

**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
 JULY 13, 2023
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
 Board Member Naegele will be attending the meeting remotely at the following location: 9876 State Highway 176, Walnut Shade, MO 65771
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. School Board Recognition
 - A. MSHSL Why We Play Video 5
 - B. Spring Sport Recipients 6
 View the coaches videos at the following link: <https://rb.gy/kowiu>
- VI. Superintendent's Report 9
- VII. Removal of Consent Items for Discussion
- VIII. Approval of Consent Items
 - A. Minutes of June 8, 2023 Policy Committee Meeting 42
 - B. Minutes of June 8, 2023 Public Hearing on Student Fees 43
 - C. Minutes of June 8, 2023 Regular School Board Meeting 44
 - D. Minutes of June 20, 2023 School Board Retreat 52
 - E. Authorization of Payments, Transfers, and Investment Activity 53
 - F. Personnel
 - 1. Amanda Palmer, resignation effective May 5, 2023, as School Age Care Adult Assistant at North Branch Area Public Schools
 - 2. Emily Giffrow, resignation effective June 26, 2023, as Elementary Teacher at Sunrise River Elementary School
 - 3. Lori Lavin, resignation effective at the end of the 2022-23 school year, as SPED Teacher at North Branch Area Middle School
 - 4. Lauri Reed, resignation effective at the end of the 2022-23 school year, as Elementary Teacher at Sunrise River Elementary School
 - 5. Jolene Schulte, resignation effective June 8, 2023, as Early Childhood Assistant at North Branch Area Education Center
 - 6. Jennifer Seekon, resignation effective June 30, 2023, as SPED Teacher at Sunrise River Elementary School
 - 7. Ian McVicker, resignation effective July 14, 2023, as Schoolkeeper at North Branch Area Public Schools
 - 8. Arthur Tobin, extension of leave request effective July 1, 2023 through December 31, 2023, as Director of Buildings and Grounds

9. Ramona Wideen, leave request effective June 2, 2023 through July 16, 2023, as Lead Custodian at Sunrise River Elementary School
10. Katie Soule, leave request effective July 13, 2023 through July 26, 2023, as SPED Secretary at North Branch Area Public Schools
11. Theresa Anderson, MA+60, Step 17, beginning with the 2023-24 school year, as Instructional Strategies Coach at North Branch Area High School
12. Kati Clarkson, MA, Step 9, beginning with the 2023-24 school year, as English Teacher at North Branch Area Middle School
13. Sophia Houle, beginning with the 2023-24 school year, as Community Education Early Childhood Instructor at North Branch Area Education Center
14. Megan Nysse, BS, Step 5, beginning with the 2023-24 school year, as Elementary Teacher at North Branch Area Education Center
15. Kelly Southward, BA, Step 2, one-year contract for 2023-24 for a Tier 2 License, as SPED Teacher at Sunrise River Elementary School
16. Rebecca Whiting, BS, Step 2, one-year contract for 2023-24 for a Tier 2 License, as Science Teacher at North Branch Area High School
17. Daisy McLain, employment effective June 9, 2023, as School Age Care Adult Assistant at North Branch Area Education Center
18. Emma Anderson, employment effective June 12, 2023, as School Age Care Senior Adult Assistant at North Branch Area Education Center
19. Katherine Hammond, employment effective June 12, 2023, as School Age Care Adult Assistant at North Branch Area Education Center
20. Brandon Cardinal, employment effective June 21, 2023, as School Age Care Senior Adult Assistant at North Branch Area Education Center
21. Veronica McElmury, employment effective June 29, 2023, as Schoolkeeper at North Branch Area Public Schools
22. Breanna Aronson, termination effective June 8, 2023, as SPED Assistant at North Branch Area Education Center
23. Lena Erickson, termination effective June 8, 2023, as Media/Health Clerk at North Branch Area Education Center
24. Deonne Nelson, termination effective June 8, 2023, as SPED Assistant at Life Work Center

- G. Designation of Identified Official with Authority for the MDE External User Access Recertification System
- The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your

organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

The Board recommends authorizing Sara Paul to act as the Identified Official with Authority (IOwA) and Arle Chambers to act as the IOwA Proxy to add and remove names only for LEA for North Branch Area Public Schools.

- H. Acceptance of Donations 54
 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.

- IX. **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.
- X. Old Business
 - A. Consider Acceptance of Summary of Bids for Garbage Pickup 55
 - B. Consider Acceptance of Summary of Bids for Diesel Fuel and Gasoline 56
 - C. Consider Student Fees for 2023-24 57
- XI. New Business
 - A. Consider Renewal of Membership in Minnesota Rural Education Association (MREA) - \$2,500.00 66
 - B. Consider Renewal of Membership in Schools for Equity in Education (SEE) for 2023-24 - \$3,983.00 70
 - C. Consider First Reading of the Following Policies
 - 1. Policy 404-NB - Employment Background Checks (MSBA changes) 74
 - 2. Policy 614 - School District Testing Plan and Procedure (MSBA changes) 79
- XII. Addendum
 - A. New Business
 - 1. Consider a Two-year Coop with Rush City School District for Girls Basketball 97
- XIII. Information
- XIV. Board Requests
- XV. Committee Reports
- XVI. Dates to Remember 3

- A. Tuesday, July 25, 2023, OPEB Committee Meeting, 10:00 am, Virtual
 - B. Tuesday, July 25, 2023, Negotiations Committee Meeting, 3:00 pm, North Branch Area Education Center
 - C. Tuesday, July 25, 2023, Custodian Negotiation Session, 4:00 pm, North Branch Area Education Center
 - D. Thursday, August 10, 2023 Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122
 - E. Thursday, August 10, 2023, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
 - F. Monday, August 14, 2023, Negotiations Committee Meeting, 4:00 pm, North Branch Area Education Center
 - G. Monday, August 14, 2023, NBEA Negotiation Session, 4:30 pm, North Branch Area Education Center
 - H. Thursday, August 24, 2023, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120
- XVII. Adjournment

Link to the MSHSL WHY WE PLAY video

[Why We Play Video](#)

First Name	Last Name	Sport	All Conference	AC Honorable Mention	Academic AC	All State
	Coach - Kathy Crudo					
Hannah	Bernier	Softball	AC		AAC	
Morgan	Mann	Softball			AAC	
Alexis	Mathison	Softball			AAC	
Erin	Pederson	Softball	AC			
Abigail	Pfeifer	Softball			AAC	
Kortney	Roettjer	Softball			AAC	
Samantha	Schmitt	Softball		ACHM		
Peyton	Verdon	Softball	AC			
	Coach - Matt Solberg					
Lucas	Goggin	Baseball		ACHM	AAC	All Section Tournament & Season Team
Tanner	Helin			ACHM		
Andrew	Orf	Baseball	AC			All Section Tournament & Season Team
Jacob	Robillard	Baseball			AAC	
Samuel	Robillard	Baseball	AC			All Section Season
Everett	Thomsen	Baseball			AAC	
Noah	Thorsen	Baseball	AC			All Section Season
	Coach - Ryan Minke					
Carter	Magnison	Boys Golf		ACHM		
Nicholas	Melvin	Boys Golf	AC			State Participant
Tyler	Minke	Boys Golf	AC		ACC	
Evan	Pommier	Boys Golf			ACC	
	Coach - Chad Bistodeau	Girls Golf				
Ashley	Bistodeau	Girls Golf	AC		ACC	
Annabelle	Lattimore	Girls Golf			ACC	
Olivia	Weyenberg	Girls Golf	AC			State Participant
	Coach - Joel Santjer					
Wyatt	Helberg	Boys Tennis	AC			
Drake	Mellen	Boys Tennis		ACHM	AAC	
Travis	Mihajlovich	Boys Tennis		ACHM		
	Coach - Brent Lundgren					
Austin	Anderson	Boys Track		4x100		
Dooley	Beaver	Boys Track		4x100		
Nickolas	Bovitz	Boys Track	Jump		AAC	State Participant
Michael	Dragicevich	Boys Track		4x100		
Blake	Lelm	Boys Track			AAC	

First Name	Last Name	Sport	All Conference	AC Honorable Mention	Academic AC	All State
Jack	Nelson	Boys Track			AAC	
Brody	Rothe	Boys Track	300M Hurdles			
Jordan	Stumm	Boys Track		800M, 1600M	AAC	
Carson	Weber	Boys Track	Triple Jump	4x100	AAC	
Andrew	Witkowski	Boys Track			AAC	
	Coach - Norm Nagel					
Shaeyna	Andreotti	Girls Track	100M Hurdles 300M Hurdles			State Participant
Sophia	Benedict	Girls Track	4x200	200M, 4x100		State Participant
Amelia	Bjerketvedt	Girls Track			AAC	
Derrian	Dick	Girls Track	4x400, Long Jump		AAC	State Participant
Ella	Dick	Girls Track		4x100, Pole Vault		State Participant
Dakota	Esget	Girls Track	100M, 4x200, 4x400, Pole Vault		AAC	State Participant
Ava	Gerten	Girls Track		Triple Jump	AAC	
Brooke	Giese	Girls Track		Pole Vault	AAC	
Claire	Husnik	Girls Track			AAC	
Kailie	Kopp	Girls Track		4x100	AAC	State Participant
Jade	Knoespel	Girls Track			AAC	
Ella	Kuhlman	Girls Track	4x400	300M Hurdles, 4x100	AAC	State Participant
Asaysha	Olson	Girls Track		Long Jump		State Participant
Kailey	Olson	Girls Track			AAC	
Brianna	Polipnik	Girls Track			AAC	
Rylee	Ramberg	Girls Track			AAC	
Avery	Smith	Girls Track	4x200			State Participant
Sophia	Thorsen	Girls Track	200M, 4x200, 4x400			State Participant
Madison	Whitman	Girls Track	Long Jump	800M	AAC	State Participant
	Coach - Kevin Grote					
Brenden	Donahue	Clay Target				State Participant
Cole	Duffee	Clay Target				State Participant
Cole	Giese	Clay Target				State Participant
Collin	Guerin	Clay Target				State Participant
Tanner	Helin	Clay Target				State Participant
	Coach - Alyssa Nelson					
Briana	Beck	Adapted Bowling				State Participant
Benjamin	Elliott	Adapted Bowling				State Participant
Shelby	Pantelis	Adapted Bowling				State Participant
Molly	Sullivan	Adapted Bowling				State Participant
	FINE ARTS					

First Name	Last Name	Sport	All Conference	AC Honorable Mention	Academic AC	All State
	Advisor - Jessica Petrik					
Madeline	Brooks	Speech	AC			
Elayna	Goeltl	Speech			AAC	
Brianna	Hendren	Speech	AC			
Dru	Hurd	Speech			AAC	
Norah	Judson	Speech	AC		AAC	
Helen	Pust	Speech		ACHM	AAC	
Klaus	Solko	Speech		ACHM		
Rylee	Ramberg	AAA				
Hannah	Bernier	Excel				
Carson	Weber	Excel				
Chloe	Lattimore	Athena				

Superintendent Update

July 13, 2023



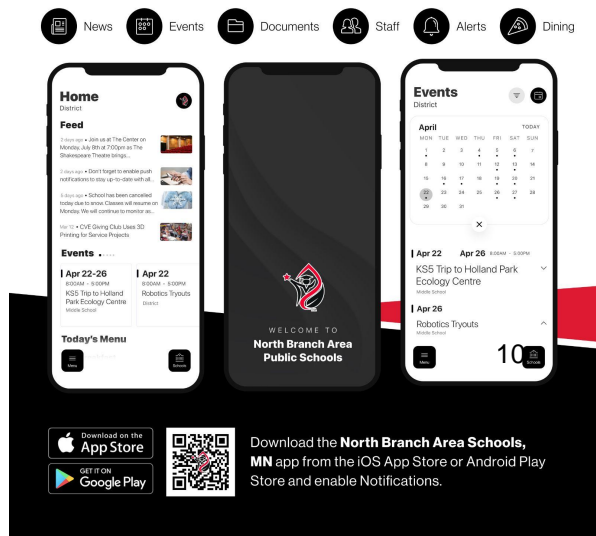


Mutual accountability for shared outcomes.

Launch of new website.

- Website change starting Monday- Staff will take time to review and navigate before making the official public announcement. Rollover requires hands-on work across multiple roles. Grateful to the many staff doing the heavy lift of this change over the summer.

It's everything
Vikings,
in your pocket.





Mobilizing Community Engagement.

- Safety and Security
 - Chisago County funding to support school safety implementation of the I Love U Guys and Sunrise secure entrance
- Chisago County Community Health Improvement Committee
 - Mental Health
 - Substance use and abuse
 - Access to support for health and wellness
- Chisago County Funding for Career and Technical Education
 - Auto pathway:
 - 4 post lift, oil disposal tank, tire changer, tire balancer
- Community Fun!
 - Concerts in the Park
 - Fireworks!
 - Ball games and more





Aligning resources to district priorities.

City Council to Vote of Tax Increment Financing that has impact on NBAPS.

D&E Real Estate, LLC (Applicant) requested Tax Increment Financing (TIF) to support construction of a 40-unit assisted living development, to be called Boka Haven Assisted Living (Development). The development site is located on a 3.0-acre parcel on the southwest corner of Falcon Avenue (County Road 68) and 386th Street. It is also located within the newly established North Branch Development District No. 1.

During the presentation, the owners of Boka Haven Assisted Living committed to partnering with NBAPS to launch our CNA program, supporting training, certification and internship opportunities. We are currently working to get a meeting on the calendar to establish next steps. We are offering a CNA course next year and this partnership supports our staffing and materials needs that are essential to the program.

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EDA Action on TIF

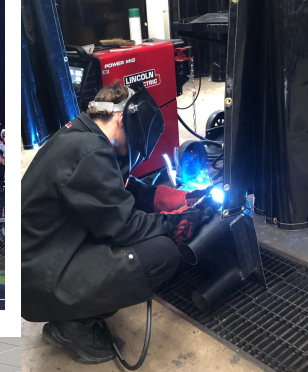
The Applicant requested TIF in the amount of \$650,000 to help facilitate the development. Ehlers presented an analysis to the Economic Development Authority (EDA), and the Commission voted to move forward a TIF with a cap of \$250,000 and a maximum District duration of five (5) years.



Prepare all learners for success in school and in life.

Building Goals- SY 22-23 Looking Back and Moving Forward

- Academic Goals
- Life Skills Goals
- Looking Forward - Preliminary Focus Areas



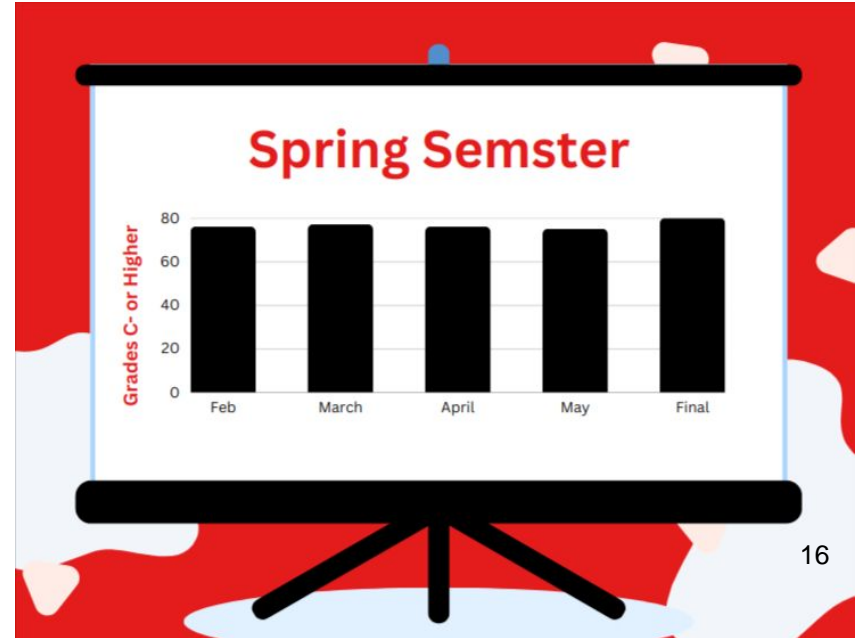
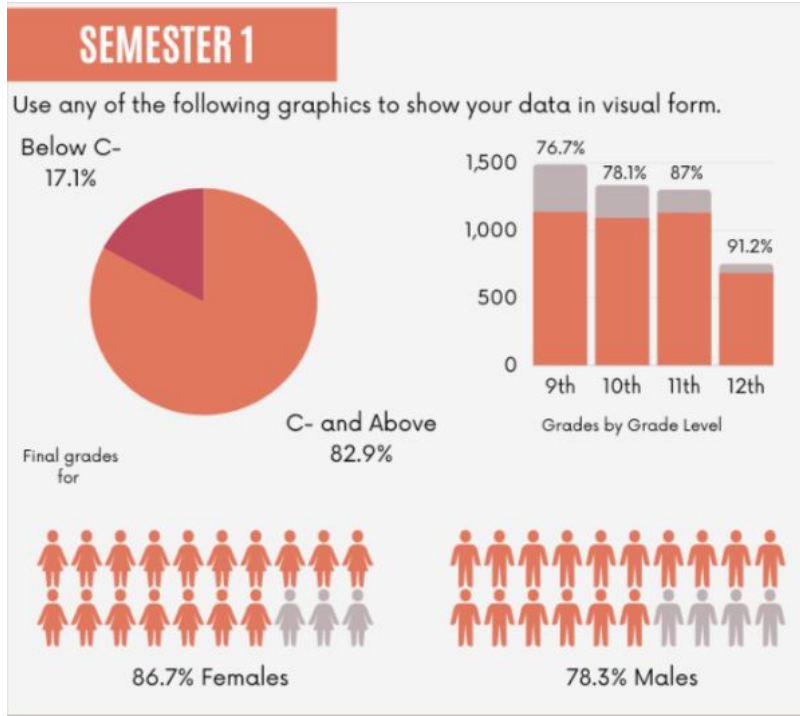


81.39%

HS Academic Goal

80% of student grades will earn a C- or above in all content areas throughout the school year.

Look at grades for each semester



What data did we look at? What were our findings?

Different Grade Levels Grades:

- Content
- English Learners
- Students Receiving Special Education Services

MCA and ACT Scores

- Correlations of test scores to subject grades.

Grades:

- % of A's by core 4 content
 - Science - 41.7%
 - Social Studies - 36.4%
 - ELA - 26.4%
 - Math - 17.5%
- % of F's by core 4 content
 - Math - 22%
 - ELA - 8.9%
 - Social Studies - 6.9%
 - Science - 4.9%

What now?

Topics of discussion:

- **Grading vs. Learning**
 - How can we standardize grading practices to better understand what grades are telling us? (What goes into the gradebook shows what a student knows and doesn't know, not behavior)
- **Performance Scales**
 - How are assessments tied to standards so we can effectively communicate which standards a student has met and which they have not.
- **PD of Teaching and Learning in a block schedule**
 - Chunking of lessons to increase engagement
 - Building intervention and extension into the block instead of outside time (ie homework)

August Leadership Planning:

- *Desire to continue to use grades as a measure of academic success*
- Standard Operating Agreements in grading across all subject areas.
 - Syllabus clarity and uniformity
 - Weighting of Summative and Formative
 - Late work/Re-takes
- Flex 2.0
 - Continued development of Flex period to include:
 - Strategic interventions with “Structured Flex” students (D’s and F’s)
 - More opportunities for extension for students who are on pace (speakers, new learnings, financial, college, mental health, motivational, ect)



92.2%

Life Skills Goal

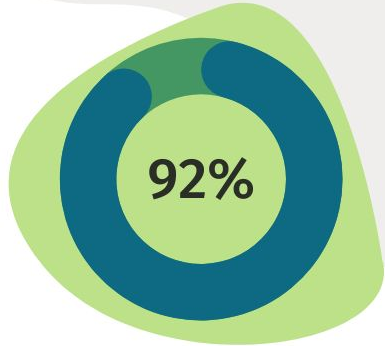
100% of students will identify at least one trusted/caring adult at NBAHS at some point during the school year.

Student Identified Trusted Adults



Class Stats

94% 9th Grade
96.3% 10th Grade
95.8% 11th Grade
79.2% 12th Grade



92.2% of our students have identified at least one trusted adult this year

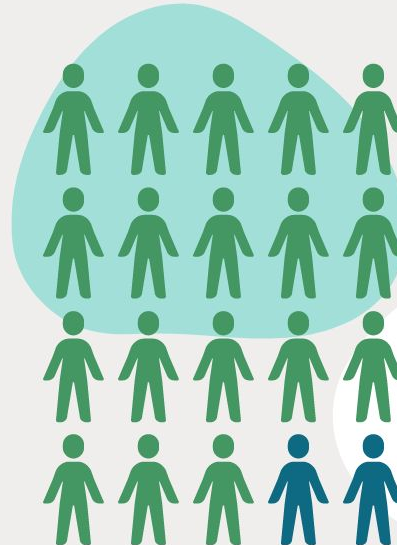
Female Students

96.8% female students have identified at least one trusted adult during the school year



Male Students

91.6% male students have identified at least one trusted adult during the school year 20



What data did we look at?

Behavior Referrals

Attendance

Insight Cards

Topics of discussion:

- Excused Absence vs. Unexcused... is there a difference?
- Major and Minor behavior data

Course I am taking that excites me:
Welding

Staff members that I trust and have a good relationship with:
Kaiser

Activities I currently participate in:
Football and basketball

My thoughts on education and plans after high school:
Get a two-year degree and then consider moving on to get a four-year degree. Go to a four-year college

Some career aspirations for my future are:
Idk

Three words that best describe my experience so far at NBAHS:
New fun exciting

How I used my FLEX time this past year:
Retake tests/assessments, Have more time to work on assignments, Time to relax and recharge for the day

How can we better improve FlexTime?
None

How did you use Office Hours this past school year? Don't need it

What courses are we not offering that would serve your future better?
Woods

What has been your highlight of the 22-23 school year?
Sports

First Name: O... (1) -

On Track? Yes

11th

I feel comfortable asking for help from teachers when I need it. Agree

I have perseverance/grit to put in the effort needed when confronting setbacks. Agree

I am confident in my academic abilities and I believe I have academic skills to achieve my goals. Agree

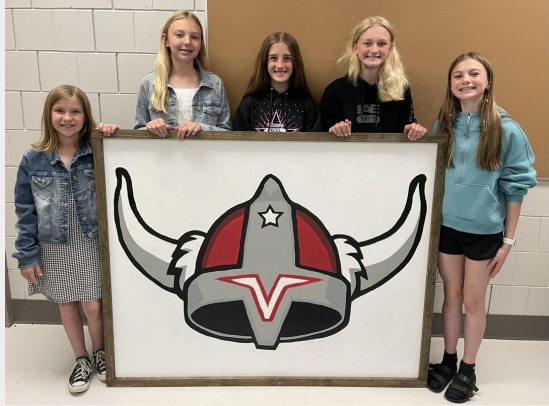
I am able to focus on academic tasks and get my schoolwork completed on time. Neutral

Getting involved in activities outside of school is important for my growth as a whole person (teamwork, leadership, self-discipline). Strongly agree

My educational goals are motivated by how I see learning impacting my future success. Agree

August Work:

- Focus on strategies/interventions for students with 6+ Referrals
- Reduction of number of students with chronic truancy



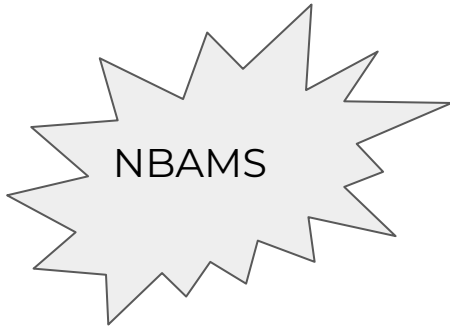
**North Branch Area
Middle School**



SY 22-23 Looking Back: ACADEMIC GOAL



80% of all grades for NBAMS will be a C- or above in all courses throughout the school year.



ACADEMIC GOAL ACHIEVED!



85.67% of all grades for NBAMS
were a C- or above in all courses
throughout the school year.

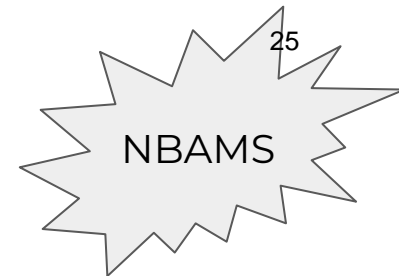


NBAMS

Key strategies used to reach our ACADEMIC GOAL?



- Review of progress and posted grade data @ monthly leadership meetings.
- PLC Leaders and Data Facilitators led conversations regarding progress and posted student grades during Wednesday morning PLC meetings.
- PLCs designed and implemented, student specific interventions:
 - Students were assigned targeted support during WIN Time (Grade 6) or Targeted Advisory (Grades 7 and 8). Targeted support included retaking assessments, completing missing/incomplete assignments, and/or small group reteaching of critical concepts.
- Automatic email notification to families every Thursday.
- Scheduled Grade Checks with students during Weeks 3, 5 and 7 of Quarters 3 and 4.



SY 22-23 Looking Back: LIFE SKILLS GOAL



80% of all NBAMS students will display RED behaviors (0-1 referrals).

NBAMS

LIFE SKILLS GOAL ACHIEVED!



90.5% of all NBAMS students displayed RED behaviors (0-1 referrals) during the 2022-2023 SY.

A light gray, multi-pointed starburst shape with a black outline, containing the text "NBAMS" in a black, sans-serif font.

NBAMS

Key strategies used to reach our LIFE SKILLS GOAL



- Used Fall to Spring SAEBRS survey results to gain student perspective.
- Reviewed the list of students who scored themselves in the at-risk cohort on SAEBRS and identified an individualized response.
- Student Assistance Team (STARS Team) met weekly on Wednesdays to create and review individual student plans for students who were in the “at-risk” category based on the Early Warning System (EWS) thresholds.
- Be Good People curriculum delivered to all students via social studies class.
- Implemented targeted Kid Whisperer strategies including: strategic noticing, gentle guidance interventions, use of calm empathy to redirect students and DLOs to reteach behavior expectations.

Next steps....



Professional Development focused on:

- Performance Scales and Classroom Assessment analysis- are our students living and learning in the analysis and knowledge utilization levels? Are the students learning critical content beyond “remembering”?
- Dive into the concept of building thinking math classrooms (instructional strategies).
- LETRS training for Grade 6 teachers, MS instructional coach and admin
- Using intervention tools available in FastBridge during Targeted Advisory and WIN Time.
- Kid Whisperer 2.0 - Kid Whisperer 1.0 plus Real World Workshop strategies.



Sunrise River School

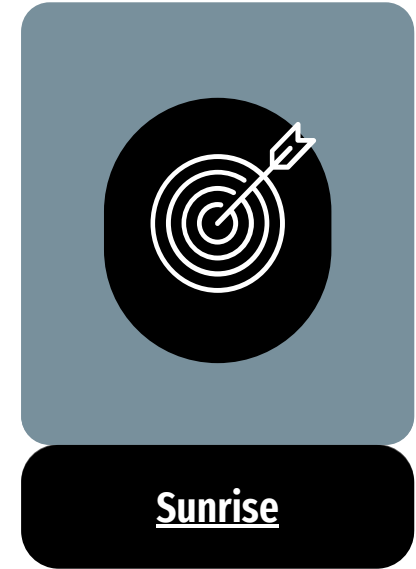


Sunrise Academic Goal

By June 1, 2023, when given formative classroom assessments, at least 80% of students will be at grade level standards; students yet to demonstrate evidence of meeting learning goal targets will have a personalized learning path showing growth to proficiency.

Academic Update

- Based on the completed classroom formative assessments, **72.0%** of students are displaying proficiency on grade level standards.
- Students that are not proficient in grade level standards are receiving intervention, and supplementary services.

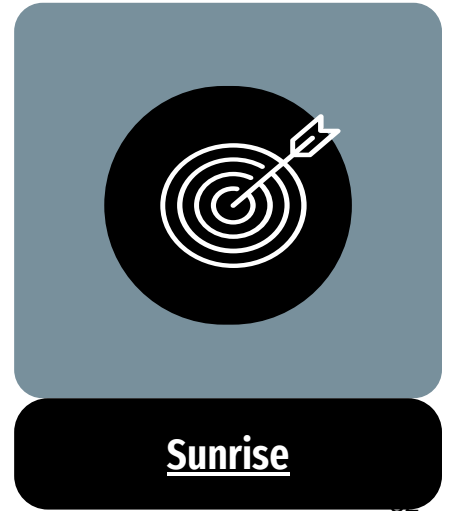


Sunrise Life Skills Goal

By June 1, 2023, 100% of students that measure in the high-risk category on the mySAEBRS assessment will have a follow up plan of action.

Life Skills

- After completing semester one, **98.9%** of at-risk students have an action plan in place.
- The action plans may include communication home, targeted skill practice, ADSIS support.



Looking Back - June Data Day

PLC and building leaders came together for reflection and planning in June.

What did we look at?

- Classroom formative assessments
- FASTbridge
- Screening to intervention
- MCA



Teams collaborated through a data protocol on our classroom and standardized assessments.

Looking Forward - Preliminary Focus Areas

Personalized Learning

- Utilizing student achievement data (FAST - screening to intervention) to create small group skill development/reteaching in identified skill deficit during student FLEX
- Leverage progress monitoring data from classroom assessments to make informed instructional adjustments that align with state standards and support student learning and achievement
- Raising areas of rigor in 4-5 grade math/science

Continued focused on LETRS professional development

- Alignment with new legislation
- Volume 1 and 2
- Moving into full implementation stage
- Vocabulary, Writing, and Comprehension

Life Skills

- Establish clear grade level benchmarks to ensure students grasp the life skills expectations and can begin to self-monitor and self-regulate behavior (Social Awareness, Relationship Skills, Self-Awareness, Responsible Decision Making and Self Management)
- Identify, implement, and monitor evidence-based Tier 1 life skill instructional strategies.



**North Branch Area
Education Center**



Ed Center Academic Goal - Kindergarten

By June 1, 2023, when given formative classroom assessments, **at least 80% of students** will be at grade level standards; students yet to demonstrate evidence of meeting learning goal targets will have a personalized learning path showing growth to proficiency.

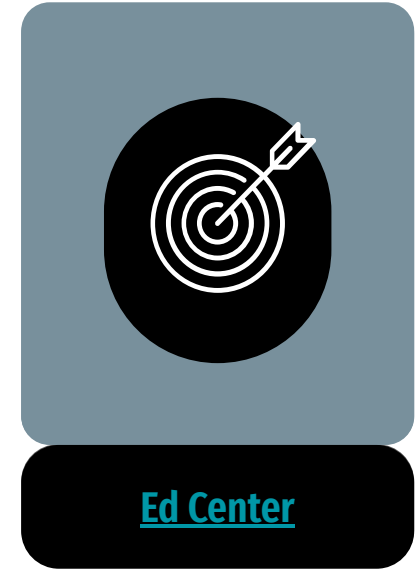
RESULTS:

- Based on semester 2 grades, **79% of kindergarten students are at or above grade level** in literacy skills.
- Based on semester 2 grades, **77% of kindergarten students are at or above grade level** in math skills.
- Based on SPRING FAST Early Reading English Composite Benchmark Assessment Data, **69.9 %** of kindergarten students are at or above grade level expectations.
- Based on SPRING Fast Early Math Composite Benchmark Assessment Data, **69.4%** of student are at or above grade level expectations.

- As of June 1, 2023, **85%*** were showing proficiency on classroom formative assessments.

**Based on final formative assessment spreadsheet data available.*

- Personalized learning paths consisted of classroom and ADSIS Intervention



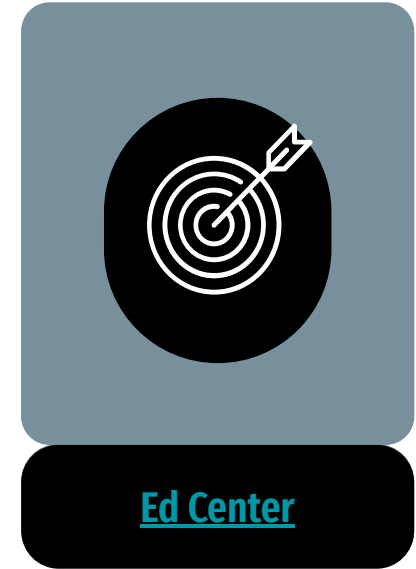
Ed Center Academic Goal - Preschool

By June of 2023, **80% of the preschool students** will meet grade level expectations in the area of language, literacy and mathematics as measured by TS Gold formative and summative assessments.

RESULTS:

Based on TS Gold SPRING checkpoint data in the following objective areas the percentage of preschool students meeting grade level expectations are as follows:

- Objective 10a Engages in conversations - **92.82%** meeting expectations
- Objective 15a Notices and discriminates rhyme - **90%** meeting expectations
- Objective 16a Identifies letters by name - **95.22%** meeting expectations
- Objective 20a Counts - **89.53%** Meeting expectations

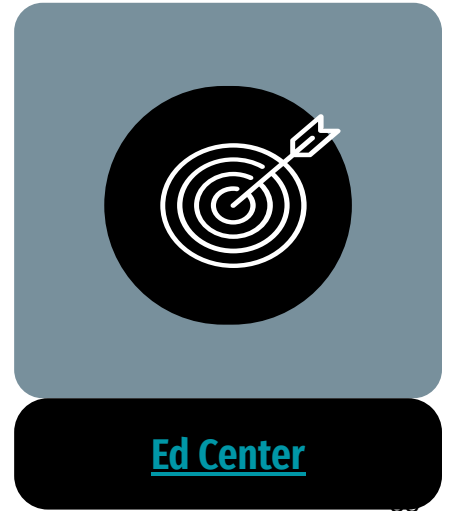


Ed Center Life Skills Goal

By June 1, 2023, **80% of Ed Center students** will meet grade level expectations in the area of following limits/expectations and demonstrating self-control as measured by formative and summative assessments.

RESULTS:

- Based on semester 2 grades, **80% of kindergarten students are at or above grade level** in social-emotional skills. (Based on two report card objectives of demonstrating self-control and follows classroom rules with few reminders.)
- Based on TS Gold SPRING checkpoint data in the following objective areas the percentage of preschool students meeting grade level expectations are as follows:
Objective 1b Follows limits and expectations. - **96.19%** meeting age expectations
Objective 11a Attends and engages. - **95.71%** of prek students meeting age expectations



Looking Back (June day)

- Productive day of discussion and reflection.
- Appreciation of the data protocol reflection and human centered thinking activity
- Celebrations
 - Preschool students met or exceeded expectations in areas of letter naming, name writing, and counting.
 - Kindergarten students excelled at letter sound identification, blending sounds when viewing nonsense words, number identification, and quantity matching.
- Focus Areas for 23-24
 - Better use resource available through FastBridge (instructional time guide/classroom intervention resources)
 - Utilizing existing systems to more effectively monitor student learning.

Looking Forward (August) - preliminary focus areas

ACADEMIC - Kindergarten

- Functional Phonics 2.0 Instruction along with walkthroughs by instructional coach and administration to ensure fidelity.
- Math areas for growth include increasing student engagement and instruction of decomposing as a skill
- Continued LETRS professional development

ACADEMIC - Preschool

- Continued need for building phonological skills (rhyming, alliteration, letter sounds).
- Investigating LETRS professional development for early childhood teachers
- Math areas for growth include targeting early math practices that create real-life experiences for students and automaticity.

LIFE SKILLS

- Continued training/coaching in regard to the use of Tier I strategies or building of staff “Tool Belt” of Essential Behavior Strategies. (Preventative Reminders, Effective Commands, Teaching Expectations and Procedures, Affirmative Attention)
- Establish clear grade level benchmarks to ensure students grasp the life skills expectations and can begin to self-monitor and self-regulate behavior (Social Awareness, Relationship Skills, Self-Awareness, Responsible Decision Making and Self Management)
- Improved data entry into Synergy of behavior referrals to support further analysis and problem solving.



FORWARD

Together

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
June 8, 2023

The Policy Committee met on Thursday, June 8, 2023 at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

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

Policies Discussed

Policy 404-NB - Employment Background Checks (MSBA changes)

Policy 404-NB was discussed and will be presented at the July 13 regular board meeting for a first reading.

Policy 516.5 - Overdose Medication (New MSBA policy)

Policy 516.5 was discussed and will go back to the Policy Committee in July for further discussion.

Policy 614 - School District Testing Plan and Procedure (MSBA changes)

Policy 614 was discussed and will be presented at the July 13 regular board meeting for a first reading.

The meeting concluded at 5:07 p.m.

Heather Naegele, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
JUNE 8, 2023
Public Meeting on Student Fees

The School Board of Independent School District 138 held a public meeting on student fees on Thursday, June 8, 2023, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

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

Others in Attendance:

Denise Martin, Molly Whelan, John Wagner, Nita Worthley, Lori Lavin, Dede Besch, Jennifer Heath, David Treichel, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

Approval of Student Fees

Todd Tetzlaff, Director of Finance and Human Resources, gave a presentation on the recommendations of student fees beginning with the 2023-24 school year. There are some proposed fee increases for 2023-24.

After the presentation, the public was invited to ask questions and comments on the recommendation of student fees. The public is also invited to contact Todd Tetzlaff if you have questions at 651-674-1009 or ttetzlaf@isd138.org.

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
JUNE 8, 2023**

The School Board of Independent School District 138 met in regular session on Thursday, June 8, 2023, at 5:42 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

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

Others in Attendance:

Denise Martin, Molly Whelan, John Wagner, Nita Worthley, Lori Lavin, Dede Besch, Jennifer Heath, David Treichel, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Approval of Agenda:

Moved by Naegele, seconded by Trampe and carried unanimously to approve the agenda with one change. The approval of student fees will be removed from the agenda and will be put on the July board agenda for approval.

SUPERINTENDENT'S REPORT

Superintendent Paul reported on the Fun Run at the Education Center and Sunrise. She also mentioned that six 7th grade students completed a large painting of the Viking helmet logo, the North Branch girl's track and field team were crowned Section 7AA champions, and that two students qualified for state in golf.

The seniors of the Class of 2023 did a walk through in each of the buildings. Superintendent Paul also mentioned that Governor Tim Walz recently signed legislation establishing Juneteenth (June 19) as a state holiday, which goes into effect this year. With the short notice from the Minnesota Department of Education, NBAPS will be closed on Monday, June 19 this year to observe this new state holiday. All district services will be closed.

She also talked about the Teddy Bear Band event, the Child Care Fair, the 2023 Baccalaureate Service, and the SHIP grant.

CONSENT ITEMS

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

A. Minutes of May 3, 2023 Strategic Plan Advisory Meeting

B. Minutes of May 11, 2023 Regular School Board Meeting

C. Minutes of May 25, 2023 Work Session

D. Authorization of Payments, Transfers, and Investment Activity

- Accounts Payable, Bank 07 – \$351,388.36
- Auxiliary, Bank 12 - \$12,320.97
- Payroll, Bank 13 - \$1,984,443.41
- Scholarship, Bank 18 - \$0.00
- High School Student Activities, Bank 31 - \$4,900.62
- Middle School Student Activities, Bank 32 - \$0.00

E. Personnel

1. Julie Flodquist, retirement effective at the end of the 2022-23 school year, as Media Clerk at Sunrise River Elementary School
2. Vicki Klun, retirement effective at the end of the 2022-23 school year, as Elementary Teacher at North Branch Area Education Center
3. Julie Demo, retirement effective August 11, 2023, as Lead Custodian at North Branch Area Public Schools
4. Jennifer Bostrom, resignation effective May 23, 2023, as Lunchroom/Playground Assistant at Sunrise River Elementary School and Schoolkeeper at North Branch Area Public Schools
5. Lindsey Swartz, resignation effective May 24, 2023, as SPED Assistant at North Branch Area High School
6. William Eichholz, resignation effective June 7, 2023, as School Age Care Adult Assistant at North Branch Area Education Center
7. Madison Mench, resignation effective at the end of the 2022-23 school year, as SPED Assistant at North Branch Area High School
8. Brenda Hughes, leave request effective May 10, 2023 through July 7, 2023, as Schoolkeeper at North Branch Area Public Schools
9. Lauri Reed, extension of leave request effective May 15, 2023 until the end of the 2022-23 school year, as Intervention Teacher at Sunrise River Elementary School
10. Debora Axling, leave request effective May 23, 2023 through June 26, 2023, as Groundskeeper at North Branch Area Public Schools

11. Courtney Baugher, BS, Step 5, beginning with the 2023-24 school year, as Elementary Teacher at Sunrise River Elementary School
12. Hunter Brandel, BAA, Step 1, beginning with the 2023-24 school year, as Social Studies Teacher at North Branch Area High School
13. Amelia Fiedler, MS, Step 3, beginning with the 2023-24 school year, as Speech Language Pathologist at Sunrise River Elementary School
14. Josh Hanson, MS, Step 8, beginning with the 2023-24 school year, as Elementary Teacher at Sunrise River Elementary School
15. Alli Johnson, BA, Step 1, beginning with the 2023-24 school year, as Elementary Teacher at Sunrise River Elementary School
16. Whitney Murphy, BS, Step 3, one-year contract for 2023-24 for a Tier 2 License, as SPED Teacher at North Branch Area High School
17. Gracia Quinehan, BS+45, Step 1, beginning with the 2023-24 school year, as Science Teacher at North Branch Area Middle School
18. Mindy Lattimore, position change beginning with the 2023-24 school year, from 1.0 FTE Instructional Strategies Coach at North Branch Area High School to .75 FTE ALC/DLA Teacher at North Branch Area Public Schools
19. Elizabeth Sandberg, non-renew for the 2023-24 school year, as SPED Teacher at North Branch Area High School
20. Lizabeth Overland, termination effective May 10, 2023, as SPED Assistant at North Branch Area Education Center
21. Michele Anderson, one-year contract for 2023-24 for a Tier 1 License, as SPED Teacher at North Branch Area High School
22. Jonathan Bodell, BEd, Step 1, beginning with the 2023-24 school year, as Business Teacher at North Branch Area High School
23. Rebecca Springman, MS+30, Step 8, one-year contract for 2023-24 for a Tier 2 License, as Math Teacher at North Branch Area High School

F. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
5/2/23	North Branch Fire Relief Assoc. – NB, MN	NBHS Athletics	\$500.00	FRC Robotics Program
5/2/23	Stacy Lent Fire Dept. Relief Assoc. – Stacy, MN	NBHS Athletics	\$250.00	DECA Nationals
5/3/23	Neighborhood National Bank – NB, MN	Sunrise/Ed Center	\$250.00	Boosterthon Fun Run
5/3/23	North Branch DQ Grill & Chill – NB, MN	Sunrise/Ed Center	\$500.00	Boosterthon Fun Run
5/10/23	Revive Chiropractic – NB, MN	NBHS Athletics	\$50.00	Track Program

5/11/23	Shaan Hilber – NB, MN	NBHS	\$60.00	Band and Choir Department
5/16/23	Associated Bank N.A. Fund - fund of the Greater Green Bay Community Foundation	NBHS Athletics	\$250.00	JROTC Trophy Case
5/16/23	Associated Bank N.A. Fund - fund of the Greater Green Bay Community Foundation	NBHS Athletics	\$250.00	Gymnastics Program
5/25/23	Shaan Hilber – NB, MN	NBHS	\$60.00	Band and Choir Department
5/30/23	Gregg & Rita Anderson – Dana Point, CA	NBHS Athletics	\$100.00	Clay Target in Memory of D. Swanberg
5/30/23	Steve Dammann – Chisago City, MN	NBHS Athletics	\$100.00	Clay Target in Memory of D. Swanberg
5/30/23	Ryan & Tanya Giese – Stacy, MN	NBHS Athletics	\$50.00	Clay Target in Memory of D. Swanberg
5/30/23	Michelle Gonzales – Harris, MN	NBHS Athletics	\$300.00	JROTC National Drill
5/30/23	Gary Moe – Chisago City, MN	NBHS Athletics	\$50.00	Clay Target in Memory of D. Swanberg
5/30/23	Andrea Schroeder & Daniel Andrus – Stacy, MN	NBHS Athletics	\$50.00	Clay Target in Memory of D. Swanberg
5/31/23	Almelund Threshing Company – Taylors Falls, MN	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
			TOTAL	\$3,820.00

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

- A. Approval of Revisions to the 2022-23 Budget and Adoption of 2023-24 Budget
 Todd Tetzlaff, Director of Finance and Human Resources, presented a brief summary on the proposed revised FY 2022-23 budget and the adoption of the 2023-24 budget.

Moved by Naegele, seconded by Trampe and carried unanimously to approve the revisions to the 2022-2023 budget.

Moved by Trampe, seconded by Naegele and carried unanimously to approve the adoption of the 2023-24 budget.

- B. Approval of the Long-Term Facilities Maintenance Plan

Moved by Grovender, seconded by Naegele and carried unanimously to approve the long-term facilities maintenance plan.

- C. Approval of 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 2025 Long-term Facility Maintenance Revenue

Member Grovender 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) 2025 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 2024-2025 school year (FY 2025) in the amount of \$104,902 of which District Number 138's proportionate share is \$26,645.11 consisting of \$26,645.11 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 2024-25 (fiscal year 25), 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 25 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 Member LaValla and, upon vote being taken thereon, the following voted in favor thereof:

MacMillan, Grovender, Naegele, LaValla, Trampe, Johnson

and the following voted against: None

D. Q Comp Update

David Treichel, Director of Teaching and Learning, introduced Q Comp Site Advisors Lori Lavin, Nita Worthley, Jennifer Heath, and Dede Besch.

They presented information on career advancement options, job-embedded professional development, teacher evaluation, and performance pay and alternative salary schedule.

Moved by Naegele, seconded by LaValla and carried unanimously to approve the Q Comp annual report.

E. Approval of Renewal of Membership in Minnesota School Boards Association (MSBA)

Moved by Grovender, seconded by Trampe and carried unanimously to approve the renewal of membership in the Minnesota Schools Boards Association (MSBA) in the amount of \$ 10,500.00.

F. Request to Bid for Garbage Services

Moved by Grovender, seconded by Trampe and carried unanimously to request bids for garbage services.

G. Request to Bid for Fuel and Gasoline

Moved by Trampe, seconded by Naegele and carried unanimously to request bids for fuel and gasoline.

H. Approval of Resolution Certifying the Population Estimate for the 2023 Payable 2024 Levy of Independent School District #138

Motion by Member Trampe to approve the following resolution:

Certification of Updated District Population Estimate

RESOLUTION CERTIFYING THE POPULATION ESTIMATE FOR THE 2023 PAYABLE 2024 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 22,203 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #138 that the census figure of 22,203 be certified to the State Demographer for approval of use in the 2023 payable 2024 revenue calculations.

For the adoption of the foregoing resolution was duly seconded by Member

Grovender and upon vote being taken thereon, the following voted in favor thereof:

MacMillan, Grovender, Naegele, LaValla, Trampe, Johnson

and the following voted against: None

Whereupon said resolution was declared duly passed and adopted.

Date: June 8, 2023

INFORMATION

There was no information to review.

BOARD REQUESTS

None

COMMITTEE REPORTS

Board Member Naegele mentioned there are some upcoming SEE summer regional meetings.

DATES TO REMEMBER

- A. June 9, 2023, End of Year Staff Breakfast, North Branch Area High School, Commons Area, Coffee at 7:15 am; Recognition Program at 7:30 am
- B. June 11, 2023, Graduation of the Class of 2023, 2:00 pm, North Branch Area High School. Board members should be there at 1:15 pm.
- C. June 20, 2023, Negotiations Committee Meeting, 3:30 pm, North Branch Area Education Center
- D. June 20, 2023, Custodian Negotiation Session, 4:00 pm, North Branch Area Education Center
- E. June 20, 2023, School Board Retreat, 5:00 pm, North Branch Area High School, Glass Classroom
- F. June 27, 2023, Negotiations Committee Meeting, 3:30 pm, North Branch Area Education Center
- G. June 27, 2023, NBEA Negotiation Session, 4:30 pm, North Branch Area Education Center
- H. July 13, 2023, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
- I. July 25, 2023, OPEB Committee Meeting, 10:00 am, Virtual

Adjournment to Closed Meeting

Moved by Trampe, seconded by LaValla and carried unanimously to close the regular meeting at 6:30 pm to go into a closed session to discuss custodian negotiations.

Meeting Reopened

Moved by Trampe, seconded by Naegele and carried unanimously to reopen the regular meeting at 7:29 pm.

Adjournment

Moved by Naegele, seconded by LaValla and carried unanimously to adjourn the regular meeting at 7:30 pm.

Heather Naegele, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
SCHOOL BOARD RETREAT
June 20, 2023

The School Board of Independent School District 138 held a school board retreat on Tuesday, June 20, 2023, at 5:00 p.m. at the North Branch Area High School Glass Classroom.

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

The topics discussed at the retreat included board communications, reflecting on board/superintendent strategic work, and safety and security.

The board adjourned the retreat at 8:00 p.m.

Heather Naegele, Clerk
(Unapproved)

**ELECTRONIC FUND TRANSFERS
JUNE 2023**

Direct Dep Cks		\$2,091,505.88	
ACHS		<u>\$17,366.97</u>	
		\$2,108,872.85	
OPEB Wells Fargo Transfer to General Operating:	6/26/2023		\$328,306.00
Other Electronic Fund Transfers:	6/5/2023		\$62,748.92
Federal/FICA Taxes	6/5/2023		\$100,126.66
(Also reflected in P/R info)	6/20/2023		\$75,593.69
	6/20/2023		<u>\$304,114.44</u>
			\$542,583.71
Minnesota Withholding Taxes	6/6/2023		\$10,173.93
(Also reflected in P/R info)	6/6/2023		\$17,439.55
	6/21/2023		\$12,421.90
	6/21/2023		<u>\$50,299.67</u>
			\$90,335.05
Economic Service (EBC)	6/5/2023		\$9,248.88
(Also reflected in P/R info)	6/5/2023		\$23,991.14
	6/20/2023		\$9,121.69
	6/20/2023		<u>\$71,939.58</u>
			\$114,301.29
MII LIFE-F S A	PEIP	6/6/2023	\$6.55
	PEIP	6/6/2023	\$91.67
	PEIP	6/13/2023	\$30.00
	PEIP	6/15/2023	\$770.00
	PEIP Admin Inv	6/26/2023	\$415.50
	PEIP	6/27/2023	\$29.22
	PEIP	6/27/2023	\$91.67
	PEIP	6/28/2023	\$112.90
	PEIP	6/29/2023	<u>\$30.00</u>
			\$1,577.51
MII LIFE-M S A		6/5/2023	\$2,125.63
		6/5/2023	\$5,300.14
		6/20/2023	\$2,397.47
		6/20/2023	<u>\$9,272.14</u>
			\$19,095.38
Minnesota Teachers Retirement		6/2/2023	\$21,770.19
		6/2/2023	\$71,103.72
		6/16/2023	\$8,499.30
		6/16/2023	\$217,807.42
		6/30/2023	\$10,256.83
		6/30/2023	<u>\$49,357.91</u>
			\$378,795.37
PERA		6/2/2023	\$31,646.69
		6/16/2023	\$32,603.30
		6/30/2023	<u>\$24,689.00</u>
			\$88,938.99
Delta Dental Plan		6/21/2023	\$15,642.04
MN Sales Tax		6/20/2023	\$39.00
Neopost Advance		6/12/2023	\$5,000.00

JUNE 2023

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
6/15/23	Lee's Pro Shop, Inc., 625 Henriette Rd NW, Pine City, MN 55063	NBHS Athletics	\$220.00	FTC Robotics Program Donation
6/16/23	Maureen & Walter Puziewicz, 9955 468th St, Harris, MN 55032	NBMS	\$100.00	Middle School Band Program
6/26/23	CAF America/US Bank Foundation (Matching Gift-S. Hilber)	NBHS	\$780.00	Music 50/50 split (Band & Choir) Department Donation
6/26/23	Shaan Hilber, 37687 Elk Ave, North Branch, MN 55056	NBHS	\$60.00	Music 50/50 split (Band & Choir) Department Donation
			\$1,160.00	

BID SUMMATION

Board Meeting of July 13, 2023

GARBAGE HAULING

	Price/Month
Chisago Lakes Sanitation	\$11,299.51
Terry's Disposal	\$ 3,211.65

RECOMMENDED AWARD

GARBAGE HAULING

	Price/Month
Terry's Disposal	\$ 3,211.65

BID SUMMATION

Board Meeting of July 13, 2023

GASOLINE AND DIESEL FUEL

Prices Per Gallon

Bidder	July 1, 2023 Base Price	Delivered Price	Difference
Petroleum Traders Corp.			
Gasoline	\$2.4500	\$2.4290	\$-0.0210
Diesel	\$2.4525	\$2.4315	\$-0.0210
Beudry Oil & Propane			
Gasoline	\$2.4273	\$2.4273	\$-0.0000
Diesel	\$2.4325	\$2.4325	\$-0.0000

RECOMMENDED AWARD

GASOLINE/DIESEL FUEL

Bidder	July 1, 2023 Base Price	Delivered Price	Difference
Beudry Oil & Propane			
Gasoline	\$2.4273	\$2.4273	\$-0.0000
Diesel	\$2.4525	\$2.4325	\$-0.0000

Student Fees Public Hearing

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JUNE 8, 2023

Public Hearing

Before school board action on fees

Fees charged to students

- Activity fees
- School fees

There are some proposed increases

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)		230	230
Hockey		545	545
Weight Room		50 per season	50 per season
		Free during season	
		with athletic registration	
Fine Arts / Academics			
Musical, Speech		150	150
Math League, Knowledge Bowl, Jazz Band, Harmonaires		150	150
DECA, ProStart		150	150
Robotics (9-12)		150	150
Clay Target (9-12)		150 plus	150 plus
		shells and clays	shells and clays
Family Cap		1000	1000

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Student Activities -Middle School

		Current	Proposed
Athletics (except Hockey)		140	140
Hockey		455	455
Fine Arts / Academics			
Math League, Knowledge Bowl		100	100
Speech, Jazz Band, Show Choir			
Robotics (7-9)		100	100
Family Cap		1000	1000

Other Fees -High School

	Current	Proposed
Parking for Full Year	135	135
Parking for Each Semester	75	75
Parking 1-3 Hours All Year	25	25
Replacement Parking Pass	10	10
Daily Parking Pass	2	2
Graduation Fee	30	30
Transcript Fee (Certified)	8	8
Transcript Fee (Non-Certified)	3.5	3.5

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Classroom Fees -High School

		Current	Proposed
Welding, Adv Welding, Metal Arts		20	30
Woods		varies	varies
Ceramics		10	10
Beginning Foods		20	20
Advanced Foods		30	30
ProStart (Yearlong)		75	75
Fashion Supply Kit		20	20
Instrument Rental - Percussion		30	30
Instrument Rental - Other Instrum		60	60

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Other Fees -Middle School

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

Meal Prices

		Current	Proposed
Breakfast	Student	\$2.00	n/c
	Adult	\$2.60	\$2.60
Lunch	Elem Student	\$3.00	n/c
	Sec Student	\$3.20	n/c
	Adult	\$4.95	\$5.00
Milk		\$0.70	\$0.70

Comments and Questions

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

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Voice For Greater Minnesota Education

June 6, 2023

Sara Paul
North Branch Area School District
38705 Grand Ave PO Box 370
North Branch MN 55056

Hi, Sara,

On behalf of all our Greater Minnesota students and educators, MREA thanks North Branch Area School District for its membership that helps us actively engage with legislators and state officials to address E-12 funding and policy issues.

Your renewed membership for FY2023-24 is essential to MREA's advocacy that impacts all our students.

Your Year-Round Voice for Education

As your district's voice at the Capitol, MREA works to keep your legislators and policy officials informed of the impacts of their decisions. During the recent historic legislative session MREA achieved rural education legislative success, including:

- Increasing the basic education formula to allow your district the most flexibility serving students
- Aligning the basic education formula with an inflationary index to secure predictable funding
- Expanding state aid to buy down district special education cross-subsidies
- Holding harmless compensatory aid amidst universal meals implementation
- Check out all our 2023 Accomplishments on the enclosed flyer.

North Branch Area School District can count on MREA to keep working for you throughout the year, too, with:

- Webinars that clarify unemployment insurance changes, truth-in-taxation requirements, and more
- Professional development and networking opportunities at our Greater Education Summit
- Rural educator and school program awards that celebrate the positive impacts of education

Greater Minnesota Is Greater Together

While we continue assessing the outcomes of the 2023 legislative session, we know we are greater when we all work together as the Voice for Greater Minnesota Education. Please send in your district's renewal invoice, dues, and updated information by July 15 to ensure our rural voice remains impactful.

Best wishes for a summer of well-being,

James O Ferden, MREA Board President
Board Chair, Win-E-Mac Schools

Bob Indihar, MREA Executive Director



MAIL

PO Box 187
St. Cloud, MN 56302-0187

VISIT

2233 Roosevelt Suite 7
St. Cloud, MN 56301

CALL

(320) 762-6574
Toll-Free (833)-MNVOICE

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MREAvoice.org



Leading Advocacy for Greater Minnesota Students Led by school board members, administrators, teachers and other education-focused partners, MREA elevates Greater Minnesota schools through advocacy, education and recognition.

2023 LEGISLATIVE ACCOMPLISHMENTS

RESTORING THE ECONOMICS OF PUBLIC EDUCATION

MREA Successfully Advocated for Greater Minnesota Students by:

- Increasing and Indexing the Basic Formula Allowance
- Reducing District Special Education cross-subsidies
- Securing Cooperative Facilities levy authority
- Creating Minimum Revenue Guarantees for Smaller Schools including:
 - Student Personnel Aid
 - School Library Aid
- Attaining permanent funding for Voluntary Pre-K slots
- Increasing funding for CTE Consortia Programs
- Creating Board Authority to Renew Operating Referendum
- Expanding Safe Schools Revenue to include Cyber Security measures
- Securing funding for Cooperative Setting 4 Programs
- Expanding 3rd Party Billing for School Social Workers
- Increasing funding for American Indian Education Programs
- Continuing Type III Vehicle usage
- Holding Compensatory Aid Harmless amidst Universal Meals implementation
- Securing dedicated aid for the Unemployment Insurance Mandate
- Continuing to defend against ever-present Unfunded Mandates

THESE FUNDING CHANGES WILL HAVE A GENERATIONAL IMPACT FOR MINNESOTA EDUCATION

INDEXING THE BASIC EDUCATION FORMULA

Basic formula dollars are the foundation of educational support for schools. Indexing the formula will change the local budget planning process and state advocacy for the better.

SPECIAL EDUCATION CROSS-SUBSIDY BUY-DOWN

MREA, and many education advocates, successfully led a multi-year effort to secure a significant increase in state aid, permanently buying down local school district special education cross-subsidies.

How MREA serves YOU



ADVOCATE

- Lobbyists at the Capitol every day advocating for you
- Weekly Advocacy Briefings during legislative session
- Interactive maps and analysis showing impacts of major changes
- Action alerts to help encourage engagement



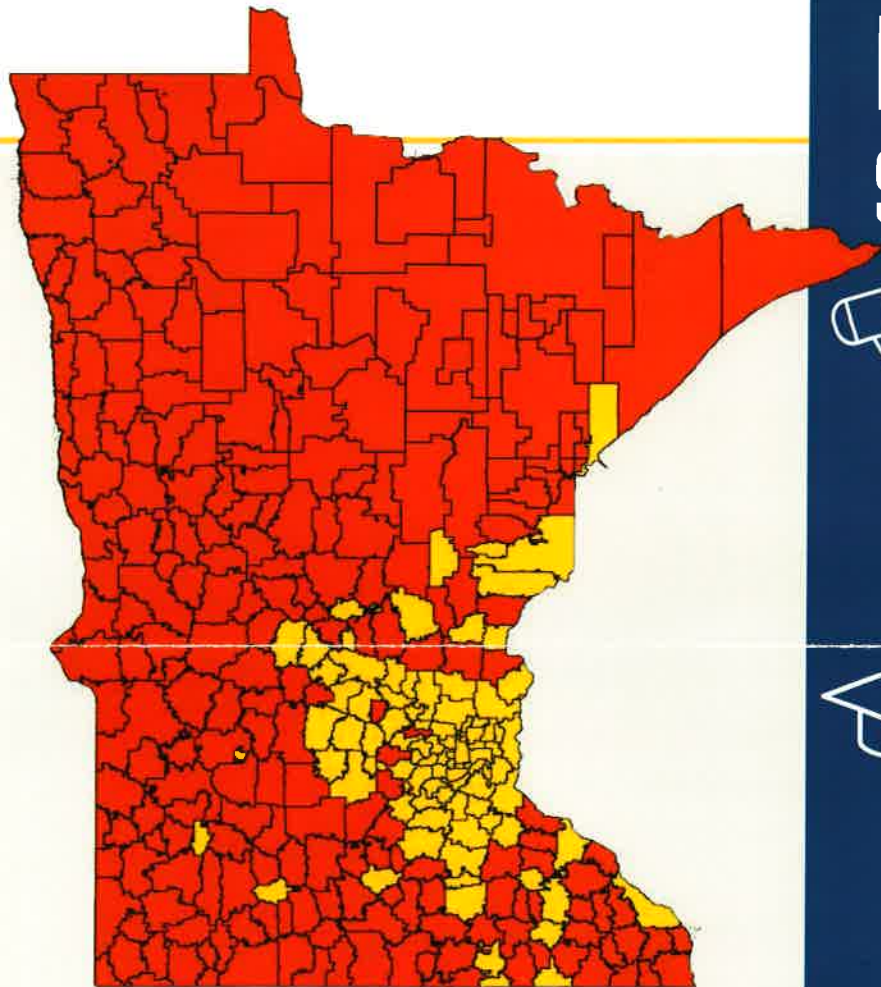
EDUCATE

- Professional development and networking at the Annual Conference
- Regional meetings and trainings to provide input and stay informed
- Member benefits providing learning opportunities
- Discounts on partner programs



COMMUNICATE & CELEBRATE

- Weekly Insider Briefs with education updates relevant to rural districts
- Website with resources, news, and updates
- Celebration and sharing of accomplishments and best practices
- Awards for teachers and innovative school programs
- In-person visits to keep a pulse on district accomplishments & needs



 MREA Member School District



MREA

Voice For Greater Minnesota Education

LEARN MORE AT MREAVOICE.ORG

CONTACT US AT

INFO@MREAVOICE.ORG | (833) MNVOICE



MREA does a great job of cutting through the legislative clutter, identifying what applies to greater MN schools and letting us know what needs our attention. Their updates allow me to better articulate the impact of the bills and our next steps.

DR. REGGIE ENGBRITSON

Superintendent, St. Louis County Schools



MEMBERSHIP RENEWAL INVOICE

2023-24 MEMBERSHIP YEAR

Date: June 6, 2023

Invoice #: 2024-5000-1759

Due: July 15, 2023

BILL TO:

Sara Paul
North Branch Area School District
38705 Grand Ave PO Box 370
North Branch MN 55056

Current expiration: June 30, 2023
New membership year: July 1, 2023-June 30, 2024
2023-24 Membership type: Full ISD Membership
*APU = 2881 **Shared District: NA

Base Fee:	\$1100.00
*Legislative Fee:.....	+\$1400.00
2023-24 Dues:.....	\$2500.00
Amount Enclosed: \$ _____	

*\$1.00 per Adjusted Pupil Unit (APU) to \$1,400 maximum.
**If sharing superintendent with another district, MREA has applied \$275 discount to Base Fee. Districts with shared Superintendents must each join MREA to obtain discount. Contact MREA if Shared District has changed.

UPDATE and SIGN* and return with payment by July 15, 2023:

District Name: North Branch Area School District
Primary Contact to Receive Communications: Sara Paul
Contact Position Title: Superintendent
Contact Email: spaul@isd138.org
District Phone: 651 - 674-1000

Superintendent Cell Phone: _____
Principal Place of Business: 38705 Grand Ave PO Box 370
City, State, Zip: North Branch, MN 55056
Website Address:
County: Chisago

*Primary Contact Signature: _____ Date: _____

Signature is consent to membership and to receive member notices at the primary contact's email address.

QUESTIONS? Contact Diane Vosen, Operations Director, at the MREA office.

Minnesota Rural Education Association is a nonprofit 501(c)(4) membership association. Dues are not tax deductible as charitable contributions. We estimate 43% of FY24 dues will be attributable to nondeductible lobbying activity and are NOT deductible under Internal Revenue Code Section 162 as an ordinary and necessary business expense. Provide a copy of this notice to your accountant.



MAIL	VISIT	CALL	LEARN
PO Box 187 St. Cloud, MN 56302-0187	2233 Roosevelt 69 Suite 7 St. Cloud, MN 56301	(320) 762-6574 Toll-Free (833)-MNVOICE	MREAvoice.org

June 21, 2023

Dear SEE member:

What a session and SEE was there every minute of it!

The past session had both rewards and challenges. The Governor and Legislature made historic investments in education with an increase to the general education basic formula and a substantial effort to reduce the special education cross-subsidy. At the same time, the session saw a number of mandates passed that will take a bite out of those increases. SEE was involved in all of the major discussions that occurred during the 2023 session, making certain that your concerns were heard as the discussions on these crucial issues were taking place.

Even with all of the action that took place during the 2023 session, there is still a lot to do in 2024 as we address funding disparities and clean up issues that will likely arise due to some of the provisions contained in the omnibus education funding bill. As in the past, SEE will be there to make sure your concerns are part of the discussion.

The year ahead will be crucial in strengthening SEE's voice as the organization that is committed to funding and property tax fairness. The process of selecting a new Executive Director will be on the docket and the organization will be looking for new leadership that can build upon the success the organization has achieved since being established in 1979. You—the members of SEE—are the organization's bedrock and will be directly involved in the process of determining the next steps for the organization as it seeks to continue its focus on issues of concern to districts like yours. It is going to be an exciting year!

SEE plays a critical role in making certain that the challenges faced by districts with low levels of per-pupil revenue and low levels of property wealth are a part of legislative deliberations and your continued support for SEE is an investment in raising awareness of those issues. It is my sincere hope that you have received value from your membership over the past year and will join us again in the year ahead as SEE continues to fight for funding and property tax fairness.

Thank you for your support. Your membership is vital to our success.

Sincerely,



Brad Lundell
Executive Director, Schools for Equity in Education



SEE Districts

- Albany
- Albert Lea
- Annandale
- Anoka-Hennepin
- Austin
- Belle Plaine
- Big Lake
- Braham
- Buffalo-Hanover-Montrose
- Byron
- Cambridge-Isanti
- Cannon Falls
- Centennial
- Chisago Lakes
- Dassel-Cokato
- Delano
- East Central
- Faribault
- Forest Lake
- Fridley
- Hastings
- Hinckley-Finlayson
- Howard Lake-Waverly-Winsted
- Hutchinson
- Jordan
- Kasson-Mantorville
- Kimball
- Lake City
- Litchfield
- Maple Lake
- Medford
- Melrose
- Milaca
- Mora
- New London-Spicer
- New Prague
- North Branch
- Owatonna
- Paynesville
- Pine Island
- Princeton
- Prior Lake-Savage
- Rockford
- Rocori
- Rosemount-Apple Valley-Eagan
- Royalton
- Rush City
- Sartell-St. Stephen
- St. Francis
- St. Michael-Albertville
- Stewartville
- Waconia

Schools for Equity in Education (SEE) works to ensure that all public-school children have equal access to a high-quality education regardless of where they live in Minnesota. Our success does not depend on geography. Success depends on school districts with similar characteristics and their communities joining together to shape Minnesota politicians' education finance and policy decisions.

Working together, we will make a difference!

About SEE Districts

- SEE is a coalition of 52 Minnesota school districts. SEE districts serve approximately 230,000 children, approximately one-third of Minnesota's K-12 students.
- Two common characteristics bring SEE districts together:
 - * The student demographics in SEE school districts do not generate significant categorical aid or other funding from the state. Thus, SEE districts tend to receive the minimum in state funding.
 - * SEE districts tend to be lower-property wealth districts where the taxpayer cost for a school levy dollar is high. This makes it more expensive for taxpayers and challenging to pass voter-approved levies to make up for inadequate state funding.
- SEE districts range in size from less than 1,000 pupils to over 37,000. SEE districts are located across the state, including suburban and Greater Minnesota school districts.

Advantages of SEE Membership

A constant presence at the Minnesota Capitol lobbying on issues that impact your district.

- Speaking with one voice on shared issues enhances the ability to influence state funding and policy.
- SEE districts retain high-caliber, experienced lobbyists by leveraging their buying power with other districts.
- SEE lobbyists have a deep understanding of the legislative process and expertise in education funding and policy.

Understandable data and resources to support communication on the issues that impact SEE districts.

- SEE's staff can make complex issues understandable. For example, SEE's Capitol Pizza video simplified the issue of equity without having to understand the complexities of school finance.
- SEE maintains an excellent website with information specific to individual SEE districts to assist communications with your community and legislators. MinnPost declared that the SEE website was the go-to place for education funding information that, ". . . is home to an impressive collection of documents that might well be titled, "School Finance for Dummies.""
- See provides timely and accurate information through weekly legislative updates, daily blogs, and action alerts during the legislative session and continued research throughout the year.

“The quality of a child’s education should not depend on their zipcode.”

More Advantages of SEE Membership

Professional development and networking at SEE meetings and events

- Excellent programming at SEE general membership meetings connects administrators and board members with educational experts and political insiders to discuss timely and relevant issues. CEUs are available. The meetings are held in Roseville. Previous program speakers included:
 - Key legislators, including House and Senate leadership and E-12 committee chairs, discussing their legislative priorities.
 - Dr. Bill Morris, one of Minnesota’s leading analysts of public opinion and political trends, sharing Minnesotan’s perspective on education and other issues.
 - A legislative session wrap-up from the Minnesota Department of Education, days after the end of the legislative session.
 - Dr. Clayton Cook, an expert on social-emotional learning from the University of Minnesota, communicating his research.
- Approximately sixty SEE members attend each of the five to six **general membership meetings**, providing excellent networking opportunities with colleagues that share similar interests and challenges.
- Additionally, at SEE’s three annual **regional meetings**, SEE staff meets directly with members in small group settings around the state to provide current information in a format that promotes questions and a free exchange of ideas.
- At SEE’s meetings and events, members become better informed and prepared to address funding and equity issues with their communities and legislators.

A community outreach liaison who educates and engages a growing network of education advocates including parents, community members, and business leaders within SEE districts and stands ready to support community engagement in your district.

- The liaison organizes and hosts highly-effective “SEE Days at the Capitol”, bringing community members and their legislators together with direct liaison support to discuss K-12 issues specific to their districts.
- The director is ready to travel to SEE districts to share a powerful, yet easy to understand, presentation for community members, school boards or staff that explains how schools are funded, why they continue to struggle financially and what can be done to help.



A SEE day at the Capitol brings community members together with their legislators.



Schools for Equity in Education

Brad Lundell, Executive Director
1611 County Road B
Suite 214
Roseville, MN 55113
Cell: 612-220-7459
E-mail:
brad.lundell@schoolsforequity.org

All public school children must have equal access to a high quality education regardless of where they live in Minnesota.

Visit SEE’s website!
www.schoolsforequity.org



June 16, 2023

North Branch School District
Attention: Superintendent Sara Paul
38705 Grand Avenue
North Branch, MN 55056

Invoice

Membership Fee for 2023-24

Schools for Equity in Education

The membership fee is from July 1, 2023, through June 30, 2024.

<u>School District</u>	<u>Fall Enrollment 2021</u>	<u>Fall Enrollment 2022</u>	<u>2023-24 Dues</u>	<u>\$ Change</u>
North Branch	2,573	2,641	\$3,983	\$102

Please make a check payable to *Schools for Equity in Education* and mail it to:

Schools for Equity in Education
Attn: Membership
1611 County Road B
Suite 214
Roseville, MN 55113

If you have any questions, please contact Brad Lundell at 612/220-7459 or Kim Springer at 612/381-7127.

Thank you for your interest and support. We look forward to serving you and your district during the coming year.

EMPLOYEES/PERSONNEL

Employment Background Checks

404-NB

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district will seek a criminal history background check on certain volunteer positions which may require contact with students and (Prior NB change) may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district shall require that individuals who apply to volunteer in positions that may place the individual in direct contact with students during the school day submit to a criminal history background check. Background checks shall be required for individuals who volunteer to provide services including, but not limited to, field trip supervision, assistance in community education activities and classroom events such as class parties. Background checks shall not be required for individuals who volunteer to provide services outside of the normal school day and/or at public events including, but not limited to, assistance at school carnivals or supervision or assistance at extracurricular activities. The opportunity to provide volunteer services where a background check is required shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from volunteering or providing services to the school district. (Prior NB change)
- C. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- D. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

EMPLOYEES/PERSONNEL

Employment Background Checks

404-NB

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in organizations or agencies selected by the District that comply with Minn. Stat. § Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies. (NB change)
- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, ~~and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. (NB change)~~ The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs ~~for a volunteer, an independent contractor, or a student employee. (NB change)~~ If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the ~~Minnesota Ce~~ommissioner of ~~Ee~~ducation within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and

EMPLOYEES/PERSONNEL

Employment Background Checks

404-NB

4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. In order for an individual to be eligible to volunteer and have student contact, the individual must complete a ~~Mail Pass-Visitor-Management-System~~ background check at school district expense, prior to performing volunteer services. The School District, in its discretion, may elect not to request a criminal history background check on a volunteer but, instead, may use the results of a criminal history background check conducted at the request of an employer or other entity if:
1. the criminal history background check was conducted by the BCA or another reputable organization or entity approved by the school district;
 2. the results of the criminal background check are on file with the individual's employer or other entity or otherwise accessible;
 3. the employer or other entity conducted a criminal background check within the previous 12 months;
 4. the individual executes a written consent form giving the school district access to the results of the check; and
 5. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual from providing services. (Prior NB change)
- F. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check ~~on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. (NB change)~~ The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- G. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- H. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.

EMPLOYEES/PERSONNEL

Employment Background Checks

404-NB

- I. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- J. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- K. The school district may apply these procedures to other volunteers, independent contractors, or student employees **other than those specified in this policy.** (Prior NB change)
- L. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (**Rights of Subjects of Data Inaccurate or Incomplete Data**)
Minn. Stat. § 13.87, Subd. 1 (Criminal **Justice History** Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, **Elder, and Individuals with Disabilities** Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: **None**

Adopted: _____

MSBA/MASA Model Policy 614

Orig. 1997

Revised: _____

Rev. 2022~~17~~

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

The purpose of this policy is to set forth the school district's testing plan and procedure.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the particular school district.]

A. Superintendent

1. Responsibilities before testing.
 - a. Designate a district assessment coordinator and district technology coordinator.
 - b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
 - c. Annually review and recertify staff who have access to MDE secure systems.
 - d. Read and complete the *Assurance of Test Security and Non-Disclosure*.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address included in the 614 Form file of the Policy Reference Manual.]

- e. Establish a culture of academic integrity.
- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present

in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.

- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
 - h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
 - i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

- b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- c. Return secure test materials as outlined in applicable manuals and resources.
- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

- 1. Responsibilities before testing.
 - a. Designate a school assessment coordinator and technology coordinator for the building.
 - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
 - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
 - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
 - f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
 - g. Verify that all test monitors and test administrators receive proper training for test administration.
 - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
 - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
- 2. Responsibilities on testing day(s).
 - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

3. Responsibilities after testing.
 - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
 - a. Implement test administration and test security policies and procedures.
 - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
 - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
 - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
 - f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
 - g. Maintain security of test content and test materials.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - (4) Identify need for additional test materials to district assessment coordinator.

- (5) Provide MTAS student data collection forms if necessary.
- (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
- (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

- a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
- b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
- c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
- d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
- e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address. Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

1. Ensure that district is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identifications and passwords.
3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.
 - (7) Record extra test materials.

- b. During test.
 - (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.
 - (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
 - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

[Note: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]
 - (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
 - (6) Do not review, discuss, capture, email, post, or share test content in any format.
 - (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
 - (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
 - (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
 - (11) Report any possible security breaches as soon as possible.
- c. After test.
 - (1) Follow directions and scripts exactly.
 - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
 - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

- 1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.

- c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
- a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report and unusual circumstances to district or school assessment coordinator.
 - c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

- 1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
- 2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.

- b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

IV. TEST SECURITY

- A. Test Security Procedures will be adopted by school district administration.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address. Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference Manual.]

- B. Students will be informed of the following:

- 1. The importance of test security;
- 2. Expectation that students will keep test content secure;
- 3. Expectation that students will act with honesty and integrity during test administration;
- 4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

- 5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

- C. Staff will be informed of the following:

- 1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- 2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

- 1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
- 2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:

Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process [for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World's Best Workforce](#))
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 ([School Accountability](#)) ~~Adequate Yearly Progress~~
~~Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)~~
~~Minn. Rules Parts 3501.0200-2501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)~~
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.082 ~~00-3501.0815~~ (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
~~Minn. Rules Parts 3501.1000 – 3501.1190 (graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)~~
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:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
[Minnesota PearsonAccess Next Resources and Forms:](#)

| <http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

2022–23 Test Security Checklist

MDE requires any staff involved in any aspect of testing—even if they just have keys to where test materials are kept—to review this information so they have a basic understanding of test security in order to avoid unintentional security violations.

Read each point from both the *Test Security Training* and the *Assurance of Test Security and Non-Disclosure*. Once completed, sign and return this checklist to your District or School Assessment Coordinator.

TEST SECURITY TRAINING

What Is Test Security?

- In everyday terms, test security involves the actions you take to ensure that test content and student responses are protected so that test scores are valid. When we talk about “valid test scores” or “maintaining the integrity of test results,” this means that the results are accurate and meaningful.

What Is Considered Secure?

- All test content, test materials, and student responses are considered secure.

Test content includes all parts of a test item, reading passages, and science scenarios. Test content and student responses appear in both online tests and on paper test materials, and they may also be written on other student materials, like scratch paper and student testing tickets.

Why Is Test Security Important?

Providing Equal Opportunity

- Test security must be maintained to give an equal opportunity for all students to demonstrate what they have learned and to ensure that their test scores are valid.

Ensuring Accurate Results

- Students, families, and educators use valid test scores as one data point to evaluate how well students are mastering standards. District and school staff use these results as part of their evaluation of the effectiveness of school curriculum and instruction in the standards.

Protecting the Investment

- Also, it takes a lot of work by a lot of people over a long period of time, up to three years, to develop a standardized test. Education professionals, including many teachers, work together to develop test questions. If there is a security violation where test content is exposed, that test content may no longer be used on any test, and in some cases, may affect whether test scores are valid.

Consequences for Violating Test Security

- If statewide tests are not administered securely, one student or many students may be affected. If required policies and procedures are not followed and a security violation occurs, student tests may be invalidated and staff may require further training or other disciplinary actions at the discretion of the district.

Why Is Training on Test Security Important?

- Test security violations can happen anywhere, at any time. Understanding test security and knowing what a security violation is can help prevent security violations from occurring.

This awareness happens through training, including this training checklist, and any other trainings required for your role in testing.

Assurance of Test Security and Non-Disclosure

- In addition to training, you are also required to complete the *Assurance of Test Security and Non-Disclosure* every year.

It's important to understand what you are agreeing to by completing this assurance. Next, we will review the information in the assurance and your responsibilities for maintaining test security. You will complete the assurance for this year after this checklist.

Following Educational Data Privacy Laws

- Depending on your role, you may see student information on testing tickets or test results. All student data is strictly governed by federal and state privacy laws. Whatever your role in testing, you must follow your district's policies for the use of student data and test results in a confidential and secure manner.

Discouraging Participation in Testing

- While students or parents can decide that students will not participate in testing, know that actively discouraging students or their parents from participating may have negative consequences for the school or district.

Following Test Security Policies and Procedures

- You are required to follow all state, district, and school testing policies and procedures. In addition, you must not persuade or encourage others to violate any policies or procedures or take any actions that jeopardize test security.

Maintaining Security of Test Content

Limiting Access

- Make sure you are not accessing or viewing secure test content or materials, or allowing others to, when not required for a role in testing. "Having access" may be as simple as having keys to rooms or cabinets used to store secure materials or having electronic access to testing information.

Tracking Materials

- If you will be handling any secure test materials, ensure that you know the plan for keeping track of the materials and the secure, locked location where they will be stored when not used for testing.

Preparing for Testing

- You cannot use an actual student's test to prepare for testing. Use the resources provided by MDE to prepare technology for test administration.

Providing Information

- You cannot capture, copy, share, or distribute test content in any manner before, during, or after testing. Even in situations where information needs to be communicated (such as during a technology issue), the actual test content cannot be described or captured in a picture. Only the item number and student information should be provided.

Never Keeping Materials

- After testing, make sure that you do not keep any materials with secure test content, including student scratch paper.

Talking With Students

- Even after testing is complete, the test content must remain secure. Students are not allowed to tell you about or discuss test content after testing is over. You cannot ask students about specific test questions or other test content.

Talking With Staff

- In addition, you are not allowed to discuss secure test content or items with other staff members or in team meetings. By completing the assurance, you agree to maintain the confidentiality of any test content you may be aware of.

Maintaining Integrity of Test Results

The following points from the *Assurance* are most applicable to staff who are involved in the administration of a test.

Never Providing an Unfair Advantage

- No matter your role in test administration, you must ensure that students are provided the opportunity to independently demonstrate what they know. If you are in the room while students are testing, make sure you understand what is allowed in terms of providing assistance or answering questions so that student tests do not need to be invalidated.

Always Using Official Results

- Reviewing and scoring student responses yourself is not allowed, unless items are designed to be scored by the Test Administrator using a rubric or script. After testing, information on student performance is available to districts and schools through reports provided by the service provider or MDE after testing.

Never Changing Student Responses

- Changing student responses is a security violation and will result in the invalidation of the student's test and possible disciplinary action.

Reporting Misadministrations or Security Breaches

- Your District Assessment Coordinator will let you know how to report any issues that arise during testing. If you observe or become aware of student or staff actions that may violate test security, it is your responsibility to talk with your District or School Assessment Coordinator or another administrator. Even if a security violation seems unintentional, it is important that the situation is reported so that procedures and policies can be clarified and updated so that everyone understands how to maintain test security.

While we recommend that you work within your district to report any possible issues, there may be circumstances where you need to report something directly to MDE. The MDE website has a tip line where test security concerns can be reported anonymously.

Cooperating with MDE

- Finally, MDE has the responsibility to oversee all statewide testing. As a part of your role in testing, you may participate in a site monitoring visit or audit, or be asked to provide information related to a security violation, and you are agreeing to cooperate when you sign the assurance. If MDE makes a site visit to your school, you will follow your regular procedures for testing.

Summary

- Contact your District or School Assessment Coordinator if you have questions about statewide testing.

Effective for school year 2022–23

The Minnesota Department of Education (MDE) is required by state statute to implement statewide assessment programs. Test security must be maintained to provide equal opportunity for all students to demonstrate their academic achievement, and to ensure the validity of test scores and the integrity of state assessments. Failure to maintain test security jeopardizes district and state accountability requirements and the accuracy of student, school, district, and state data. Test scores are included in important decisions about students' future success; it is essential that they accurately reflect what students know and are able to do. **This assurance, as part of the *Test Security Training*, must be completed prior to involvement in any aspect of test administration.**

All test content, secure test materials, and student responses, whether in draft or final form, are considered nonpublic secure data. Only authorized district or school staff/personnel are permitted to have access to secure test materials and the type of access varies by role. Authorized district or school staff/personnel:

- Are district and school administrators, teachers, building staff, or other persons designated by the district who have a role in storing, distributing, coordinating, or administering tests and/or have keys to storage locations of secure test materials.
- Have completed appropriate training annually to fulfill their assigned roles.

Responsibilities of authorized district and school staff/personnel who may potentially interact with secure test content, student responses, and data are outlined in the *Procedures Manual for Minnesota Statewide Assessments* (hereafter *Procedures Manual*). By completing this assurance, you agree to the following:

- As required for my role in the administration of the statewide assessment program, I am responsible for understanding relevant information contained in the current year's *Procedures Manual* and directions for test administration. I will abide by policies and procedures detailed in the resources for statewide test administration.
- As required for my role, I am or will be trained in the administration policies and procedures for statewide assessments before participating in any part of administering statewide assessments.
- As required for my role, I will instruct staff on state and district procedures for maintaining test security and will not allow unauthorized persons to distribute, coordinate or administer tests, or have access to secure test content and materials.
- As required for my role, I will follow the procedures in the *Procedures Manual* to investigate and notify the appropriate school and district staff or the Minnesota Department of Education immediately upon learning of potential misconduct or irregularities, whether intentional or unintentional.
- I understand that MDE has the responsibility to oversee the administration of the statewide assessments. I will cooperate fully with MDE representatives, and school officials when applicable, in all aspects of test security compliance including, but not limited to, monitoring visits, desk audits, and investigations.
- I understand that test data and documents that contain student-level information are considered nonpublic and secure, both throughout test administration and after preliminary and final test results are available. When working with student-identifying information and student tests and results, both during and after test administration, I will follow all applicable federal and state data privacy laws related to student educational data. This includes data within reports and data accessible in electronic systems provided by MDE or its service provider(s).
- I acknowledge that actively promoting the discouragement of student(s) and/or parent(s)/guardian(s) from test participation could result in negative consequences for my school or district.

- I understand my responsibility to enforce proper testing procedures and to ensure the security and integrity of the test(s). I will apply and follow procedures designed to keep test content secure and to ensure the validity of test results. This includes, but is not limited to:
 - Recognizing the rights of students and families to accurate test results that reflect students' individual, unassisted achievement.
 - Protecting the confidentiality of statewide assessments and ensuring the validity of students' results by safeguarding test content, keeping test materials secure, and adhering to chain of custody requirements.
 - Never retaining secure test materials in my custody beyond the allowed times to process, distribute, coordinate, administer, and return them, as appropriate for my role.
 - Ensuring that no part of the paper or online tests are outlined, summarized, paraphrased, discussed, released, distributed to unauthorized personnel, printed, copied, photographed, recorded, or retained in original or duplicated format, without the explicit permission of MDE or as authorized in the *Procedures Manual*.
 - Never permitting or engaging in the unauthorized use of student information to log in to the online testing system or access an online test.
 - Never engaging in, or allowing others to engage in, unauthorized viewing, discussion, or analysis of test content before, during, or after testing.
 - Actively monitoring students during test administration for prohibited behavior.
 - Never leaving students unattended during test administration or under the supervision of untrained staff or volunteers.
 - Never influencing test results by providing students with answers to secure test items, suggesting how to respond to secure test items, or influencing student responses to secure test items. Prohibited actions include, but are not limited to: providing clues or hints; providing reminders of content or testing strategies; prompting students to correct or check/recheck specific responses; permitting access to curricular materials (e.g., textbooks, notes, review materials, bulletin boards, posters, charts, maps, timelines, etc.); or using voice inflection, facial gestures, pointing, gesturing, tapping, or other actions to indicate a response or accuracy of a student's response.
 - Never formally or informally scoring secure tests or individual test items except as required by the test-specific manuals and directions. Prohibited actions include but are not limited to: creating an answer key; reviewing or scoring a student's item response or responses unless items are designed to be scored by the test administrator using a rubric or script; retaining, reviewing, or scoring student scratch paper or paper test materials; or tracking student performance on test items.
 - Never altering or engaging in other prohibited involvement with student responses.
 - Never inducing or encouraging others to violate the procedures outlined above or to engage in any conduct that jeopardizes test security or the validity of test scores.

By accepting the terms of the *Test Security Training* and this assurance, you name yourself as an employee of the district or as an authorized person selected by the district. You also affirm that you are authorized by the district during the current academic school year to have access to secure test materials or student data related to statewide test administrations, including student identifying information and student tests and results, and hereby agree to be bound by the terms of this assurance. Consequences for failure to abide by these terms include, but are not limited to, further training requirements, the invalidation of student tests, and actions at the discretion of the school district or other public entities with applicable authority and oversight.

Signature

Date

Name (printed)

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District/School



**GIRLS
BASKETBALL
CO-OP
WITH
RUSH CITY**



REQUEST FROM RUSH CITY

- Decline in Rush City's participation numbers
- They will only have 8-15 girls in their program in grades 7-12
- They do not feel that is enough players to successfully run a safe, appropriate, independent program
- Programs typically require enough numbers to provide 9th grade, JV, and Varsity teams allowing students to learn and grow at the proper levels in relation to skill and experience



DECLINING NUMBERS

- Girls basketball numbers have been in decline across Minnesota and the same have been true for the North Branch program
- Peak of participation was in 2015-2016 with 39 girls
- 2019-2021, participation was around 27-30 girls
- This past 2022-2023 season, North Branch had 20 participants with two levels of play: C Squad and Varsity
- Similar numbers are expected for the 2023-2024 season
- Adding numbers to our program will allow the girls to learn skills and compete at appropriate levels, have more depth of the bench at each level, and possibly even add back a level to offer more opportunities



FACTORS CONSIDERED

- MSHSL Classification
 - Girls Basketball Class AAA enrollment range is 572-1181
 - Combined enrollment would be 802
 - The co-op would be placed at Class AAA, which is North Branch's current classification
- Uniforms and Equipment
 - North Branch purchased new uniforms for the 2022-2023 season, girls will wear these uniforms
 - Shot clocks have been installed on the main court in the West Gym and one court in the North Gym



FACTORS CONSIDERED

- Facilities
 - Practices and games held in North Branch
 - One game will be offered to be played at Rush City (possibly Cloquet since they are traveling from the North) to give Rush City players a “home” game experience



RELATIONSHIPS AND TRANSITIONS

- Approval of the co-op provides for relationships to be built during the end of summer programming
- During the month of July, the girls can transition to a co-op program and experience daily skills sessions, Pine City League, and a Breakdown tournament in Stillwater
- Coaches can start to assess skills, develop game strategies, and build player relationships before they get to the winter season
- Our new head coach, Joe Lattimore, knows Rush City and North Branch players and families. He taught in Rush City and has coached girls from both programs
- The co-op will give girls from both communities the opportunity to be more successful as individuals and as a team