2,120,064.00	\$ 33,000.00
Fund 04	Comm Ed	\$ 1,939,386.00	\$ 1,995,497.00	\$ 56,111.00
Fund 07	Debt Service	\$ 5,451,569.00	\$ 5,372,018.00	\$ (79,551.00) ³⁷
Fund 20	Internal Svc	\$ 270,159.00	\$ 275,500.00	\$ 5,341.00
Fund 45	Irrevocable Trust	\$ 199,779.00	\$ 179,850.00	\$ (19,929.00)
Fund 47	OPEB Debt Svc	\$ 407,601.00	\$ -	\$ (407,601.00)
	All Revenue	\$ 49,049,806.00	\$ 49,153,327.00	\$ 103,521.00

2025 – 2026 Proposed Budget – All Funds Expenses

		Expenses		
		FY 25 Revised	FY 26 Proposed	Difference
Fund 01	General Fund	\$ 39,091,119.00	\$ 39,938,496.00	\$ 847,377.00
Fund 02	Food Service	\$ 1,808,589.00	\$ 1,825,970.00	\$ 17,381.00
Fund 04	Comm Ed	\$ 2,007,995.00	\$ 2,040,095.00	\$ 32,100.00
Fund 07	Debt Service	\$ 5,305,830.00	\$ 5,305,830.00	\$ - ³⁸
Fund 20	Internal Svc	\$ 185,000.00	\$ 241,235.00	\$ 56,235.00
Fund 45	Irrevocable Trust	\$ 418,180.00	\$ 327,000.00	\$ (91,180.00)
Fund 47	OPEB Debt Svc	\$ 429,220.00	\$ 429,220.00	\$ -
	All Expenses	\$ 49,245,933.00	\$ 50,107,846.00	\$ 861,913.00



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Questions?



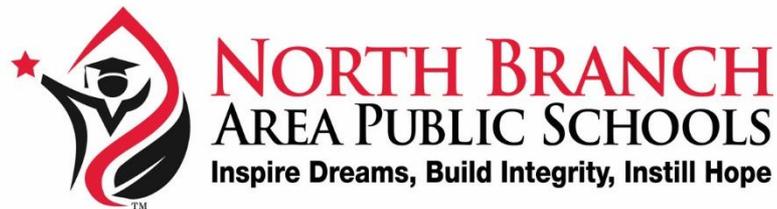
NORTH BRANCH
AREA PUBLIC SCHOOLS
Inspire Dreams, Build Integrity, Instill Hope

June 12, 2025

Todd Tetzlaff, Director of Finance and Human Resources

Student Fees Public Hearing

40



JUNE 12, 2025

Public Hearing

Before school board action on fees

Fees charged to students

41

- Activity fees
- School fees

There are some proposed increases to offset rising costs

Application for Educational Benefits may either reduce fees to ½ price or eliminate fees for qualifying families

Public comment and questions

Student Activities -High School

		Current	Proposed
Athletics (except Hockey)		250	250
Football		300	300
Hockey		575	575
Weight Room		50 per season	50 per season
		Free during season	
		with athletic registration	
Fine Arts / Academics			
Musical, Speech		170	170
Math League, Knowledge Bowl,		170	170
Jazz Band, Harmonaires			
DECA, ProStart, FFA		170	170
Robotics (9-12)		170	170
Clay Target (9-12)		170 plus	170 plus
		shells and clays	shells and clays
Family Cap		1000	1000

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Student Activities -Middle School

		Current	Proposed
Athletics (except Hockey)		160	160
Hockey		485	485
Fine Arts / Academics			
Math League, Knowledge Bowl		120	120
Speech, Jazz Band, Show Choir			
Robotics (7-9)		120	120
Family Cap		1000	1000

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Other Fees -High School

		Current	Proposed
Parking for Full Year		135	135
Parking for Each Semester		75	75
Graduation Fee		30	30
Transcript Fee (Certified)		4	n/c
Transcript Fee (Non-Certified)		n/c	n/c

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Classroom Fees -High School

		Current	Proposed
Welding, Adv Welding, Metal Arts		30	30
Intro to Engineering		-	20
Ceramics		20	20
Floral Design		-	20
FACS Exploration		-	20
Beginning Foods		30	30
Advanced Foods		40	40
ProStart (Yearlong to Semester)		40	40
Instrument Rental - Percussion		30	30
Instrument Rental - Other Instruments		60	60

Other Fees -Middle School

		Current	Proposed
Instrument Rental - Percussion		30	30
Instrument Rental - Other Instruments		60	60

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Meal Prices

		Current	Proposed
Breakfast	Student	n/c	n/c
	Adult	\$2.60	\$2.60
	DL Student	\$2.60	\$2.60
Lunch	Elem Student	n/c	n/c
	Sec Student	n/c	n/c
	Adult	\$5.00	\$5.00
	DL Student	\$5.00	\$5.00
Milk		n/c	\$0.70

47

Comments and Questions

Please contact:

Todd Tetzlaff
Director of Finance and Human Resources
(651) 674 - 1009
ttetzlaf@isd138.org

48

Long-Term Facilities Maintenance

June 12, 2025

North Branch Area Public Schools

Long-Term Facilities Maintenance Revenue

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024												
138 <= Type in School District Number																
NORTH BRANCH PUBLIC SCHOOLS																
<i>Calculations for Ten Year Projection</i>				Pay 24	Change only if requiring levy adjustments	Payable 2024 LLC Certification	Current Estimate									
	LLC #	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034			
6	57		2,973.20	2,985.81	2,960.03	2,960.03	2,960.03	2,960.03	2,960.03	2,960.03	2,960.03	2,960.03	2,960.03			
6a				2,985.81	2,960.03	2,960.03	2,960.03	2,960.03	2,960.03	2,960.03	2,960.03	2,960.03	2,960.03			
6b																
7	401		33.76	33.76	34.76	35.76	36.76	37.76	38.76	39.76	40.76	41.76	42.76			
8			\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00			
9	402			0.96457	0.99314	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000			
10	403		1,089,788	1,094,409	1,117,100	1,124,813	1,124,813	1,124,813	1,124,813	1,124,813	1,124,813	1,124,813	1,124,813			

Long-Term Facilities Maintenance Revenue

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/09/2024									
138 <= Type in School District Number													
NORTH BRANCH PUBLIC SCHOOLS													
Change only if requiring levy adjustments													
Payable 2024 LLC Certification													
Current Estimate													
Calculations for Ten Year Projection													
LLC #	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	
48	Debt Service Portion of Revenue (non-grandfather districts)												
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)												
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab												
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05												
51	Total Debt Service Revenue = (49) + (50) + (50b)												
52	Equalized debt Service Revenue (lesser of (43) or (51))												
53	Debt Service Aid = (52) * (42)												
54	Equalized Debt Service Levy = (52) - (53)												
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))												
56	General Fund Portion of Revenue (non-grandfather districts)												
57	Total General Fund Revenue = (34) - (51)												
58	General Fund Equalized Revenue = (43) - (52)												
59	Total General Fund Aid = (46) - (53)												
60	General Fund Equalized Levy = (58) * (41)												
61	General Fund Unequalized levy = (57) - (58)												
62	Total General Fund Levy = (60) + (61)												

51



Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2023, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info. (REQUIRED) Enter Information		District Info. (REQUIRED) Enter Information		Fiscal Year (FY) Ending June 30								
Expenditure Categories		2025(base year)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
District Name:	North Branch Public Schools	Date:										
District Number:	138	Email:	zberg@isd138.org									
District Contact Name:	Zach Berg											
Contact Phone #	(612)715-6423											
Health and Safety – this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes												
Finance Code	Category (1)											
347	Physical Hazards	\$0	\$0	\$10,000	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$25,000	\$10,000	\$50,000	\$9,813	\$0	\$0	\$25,000	\$25,000	\$25,000
366	Indoor Air Quality	\$0	\$0	\$35,000	\$30,000	\$0	\$20,000	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$0	\$0	\$70,000	\$50,000	\$50,000	\$39,813	\$10,000	\$10,000	\$35,000	\$35,000	\$35,000
Health and Safety – Projects Costing \$100,000 or more per Project/Site/Year –												
Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$200,000	\$300,000	\$250,000	\$300,000	\$300,000
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$500,000	\$300,000	\$250,000	\$300,000	\$300,000
124D.151												
Finance Code	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025											
384 and Course Code 684 MUST	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0
	Total Remodeling for Gender-Neutral Single User Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0
	Total Accessibility Projects	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$0	\$0	\$30,000	\$25,000	\$20,000	\$20,000	\$40,000	\$30,000	\$25,000	\$20,000	\$20,000
369	Building Hardware and Equipment	\$14,415	\$15,000	\$22,000	\$15,000	\$15,000	\$75,000	\$20,000	\$30,000	\$25,000	\$25,000	\$30,000
370	Electrical	\$50,220	\$44,000	\$30,000	\$30,000	\$20,000	\$30,000	\$100,000	\$50,000	\$40,000	\$50,000	\$50,000
379	Interior Surfaces	\$221,177	\$22,009	\$5,660	\$5,578	\$6,207	\$45,000	\$50,000	\$50,000	\$30,000	\$30,000	\$30,000
380	Mechanical Systems	\$278,198	\$60,000	\$25,000	\$40,000	\$20,000	\$200,000	\$100,000	\$100,000	\$100,000	\$300,000	\$300,000
381	Plumbing	\$43,177	\$50,271	\$30,000	\$30,000	\$25,000	\$50,000	\$30,000	\$75,000	\$50,000	\$50,000	\$45,000
382	Professional Services and Salary	\$13,837	\$65,000	\$70,000	\$70,000	\$60,000	\$115,000	\$124,813	\$129,813	\$124,813	\$139,813	\$139,813
383	Roof Systems	\$31,954	\$35,000	\$40,000	\$35,000	\$10,000	\$100,000	\$100,000	\$250,000	\$300,000	\$100,000	\$100,000
384	Site Projects	\$168,905	\$40,000	\$16,280	\$28,940	\$14,518	\$350,000	\$50,000	\$100,000	\$70,000	\$75,000	\$75,000
	Total Deferred Capital Expense and Maintenance	\$821,883	\$331,280	\$268,940	\$279,518	\$190,725	\$985,000	\$614,813	\$814,813	\$764,813	\$789,813	\$789,813
Total Annual 10-Year Plan Expenditures		\$821,883	\$331,280	\$338,940	\$339,518	\$340,725	\$1,124,813	\$1,124,813	\$1,124,813	\$1,124,813	\$1,124,813	\$1,124,813
Fund Balance Section												

Proportionate Share from SCRED



Division of School Finance
400 NE Stinson Blvd
Minneapolis, MN 55413

Intermediates/Cooperatives/Joint Powers Long-Term Facilities Maintenance Revenue Allocation

ED-02479-09

General Information and Instructions: Please read the **Instructions for Completion** on the **Instructions** tab before completing this report.

District Name:	Name of Person Completing this Report:	Title:	
St. Croix River Education District	Suzanne Hischer	Director of Business Services	
Telephone Number:	Email Address:		Date Submitted:
320-358-1213	shischer@scred.k12.mn.us		6/16/2025

Long-Term Facilities Maintenance (LTFM) Revenue amounts to be Allocated to member School Districts for Fiscal Year (FY) 2027

1. Pay-as-you-go revenue portion	\$	104,902.00
2. Bond debt service revenue portion	\$	-
3. Total revenue amounts to allocate	\$	104,902.00

District Number	Type	School District Name	Pay-as-you-go Allocation Percent	Allocated Pay-as-you-go (Number 1)	Bonded Debt Service Allocation Percent	Allocated Bonded Debt Service (Number 2)
138	1	North Branch Area Public Schools	26.980%	\$ 28,302.56		\$ -
139	1	Rush City Schools	8.450%	\$ 8,864.22		\$ -
578	1	Pine City Public Schools	15.650%	\$ 16,417.16		\$ -
2144	1	Chisago Lakes Area Schools	32.470%	\$ 34,061.69		\$ -
2165	1	Hinckley-Finlayson Public Schools	9.140%	\$ 9,588.04		\$ -
2580	1	East Central Schools	7.310%	\$ 7,668.33		\$ -
				\$ -		\$ -

**School District's Proportionate Share of LTFM
Intermediates/Cooperatives**

**Extract of Minutes of School Board Meeting
School District No. 138
North Branch Area Public Schools
State of Minnesota**

Pursuant to due call and notice thereof, a School Board meeting of School District No. 138, State of Minnesota, was held on June 12, 2025, at 4:30 PM, for the purpose, in part, of approving the FY 27 Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of St. Croix River Education School District's long-term facility maintenance projects in the district's application for long-term facility maintenance.

_____ introduced the following resolution and moved its adoption:

Resolution approving long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of those projects in the district's application for fiscal year (FY) 2027 long-term facility maintenance revenue

Be it resolved by the School Board of District No. 138, State of Minnesota, as follows:

1. The Governing Board of St. Croix River Education District has approved a long-term facility maintenance program budget for its facilities for the 2026-2027 school year (FY 2027) in the amount of \$104,902 of which District Number 138's proportionate share is \$28,302.56 consisting of \$28,302.56 for pay as you go projects. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes, section 123B.53, subdivision 1, as amended, provides that if a special education district's long-term facility maintenance budget is approved by the school boards of each of the education district's member school districts, each member district may include its proportionate share of the costs of the education school district's program in its long-term facility maintenance revenue application.

3. The proportionate share of the costs of the education district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the education district's long-term facility maintenance program times the most current finalized year end ADM percentage of participation in the education district. For school year 2026-27 (fiscal year 27), the long-term facility maintenance costs shall be funded through annual levy. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for FY 27 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the education district's program, the district shall promptly pay to the education district the applicable aid or levy proceeds.

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

_____.

And the following voted against: _____.

Whereupon said resolution was approved and adopted by the school board of Independent School District No. 138.

STATE OF MINNESOTA)
) ss
COUNTY OF CHISAGO)

I, the undersigned, being the duly qualified and acting Clerk of School District No. 138, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 138, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of St. Croix River Education District No. 6009’s long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk on _____, 2025.

Clerk

School District No. 138



Division of School Finance
400 NE Stinson Blvd
Minneapolis, MN 55413

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-10

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2023, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information
District Name:	St. Croix River Education District	Date:	6/16/2025
District Number:	6009-61	Email:	shischer@scred.k12.mn.us
District Contact Name:	Suzanne Hischer		
Contact Phone #	320-358-1213		

		Fiscal Year (FY) Ending June 30										
Expenditure Categories		2025 (base year)	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	Category (1)											
347	Physical Hazards	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue												
Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	Category 3 (a)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Approved Voluntary Pre-K Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025											
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Gender-Neutral Single User Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Accessibility Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$0	\$31,200	\$56,473	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$47,500	\$47,500	\$0	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$0	\$0	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$0	\$0	\$0	\$116,250	\$0	\$0	\$0	\$0	\$20,095	\$297,000	\$0
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$238,100	\$0
384	Site Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Deferred Capital Expense and Maintenance	\$0	\$31,200	\$56,473	\$116,250	\$90,000	\$47,500	\$47,500	\$0	\$20,095	\$535,100	\$0
Total Annual 10-Year Plan Expenditures		\$0	\$31,200	\$56,473	\$116,250	\$90,000	\$47,500	\$47,500	\$0	\$20,095	\$535,100	\$0
Fund Balance Section												
Fund 01												
	Beginning Fund Balance 01-467-XX	\$104,902	\$178,604	\$227,033	\$215,685	\$230,587	\$287,989	\$345,391	\$450,293	\$535,100	\$0	\$0
	LTFM Fiscal Year Revenue - Levy	\$104,902	\$104,902	\$104,902	\$104,902	\$104,902	\$104,902	\$104,902	\$104,902	\$104,902	\$0	\$0
	LTFM Fiscal Year Revenue - AID if Applicable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$31,200	\$56,473	\$116,250	\$90,000	\$47,500	\$47,500	\$0	\$20,095	\$535,100	\$0	\$0
	Ending Fiscal Year Fund Balance 01-467-XX	\$178,604	\$227,033	\$215,685	\$230,587	\$287,989	\$345,391	\$450,293	\$535,100	\$0	\$0	\$0
Fund 06												
	Beginning Fund Balance 06-467-XX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Ending Fiscal Year Fund Balance 06-467-XX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

End of worksheet



Minnesota School Boards Association
1900 West Jefferson Avenue
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

Invoice	INV-13643-W5M5K1
Date	7/1/2025
Amount Due	\$11,873.00
Date Due	8/15/2025

North Branch Area
 PO Box 370
 North Branch, MN 55056-0370

Customer Name	Purchase Order No.			
North Branch Area				
Description	Quantity		Unit Price	Ext. Price
Policy Services Subscription - North Branch Area	1		\$760.00	\$760.00
ISD Membership - North Branch Area	1		\$8,163.00	\$8,163.00
BoardBook Subscription - North Branch Area	1		\$2,950.00	\$2,950.00

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Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2024, as provided by the Minnesota Department of Education.

Subtotal	\$11,873.00
Total	\$11,873.00

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2025-2026 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

Resource
Training & Solutions

FY
125-126

INVOICE

137 23rd St. S, Suite 201
Sartell, MN 56377

Phone (320) 255-3236
Fax (320) 255-2998
Fed Id# 363002948

Number	Date	Page
42595	07/01/2025	Pg 1 of 1

Ext Invoice No Ref:

Bill To: North Branch Public Schools
38705 Grand Ave
PO Box 370
North Branch MN 55056

Ship To: North Branch Public Schools
38705 Grand Ave
PO Box 370
North Branch MN 55056

Email: accounts payable@isd138.org
FY2026 MEMBERSHIP

Customer	Cus Phone	Cus Fax	Customer PO No.	Sales Order No	Terms	Due Date
1-1031					Net 30	07/31/2025

North Branch Public Schools

No.	SKU Code/Description/Comments	Taxable	U/M	Units	Rate	Extended
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1	SDFM School District Full Membership Flat Rate	No	EA	1.00	1,000.00	1,000.00
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2	STU Membership per student fee	No	EA	2,704.00	0.99	2,676.96
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Subtotal	\$3,676.96
Sales Tax	\$0.00
Invoice Total	\$3,676.96
Payment Received	\$0.00
Discounts Given	\$0.00
Balance Due	\$3,676.96

STUDENTS

School Activities

510

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

North Branch Independent School District No. 138: Policy #510

Adopted: July 10, 2014

Replaced: Policy #695 – Extra-Curricular Eligibility

Revised: May 9, 2019, January 9, 2020

Effective: July 10, 2014, May 9, 2019, January 9, 2020

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School Activities

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Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Cross References: NB Policy 503 (Student Attendance)
NB Policy 506 (Student Discipline)
NB Policy 713 (Student Activity Accounting)

North Branch Independent School District No. 138: Policy #510

Adopted: July 10, 2014

Replaced: Policy #695 – Extra-Curricular Eligibility

Revised: May 9, 2019, January 9, 2020

Effective: July 10, 2014, May 9, 2019, January 9, 2020

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Adopted: _____

MSBA/MASA Model Policy 511

Orig. 1995

Revised: _____

Rev. 2003

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 123B.09, Subd. 8 (Boards of Independent School Districts)
Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)

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Fund-Raising and Solicitation

511-NB

I. Purpose

The ~~purpose of this policy is to address student fundraising efforts~~~~purpose of this policy is to address fund raising for the district including student fund raising as well as the solicitation of funds from students, parents and staff.~~

II. General Statement of Policy

The school board recognizes a desire and a need for fund-raising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fund-raising activities from becoming too numerous and overly demanding on employees, students, and the general public.

~~While the school board encourages students and staff to participate in their financial support as a social and community project, students, staff, parent groups and individuals or groups outside of the school district will not be permitted to conduct fund raising drives or activities on behalf of non-school agencies or for non-school activities on school district property or during school hours unless expressly authorized by the principal or appropriate administrator.~~

III. Definitions

~~A. School fund-raisers are approved fund-raisers conducted by students, staff, or parent groups. These fund-raisers fall under the provisions of Section IV.~~

~~B. Non-school fund-raisers are fund-raisers conducted by groups outside the jurisdiction of the schools. Non-school fund-raisers may or may not be for the benefit of the school district, its students or staff.~~

III. RESPONSIBILITY

~~A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.~~

~~B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.~~

~~C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.~~

~~D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.~~

North Branch Independent School District No. 138: Policy 511-NB

Adopted: June 2004

Replaces: 1325 Advertising, 1230 Recognition as an Official School Sponsored Organization, 1324 Soliciting Funds from Students, and 4137 Soliciting and Selling

Reviewed: April 14, 2011, July 10, 2014

Revised: December 8, 2005; April 14, 2011, July 10, 2014

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- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

IV. School Fund-Raising

- A. All school fund-raising must be approved in advance by the principal or appropriate administrator. The purpose of each fund-raiser must be identified and approved in advance. A form shall be available for this approval.
- B. Fund-Raising during the school day is not allowed unless expressly authorized by the principal or appropriate administrator.
- C. School fund-raising shall not be conducted for the purpose of hiring licensed or support staff with the exception of the fund-raising coordinator.
- D. Individual student participation is optional. Students shall not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip. Staff shall not use their positions of influence to pressure students to participate nor shall students who do not participate in any way be penalized.

North Branch Independent School District No. 138: Policy 511-NB

Adopted: June 2004

Replaces: 1325 Advertising, 1230 Recognition as an Official School Sponsored Organization, 1324 Soliciting Funds from Students, and 4137 Soliciting and Selling

Reviewed: April 14, 2011, July 10, 2014

Revised: December 8, 2005; April 14, 2011, July 10, 2014

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- ~~E. Whenever possible, local businesses will be given opportunities to provide fund-raising services or products.~~
- ~~F. The school district expects all students who participate in approved fund-raising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fund-raising activities.~~
- ~~G. Door-to-door sales are discouraged but, if approved by the principal or appropriate administrator, students may be allowed to sell according to the following guidelines:
 - ~~1. K-5 No door-to-door sales allowed~~
 - ~~2. 6-8 Allowed only if parent or guardian is with student~~
 - ~~3. 9-12 Allowed only if two or more students work together.~~~~
- ~~H. The school district will provide alternative ways for people to donate money to schools without purchasing fund-raiser products.~~
- ~~I. Funds raised at grades K-8 must not create inequities within buildings. Proceeds shall be distributed based on approval from the building principal(s) or appropriate administrator(s).~~
- ~~J. Information explaining the district's fund-raising policy will be summarized in fund-raising materials and the full policy will be available on the school district website or from the school offices.~~
- ~~K. Each school will submit to the School Board annually a report detailing fund-raising activities, the amount earned, and how the funds were utilized.~~

~~V. Non-School Fund-Raising~~

- ~~A. Non-school groups who conduct fund-raisers to benefit school programs independently will be treated in accordance with Policy 706 (Acceptance of Gifts).~~
- ~~B. Any employee or student of the School District involved in fund-raising with a non-school group must maintain a clear separation between the group and the school by:
 - ~~1. Communicating to staff, students and parents that the fund-raiser is a non-school effort;~~
 - ~~2. Clearly stating to staff and students that their participation is optional and that there is no penalty for not participating;~~
 - ~~3. Meeting the provisions of Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees) when the fund-raiser is sponsored or promoted by the school district or Policy 904 (Distribution of Materials on School District Property by~~~~

North Branch Independent School District No. 138: Policy 511-NB

Adopted: June 2004

Replaces: 1325 Advertising, 1230 Recognition as an Official School Sponsored Organization, 1324 Soliciting Funds from Students, and 4137 Soliciting and Selling

Reviewed: April 14, 2011, July 10, 2014

Revised: December 8, 2005; April 14, 2011, July 10, 2014

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~~Nonschool Personnel) when the fund-raiser is sponsored or promoted by individuals or groups outside of the school district;~~

- ~~4. Ensuring that no fundraising costs are incurred by the District.~~
- ~~C. Non-school groups may conduct fund-raisers to support school activities on school property if they meet the following conditions:~~
- ~~1. It is made clear that the fund-raiser is not a school-affiliated event. A disclaimer stating such must be included on printed materials. Materials may not include any emblem, logo, mascot or other design associating the materials with the school district except in accordance with Policy 905 (Advertising).~~
 - ~~2. Pre approval of the fund-raising activity is received from the building principal or appropriate administrator.~~
 - ~~3. The purpose of the fund-raiser has been approved by the building principal or appropriate administrator and is clearly communicated to all participants.~~
 - ~~4. No cost associated with the fund-raiser is incurred by the District.~~
- ~~D. Non-school groups, students and staff may conduct fund-raisers on school district property to support non-school activities that do not otherwise directly benefit the school district if the purpose of the fund-raiser does not conflict with school district purposes, is approved by the building principal or appropriate administrator and complies with District policies and procedures and any other conditions imposed by the building principal or appropriate administrator.~~
- ~~E. Non-school groups or individuals must comply with the Policy 903 (Visitors to School District Buildings and Sites) when conducting activities on school district property.~~

VI. Solicitation

- ~~A. Solicitation of students and staff on school district property for the sale of products and services not related to an approved fundraising effort is prohibited. This prohibition applies to students and staff as well as non-school individuals, groups or businesses. Exceptions will be made when such services and products directly relate to a school district activity or are directly sponsored or provided on behalf of the school district and are approved in advance by the superintendent. Such activities include, but are not limited to, the sale of yearbooks, class rings, graduation announcements, school pictures, etc.~~
- ~~B. Salespeople are prohibited from visiting employees during school hours for the purpose of soliciting the sale of products or services for use by the school district, students and staff for educational purposes unless prior approval is obtained from the building principal or appropriate administrator.~~

North Branch Independent School District No. 138: Policy 511-NB

Adopted: June 2004

Replaces: 1325 Advertising, 1230 Recognition as an Official School Sponsored Organization, 1324 Soliciting Funds from Students, and 4137 Soliciting and Selling

Reviewed: April 14, 2011, July 10, 2014

Revised: December 8, 2005; April 14, 2011, July 10, 2014

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- ~~C. Students and employees are prohibited from using school time or school facilities in connection with any personal activity for personal financial profit outside of the regular school program.~~
- ~~D. Commercial advertising shall not be announced, distributed or otherwise promoted in or through the schools except as provided in Policy 904 (Distribution of Materials by Non-School Personnel and Policy 905 (Advertising)).~~
- ~~E. No student, employee or other entity acting on behalf of or for the benefit of the school district may request a candidate or committee to contribute to the school district, buy tickets for or pay space in a publication unless:~~
- ~~1. The solicitation is for a business advertisement in a periodical in which the candidate was a regular contributor before candidacy;~~
 - ~~2. The contribution relates to ordinary business advertisements;~~
 - ~~3. The contribution is a regular payment made to the school district by a candidate, of which the school district was a member, or to which the candidate was a contributor for more than six months before candidacy.~~

~~**Legal References:** Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 123B.09, Subd. 8 (Boards of Independent School Districts)
Minn. Stat. § 123B.36 (Authorized Fees)~~

~~**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)~~

~~**Legal References:** Minn. Stat. § 120A.20 (Age Limitations; Pupils)
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Minn. Stat. § 211B.08 (Solicitation of Contributions Prohibited)~~

~~**Cross References:** Policy 505 (Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees)
Policy 706 (Acceptance of Gifts)
Policy 903 (Visitors to School District Buildings and Sites)
Policy 904 (Distribution of Materials on School District Property by Nonschool Personnel)
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Reviewed: April 14, 2011, July 10, 2014

Revised: December 8, 2005; April 14, 2011, July 10, 2014

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I. Purpose

The purpose of this policy is to address fund raising for the district including student fund-raising as well as the solicitation of funds from students, parents and staff.

II. General Statement of Policy

The school board recognizes a desire and a need for fund-raising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fund-raising activities from becoming too numerous and overly demanding on employees, students, and the general public.

While the school board encourages students and staff to participate in their financial support as a social and community project, students, staff, parent groups and individuals or groups outside of the school district will not be permitted to conduct fund-raising drives or activities on behalf of non-school agencies or for non-school activities on school district property or during school hours unless expressly authorized by the principal or appropriate administrator.

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- A. School fund-raisers are approved fund-raisers conducted by students, staff, or parent groups. These fund-raisers fall under the provisions of Section IV.
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- A. All school fund-raising must be approved in advance by the principal or appropriate administrator. The purpose of each fund-raiser must be identified and approved in advance. A form shall be available for this approval.
- B. Fund-Raising during the school day is not allowed unless expressly authorized by the principal or appropriate administrator.
- C. School fund-raising shall not be conducted for the purpose of hiring licensed or support staff with the exception of the fund-raising coordinator.
- D. Individual student participation is optional. Students shall not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip. Staff shall not use their positions of influence to pressure students to participate nor shall students who do not participate in any way be penalized.

North Branch Independent School District No. 138: Policy 511-NB

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Reviewed: April 14, 2011, July 10, 2014

Revised: December 8, 2005; April 14, 2011, July 10, 2014

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- E. Whenever possible, local businesses will be given opportunities to provide fund-raising services or products.
- F. The school district expects all students who participate in approved fund-raising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fund-raising activities.
- G. Door-to-door sales are discouraged but, if approved by the principal or appropriate administrator, students may be allowed to sell according to the following guidelines:
 - 1. K-5 No door-to-door sales allowed
 - 2. 6-8 Allowed only if parent or guardian is with student
 - 3. 9-12 Allowed only if two or more students work together.
- H. The school district will provide alternative ways for people to donate money to schools without purchasing fund-raiser products.
- I. Funds raised at grades K-8 must not create inequities within buildings. Proceeds shall be distributed based on approval from the building principal(s) or appropriate administrator(s).
- J. Information explaining the district's fund-raising policy will be summarized in fund-raising materials and the full policy will be available on the school district website or from the school offices.
- K. Each school will submit to the School Board annually a report detailing fund-raising activities, the amount earned, and how the funds were utilized.

V. Non-School Fund-Raising

- A. Non-school groups who conduct fund-raisers to benefit school programs independently will be treated in accordance with Policy 706 (Acceptance of Gifts).
- B. Any employee or student of the School District involved in fund-raising with a non-school group must maintain a clear separation between the group and the school by:
 - 1. Communicating to staff, students and parents that the fund-raiser is a non-school effort;
 - 2. Clearly stating to staff and students that their participation is optional and that there is no penalty for not participating;
 - 3. Meeting the provisions of Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees) when the fund-raiser is sponsored or promoted by the school district or Policy 904 (Distribution of Materials on School District Property by

North Branch Independent School District No. 138: Policy 511-NB

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Nonschool Personnel) when the fund-raiser is sponsored or promoted by individuals or groups outside of the school district;

4. Ensuring that no fundraising costs are incurred by the District.
- C. Non-school groups may conduct fund-raisers to support school activities on school property if they meet the following conditions:
1. It is made clear that the fund-raiser is not a school-affiliated event. A disclaimer stating such must be included on printed materials. Materials may not include any emblem, logo, mascot or other design associating the materials with the school district except in accordance with Policy 905 (Advertising).
 2. Pre-approval of the fund-raising activity is received from the building principal or appropriate administrator.
 3. The purpose of the fund-raiser has been approved by the building principal or appropriate administrator and is clearly communicated to all participants.
 4. No cost associated with the fund-raiser is incurred by the District.
- D. Non-school groups, students and staff may conduct fund-raisers on school district property to support non-school activities that do not otherwise directly benefit the school district if the purpose of the fund-raiser does not conflict with school district purposes, is approved by the building principal or appropriate administrator and complies with District policies and procedures and any other conditions imposed by the building principal or appropriate administrator.
- E. Non-school groups or individuals must comply with the Policy 903 (Visitors to School District Buildings and Sites) when conducting activities on school district property.

VI. Solicitation

- A. Solicitation of students and staff on school district property for the sale of products and services not related to an approved fundraising effort is prohibited. This prohibition applies to students and staff as well as non-school individuals, groups or businesses. Exceptions will be made when such services and products directly relate to a school district activity or are directly sponsored or provided on behalf of the school district and are approved in advance by the superintendent. Such activities include, but are not limited to, the sale of yearbooks, class rings, graduation announcements, school pictures, etc.
- B. Salespeople are prohibited from visiting employees during school hours for the purpose of soliciting the sale of products or services for use by the school district, students and staff for educational purposes unless prior approval is obtained from the building principal or appropriate administrator.

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Adopted: June 2004

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Reviewed: April 14, 2011, July 10, 2014

Revised: December 8, 2005; April 14, 2011, July 10, 2014

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- C. Students and employees are prohibited from using school time or school facilities in connection with any personal activity for personal financial profit outside of the regular school program.
- D. Commercial advertising shall not be announced, distributed or otherwise promoted in or through the schools except as provided in Policy 904 (Distribution of Materials by Non-School Personnel and Policy 905 (Advertising)).
- E. No student, employee or other entity acting on behalf of or for the benefit of the school district may request a candidate or committee to contribute to the school district, buy tickets for or pay space in a publication unless:
 - 1. The solicitation is for a business advertisement in a periodical in which the candidate was a regular contributor before candidacy;
 - 2. The contribution relates to ordinary business advertisements;
 - 3. The contribution is a regular payment made to the school district by a candidate, of which the school district was a member, or to which the candidate was a contributor for more than six months before candidacy.

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)
Minn. Stat. § 123B.09, Subd. 8
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 211B.08 (Solicitation of Contributions Prohibited)

Cross References: Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
Policy 706 (Acceptance of Gifts)
Policy 903 (Visitors to School District Buildings and Sites)
Policy 904 (Distribution of Materials on School District Property by Nonschool Personnel)
Policy 905 (Advertising)

North Branch Independent School District No. 138: Policy 511-NB

Adopted: June 2004

Replaces: 1325 Advertising, 1230 Recognition as an Official School Sponsored Organization, 1324 Soliciting Funds from Students, and 4137 Soliciting and Selling

Reviewed: April 14, 2011, July 10, 2014

Revised: December 8, 2005; April 14, 2011, July 10, 2014

EDUCATION PROGRAMS

Graduation Requirements

613

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- C. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- D. "Required standard" means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.
- E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

The Director of Teaching and Learning shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. ASSESSMENT GRADUATION REQUIREMENTS

North Branch Independent School District No. 138: District Policy #613

Adopted: August 10, 2000

Replaced: 6120.5 Assurance of Mastery and 6162.6 Research and Testing

Last Reviewed: 7/10/2025

Revised: 5/9/2013, 6/16/2016, 6/8/2017, 2/8/2018, 2/14/2019, 7/10/2025

Effective: 8/10/2000, 5/9/2013, 6/16/2016, 6/18/2017, 2/8/2018, 2/14/2019, 7/10/2025

EDUCATION PROGRAMS

Graduation Requirements

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A. Graduation Requirements

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. Achievement and career and college readiness in mathematics, reading, and writing, consistent with paragraph (k) and to the extent available, to monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and
2. Consistent with this paragraph and Minnesota Statutes, section 120B.125 (see Policy 604, Section II.H.), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

B. Targeted Instruction Plan

1. A student must receive targeted, relevant, academically rigorous, and resourced instruction, which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
2. Consistent with Minnesota Statutes, sections 120B.13, 124D.09, 124D.091, 124D.49, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for

North Branch Independent School District No. 138: District Policy #613

Adopted: August 10, 2000

Replaced: 6120.5 Assurance of Mastery and 6162.6 Research and Testing

Last Reviewed: 7/10/2025

Revised: 5/9/2013, 6/16/2016, 6/8/2017, 2/8/2018, 2/14/2019, 7/10/2025

Effective: 8/10/2000, 5/9/2013, 6/16/2016, 6/18/2017, 2/8/2018, 2/14/2019, 7/10/2025

EDUCATION PROGRAMS

Graduation Requirements

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a career or college to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.

3. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- C. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

A. Credit Requirements

1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
2. Three credits of mathematics sufficient to satisfy all of the academic standards in mathematics;
3. Three credits of science, including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12;
4. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

North Branch Independent School District No. 138: District Policy #613

Adopted: August 10, 2000

Replaced: 6120.5 Assurance of Mastery and 6162.6 Research and Testing

Last Reviewed: 7/10/2025

Revised: 5/9/2013, 6/16/2016, 6/8/2017, 2/8/2018, 2/14/2019, 7/10/2025

Effective: 8/10/2000, 5/9/2013, 6/16/2016, 6/18/2017, 2/8/2018, 2/14/2019, 7/10/2025

EDUCATION PROGRAMS

Graduation Requirements

613

5. One credit in the arts sufficient to satisfy all of the academic standards in the arts;
6. Credit sufficient to satisfy the state standards in physical education; and
7. A minimum of seven elective credits.
8. Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

B. Credit equivalencies

1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph A.4, above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph A.3, above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph A.3, above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry academic standards or all of the physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph A.3, above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph A.2 or Paragraph A.5, above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph A.2, above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph A.2 or Paragraph A.3, above, if the credit meets the

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Adopted: August 10, 2000

Replaced: 6120.5 Assurance of Mastery and 6162.6 Research and Testing

Last Reviewed: 7/10/2025

Revised: 5/9/2013, 6/16/2016, 6/8/2017, 2/8/2018, 2/14/2019, 7/10/2025

Effective: 8/10/2000, 5/9/2013, 6/16/2016, 6/18/2017, 2/8/2018, 2/14/2019, 7/10/2025

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state academic standards in mathematics or science.

6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 1. School District Standards, Health (K-12);
 2. School District Standards, Career and Technical Education (K-12); and
 3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.

* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 1. Minnesota Academic Standards, English Language Arts K-12;
 2. Minnesota Academic Standards, Mathematics K-12;
 3. Minnesota Academic Standards, Science K-12;
 4. Minnesota Academic Standards, Social Studies K-12; and
 5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.

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- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minn. Stat. § 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References:	Minn. Stat. § 120B.018 (Definitions)
	Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
	Minn. Stat. § 120B.021 (Required Academic Standards)
	Minn. Stat. § 120B.023 (Benchmarks)
	Minn. Stat. § 120B.024 (Credits)
	Minn. Stat. § 120B.07 (Early Graduation)
	Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
	Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
	Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
	Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
	Minn. Stat. § 120B.307 (College and Career Readiness)
	Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)
	Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
	Minn. Rules Part 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
	Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)

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Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

NB Policy 104 (School District Mission Statement)

NB Policy 601 (School District Curriculum and Instruction Goals) NB Policy 614 (School District Testing Plan and Procedure)

NB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

NB Policy 616 (School District System Accountability)

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Effective: 8/10/2000, 5/9/2013, 6/16/2016, 6/18/2017, 2/8/2018, 2/14/2019, 7/10/2025

BACKGROUND:

According to Minnesota Statutes § 275.14, the population of a school district must be certified by the Department of Education from the most recent federal census. In any year in which no federal census is taken, a population estimate may be made and submitted to the state demographer for approval. The school board can pass a resolution by June 30, 2025, of the updated population of the district as determined by the state demographer.

According to estimates from the state demographer, the district population increased from 20,964 in 2020 to 22,696 in 2024. This population increase will impact the revenue the community education programs receive based on the current funding calculation, which uses the district population to determine total funding.

Increased Revenue by Program Area

General Comm Ed - Census Increase x \$6.35

Youth Service - Census Increase x \$1

Adults With Disabilities - Census Increase x \$.34

Youth After-School Enrichment - Census Increase x \$1.85

(1) \$1.85 times the greater of 1,335 or the population of the district, as defined in section 275.14, not to exceed 10,000; and

(2) \$0.43 times the population of the district, as defined in section 275.14, in excess of 10,000. Youth after-school enrichment revenue must be reserved for youth after-school enrichment programs.

Certification of Updated District Population Estimate

RESOLUTION

CERTIFYING THE POPULATION ESTIMATE FOR THE 2025 PAYABLE 2026 LEVY OF INDEPENDENT SCHOOL DISTRICT #138

WHEREAS, the Independent School District #138 has experienced an increase in population from the 2020 census figure of 20,964 to the current census figure of 22,696 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #138 that the census figure of 22,696 be certified to the State Demographer for approval of use in the 2025 payable 2026 revenue calculations.

For the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof: _____

And the following voted against: _____

Whereupon said resolution was declared duly passed and adopted.

Date: _____

BY ORDER OF THE SCHOOL BOARD

_____ (Clerk Signature)

(Clerk Name) School Board Clerk

