

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
 NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM, ROOM C120
 38705 GRAND AVENUE
 NORTH BRANCH, MN 55056
 REGULAR SCHOOL BOARD MEETING
 NOVEMBER 2, 2023
 5:30 PM**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent’s Report 5
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of October 12, 2023 Policy Committee Meeting 21
 - B. Minutes of October 12, 2023 Regular School Board Meeting 22
 - C. Minutes of October 26, 2023 Special School Board Meeting 28
 - D. Authorization of Payments, Transfers, and Investment Activity 30
 - E. Personnel
 - 1. Jodi Johnson, retirement effective at the end of the 2023-24 school year, as Second Grade Teacher at Sunrise River Elementary School
 - 2. Kayla Heideman, resignation effective October 24, 2023, as SPED Assistant at Sunrise River Elementary School
 - 3. Christopher Ward, resignation effective October 12, 2023, as Lunchroom Assistant at North Branch Area Middle School
 - 4. Juliane Bartel, extension of leave request effective October 26, 2023 through November 8, 2023, as SPED Assistant at North Branch Area Education Center
 - 5. Kathy Hischer, leave request effective September 7, 2023 through November 5, 2023, as Transition Job Coach at Life Work Center
 - 6. Lynelle Jensen, extension of leave request effective November 2, 2023 through November 8, 2023, as First Grade Teacher at Sunrise River Elementary School
 - 7. Victoria Klun, MEd, Step 13, LTS for Kristi Johnson, effective November 7, 2023 through January 12, 2024, as Kindergarten Teacher at North Branch Area Education Center
 - 8. James Heilig, employment effective September 6, 2023, as Lunchroom/Playground Assistant at Sunrise River Elementary School
 - 9. Tabitha Prouty, employment effective October 9, 2023, as Lunchroom/Playground Assistant at North Branch Area Education Center
 - 10. Jessica M. Richter, employment effective September 26, 2023, as Lunchroom Assistant at North Branch Area Middle School

11. Damita Steagald, employment effective October 2, 2023, as Schoolkeeper at North Branch Area Public Schools
12. Monica Thompson, employment effective October 9, 2023, as SPED Assistant at North Branch Area High School
13. Kathleen Winters, employment effective October 9, 2023, as SPED Assistant at North Branch Area Middle School
14. Krystle Yarusso, employment effective October 10, 2023, as SPED Assistant at North Branch Area Middle School
15. 2023-24 Extra Curricular Fall Coach Positions
 - a. Jackson Marcussen, Class 9, Step 1, as Weightroom Supervisor (Fall Season)
 - b. Ryan Minke, Class 3, Step 10, as Assistant Coach for Boys Basketball
 - c. Joe Lattimore, Class 1, Step 6, as Head Coach for Girls Basketball
 - d. Kyle Groh, Class 3, Step 4, as Assistant Coach for Girls Basketball
 - e. Kyle Kahl, Class 1, Step 9, as Head Coach for Wrestling
 - f. David Kaiser, Class 3, Step 2, as Assistant Coach for Wrestling
 - g. Steve Christensen, Class 6, Step 10, as Coach for Middle School Girls Basketball
 - h. Jim VanEerden, Class 6, Step 10, as Coach for Middle School Girls Basketball
 - i. Jim VanEerden, Class 6, Step 10, as Coach for Middle School Boys Basketball
 - j. Justin Voss, Class 9, Step 10, as Weightroom Supervisor (Winter Season)
 - k. Brandon Hunter - Volunteer Coach for Girls Basketball
 - l. Justin Baker - Volunteer Coach for Wrestling
 - m. Ashton LaBelle - Volunteer Coach for Wrestling
 - n. Jackson Marcussen - Volunteer Coach for Wrestling
 - o. Lucas Nadeau - Volunteer Coach for Wrestling
 - p. Jorge Perales - Volunteer Coach for Wrestling
16. 2023-24 Activity Advisor Positions
 - a. Kevin Grote, Class 10, Step 7, as Advisor for Clay Target for Fall Season
 - b. Jessica Konrad, Class 10, Step 2, as Advisor for Clay Target for Fall Season
 - c. Hannah Rawleigh, Class 6, Step 5, as Advisor for ProStart
 - d. Laura Rothe, Class 8, Step 8, as Advisor for National Honor Society
 - e. Erin Theobald, Class 10, Step 5, as Advisor for Prom
- F. Annual Assurance of Compliance Report 31
- G. Acceptance of Donations 34

Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School

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

- VIII. **Open Mic:** Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.
- IX. Old Business
 - A. Consider David Pirrie, position change from 0.83 FTE to 1.0 FTE beginning on September 15, 2023, as DLA Teacher at North Branch Area Public Schools
 - B. Consider Second Reading of the Following Policies
 - 1. Policy 418 - Drug-Free WorkPlace/Drug-Free School (MSBA changes) 35
 - 2. Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction (MSBA changes) 40
 - 3. Policy 424 - License Status (MSBA changes) 43
 - 4. Policy 509 - Enrollment of Nonresident Students (MSBA changes) 45
 - 5. Policy 513 - Student Promotion, Retention, and Program Design (MSBA changes) 49
 - 6. Policy 602 - Organization of School Calendar and School Day (MSBA changes) 51
- X. New Business
 - A. Consider Preliminary Financial Statement Report 53
 - B. Consider First Reading of the Following Policies
 - 1. Policy 618 - Assessment of Student Achievement (MSBA changes) 62
 - 2. Policy 621 - Literacy and the Read Act (New MSBA policy) 68
- XI. Addendum
 - A. New Business
 - 1. Consider Level II Grievance
 - 2. Consider Resolution of Governing Board Supporting Form A Application to Minnesota State High School League Foundation 76
 - 3. Consider Resolution of School Board/Governing Board Supporting Form B Application to Minnesota State High School League Foundation 77
- XII. Information
 - A. Fundraising Reports from May 1, 2023 through October 31, 2023 78
- XIII. Board Requests
- XIV. Committee Reports
- XV. Dates to Remember
 - A. Thursday, November 30, 2023, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120
 - B. Thursday, December 14, 2023, Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122

- C. Thursday, December 14, 2023, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
- XVI. Adjournment

Superintendent Update

November 2, 2023

5



At the forefront of educational excellence



WHAT WE INTEND TO CREATE

*Inspire dreams,
build integrity and
instill hope*

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

6

OUR PURPOSE

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

Proud to be a Viking: James' story



- James is at the forefront of success in his chosen activity
 - Selected for the USA National Cycling team
 - James heading to Europe November 14 to race in France and Ireland for Team USA
- James is a college student while in high school and works part time
 - A purpose-driven scholar
 - Well rounded
- James inspires dreams, models integrity and instills hope
 - He is a quality role model and human being
 - He strives to be the best she can be, and in doing so, inspires others to do the same

Why learn from German Apprenticeships?

Student Experience

- Earn while you learn
- Develop your skills
- Have a guaranteed job when you finish your apprenticeship
- Have a clear path to career advancement through additional schooling and certifications⁸
- More options for hands-on learning

Alignment of public and private interests

- Government
- Employers
- Educational Institutions
- Labor Unions



Viking Innovation: Teacher Apprenticeship Program

Goal: Continue to find ways to innovate how we attract, recruit, hire and retain our high quality staff.

Why create teacher apprenticeship opportunities?

- Attract and Recruit
 - Transform the teacher preparation experience
 - Improve access (earn while learn, clear path to advancement)
 - Create incentives for people to enter the teaching profession
- Hire
 - Strong instructional training
 - Effective pedagogical preparation
- Retain
 - Created in partnership with teachers union
 - Input in defining and developing training content
 - Mentor teacher compensation

Viking Innovation: Teacher Apprenticeship Program

NBAPS Considering Becoming a Registered Apprenticeship Program

- [Teacher Apprenticeships are emerging in other states and federal funding is coming to MN](#)
- Teacher Pathway Consortium (TPC) is working on behalf of the Department of Labor and Industry to increase awareness and orient districts who seek to engage in developing registered teacher apprenticeship programs. 10
- NBAPS met with TPC in September to explore the idea
- Teacher Union President David Gryte and I will attend Department of Labor and Industry (DLI) Roundtable on November 3
- TPC and NBAPS planning session scheduled for November 15

Meet and Confer agenda item: What questions and considerations should David Gryte and I bring to the DLI Roundtable discussion on Friday, November 3?



It's a costume parade!



The NBAEC held its traditional costume parade on ¹¹ Halloween.

Micro-credentialing recognized with STEM Grant



NBAHS is grateful to WeWork4Health for recognizing the Viking IT program with a \$2,000 STEM Talent Pipeline grant.

Rep. Anne Neu Brindley and 12 representatives of WeWorkforHealth visited today and students Carson Weber and Amelia Bjerketved explained how Viking IT has impacted their education.



For the love of hockey

The North Branch Area Hockey Association is partnering with NBAPS and the City of North Branch to upgrade the outdoor hockey rink located South of North Branch Area High School. The rink will be ready to go in time for the cold weather.

LJ teaches me hockey lingo

We are honored to be working together to ensure this outdoor skating option remains available to hockey players this winter.

Light the lamp! Our partnership sure **scored** by pulling together to keep the **celly** going and the love of Viking hockey thriving!



Viking Challenge is this Friday



- The Viking Challenge drill competition, is at NBAHS this Friday, Nov. 3, from 10 am until 3 pm.
 - Hosted by NBAHS Air Force JROTC program
 - Cadet leaders organize the competition and run the event
 - Opportunity for cadets to showcase their skills in military drill, academic knowledge, and physical fitness
 - Trophies and medals will be awarded to superior performing teams and individuals
 - Attending schools include Como Park H.S., Johnson H.S., Harding H.S., St. Thomas Academy and Cretin-Derham Hall
- This event is open to the public



Viking football to section finals



- Viking football is headed to the 7AAAA section finals!
 - The game, against the Hermantown Hawks, is this Friday, 7 p.m. at Duluth Denfeld.
 - Tickets: \$10 - adults/senior citizens, \$5 +5 students
 - No Livestream per Region 7AA policy

SECTION 7AAAA FOOTBALL FINALS



**NORTH BRANCH
VIKINGS**

FRIDAY 11/3

7:00 PM • DULUTH DENFELD HS

SKOL VIKINGS



**HERMANTOWN
HAWKS**

Winter sports meeting - Nov. 6



- Winter sports information meetings for HS boys and girls basketball, gymnastics, and wrestling will be held on Monday, Nov. 6 at 6:30 pm.
 - Attendees can enter the high school through Doors 11 or 16 and go directly to rooms assigned by sport
 - Additional details can be found at the Activities webpage: <https://nbskolvikings.com/>



The SpongeBob Musical almost here



- The SpongeBob Musical is coming to the NBAHS auditorium!
 - Community Ed proudly presents this middle school production
 - Nov. 17 and 18 at 7 pm
 - Nov. 19 at 2 p.m.
 - Tickets are \$12, and available at this link:
<https://gofan.co/app/school/MN19629>
 - Tickets can also be ordered using the QR on the flier.



Get ready for Arts Fest!



*North Branch Area Community Education
Proudly Presents*

\$2

Admission

Arts Fest

Featuring over 200 crafters!

*Please bring nonperishable
food item for local food shelf.*

No strollers or pets please.

Take the **free shuttle** from
middle school parking to and from
high school. Shuttle time 9am-3:30pm.

Saturday

November 18

9 a.m. until 3 p.m.

Located at the
North Branch Area
High School

\$2

Admission

Over 200 crafters will be at
NBAHS on Saturday, Nov.
18

- 9 a.m. to 3 p.m.
- Only \$2 to get in 18
- Free shuttle service
from the middle
school
- Guests are invited to
bring a perishable
food donation.

Winter Solstice, Storytelling, Drum, & Dance Night



North Branch Area Public Schools
American Indian Education Program
presents:

WINTER SOLSTICE STORYTELLING, DRUM, & DANCE NIGHT

Come listen to stories and learn more about drum and dance at this special evening. Gifts for all NBAPS American Indian students will be provided as well!

4:30PM | Community Feast
5:00PM | Storytelling and Gift Giveaway
featuring authors James Vukelich and Linda LeGarde Grover
6:00PM | Dance Instruction
6:30PM | Drum and Dance
\$50 Honorarium for Registered Dancers

**MONDAY, DECEMBER 4
4:30PM TO 7:30PM
EDUCATION CENTER WEST GYM
30705 GRAND AVE. NORTH BRANCH, MN 55056**

Direct questions to Program Coordinator Ben Paro: bparo@isd138.org OR
Cultural Advisor Joe BigBear Zhoon Gwe We Gaabo 651-352-0007



Elementary student Ogima binese may be the first NBAPS student to perform hoop dancing.

He was recently honored as Student of the Week in his class and performed his dance for classmates.

Will perform his hoop dance at the Winter Solstice event

- Winter Solstice, Storytelling, Drum, & Dance Night coming to the NBAEC
 - Monday, Dec. 4, 4:30 - 7:30 p.m. 19
 - Event includes a feast, storytelling, gift giveaway, dance instruction, and a Drum and Dance
- Brought to us by the NBAPS Indian Education Program



**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
October 12, 2023**

The Policy Committee met on Thursday, October 12, 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

Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs From School Grounds (MSBA changes)

Policy 532 was discussed and will be reviewed again at a later time.

Policy 613 - Graduation Requirements (MSBA changes)

Policy 613 was discussed and will be reviewed again at a later time.

Policy 618 - Assessment of Student Achievement (MSBA changes)

Policy 618 was discussed and will be presented at the November 2 regular board meeting for a first reading.

Policy 621 - Literacy and the Read Act (New MSBA policy)

Policy 621 was discussed and will be presented at the November 2 regular board meeting for a first reading.

The meeting concluded at 5:08 p.m.

Heather Naegele, Clerk
(Unapproved)

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
REGULAR SCHOOL BOARD MEETING
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
OCTOBER 12, 2023**

The School Board of Independent School District 138 met in regular session on Thursday, October 12, 2023, at 5:30 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:

Molly Whelan, Reid Anderson, Becky Hilber, David Treichel, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Approval of Agenda:

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

SUPERINTENDENT'S REPORT

Superintendent Paul reported on system alignment, Walk and Roll that was held on October 4, Viking Victory Day, and the National Honor Society Induction.

She also gave a safety and security update, and mentioned upcoming events, which include the Patron Tour on October 13 and Diamonds and Denim that is scheduled for October 14.

CONSENT ITEMS

Moved by Trampe, seconded by LaValla and carried unanimously to approve the following consent items except for one change. Item E.-20. will be removed from the consent agenda.

- A. Minutes of September 14, 2023 Policy Committee Meeting
- B. Minutes of September 14, 2023 Regular School Board Meeting
- C. Minutes of September 28, 2023 Work Session
- D. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$1,208,558.87
 - Auxiliary, Bank 12 - \$18,007.48

- Payroll, Bank 13 - \$1,834,663.33
- Scholarship, Bank 18 - \$0.00
- High School Student Activities, Bank 31 - \$41,644.38
- Middle School Student Activities, Bank 32 - \$0.00

E. Personnel

1. Beth Raarup, retirement effective at the end of the 2023-24 school year, as Speech Language Pathologist at North Branch Area Education Center
2. Ashley Lakes, resignation effective October 2, 2023, as SPED Assistant at North Branch Area High School
3. Spencer Yang, resignation effective September 29, 2023, as EL Assistant at North Branch Area Public Schools
4. June Babcock, leave request effective October 2, 2023 through November 17, 2023, as SPED Assistant at North Branch Area Middle School
5. Juliane Bartel, leave request effective September 25, 2023 through October 25, 2023, as SPED Assistant at North Branch Area Education Center
6. Lynelle Jensen, leave request effective October 19, 2023 through November 1, 2023, as First Grade Teacher at Sunrise River Elementary School
7. Jodi Johnson, extension of leave request effective September 21, 2023 through October 15, 2023, as Second Grade Teacher at Sunrise River Elementary School
8. Lisa Olivo, leave request September 5, 2023 through October 23, 2023, as SPED Assistant at Life Work Center
9. Kari Anderson, employment effective September 6, 2023, as Lunchroom/Playground Assistant at Sunrise River Elementary School
10. Kayla Heideman, employment effective September 19, 2023 as SPED Assistant at Sunrise River Elementary School
11. Ashley Klofstad, employment effective August 29, 2023, as Lunchroom/Playground Assistant at North Branch Area Education Center
12. Ashley Lakes, employment effective October 2, 2023, as SPED Assistant at North Branch Area High School
13. Elisabeth Nelson, employment effective August 29, 2023, as Lunchroom/Playground Assistant at North Branch Area Education Center

14. Victoria Noakes, employment effective August 29, 2023, as SPED Assistant at North Branch Area Middle School
15. Maria Oare, employment effective September 18, 2023, as SPED Assistant at North Branch Area High School
16. Nicole Resemius, employment effective September 25, 2023, as SPED Assistant at Sunrise River Elementary School
17. Licia Sieracki, employment effective September 6, 2023, as SPED Assistant at Sunrise River Elementary School
18. Danielle Snyder, employment effective September 11, 2023 as SPED Assistant at Sunrise River Elementary School
19. Jessica Weilage, employment effective September 20, 2023, as Early Childhood Assistant at North Branch Area Education Center
20. David Pirrie, position change from 0.83 FTE to 1.0 FTE beginning on September 15, 2023, as DLA Teacher at North Branch Area Public Schools **(This item was removed from the consent agenda items for approval.)**
21. Anthony Sletten, position change effective September 18, 2023, from Custodian to Lead Custodian at North Branch Area Public Schools
22. 2023-24 Extra Curricular Fall Coach Positions
 - a. Sean Huset, Class 3, Step 10, as Assistant Coach for Football
 - b. Samantha Pederson, Class 6, Step 1, as Coach for Middle School Volleyball
23. 2023-24 Activity Advisor Position
 - a. Kelly Doohen, Class 8, Step 1, as Middle School Math League Advisor

F. Approval of Seniority Lists

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

G. Tenure of the Following Teacher (NBEA Contract)

1. Kristen Swalboski - Licensed School Nurse - North Branch Area Education Center and Sunrise River Elementary School

H. Acceptance of Donations

Date	Donation From	Donation To	Amount	Use
9/8/23	Revive Chiropractic – NB, MN	NBHS Athletics	\$50.00	Cross Country Program-Sports Physical Donation
9/14/23	Jodi Ellsworth – Harris, MN	NBHS Athletics	\$50.00	JROTC Program
9/22/23	North Branch Area Traveling Baseball – NB, MN	NBHS Scholarship A/C	\$500.00	Scholarship Donation
9/22/23	Revive Chiropractic – NB, MN	NBHS Athletics	\$50.00	Boys Basketball Program-Sports Physical Donation
9/22/23	Revive Chiropractic – NB, MN	NBHS Athletics	\$50.00	Boys Soccer Program-Sports Physical Donation
9/22/23	Revive Chiropractic – NB, MN	NBHS Athletics	\$50.00	Football Program-Sports Physical Donation
9/22/23	Revive Chiropractic – NB, MN	NBHS Athletics	\$100.00	Girls Soccer Program-Sports Physical Donation
9/22/23	Revive Chiropractic – NB, MN	NBHS Athletics	\$100.00	Tennis Program-Sports Physical Donation
9/22/23	Revive Chiropractic – NB, MN	NBHS Athletics	\$50.00	Volleyball Program-Sports Physical Donation
9/22/23	Team Foundation – Bagley, MN	NBHS Athletics	\$8,000.00	FTC Robotics Program
9/28/23	Anonymous – Car Parking/Concessions at Apple Fest	NBHS Athletics	\$1,698.51	FTC Robotics Program
9/28/23	Bayson Automotive LLC – Apple Valley, MN	NBHS Athletics	\$1,000.00	FTC Robotics Program
			TOTAL	\$11,698.51
Sept 23	Minnco Credit Union – NB, MN	NBHS	Donated a box of school supplies	
Sept 23	Trinity Lutheran Church – NB, MN	Sunrise River Elem	Donated approx. \$250.00 in school supplies	

OPEN MIC

No one signed up for open mic.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

A. Review Feedback from Family Satisfaction Survey

Superintendent Paul reported that an online survey was created to gather feedback from families regarding their satisfaction with North Branch Area Public Schools. The survey was available by QR code, included in the District newsletter and sent out by building leaders and district email several times during the survey window. Names were not recorded during data collection unless offered by the survey participant. The survey window was open from September 20 – October 9 2023. There were 328 surveys submitted, representing a 19% response rate.

B. Approval of First Reading of the Following Policies

Moved by Grovender, seconded by Naegele and carried unanimously to approve the following policies for a first reading:

1. Policy 418 - Drug-Free Workplace/Drug-Free School (MSBA changes)
2. Policy 419 - Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction (MSBA changes)

3. Policy 424 - License Status (MSBA changes)
4. Policy 509 - Enrollment of Nonresident Students (MSBA changes)
5. Policy 513 - Student Promotion, Retention, and Program Design (MSBA changes)
6. Policy 602 - Organization of School Calendar and School Day (MSBA changes)

INFORMATION

None

BOARD REQUESTS

None

COMMITTEE REPORTS

Board Member Grovender reported that the SCRED Annual Report has been attached to Boardbook for board members to review.

DATES TO REMEMBER

- A. Monday, October 23, 2023, Negotiations Committee Meeting, 4:00 pm, North Branch Area Education Center
- B. Monday, October 23, 2023, Custodian Negotiation Session, 4:30 pm, North Branch Area Education Center
- C. Thursday, October 26, 2023, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120
- D. Wednesday November 1, 2023, Negotiations Committee Meeting, 4:00 pm, North Branch Area Education Center
- E. Wednesday, November 1, 2023, NBEA Negotiation Session, 4:30 pm, North Branch Area Education Center
- F. Thursday, November 2, 2023 Policy Committee Meeting, 4:30 pm, North Branch Area Education Center, Conference Room, B122
- G. Thursday, November 2, 2023, Regular School Board Meeting, 5:30 pm, North Branch Area Education Center, Boardroom, Room C120
- H. Thursday, November 30, 2023, School Board Work Session, 5:30 pm, North Branch Area Education Center, Boardroom, C120

Adjournment

Moved by Trampe, seconded by LaValla and carried unanimously to adjourn the regular meeting at 6:21 pm.

Heather Naegele, Clerk
(Unapproved)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
SPECIAL SCHOOL BOARD MEETING
October 26, 2023

The School Board of Independent School District 138 held a Special School Board Meeting on Thursday, October 26, 2023, at 5:30 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, and Superintendent Paul

Absent: Shelly Johnson

Others in Attendance:

Jennifer Danielson, Nicole Woodward, Sarah Kloeckl, David Treichel, Todd Tetzlaff, Pat Tepoorten, and Arle Chambers

The Pledge of Allegiance was said by all.

Approval of Agenda

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

Superintendent's Report

Superintendent Paul reported that Amelia Bjerketvedt is the first student from North Branch Area High School to be elected to serve as the DECA State President. She also talked about the NBAHS Insight Card 2.0, which is being used at the high school, and mentioned that last year's MCA standardized tests will be distributed to students and families next week. She also reported that there have been guest speakers at each of the buildings this week, and discussed staff wellness upgrades.

She also mentioned that the Sunrise's Gaga Ball Pit was installed at Sunrise River Elementary School on October 16 and was purchased through last year's NBAEF Fund a Dream, and the North Branch Area Hockey Association is collaborating with NBAPS and the City of North Branch to upgrade the outdoor hockey rink located south of North Branch Area High School.

She noted upcoming events, which include Un-Scary Halloween, which is being held on October 27 and Arts Fest scheduled for November 18.

New Business

A. SCRED Program Overview and Discussion

Nicole Woodward, SCRED Executive Director, presented information on services and programs that SCRED offers.

B. Staff Survey

Superintendent Paul reported a staff survey would be conducted to gather feedback from staff regarding leadership effectiveness, affirm what we are doing well and benefit from ideas to continuously improve.

The survey will open on November 22 and remain open until December 6. It will be an anonymous, online survey. Building/Department feedback will be reviewed with each leader for self-reflection and continuous improvement.

C. Approval of Action on Designation of a Committee of Representatives of the School Board to Hear the Appeal of Grievances and to Report the Findings and Recommendations to the School Board Pursuant to the Terms of Applicable Collective Bargaining Agreements of all Certified Bargaining Units of the School District

Moved by Grovender, seconded by Naegele to approve the designation of a committee to hear the appeal of grievances. Discussion followed. The Personnel Committee, who include the Board Chair and the Board Vice Chair, will hear all grievances and report the findings and recommendations to the school board.

Voting for: MacMillan, Grovender, Naegele

Voting against: LaValla, Trampe

Motion passed.

Adjournment

Moved by Trampe, seconded by LaValla and carried unanimously to adjourn the meeting at 7:31 p.m.

Heather Naegele, Clerk
(Unapproved)

**ELECTRONIC FUND TRANSFERS
OCTOBER 2023**

Direct Dep Cks	\$963,817.43		
ACHS	<u>\$14,209.64</u>		
	\$978,027.07		
Other Electronic Fund Transfers:		10/10/2023	\$64,692.91
Federal/FICA Taxes		10/10/2023	\$94,435.98
(Also reflected in P/R info)		10/23/2023	\$65,719.08
		10/23/2023	<u>\$95,006.28</u>
			\$319,854.25
Minnesota Withholding Taxes		10/11/2023	\$10,439.68
(Also reflected in P/R info)		10/11/2023	\$16,560.91
		10/20/2023	\$16,479.02
		10/24/2023	<u>\$10,464.49</u>
			\$53,944.10
Economic Service (EBC)		10/10/2023	\$11,549.87
(Also reflected in P/R info)		10/10/2023	\$20,667.20
		10/23/2023	\$11,549.87
		10/23/2023	<u>\$20,667.20</u>
			\$64,434.14
MII LIFE-F S A		PEIP	10/4/2023
		PEIP	10/10/2023
		PEIP Admin Inv	10/25/2023
		PEIP	10/31/2023
			\$26.77
			\$146.39
			\$432.00
			<u>\$880.50</u>
			\$1,485.66
MII LIFE-M S A		10/10/2023	\$2,827.87
		10/10/2023	\$5,543.10
		10/23/2023	\$2,827.87
		10/23/2023	<u>\$5,543.10</u>
			\$16,741.94
Minnesota Teachers Retirement		10/6/2023	\$10,025.41
		10/6/2023	\$70,497.06
		10/20/2023	\$9,649.03
		10/20/2023	<u>\$71,417.38</u>
			\$161,588.88
PERA		10/6/2023	\$32,648.64
		10/20/2023	<u>\$33,487.48</u>
			\$66,136.12
Delta Dental Plan		10/23/2023	\$11,398.91
MN Sales Tax		10/20/2023	\$1,405.00



Virginia Davis

E-mail:
mde.compliance-assistance@state.mn.us

Phone: 651-582-8338

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

Assurance of Compliance - INFORMATION NEEDED TO EVIDENCE COMPLIANCE - School Year: 23-24

0138-01 North Branch Area Public Schools

* - indicates required fields.

Coordinator Identification Information

	Human Rights Coordinator	Title IX Coordinator	504 Coordinator
Name*	Sara Paul	Todd Tetzlaff	David Treichel
Telephone Number*	651-674-1012	651-674-1009	651-674-1055
Fax Number*	651-674-1010	651-674-1010	651-674-1060
E-Mail Address*	spaul@isd138.org	ttetzlaf@isd138.org	dtreichel@isd138.org

Mandated Reporter Training

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

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

Date of Verification *

10/23/2023

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

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

Number of licensed staff?

Number of unlicensed staff?

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

Document Submittal Verification

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

Document	Last Submitted Date	Upload Document*
Harassment and Violence policy	10/25/2022	Select Upload Document: <input type="button" value="Choose File"/> No file chosen

District Compliance Requirements Checklist

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

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

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

Federal Laws:

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

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

State Laws:

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

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

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

Submit

Cancel

OCTOBER 2023

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
10/4/23	First State Bank of Wyoming, P.O. Box 308, Wyoming, MN 55092	NBHS	\$200.00	Firework Sponsor for Homecoming
10/4/23	Prism Design & Embroidery LLC, P.O. Box 820, North Branch, MN 55056	NBHS	\$300.00	Firework Sponsor for Homecoming
10/4/23	SSA Inc., Express Employment Professionals, 1500 Lake St S, Ste. 100, Forest Lake, MN 55025	NBHS	\$150.00	Firework Sponsor for Homecoming
10/4/23	Stacy Lions Club, P.O. Box 1, Stacy, MN 55079	NBHS	\$500.00	Firework Sponsor for Homecoming
10/10/23	Revive Chiropractic, 6272 Main Street, P.O. Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Football Program-Sports Physical Donation
10/18/23	Riehle Family Charities, 1521 Glenbeigh Ct, Woodbury, MN 55125	NBHS Athletics	\$100.00	Tennis Program Donation
10/18/23	Lawrence Schlagel, 4729 384th Street, North Branch, MN 55056	NBHS Athletics	\$250.00	Tennis Program Donation
10/19/23	Central Minnesota Manufacturers Assoc., P.O. Box 150, Elbow Lake, MN 56531	NBHS	\$360.00	CMMA Tour/Bussing Donation
			\$1,910.00	
Oct.	Shannon Champlin, 38585 Branch Ave., North Branch, MN 55056	NB Ed Center		*Donated 21 Pumpkins

Adopted: _____

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2023~~2~~

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, ~~(including edible cannabinoid products)~~, or controlled substances in any school location.
- ~~C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.~~
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by ~~injection, inhalation, ingestion, or by any other immediate means.any route of administration.~~

- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- ~~H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.~~
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.
- ~~I. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means. includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.~~

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- ~~C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another~~

in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and

2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VI. ENFORCEMENT

A. Students

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, ~~and (including edible cannabinoid products.)~~
2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails

to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. [§ 120B.215 \(Education on Cannabis Use and Substance Use\)](#)
[Minn. Stat. § 121A.22 \(Administration of Drugs and Medicine\)](#)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
[Minn. Stat. § 152.01, Subd. 15a \(Definitions\)](#)
[Minn. Stat. § 152.0264 \(Cannabis Sale Crimes\)](#)
Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
[Minn. Stat. § 169A.31 \(Alcohol-Related School Bus or Head Start Bus Driving\)](#)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
[Minn. Stat. § 342.09 \(Personal Adult Use of Cannabis\)](#)
[Minn. Stat. § 342.56 \(Limitations\)](#)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

Adopted: _____

MSBA/MASA Model Policy 419

Orig. 1995

Revised: _____

Rev. 2023

419 TOBACCO-FREE ENVIRONMENT; POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing

nicotine and other chemicals which are inhaled by users through the mouth.

- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Persons Under Age 21)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: _____

MSBA/MASA Model Policy 424

Orig. 1999

Revised: _____

Rev. 2023

424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of

duty which are grounds for immediate discharge from employment.

- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, ~~Subd. 13~~ (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 509

Orig. 1995

Revised: _____

Rev. 2023

509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes, section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

III. OPEN ENROLLMENT PROCESS

A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes, section 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. If the school district limits enrollment of nonresident students pursuant to this section, the district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

IV. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes, section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, ~~with except that such term does~~

~~not include the exception of~~ a pocket knife with a blade less than two and one-half inches in length, at school or a school function;

2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application

The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in this policy.

D. Application

The student and parent or guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) or School Readiness Plus (SRP) Application if applicable) developed by MDE and available on its website.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

E. Lotteries

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

1. the student's resident district does not operate a school building;
2. the municipality is located partially or fully within the boundaries of at least five school districts;
3. the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
4. no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful

excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (~~The~~ Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Definitions)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)
[18 U.S.C. 930, para. \(g\)\(2\) \(Definition of weapon\)](#)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)

Adopted: _____

MSBA/MASA Model Policy 513

Orig. 1995

Revised: _____

Rev. 2023

513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the World's Best Workforce.

2. The school district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.

3. The school district ~~will~~must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:

- a. multiple objective criteria; and
- b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should

be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.

4. The school district ~~will~~must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. assess a student's readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

5. The school district ~~will~~must adopt procedures consistent with Minnesota Statutes, section 124D.02 for early admission to kindergarten or first grade of gifted or talented learners consistent with Minnesota Statutes, section 120B.11, subdivision 2, clause (2). ~~which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental report and teacher observations of the child's knowledge, skills, and abilities.~~ The procedures must be sensitive to under-represented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Students Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

Adopted: _____

MSBA/MASA Model Policy 602

Orig. 1995

Revised: _____

Rev. 2023

602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CALENDAR RESPONSIBILITY

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

IV. SCHOOL DAY RESPONSIBILITY

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

concerns deserving of attention.

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

V. E-LEARNING DAYS

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

Legal References: Minn. Stat. [§ 10.55 \(Juneteenth\)](#)
[Minn. Stat. § 120A.40 \(School Calendar\)](#)
Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)
Minn. Stat. § 120A.414 (E-Learning Days)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123A.32 (Interdistrict Cooperation)
Minn. Stat. § 123A.35 (Cooperation and Combination)
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)
[Minn. Stat. § 645.44 \(Words and Phrases Defined\)](#)

Cross References: MSBA/MASA Model Policy 425 (Staff Development)

Preliminary Financial Statements Year Ended June 30, 2023

53

November 2, 2023

Todd Tetzlaff, Director of Finance and Human Resources



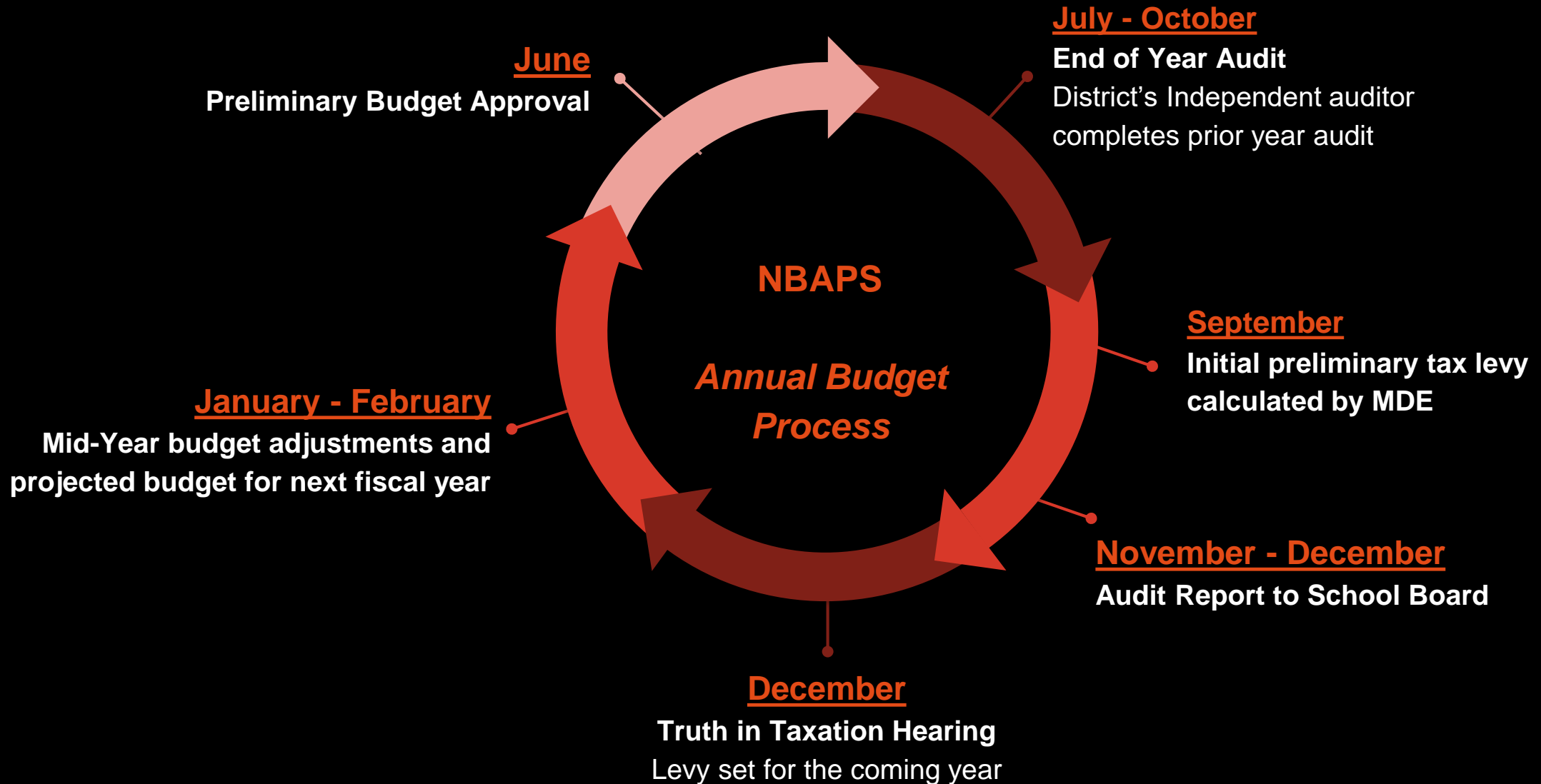
NORTH BRANCH
AREA PUBLIC SCHOOLS
Inspire Dreams, Build Integrity, Instill Hope

Process for closing fiscal year 2023

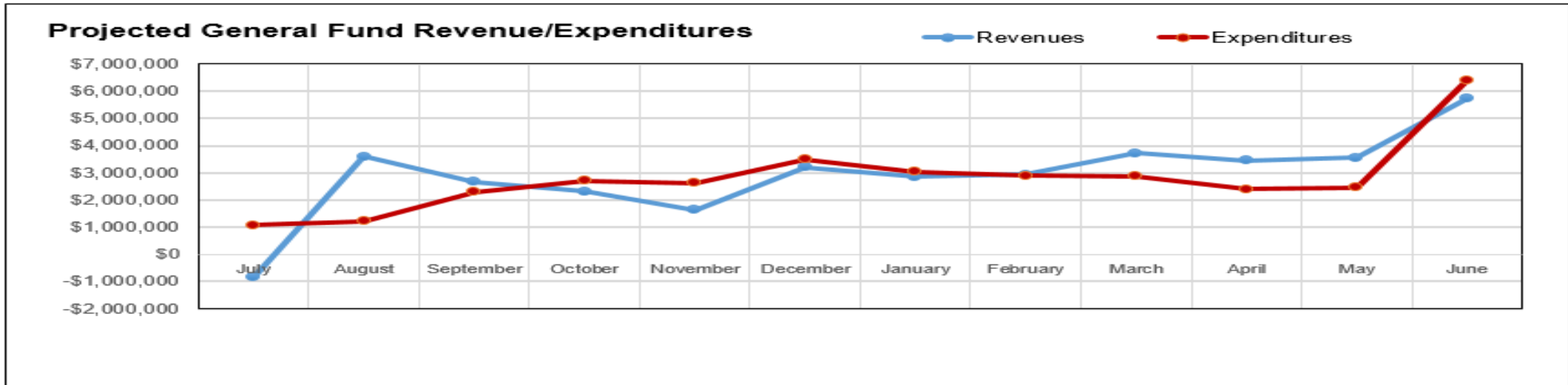
- Brief review of preliminary FY 23 financial statements
- Auditors are completing reports
 - Board will receive a final completed audit report in December
 - A few remaining adjustments will occur in the coming weeks as part of the final steps to close the fiscal year
- The lead auditor from Clifton Larson Allen will present the audit information to the school board in December
 - A school board action item to accept audit report will be on the December School Board meeting

54

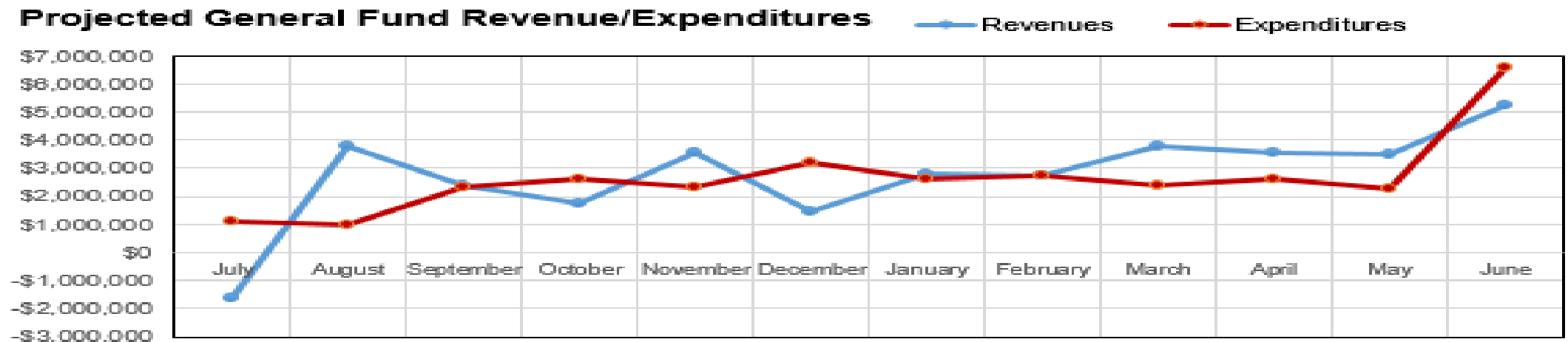
NBAPS Annual Budget Process



NBAPS is not currently in a position to cash flow borrow



56



Challenges of one-time Federal Funds

FEDERAL FUNDS - COVID RELIEF	FY 2021	FY 2022	FY 2023	FY 2024
Finance Level2 (UFARS)	Final	Actual	Budget	Budget
151 ESSER 90% FORMULA ALLOCATION	\$ 238,602			
153 GEER GOVERNOR'S EMERGENCY ED RELIEF	\$ 130,376			
154 CORONAVIRUS RELIEF FUND	\$ 679,165			
174 OTHER CARES ACT RECEIVED	\$ 165,412		\$ 73,452	\$ 115,650
155 ESSER II		\$ 989,987		
150 SUMMER ACADEMIC AND MENTAL HEALTH		\$ 31,785	\$ 72,566	
159 HOMELESS CHILDREN AND YOUTH II		\$ 8,416		
160 ESSER III (1778696.12 TOTAL)		\$ 253,775	\$ 844,941	\$ 679,980
161 ESSER III (444674.03 TOTAL)		\$ 59,005	\$ 158,583	\$ 227,086
163 EXPANDED SUMMER LEARNING		\$ 36,628	\$ 41,781	
165 SUMMER PRESCHOOL GRANT		\$ 21,877	\$ 50,123	
170 COVID - 19 TESTING		\$ 146,379	\$ 61,778	
171 PANDEMIC ENROLLMENT SUPPORT		\$ 81,257		
TOTAL	\$ 1,213,555	\$1,629,109	\$1,303,224	\$1,022,716

57

Summary of Budget Categories

	1	2	3	4	5	6	7	8	9
	General Fund	Food Service Fund	Community Service Fund	Building Construction Fund	Debt Service Fund	Trust Fund	Custodial Fund	Internal Service Fund	Postemployment Benefits Irrevocable Trust Fund
REVENUES									
Local	6,697,685	35,248	1,555,285	3,606	5,131,762	0	0	279,567	168,489
State	25,988,864	69,469	363,297	0	461,318	0	0	0	0
Federal	2,024,072	858,242	0	0	0	0	0	0	0
Other	162,029	684,490	0	0	0	0	0	0	58 0
TOTAL REVENUE	34,872,650	1,647,449	1,918,581	3,606	5,593,080	0	0	279,567	168,489
EXPENDITURES									
Salaries	18,304,996	27,549	1,037,950	47,244	0	0	0	0	0
Benefits	5,525,675	3,768	215,939	15,687	0	0	0	213,249	328,307
Purchased Services	6,539,524	973,952	302,713	25,082	0	0	0	0	38,121
Supplies And Materials	2,082,315	705,904	95,861	0	0	0	0	0	0
Capital Expenditures	730,750	2,341	0	189,245	0	0	0	0	0
Debt Service	0	0	0	0	5,294,741	0	0	0	0
Other Expenditures	307,819	0	4,089	0	0	0	0	0	0
Other Financing Uses	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	33,491,078	1,713,514	1,656,552	277,257	5,294,741	0	0	213,249	366,428
SURPLUS / (DEFICIT)	1,381,572	(66,064)	262,029	(273,651)	298,339	0	0	66,318	(197,938)
FUND BALANCE									
Beginning of Period	6,821,261	520,419	735,396	498,912	699,570	0	0	672,736	2,730,061
End of Period	8,202,833	454,355	997,425	225,261	997,909	0	0	739,054	2,532,123

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

NORTH BRANCH Budget / Fund Balance Overview (Preliminary Final FY 23) Jun 30 2023

General Fund - 01	Beginning Fund Balance	Revenues	Expenditures	Transfers	End of Year Proj. Balance	Net Increase or Decrease
422 Unassigned Fund Balance	4,110,062 <i>12.95%</i>	31,219,042	28,810,536	(2,596,077)	3,922,491 <i>11.71%</i>	(187,571)
Restricted						
401 Student Activities	178,016	198,228	175,301	-	200,944	22,928 ⁵⁹
402 Scholarships	92,808	145,279	136,718	-	101,369	8,561
403 Staff Development	257,781	393,531	404,103	-	247,209	(10,572)
407 Capital Projects Levy	51,184	500,000	413,645	-	137,539	86,355
424 Operating Capital	407,467	490,351	434,762	-	463,056	55,589
428 Learning and Development	-	551,732	1,529,324	977,592	0	0
434 Area Learning Center	-	439,106	550,543	111,437	0	0
438 Gifted and Talented	-	37,272	101,263	63,991	(0)	(0)
441 Basic Skills Programs	-	270,933	562,347	291,414	(0)	(0)
449 Safe Schools Levy	-	101,863	228,506	126,643	0	0
459 Basic Skills Extended Time	46,823	18,909	-	-	65,732	18,909
467 Long-Term Facilities Maint	1,018,089	363,802	112,693	-	1,269,198	251,109
472 Medical Assistance	115,681	142,603	31,339	-	226,945	111,264
Subtotal Restricted	2,167,849	3,653,608	4,680,542	1,571,077	2,711,992	544,143
460 Nonspendable	43,350	-	-	-	43,350	-
Assigned Funds						
462 Assigned	500,000	-	-	1,025,000	1,525,000	1,025,000
Subtotal Assigned - 462	500,000	-	-	1,025,000	1,525,000	1,025,000
Total General Fund	6,821,261	34,872,650	33,491,078	-	8,202,833	1,381,572

Funds Designated for Specific Purposes

	Beginning				End of Year	Net Increase
	Fund Balance	Revenues	Expenditures	Transfers	Proj. Balance	or Decrease
2	Food Service Fund - 02					
	16,147	-	-	-	16,147	-
	460 Nonspendable					
	504,272	1,647,449	1,713,514	-	438,208	(66,064)
	464 Restricted					
	520,419	1,647,449	1,713,514	-	454,355	(66,064)
4	Community Services - 04					
	7,691	-	-	-	7,691.00	-
	460 Nonspendable					
	153,015	15,141	13,821	-	154,334	60 1,319
	464 Restricted					
	Restricted / Reserved					
	431 Community Education	1,602,638	1,356,873	-	573,574	245,765
	432 Early Childhood	213,369	125,897	-	384,832	87,472
	444 School Readiness	87,433	159,961	-	(123,007)	(72,528)
	Restricted/Reserved - Subtotal	1,903,441	1,642,731	-	835,399	260,709
	574,690	1,918,581	1,656,552	-	997,425	262,029
	Total Community Education					
	735,396	1,918,581	1,656,552	-	997,425	262,029
	Construction - 06					
	498,912	-	277,257	-	221,655	(277,257)
	467 Long-Term Facilities Maint					
	498,912	-	277,257	-	221,655	(277,257)
	Restricted/Reserved - Subtotal					
	-	3,606	-	-	3,606	3,606
	464 Restricted					
	498,912	3,606	277,257	-	225,261	(273,651)
	Total Construction Fund					
7	Debt Service - 07					
	699,570	5,593,080	5,294,741	-	997,909	298,339
	464 Restricted					
	699,570	5,593,080	5,294,741	-	997,909	298,339
	Total Debt Service Fund					
20	672,736	279,567	213,249	-	739,054	66,318
	Internal Service Fund - 20					
45	2,730,061	168,489	366,428	-	2,532,123	(197,938)
	OPEB Irrevocable Trust - 45					
47	124,427	367,987	410,011	-	82,403	(42,024)
	464 Restricted					
	124,427	367,987	410,011	-	82,403	(42,024)
	Total OPEB Debt Service Fund					
	12,802,782	44,851,409	43,422,830	-	14,231,361	1,428,579
	Total All Funds:					

Next Steps

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

61

Adopted: _____

MSBA/MASA Model Policy 618

Orig. 1998

Revised: _____

Rev. 2023

618 ASSESSMENT OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to institute a process for the establishment and revision of assessments to measure achievement toward meeting the Minnesota Academic Standards, track academic progress over time, and provide Minnesota graduates information related to career and college readiness.

II. GENERAL STATEMENT OF POLICY

The school district has established a procedure by which students shall complete Graduation Requirements. This procedure includes the adoption of performance assessment methods to be used in measuring student performance. The school district strives to continually enhance student achievement of Graduation Requirements.

III. DEFINITIONS

~~A. "Above-grade level" test items contain subject area content that is above the grade level of the student taking the assessment and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards above the grade level of the student taking the assessment. Notwithstanding the student's grade level, administering above-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.~~

A. "Academic standard" means a summary description of student learning in a required content area or elective content area.

~~"Below-grade level" test items contain subject area content that is below the grade level of the student taking the test and is considered aligned with state academic standards to the extent it is aligned with content represented in state academic standards below the student's current grade level. Notwithstanding the student's grade level, administering below-grade level test items to a student does not violate the requirement that state assessments must be aligned with state standards.~~

B. "Benchmark" means the specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.

C. "Career and college ready," for purposes of statewide accountability, means a high school graduate has the knowledge, skills, and competencies to successfully pursue a career pathway, including postsecondary credit leading to a degree, diploma, certificate, or industry-recognized credential and employment. Students who are career and college ready are able to successfully complete credit-bearing coursework at a two- or four-year college or university or other credit-bearing postsecondary program without need for remediation.

~~"Computer-adaptive assessments" means fully adaptive assessments.~~

D. "Cultural competence," for purposes of statewide accountability, means the ability and will to interact effectively with people of different cultures, native languages, and socioeconomic backgrounds.

E. "Elective standards" means a locally adopted expectation for student learning in career

and technical education and world languages.

- F. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, or other cooperative work experience, youth apprenticeship, or employment.
- J. ~~"Fully adaptive assessments" include on-grade level test items and items that may be above or below a student's grade level. [Note: Fully adaptive mathematics and reading assessments must be used for grades 3 through 7 beginning in the 2015-2016 school year and later.]~~
- K. ~~"On-grade level" test items contain subject area content that is aligned to state academic standards for the grade level of the student taking the assessment.~~
- GL. "Required standard" means (1) a statewide adopted expectation for student learning in the content areas of ~~English~~ language arts, mathematics, science, social studies, physical education, and the arts, ~~and/or~~ (2) a locally adopted expectation for student learning in health ~~or the arts~~.

IV. ESTABLISHMENT OF CRITERIA FOR ASSESSMENT

- A. The **[school board/superintendent/director of instruction]** shall establish criteria by which student performance of local academic standards and elective standards are to be evaluated and approved. The criteria will be submitted to the school board for approval. Upon approval by the school board, the criteria shall be deemed part of this policy.
- B. The superintendent shall ensure that students and parents or guardians are provided with notice of the process by which academic standards will be assessed.
- C. Staff members will be expected to utilize staff development opportunities to the extent necessary to ensure effective implementation and continued improvement of the implementation of assessments under the Minnesota Academic Standards.

V. STANDARDS FOR MINNESOTA ACADEMIC STANDARDS PERFORMANCE ASSESSMENTS

A. Benchmarks

The school district will offer and students must achieve all benchmarks for an academic standard to satisfactorily complete that state standard. These benchmarks will be used by the school district and its staff in developing tests to measure student academic knowledge and skills.

[School districts are required to formally establish a periodic review cycle for academic standards and related benchmarks in health, world languages, and career and technical education.]

B. Statewide Academic Standards Testing

1. The school district will utilize statewide assessments developed from and aligned with the state's required academic standards as these tests become available to evaluate student progress toward career and college readiness in the context of the state's academic standards.
2. The school district will administer annually, in accordance with the process determined by the Minnesota Department of Education, the state-constructed tests aligned with state standards to all students in grades 3 through 8 and at the high school level as follows:

- a. computer-adaptive reading and mathematics assessments in grades 3 through 8;
 - b. high school reading in grade 10, mathematics in grade 11, and a high school writing test, when it becomes available; and
 - c. science assessments in one grade in the grades 3 through 5 span, the grades 6 through 8 span, and a life science assessment in the grades 9 through 12 span (a passing score on high school science assessments is not a condition of receiving a diploma).
3. The school district will develop and administer locally constructed tests in social studies, health and physical education, and the arts to determine if a student has met the required academic standards in these areas.
 4. The school district may use a student's performance on a statewide assessment as one of the multiple criteria to determine grade promotion or retention. The school district also may use a high school student's performance on a statewide assessment as a percentage of the student's final grade in a course, or place a student's assessment score on the student's transcript.
 5. For students in grade 8 in the 2012-2013 school year and later, the school district must record on the high school transcript a student's progress toward career and college readiness. For other students, this record of progress must be made as soon as practicable. In addition, the school district may include a notation of high achievement on the high school diplomas of those graduating seniors who, according to established school board criteria, demonstrate exemplary academic achievement during high school.
 6. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments administered in high school, must be informed that admission to a public school is free and available to any resident under 21 years of age. The school district will determine how this notice is given.

C. Student Participation

1. The [Minnesota](#) Commissioner of Education must create and publish a form for parents and guardians that:
 - a. explains the need for state academic standards;
 - b. identifies the state assessments that are aligned with state standards;
 - c. identifies the consequences, if any, the school or student may face if a student does not participate in state or locally required standardized assessments;
 - d. states that students who receive a college ready benchmark on the high school Minnesota Comprehensive Assessment are not required to take a remedial, noncredit course at a Minnesota state college or university in the corresponding subject area;
 - e. summarizes the provisions in Minnesota Statutes section 120B.301(a) and (c); and

- f. notifies a parent of the right to not have the parent's child participate in the state and locally required assessments and asks a parent that chooses to not have a child participate in the assessments the basis for the decision.
2. The school district must post the form created by the Commissioner on the school district website and include it in the school district's student handbook.

VI. RIGOROUS COURSE OF STUDY WAIVER

- A. Upon receiving a student's application signed by the student's parent or guardian, the school district must declare that a student meets or exceeds a specific academic standard required for graduation if the school board determines that the student:
 1. is participating in a course of study, including an advanced placement or international baccalaureate course or program; a learning opportunity outside the curriculum of the school district; or an approved preparatory program for employment or post-secondary education that is equally or more rigorous than the corresponding state or local academic standard required by the school district;
 2. would be precluded from participating in the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program if the student were required to achieve the academic standard to be waived; and
 3. satisfactorily completes the requirements for the rigorous course of study, learning opportunity, or preparatory employment or post-secondary education program.
- B. The school board also may formally determine other circumstances in which to declare that a student meets or exceeds a specific academic standard that the site requires for graduation under this section.
- C. A student who satisfactorily completes a post-secondary enrollment options course or program or an advanced placement or international baccalaureate course or program is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.

VII. CAREER EXPLORATION ASSESSMENT

- A. Student assessments, in alignment with state academic standards, shall include clearly defined career and college readiness benchmarks and satisfy Minnesota's postsecondary admissions requirements. Achievement and career and college readiness in mathematics, reading, and writing must also be assessed. When administering formative or summative assessments used to measure the academic progress, including the oral academic development, of English learners and inform their instruction, schools must ensure that the assessments are accessible to the students and students have the modifications and supports they need to sufficiently understand the assessments.
- B. On an annual basis, the school district must use the career exploration elements in these assessments, beginning no later than grade 9, to help students and their families explore and plan for postsecondary education or careers based on the students' interests, aptitudes, and aspirations. The school district must use timely regional labor market information and partnerships, among other resources, to help students and their families successfully develop, pursue, review, and revise an individualized plan for

postsecondary education or a career. This process must help increase students' engagement in and connection to school, improve students' knowledge and skills, and deepen students' understanding of career pathways as a sequence of academic and career courses that lead to an industry-recognized credential, an associate's degree, or a bachelor's degree and are available to all students, whatever their interests and career goals.

- C. All students, except those eligible for alternative assessments, will be encouraged to participate in a nationally normed college entrance exam in grade 11 or 12. A student under this paragraph who demonstrates attainment of required state academic standards on these assessments, which include career and college readiness benchmarks, is academically ready for a career or college and is encouraged to participate in courses awarding college credit to high school students. Such courses and programs may include sequential courses of study within broad career areas and technical skill assessments that extend beyond course grades.

To the extent state funding for college entrance exam fees is available, the school district will pay the cost, one time, for an interested student in grade 11 or 12, who is eligible for a free or reduced-priced meal, to take a nationally recognized college entrance exam before graduating. The school district may require a student who is not eligible for a free or reduced-priced meal to pay the cost of taking a nationally recognized college entrance exam. The school district will waive the cost for a student who is unable to pay.

- D. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- E. In developing, supporting, and improving students' academic readiness for a career or college, the school district must have a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without need for postsecondary remediation.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks)
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.31 (System Accountability and Statistical Adjustments)
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 3501.3520 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
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)

Adopted: _____

MSBA/MASA Model Policy 621
Orig. 2023

Revised: _____

621 LITERACY AND THE READ ACT

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.
- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement

framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.

- G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the

screening tools approved by the Minnesota Department of Education (MDE).

- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
 - 1. the student's reading proficiency as measured by a screener approved by MDE;
 - 2. reading-related services currently being provided to the student and the student's progress; and
 - 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.
- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner by June 15 in the form and manner determined by the MDE Commissioner.

- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
1. a summary of the school district's efforts to screen for dyslexia;
 2. the number of students universally screened for that reporting year;
 3. the number of students demonstrating characteristics of dyslexia for that year; and
 4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.1118, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.1118.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.
- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and

outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner of MDE by June 15 each year. The plan must be consistent with the Read Act, and include the following:
1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 2. a process to notify and involve parents;
 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 5. identification of staff development needs, including a plan to meet those needs;
 6. the curricula used by school site and grade level;
 7. a statement of whether the school district has adopted a MTSS framework;
 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;
 - b. students who demonstrate characteristics of dyslexia; and
 - c. students in grades 4 to 12 who are identified as not reading at grade level; and
 9. the number of teachers and other staff that have completed training approved by the department.

- B. The school district must post its literacy plan on the official school district website and submit it to the Commissioner of MDE using the template developed by the Commissioner beginning June 15, 2024.

VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:
 - 1. intervention teachers working with students in kindergarten through grade 12;
 - 2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
 - 3. special education teachers;
 - 4. curriculum directors;
 - 5. instructional support staff who provide reading instruction; and
 - 6. employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner of MDE may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
 - 1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of

foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;

2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

1. training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;
2. evidence-based training using a training program approved by MDE;
3. employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.1118;
4. materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

Legal References: Minn. Stat. § 120B.1118 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)

Minn. Stat. §124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

FORM A

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

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

WHEREAS, the Governing Board of North Branch Area High School recognizes the value of student participation in extracurricular activities; and

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

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

11/2/23

Date

Board Chair/Head of School

11/2/23

Date

Board Clerk – Treasurer/ Finance Director

FORM B

RESOLUTION OF SCHOOL BOARD/GOVERNING BOARD SUPPORTING FORM B APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

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

WHEREAS, the Governing Board of North Branch Area High School recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools to provide seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of North Branch Area High School supports the school's application to the Minnesota State High School League Foundation for a **FORM B** grant.

11/2/23

Date

Board Chair/Head of School

11/2/23

Date

Board Clerk - Treasurer

A RESOLUTION submitted by an Activity Conference or Region Committee must adhere to the same form and context of the School Board Resolution above.



North Branch Area Education Center

38705 Grand Avenue, North Branch, MN 55056

651.674.1025

North Branch Area Education Center Fundraising Summary (May 1, 2023 - October 31, 2023)

- Boosterthon Viking Fun Run Fundraiser = total profit \$14,912.36

SUNRISE RIVER ELEMENTARY SCHOOL

Taylor Swanson, Principal

37775 Grand Ave., North Branch, MN 55056

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

www.isd138.org



**NORTH BRANCH
AREA PUBLIC SCHOOLS**

Inspire Dreams, Build Integrity, Instill Hope

October 23, 2023

North Branch Area Public Schools
Sunrise River Elementary School

Grades 1-5

Fundraiser Report for the dates:

May 1, 2023 – October 31, 2023

Boosterthon Fun Run Fundraiser

Money collected includes Sunrise, grades 1-5

Fun Run Event Date: Sunrise: June 8, 2023.

Overall Profit: \$47,088.80

Taylor Swanson

Principal, Sunrise River Elementary School

tswanson@isd138.org

651-674-1105

2023-2024 North Branch Area Middle School Fundraising Summary (May 1, 2023 - October 31, 2023)

6th Grade:

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

7th Grade:

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

8th Grade:

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

Group	Fundraiser	Season	Projected Profit	Deposits	Expenses	Profit
Science Club	Plant Sales	Spring	\$400.00	\$224.00	\$0.00	\$224.00
			\$400.00	\$224.00	\$0.00	\$224.00
Theater	Improv Fundraiser	Year Round	\$200.00	\$209.50	\$0.00	\$209.50
			\$200.00	\$209.50	\$0.00	\$209.50
AFJROTC	Concessions Share Earned	Year Round	\$500.00	\$2,657.64	\$0.00	\$2,657.64
Baseball	Concessions Share Earned	Year Round	\$500.00	\$937.99	\$0.00	\$937.99
Basketball, Girls	Concessions Share Earned	Year Round	\$500.00	\$625.33	\$0.00	\$625.33
Captain's Club	Concessions Share Earned	Year Round	\$500.00	\$2,188.65	\$0.00	\$2,188.65
Cross Country	Concessions Share Earned	Year Round	\$500.00	\$2,501.31	\$0.00	\$2,501.31
DECA	Concessions Share Earned	Year Round	\$500.00	\$937.99	\$0.00	\$937.99
Gymnastics	Concessions Share Earned	Year Round	\$500.00	\$937.99	\$0.00	\$937.99
Job Skills	Concessions Share Earned	Year Round	\$500.00	\$625.33	\$0.00	\$625.33
NHS	Concessions Share Earned	Year Round	\$500.00	\$937.99	\$0.00	\$937.99
One Act Play	Concessions Share Earned	Year Round	\$500.00	\$312.66	\$0.00	\$312.66
Robotics, FTC	Concessions Share Earned	Year Round	\$500.00	\$1,250.66	\$0.00	\$1,250.66
Science Club	Concessions Share Earned	Year Round	\$500.00	\$937.99	\$0.00	\$937.99
Soccer, Boys	Concessions Share Earned	Year Round	\$500.00	\$3,595.64	\$0.00	\$3,595.64
Soccer, Girls	Concessions Share Earned	Year Round	\$500.00	\$1,250.66	\$0.00	\$1,250.66
Softball	Concessions Share Earned	Year Round	\$500.00	\$625.33	\$0.00	\$625.33
Speech	Concessions Share Earned	Year Round	\$500.00	\$1,250.66	\$0.00	\$1,250.66
Student Council	Concessions Share Earned	Year Round	\$500.00	\$2,188.65	\$0.00	\$2,188.65
Tech Club	Concessions Share Earned	Year Round	\$500.00	\$312.66	\$0.00	\$312.66
Tennis	Concessions Share Earned	Year Round	\$500.00	\$2,032.32	\$0.00	\$2,032.32
Track	Concessions Share Earned	Year Round	\$500.00	\$3,282.97	\$0.00	\$3,282.97
Wrestling	Concessions Share Earned	Year Round	\$500.00	\$625.33	\$0.00	\$625.33
			\$10,500.00	\$30,015.75	\$0.00	\$30,015.75
Volleyball	Adrenaline Viking Cards	Fall	\$5,000.00	\$4,407.00	\$0.00	\$4,407.00
			\$5,000.00	\$4,407.00	\$0.00	\$4,407.00
Football	Adrenaline Viking Cards	Fall	\$10,000.00	\$6,730.00	\$0.00	\$6,730.00

			\$10,000.00	\$6,730.00	\$0.00	\$6,730.00
FTC Robotics	Car Parking - Apple Fest	Fall	\$1,000.00	\$1,698.51	\$0.00	\$1,698.51
			\$1,000.00	\$1,698.51	\$0.00	\$1,698.51
Choir	Gerten's Flower Fundraiser	Spring	\$2,500.00	\$3,173.94	\$0.00	\$3,173.94
	Coupon Card Fundraiser	Fall	\$4,000.00	\$4,810.00		\$4,810.00
	Mattress Fundraiser	Spring	\$2,000.00	\$1,050.00	\$0.00	\$1,050.00
			\$8,500.00	\$9,033.94	\$0.00	\$9,033.94
Boys Soccer	Vertical Raise -online campaign	Fall	\$5,000.00	\$7,004.00	\$0.00	\$7,004.00
			\$5,000.00	\$7,004.00	\$0.00	\$7,004.00
May 2023 - October 2023 Fundraising Totals:			\$50,500.00	\$59,322.70	\$0.00	\$59,322.70