

**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
THURSDAY, NOVEMBER 13, 2025
5:30 PM**

AGENDA

Notice is hereby given that the School Board of North Branch Area Public Schools will hold a Regular School Board Meeting on Thursday, November 13, 2025 at 5:30 PM in the North Branch Area Education Center, Board Room, Room C120, 38705 Grand Avenue, North Branch, MN 55056.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent’s Report 6
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of October 9, 2025 Policy Committee Meeting 16
 - B. Minutes of October 9, 2025 Regular School Board Meeting 17
 - C. Minutes of October 9, 2025 School Board Retreat 24
 - D. Minutes of October 15, 2025 OPEB Trust Committee Meeting 25
Minutes
 - E. Minutes of October 23, 2025 Work Session 26
 - F. Authorization of Payments, Transfers, and Investment Activity 28
 - G. Personnel
 - 1. Cydnie Brown, resignation effective October 29, 2025, as
Lunchroom/Playground Assistant at North Branch Area Education Center
 - 2. Amy Segelstrom, resignation effective October 7, 2025, as Special
Education Assistant at Sunrise River Elementary School

3. Joanie Tjomsland, resignation effective December 15, 2025, as Custodian at North Branch Area Public Schools
4. Lisa Vang, termination effective October 3, 2025, as Special Education Assistant at Life Work Center
5. Jennifer McCann, leave request effective December 15, 2025 returning on February 9, 2026, as Kindergarten Teacher at North Branch Area Education Center
6. Rachel Mellem, extension of leave request to return on March 16, 2026, as Grade 2 Teacher at Sunrise River Elementary School
7. Jessica Felt, employment effective October 6, 2025, as Special Education Assistant at North Branch Area High School
8. Dawn Newton, employment effective September 22, 2025, as Lunchroom Assistant at North Branch Area Middle School
9. Katrina Rossman, employment effective as of October 6, 2025, as Schoolkeeper at North Branch Area Public Schools
10. Megan Wieczorek, employment effective October 6, 2025, as Special Education Assistant at Sunrise River Elementary School
11. Molly Christensen, position change effective October 13, 2025, from Lunchroom/Playground Assistant to Special Education Assistant at Sunrise River Elementary School
12. Dawn Newton, position change effective October 21, 2025, from Lunchroom Assistant at North Branch Area Middle School to Special Education Assistant at Life Work Center and Lunchroom Assistant at North Branch Area Middle School
13. 2025–26 Extracurricular Fall Coach Positions
 - a. Lauren Larsen, Class 3, Step 1, as Assistant Coach for Volleyball
14. 2025–26 Extracurricular Winter Coach Positions
 - a. Nathan Appleby, Class 3, Step 10, Assistant Coach for Boys Basketball
 - b. Josh Beaver, Class 3, Step 3, as Assistant Coach for Boys Basketball
 - c. James VanEerden, Class 3, Step 10, as Assistant Coach for Boys Basketball
 - d. Claire Patterson, Class 1, Step 1, as Head Coach for Girls Basketball
 - e. Hunter Brandel, Class 3, Step 3, as Assistant Coach for Girls Basketball

- f. Brandon Hunter, Class 3, Step 3, as Assistant Coach for Girls Basketball
 - g. Rob Johnson, Class 1, Step 1, as Head Coach for Boys Basketball
 - h. Natalie Bristol, Class 6, Step 3, as Coach for Middle School Boys Basketball
 - i. Natalie Bristol, Class 6, Step 3, as Coach for Middle School Girls Basketball
 - j. Allison Glenna, Class 6, Step 1, as Coach for Middle School Girls Basketball
 - k. Chloe Kavanagh, Class 3, Step 2, as Head Coach for Dance
 - l. Marissa Minor, Class 5, Step 2, as Assistant Coach for Dance
 - m. Chris Johnson, Class 2, Step 10, as Head Coach for Gymnastics
 - n. Jessica Audette, Class 4, Step 2, as Assistant Coach for Gymnastics
 - o. Rylie Halbur, Class 4, Step 2, as Assistant Coach (0.5 FTE) for Gymnastics
 - p. Norm Nagel, Class 9, Step 10, as Fitness Center Supervisor
 - q. Kyle Kahl, Class 1, Step 10, as Head Coach for Wrestling
 - r. Ryan Henry, Class 3, Step 1, as Assistant Coach (0.5 FTE) for Wrestling
 - s. David Kaiser, Class 3, Step 4, as Assistant Coach for Wrestling
 - t. Everett Appleby, Volunteer Coach for Boys Basketball
 - u. Jim Roo, Volunteer Coach for Boys Basketball
 - v. Justin Baker, Volunteer Coach Wrestling
 - w. Ashton LaBelle, Volunteer Coach Wrestling
 - x. Lucas Nadeau, Volunteer Coach Wrestling
15. 2025-26 Advisor Positions
- a. Melissa Kleschult, Class 7, Step 4, as Elementary Yearbook Advisor
 - b. Chloe Petersen, Class 7, Step 1, as One Act Director
 - c. Juli Summer, Class 7, Step 4, as Elementary Yearbook Advisor

H. Annual Assurance of Compliance Report³

I. Policies	
1. Policy 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches	32
2. Policy 528 - Student Parental, Family, and Marital Status Nondiscrimination	39
3. Policy 711 - Video Recording on School Buses	43
4. Policy 712 - Video Surveillance Other Than on Buses	47
J. Acceptance of Donations	51
<p>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."</p> <p>Therefore, the Superintendent recommends the following resolution:</p> <p>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.</p>	
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	
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B. Consider Second Reading of the Following Policies	
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A. Preliminary Financial Statement Report	75

B.	Consider the Resolution Relating to Renewing the Expiring Capital Project Levy Authorization to Fund Technology of the School District and Calling an Election Thereon	82
C.	Consider Approval of the Memorandum of Understanding (MOU) between North Branch Area School District and North Branch Education Association - Resolving A Grievance and Amending and Restating the Career Step Provision of the Master Agreement	
D.	Consider Approval of the Resolution of Governing Board Supporting Form A Application to Minnesota State High School League Foundation	89
E.	Consider First Reading for the Following Policies	
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XI.	Addendum	
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XIII.	Board Requests	
XIV.	Committee Reports	
XV.	Dates to Remember	
A.	November 18, 2025 at 4:15 PM - Negotiations Committee Meeting, North Branch Area Education Center	
B.	November 18, 2025 at 4:30 PM - Custodian Negotiations Session, North Branch Area Education Center, DO Conference Room B122	
C.	December 11, 2025 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122	
D.	December 11, 2025 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center, Board Room, Room B122	
XVI.	Adjournment	



Superintendent Update

November 13, 2025



Vision- What we intend to create

Inspire dreams, build integrity and instill hope in our students, our staff, our families and our communities.



Mission- Purpose of our work

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



Honoring our Veterans



Strategic Planning Advisory Meeting



The Advisory Committee met on 11/12/25. Discussion topics:

Building Goals & Updates – Each site is advancing academic growth, positive behavior, and attendance goals through targeted supports, professional collaboration, and data-driven improvement efforts

Facilities Study and Transitions – A districtwide review confirmed capacity for growth; Sunrise nearing limits prompts moving grade 1 to the Education Center in 2026–27, creating a stronger early learning hub and optimizing existing space—no new building funds required

Consideration of Renewal of 2017 Capital Projects Levy
Renewal of the 2017 levy would continue at the same tax rate to continue investments in technology, and facilities maintenance, data security and infrastructure in camera systems and network safety.





The Win-Win of Partnership

The Minnesota Community Education Association recognizes teams whose exceptional work and innovative initiatives have made meaningful contributions to community education. Their dedication, creativity, and impact exemplify excellence in the field and inspire others to continue advancing community education across our communities. Tonight we celebrate the win-win of partnership.

Erica Bjerketvedt
Kate Andersen
Katie Malchow
Lanay Miller
Michelle Thomas
Nancy Hoffman
Sara Peterson
Tara Hallberg

Partnering to expand apprenticeship opportunities



- *MN Teachers Joint Apprenticeship Committee*
- *Upcoming Presentations:*
 - *Minnesota Rural Educators Association Conference*
 - *Minnesota School Board Association Conference*
- *Governance Matters*
 - National and state policies create the foundation for scalable workforce pathways
 - Advocate for governance frameworks that keep local implementation flexible and aligned with state policies.
 - Leverage NBAPS as a proof-of-concept site for other districts.
 - Serve as a model of how local governance can accelerate workforce innovation.

*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.
38175 Grand Avenue, North Branch, MN

Saturday
November 22
9 a.m. until 3 p.m.

Located at the
North Branch Area
High School

\$2
Admission

How NBAPS Makes Weather Decisions

Our Priorities

- Keep schedules predictable and consistent
- Ensure the safety of students and staff

What We Don't Do

- No early dismissals once the school day begins

How We Prepare

- Monitor forecasts, radar, and local agency updates the night before
- 3:00 a.m.: Check conditions with 4.0 Transportation
- By 5:30 a.m.: Decide to
 - Run a normal schedule
 - Implement a 2-hour late start
 - Close school

Communication

- Families notified by 5:45 a.m. via calls, email, website, social media, and local media



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NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
October 9, 2025

The Policy Committee met on Thursday, October 9, 2025 at 4:30 p.m. in Room B122 at the North Branch Area Education Center.

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

Absent: Taylor Swanson

The following policies were reviewed and will move to November 13, 2025 board consent agenda.

Policy 527 - Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches

Policy 528 - Student Parental, Family, and Marital Status Nondiscrimination

Policy 711 - Video Recording on School Buses

Policy 712 - Video Surveillance Other Than on Buses

The following policies were reviewed following the regular review process and will move to a first reading at the November 13, 2025 school board meeting.

Policy 610 - Field Trips

Policy 616 NB - School District System Accountability

The following policies were reviewed following the regular review process and will not move to the November 13, 2025 school board meeting consent agenda.

Policy 410 - Family and Medical Leave Policy
Need further discussion and review.

Policy 529 - Staff Notification of Violent Behavior by Students
Need further discussion and review.

The meeting concluded at 5:24 PM.

Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARD ROOM C120,
38705 GRAND AVENUE, NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, OCTOBER 9, 2025
5:30 PM**

The School Board of Independent School District 138 met in regular session on Thursday, October 9, 2025, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

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

Absent: Adam Trampe

Note: Member Trampe arrived at 5:31p

Others in attendance: Rachel Kytonen, Pakou Lee, Denise Martin, Pat Tepoorten, Todd Tetzlaff and David Treichel

Approval of Agenda:

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

Superintendent's Report

Superintendent Paul highlighted Autos 3 students repairing Sunrise trikes, manufacturing tours with over 50 students, Principal Link's MACTE fellowship, girls' tennis advancing to section finals, and strong community participation in Homecoming and the Vikings Walk and Roll event.

Local leaders and Superintendent Paul highlighted school safety, emergency response, and community growth. Legislators toured key sites and recognized strong local investment, reinforcing North Branch's readiness to advance vital infrastructure improvements.

NBAPS launched the Annual Family Satisfaction Survey to gather family feedback, open from September 26 to October 15. Schools shared the link in newsletters, with reminders sent to encourage participation.

Removal of Consent Items for Discussion: None

Consent Items:

Motion by Trampe, seconded by Grovender and carried unanimously to approve the

consent agenda.

- A. Minutes of September 11, 2025 Policy Committee Meeting
- B. Minutes of September 11, 2025 Regular School Board Meeting
- C. Minutes of September 25, 2025 Work Session
- D. Authorization of Payments, Transfers, and Investment Activity
 - Accounts Payable, Bank 07 – \$791,919.45
 - Auxiliary, Bank 12 - \$73,363.17
 - Payroll, Bank 13 - \$2,008,166.18
 - Scholarship, Bank 18 - \$0.00
 - High School Student Activities, Bank 31 - \$66,443.35
 - Middle School Student Activities, Bank 32 - \$0.00

E. Personnel

1. Kyle Joos, resignation effective October 3, 2025, as Schoolkeeper at North Branch Area Public Schools
2. Robert Lacey, resignation effective September 3, 2025, as Behavior Interventionist at North Branch Area High School
3. Ashley Diederichs, leave request effective October 22, 2025 returning on October 22, 2025, as Community Education Office Clerk at North Branch Area Education Center
4. Danielle Laszcwski, leave request effective approximately January 10, 2026 for 10 weeks, as Special Education Assistant at North Branch Area Middle School
5. Kaitlin Turner, leave request effective approximately March 27, 2026 through the end of the 2025-26 school year, as Speech Language Pathologist at Sunrise River Elementary School
6. Karlina Zimmerman, resignation effective September 19, 2025, as Pre-Apprentice at North Branch Area Public Schools
7. Angelena Marazzo, leave request effective September 12, 2025 through September 23, 2025, as Special Education Assistant at Sunrise River Elementary School
8. Amy Segelstrom, leave request effective September 22, 2025 through

October 3, 2025, as Special Education Assistant at Sunrise River Elementary School

9. Katherine Hammond, termination effective October 1, 2025, as School Age Care Adult Assistant at North Branch Area Education Center
10. Sarah Krosschell, BS, Step 5, long-term substitute for Samantha Stoesz, effective approximately November 10, 2025, through February 2, 2026, as English Teacher at North Branch Area Middle School
11. Cydnie Brown, employment effective September 8, 2025, as Lunchroom/Playground Assistant at North Branch Area Education Center
12. Michale Carroll, employment effective August 28, 2025, as Schoolkeeper at North Branch Area Public Schools
13. Lauren Larsen, employment effective September 2, 2025, as Special Education Assistant at Sunrise River Elementary School
14. Jaime Jorgenson, employment effective August 26, 2025, as Special Education Assistant at North Branch Area Middle School
15. Isabelle Joseph, employment effective August 26, 2025, as Lunchroom/Playground Assistant at North Branch Area Education Center
16. Danielle Laszcwski, employment effective August 26, 2025, as Special Education Assistant at North Branch Area Middle School
17. Angelena Marazzo, employment effective September 2, 2025, as Special Education Assistant at Sunrise River Elementary School
18. Hannah Leuch, employment effective August 26, 2025, as Early Childhood Assistant at North Branch Area Education Center
19. Jennifer Pate, employment effective August 26, 2025, as Special Education Assistant at Sunrise River Elementary School
20. Theresa Running, employment effective August 26, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
21. Sadie Robinson, employment effective September 3, 2025, as Lunchroom/Playground Assistant at Sunrise River Elementary School
22. Lisa Vang, employment effective September 4, 2025, as Special Education Assistant at Life Work Center

23. Deborah Varnado, employment effective September 2, 2025, as Special Education Assistant at Sunrise River Elementary School

24. 2025-26 Extracurricular Fall Coach Positions

- a. Kevin Grote, Class 9, Step 10, Coach for Fall Season Clay Target
- b. Rachel Wurdemann, Class 5, Step 2, Assistant Coach for Girls Tennis
- c. Brandon Hunter, Class 5, Step 2, Assistant Coach for Girls Tennis
- d. Brent Lundgren, as Volunteer Coach for Football

25. 2025-26 Activity Advisor Positions

- a. Jenna Battaglia, Class 10, Step 1, as Prom Advisor
- b. Jonny Bodell, Class 6, Step 2, as DECA Advisor
- c. Jonny Bodell, Class 7, Step 3, as Yearbook Advisor
- d. Kelly Doohen, Class 8, Step 3, as the Middle School Math League Advisor
- e. Becky Leuer, Class 6, Step 7, as the 7-9 FTC Robotics Coordinator
- f. Amanda Cook, Class 6, Step 8, as FFA Advisor
- g. Pakou Lee, Class 8, Step 2, as All Culture Club Advisor
- h. Gavin Lien, Class 9, Step 3, as Knowledge Bowl Assistant Advisor
- i. Sam Lubs, Class 4, Step 2, as Vocals (Harmonaires) Advisor
- j. Sam Lubs, Class 10, Step 2, as Middle School Show Choir Advisor
- k. Emily Miller, Class 6, step 2, as Student Council Advisor
- l. Samantha Nuthak, Class 8, Step 5, as Knowledge Bowl Advisor
- m. James Pope, Class 8, Step 10, as High School Pep Band Advisor
- n. James Pope, Class 4, Step 10, as High School Jazz Band Advisor

- o. Ben Paro, Class 3, Step 1, as Auditorium/Technology Coordinator
- p. Ben Paro, Class 10, Step 7, as Middle School Jazz Band Advisor
- q. Amy Randall, Class 8, Step 5, as Middle School Student Council Advisor
- r. Hannah Rawleigh, Class 6, Step 7, as ProStart Advisor
- s. Jessica Richter, Class 7, Step 9, as Middle School Yearbook Advisor
- t. Laura Rothe, Class 8, Step 10, as National Honor Society Advisor

F. Seniority List

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

G. Policies

- 1. Policy 526 - Hazing Prohibition
- 2. Policy 531 - The Pledge of Allegiance
- 3. Policy 535 - Service Animals in Schools

H. Acceptance of Donations

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
9/4/2025	Anonymous	Sunrise River Elem.	\$96.00	Field Trip Fund Donation
9/17/2025	Cyber Grants/US Bank (Matching Gift-D. Cash)	Sunrise River Elem.	\$64.00	Field Trip Fund Donation
9/17/2025	Nicole Mauch (Dollars for Doing)	Sunrise River Elem.	\$65.00	Field Trip Fund Donation
9/18/2025	Sandra Harvey	Sunrise River Elem.	\$200.00	Supplies for Students in Need
9/24/2025	American Legion Post 139, PO Box 21, Harris, MN 55032	NBHS Athletics	\$500.00	JROTC Program Donation
9/24/2025	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Boys Soccer Program-Sports Physical Donation
9/24/2025	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$200.00	Cross Country Program-Sports Physical Donation
9/24/2025	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$400.00	Football Program-Sports Physical Donation
9/24/2025	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$350.00	Volleyball Program-Sports Physical Donation
9/24/2025	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Wrestling Program-Sports Physical Donation
9/24/2025	Anderson Heating, 1446 7th St, Houlton, WI 54082	NBHS Athletics	\$200.00	Girls Golf Tournament Sponsor Donation
9/24/2025	NB Viking Volleyball	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
9/24/2025	Olde Brick Inn, PO Box 626, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
9/24/2025	Olson Power & Equipment, PO Box 39, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
9/24/2025	Kim Theis, 4715 384th St, North Branch, MN 55056	NBHS Athletics	\$300.00	Girls Golf Tournament Sponsor Donation
			\$2,775.00	

Open Mic

None

Old Business

A. Approval of Second Reading of the Following Policies

Motion by Grovender, seconded by Naegele and carried unanimously to approve Second Reading of the Following Policies.

1. Policy 413 - Harassment and Violence
2. Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
3. Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
4. Policy 416 - Drug, Alcohol and Cannabis Testing

New Business

A. Approval of First Reading for the 2026-27 School Year Calendar

Motion by Grovender, seconded by Trampe and carried unanimously to approve a First Reading for the 2026-27 School Year Calendar

B. Approval of First Reading of the Following Policies

Motion by Grovender, seconded by LaValla and carried unanimously to approve First Reading of the Following Policies.

1. Policy 204 - School Board Meeting Minutes
2. Policy 511 NB – Fundraising
3. Policy 524 NB - Internet Acceptable Use and Safety Policy
4. Policy 606 - Textbooks and Instructional Materials

Addendum

None

Information

None

Board Requests

Member MacMillan had a request about solar opportunities. Superintendent Paul will report back providing an update and opportunities.

Committee Reports

Member LaValla reported on Community Education Advisory.

Member Naegele reported on MSBA and gave a reminder that the 2025-2026 MSBA Delegate Assembly will be held in October 2025.

Dates to Remember

- A. October 22, 2025 at 4:00 PM - Negotiations Committee Meeting, North Branch Area Education Center
- B. October 22, 2025 at 4:30 PM - Negotiations Committee Meeting, North Branch Area Education Center, DO Conference Room B122
- C. October 23, 2025 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room C120
- D. November 6, 2025 at 5:30 PM - School Board Work Session, North Branch Area Education Center, Board Room C120
- E. November 13, 2025 at 4:30 PM - Policy Committee Meeting, North Branch Area Education Center, DO Conference Room B122
- F. November 13, 2025 at 5:30 PM - Regular School Board Meeting, North Branch Area Education Center, Board Room C120

Adjournment to Closed Meeting

Motioned by Grovender, seconded by LaValla and carried unanimously to close the regular meeting at 5:56 pm to go into a closed session to discuss teacher and custodian negotiations.

Meeting Reopened

Motioned by Naegele, seconded by LaValla and carried unanimously to reopen the regular meeting at 7:01 pm.

Adjournment

Motion by Naegele, seconded by LaValla and carried unanimously to adjourn the regular meeting at 7:02 PM.

Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138 NORTH
BRANCH AREA EDUCATION CENTER, BOARDROOM
SCHOOL BOARD RETREAT
October 9, 2025**

The School Board of Independent School District 138 held a school board retreat on Thursday, October 9, 2025, at 6:45 p.m. in Room C120 at the North Branch Area Education Center

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

Superintendent Paul and school board members finalized the 2025-26 school year goals.

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

Heather Naegele, Clerk

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
OPEB COMMITTEE MEETING
September 26, 2024

The OPEB Committee met in a virtual meeting on October 15, 2025, at 10:00 a.m.

In Attendance: John Schultz (Wells Fargo), Connor Nelson (Wells Fargo), Adam Trampe and Todd Tetzlaff

Wells Fargo staff provided a review of current market conditions, including the government shutdown and tariffs, and their impact on the economy. Wells Fargo staff also provided a review of the performance of the OPEB trust, which has performed well this year. A discussion of fees assessed by Wells Fargo took place and the approach of Wells Fargo to consider all nine of the school districts whose OPEB trusts they manage was shared. According to the current status of our OPEB Trust and the most recent actuarial report, the district is fully funded to meet its future obligations. The same statement cannot be made for all school districts with an OPEB trust, and John Wells Fargo staff commended the school board for its vision in 2009 to move forward with the creation of this trust.

Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, BOARDROOM
SCHOOL BOARD WORK SESSION
October 23, 2025**

The School Board of Independent School District 138 met in a Work Session on Thursday, October 23, 2025, at 5:30 p.m. in the Boardroom at the North Branch Area Education Center.

Chair MacMillan called the meeting to order.

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

Absent: None

Others in Attendance: Erica Bjerketvedt, Amanda Daeger, Kelly Detzler, Kindra Helin, Matt Lartimore, Pakou Lee, Clint Link, Katherine Sapp, Taylor Swanson, Pat Tepoorten, Todd Tetzlaff, David Treichel and Jacob Truby

The Pledge of Allegiance was said by all.

Superintendent's Report

Superintendent Paul reported professional learning continues across all grade levels, emphasizing literacy, math, behavior systems, and competency-based learning.

Facility planning advances as North Branch grows, with Grade 1 moving to the Education Center in 2026–27 and district offices relocating to the middle school to maximize space.

The 2025 Family Satisfaction Survey showed strong district-wide satisfaction, high communication ratings, and continued confidence in NBAPS programs and leadership. Opportunities for growth include strengthening behavior supports, ensuring consistency in academic expectations, and continuing to build on strong communication by keeping messages clear and aligned for families.

Work Session Topics

Building Goals

North Branch Area Public Schools 2025–26 priorities focus on high academic achievement, positive student behavior, and strong family partnerships, with targeted interventions and personalized support helping students meet grade-level expectations and succeed across all programs. Quick wins include high attendance, reduced disciplinary incidents, hands-on learning, and strong teacher and family engagement, ensuring students are safe, supported, and learning.

Board members adjourned the meeting at 8:15 PM

Heather Naegele, Clerk

**ELECTRONIC FUND TRANSFERS
OCTOBER 2025**

Direct Dep Cks	\$1,825,517.66			
ACHS	<u>\$11,045.64</u>			
	\$1,836,563.30			
Other Electronic Fund Transfers:				
Federal/FICA Taxes		10/6/2025	\$87,005.25	
(Also reflected in P/R info)		10/6/2025	\$117,597.33	
		10/20/2025	\$80,343.66	
		10/20/2025	<u>\$104,743.00</u>	
			\$389,689.24	
Minnesota Withholding Taxes		10/6/2025	\$348.91	
(Also reflected in P/R info)		10/7/2025	\$13,708.03	
		10/7/2025	\$20,628.85	
		10/20/2025	\$379.36	
		10/21/2025	\$13,067.26	
		10/21/2025	<u>\$18,037.24</u>	
			\$66,169.65	
Economic Service (EBC)		10/6/2025	\$13,201.79	
(Also reflected in P/R info)		10/6/2025	\$20,301.70	
		10/20/2025	\$13,318.89	
		10/20/2025	<u>\$20,665.06</u>	
			\$67,487.44	
MII LIFE-F S A		PEIP	10/3/2025	\$7.63
		PEIP	10/7/2025	\$4.02
		PEIP	10/7/2025	\$7.44
		PEIP	10/7/2025	\$750.00
		PEIP	10/10/2025	\$140.00
		PEIP Admin Inv	10/24/2025	\$399.25
		PEIP	10/28/2025	\$23.43
		PEIP	10/28/2025	\$65.00
		PEIP	10/28/2025	<u>\$206.00</u>
				\$1,602.77
MII LIFE-M S A			10/6/2025	\$766.17
			10/6/2025	\$7,732.77
			10/20/2025	\$766.17
			10/20/2025	<u>\$7,732.77</u>
				\$16,997.88
Minnesota Teachers Retirement			10/3/2025	\$10,954.80
			10/3/2025	\$93,935.01
			10/17/2025	\$10,923.59
			10/17/2025	\$86,090.97
			10/31/2025	\$10,881.00
			10/31/2025	<u>\$86,729.02</u>
				\$299,514.39
PERA			10/3/2025	\$46,830.62
			10/17/2025	\$43,732.39
			10/31/2025	<u>\$39,360.85</u>
				\$129,923.86
Delta Dental Plan			10/21/2025	\$16,819.61
MN Sales Tax			10/20/2025	\$382.00



Kellie Brady

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

Phone: 651-582-8793

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

Assurance of Compliance - INFORMATION NEEDED TO EVIDENCE COMPLIANCE - School Year: 25-26

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	651-674-1010
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 *

10/23/2025

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	10/23/2025	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 Minnesota Department of Education.

Submit

Cancel

Adopted: _____

MSBA/MASA Model Policy 527

Orig. 1998

Revised: _____

Rev. 20~~22~~⁰²

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include 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.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by

(designated school official) to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

[Note: This portion of the policy may need to be modified depending upon the designation of the high school campus as open or closed. For example, the school district may choose to adopt language for an open campus in the second sentence such as "Students may use motor vehicles on the high school campus[es] during the school day only during the student's designated lunch period or if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle during the school day."

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in [**other designated areas, e.g., parking lots designated for use only by staff or by the general public**].
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor

vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

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

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

[Note: Some school districts may choose to allow students to park their cars in school district locations, such as designated student parking lots, by permit only. Such a permit system can be used to assist in the dissemination and enforcement of the motor vehicle policy. For example, school districts instituting a permit system can advise students who apply for a permit that the motor vehicle policy exists and that their motor vehicles are subject to inspection and search by school officials. An acknowledgment form, such as the sample attached to this policy, can then be utilized to document the notice given and the student's receipt of the policy.]

[Note: If a school district institutes a permit system and intends to charge students a fee for parking permits, the procedures in Minnesota Statutes section, Stat. § 123B.38 must be followed before the fees are implemented.]

VIII. VIOLATIONS

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

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
[Minn. Stat. § 123B.38 \(Hearing\)](#)
New Jersey v. T.L.O., 469 U.S. 325, ~~105 S.Ct. 733, 83 L.Ed.2d 720~~ (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

STUDENTS

Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches

527

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include 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.

STUDENTS

Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches

527

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by the high school principal or designee to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in other designated areas, e.g., parking lots designated for use only by staff or by the general public.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be

STUDENTS

Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches

527

reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

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

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

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

Legal References:	U. S. Const., amend. IV Minn. Const., art. I, §10 Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts) Minn. Stat. § 123B.38 (Hearing) <i>New Jersey v. T.L.O.</i> , 469 U.S. 325 (1985)
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North Branch Independent School District No. 138: District Policy #527

Adopted: June 11, 2015

Revised: 11/13/25

Effective: 11/11/15, 11/13/25

STUDENTS

Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches

527

- Cross References:**
- NB Policy 417 (Chemical Use and Abuse)
 - NB Policy 418 (Drug-Free Workplace/Drug-Free School)
 - NB Policy 501 (School Weapons Policy)
 - NB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
 - NB Policy 506 (Student Discipline)
 - NB Policy 712 (Video Surveillance Other Than on Buses)

Adopted: _____

MSBA/MASA Model Policy 528

Orig. 1999

Revised: _____

Rev. 202203

528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated _____ [title, name, office address, and telephone number] as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated, and acted upon in the manner specified in Policy 522, ~~Student Sex Nondiscrimination.~~

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 522 ([Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process](#))~~Student Sex Nondiscrimination~~)

STUDENTS

STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

528

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated the Director of Activities and Community Education as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522.

STUDENTS

STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

528

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: NB Policy 102 (Equal Educational Opportunity)
NB Policy 413 (Harassment and Violence)
NB Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)

Adopted: _____

Revised: _____

MSBA/MASA Model Policy 711
Orig. 1995
Rev. 20~~22~~¹²

711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, [Minnesota Statutes chapter Minn. Stat. Ch. 13](#) and the Family Educational Rights and Privacy Act, 20 [United States Code section U.S.C. §1232g](#) and the rules and/or regulations promulgated thereunder.
3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

[Note: School districts should review their record retention policies/schedules as to the stated retention period for school bus video recordings. The retention time period in the retention schedule should be consistent with the retention time period set forth in this policy. The January 2000 School District General Records Retention Schedule,

adopted by many school districts, provides that building security/transportation video recordings are to be retained until relooped.]

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)
~~MSBA Service Manual, Chapter 2, Transportation~~

NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Video Recording on School Buses

711

I. PURPOSE

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. Each and every school bus owned, leased, contracted, and/or operated by the school district shall be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

B. Use of Video Recordings

1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Statutes chapter 13 and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g and the rules and/or regulations promulgated thereunder.
3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

North Branch Independent School District No. 138: District Policy 711

Adopted: February 12, 1998

Revised: 6/10/10, 12/12/13, 11/13/25

Effective: 6/10/10, 12/12/13, 11/13/25

711 Video Recording on School Buses, page 1 of 2

NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Video Recording on School Buses

711

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records, Administration)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
NB Policy 406 (Public and Private Personnel Data)
NB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
NB Policy 506 (Student Discipline)
NB Policy 515 (Protection and Privacy of Pupil Records)
NB Policy 709 (Student Transportation Safety Policy)
NB Policy 712 (Video Surveillance Other Than on Buses)

North Branch Independent School District No. 138: District Policy 711

Adopted: February 12, 1998

Revised: 6/10/10, 12/12/13, 11/13/25

Effective: 6/10/10, 12/12/13, 11/13/25

711 Video Recording on School Buses, page 2 of 2

Adopted: _____

MSBA/MASA Model Policy 712

Orig. 1996

Revised: _____

Rev. 20~~22~~²¹

712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

[Note: See MSBA/MASA Model Policy 711 for Video Recording on School Buses.]

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. 13~~ [Minnesota Statutes chapter 13](#), and the Family Educational Rights and Privacy Act, 20 [United States Code section U.S.C.—§ 1232g](#), and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, ~~Minn. Stat. Ch. 13~~ [Minnesota Statutes chapter 13](#), and the Family Educational Rights and Privacy Act, 20 [United States Code section U.S.C.—§ 1232g](#), and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance

with the school district's records retention schedule.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
~~MSBA Service Manual, Chapter 2, Transportation~~

NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Video Surveillance Other Than on Buses

712

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

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B. Use of Video Recordings

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

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North Branch Independent School District No. 138: District Policy 712

Adopted: February 12, 1998

Revised: 6/10/10, 12/12/13, 11/13/25

Effective: 6/10/10, 12/12/13, 11/13/25

712 Video Surveillance Other Than On Buses, page 1 of 2

NON-INSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Video Surveillance Other Than on Buses

712

Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.

2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References:

NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
NB Policy 406 (Public and Private Personnel Data)
NB Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
NB Policy 506 (Student Discipline)
NB Policy 515 (Protection and Privacy of Pupil Records)
NB Policy 709 (Student Transportation Safety Policy)
NB Policy 711 (Video Recording on School Buses)

North Branch Independent School District No. 138: District Policy 712

Adopted: February 12, 1998

Revised: 6/10/10, 12/12/13, 11/13/25

Effective: 6/10/10, 12/12/13, 11/13/25

712 Video Surveillance Other Than On Buses, page 2 of 2

OCTOBER 2025

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
10/2/2025	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	NBHS	\$500.00	Career Day Sponsor Donation
10/8/2025	Anonymous	Sunrise River Elem.	\$64.00	Field Trip Fund Donation
10/9/2025	Anderson & Koch Ford, PO Box 158, North Branch, MN 55056	NBHS Athletics	\$200.00	Girls Golf Tournament Sponsor Donation
10/9/2025	Anderson Landscaping, 39155 Mica Ave, North Branch, MN 55056	NBHS Athletics	\$200.00	Girls Golf Tournament Sponsor Donation
10/9/2025	Grizzly Concrete & Masonry, 5547 340th St, Stacy, MN 55079	NBHS Athletics	\$300.00	Girls Golf Tournament Sponsor Donation
10/9/2025	Kwik Trip, PO Box 2107, 1626 Oak St, La Crosse, WI 54603	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
10/9/2025	Lelm Custom Homes, 40452 Lowden Ave, North Branch, MN 55056	NBHS Athletics	\$500.00	Homecoming Fireworks Donation
10/9/2025	Matt & Mindy Lattimore, 38163 Everton Ave, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
10/9/2025	Miller Trucking Incorporated, PO Box 414, Isle, MN 56342	NBHS Athletics	\$100.00	Homecoming Fireworks Donation
10/9/2025	North Branch Family Chiropractic, 6241 Main St, Ste. 102, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
10/9/2025	Reider Machine, 6760 Ash St, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
10/9/2025	The Hideout Restaurant & Bar, 31035 Forest Blvd, Stacy, MN 55079	NBHS Athletics	\$100.00	Homecoming Fireworks Donation
10/15/2025	Betty Ambers, PO Box 231, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
10/15/2025	A-Star Concrete Pumping, PO Box 134, Baldwin, WI 54002	NBHS Athletics	\$200.00	Girls Golf Tournament Sponsor Donation
10/15/2025	Kristina Kolinski, 1391 Jake P, Chippewa Falls, WI 54729	NBHS Athletics	\$100.00	Girls Golf Tournament Sponsor Donation
10/15/2025	James Riley, RILEYJAMESP@JOHNDEERE.COM	NBHS Athletics	\$1,600.00	FRC Robotics Program Donation
10/15/2025	Team Watters Real Estate, 6041 Main St, Ste. C, North Branch, MN 55056	NBHS Athletics	\$200.00	Girls Golf Tournament Sponsor Donation
10/16/2025	NBAEF, 38868 12th Ave #4, North Branch, MN 55056	Community Ed	\$400.00	Concerts in the Park Donation
10/17/2025	Cyber Grants/US Bank (Matching Gift-D. Cash)	Sunrise River Elem.	\$64.00	Field Trip Fund Donation
10/30/2025	First State Bank of Wyoming, PO Box 308, Wyoming, MN 55092	NBHS Scholarship A/C	\$1,000.00	Scholarship Donation
10/30/2025	Michael & Kathryn Wilcox, 310 1st Ave NW, New Prague, MN 56071	NBHS Scholarship A/C	\$10,000.00	Scholarship Donation
			\$16,028.00	
OCT	Living Branch Lutheran Church, North Branch, MN 55056	Sunrise River Elem.		*Donated School Supplies Valued at Approx. \$400

DRAFT 2026-2027 NBAPS Calendar - First Day on 9/1 Modified Spring Break

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

North Branch Area Public Schools

38705 Grand Avenue
651-674-1000
North Branch, MN. 55056

- July 6** Summer Targeted Services/ESY Begins
- July 30** Summer Targeted Services/ESY Ends
- Aug 19-20** New Teacher PD
- Aug 21** New and 2nd Year Teacher PD
- Aug 24, 25 & 27** No School - PD
- Aug 26 & 31** Welcome Conferences K-8 & DLA
NBAHS, ALC, CCSLWC Welcome Events
Aug 31 9th grade student orientation
- Sept 1** First Day of School
- Sept 7** School Closed/Holiday
- Sept 28** No School - PD
- Oct 15 -16** School Closed/Holiday
- Oct 19** No School - PD
- Nov 19** Conferences K-12+ 3:30-7:00 pm
- Nov 24** Conferences K-12+ 3:30-7:00 pm
- Nov 25** No School - Conferences 7:30-11:00am/PD
- Dec 23-31** School Closed/Holiday
- Jan 1** School Closed/Holiday
- Jan 18** School Closed/Holiday
- Jan 19** No School - PD
- Feb 15** School Closed/Holiday
- March** Conferences K-12+ dates TBD
- Mar 22-26** School Closed/Holiday
- May 28** Last Day of School
- May 31** School Closed/Holiday
- June 1-2** No School - PD

S=172 T=184

January 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						S=18 T=19
February 2027						
S	M	T	W	T	F	S
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28						
S=19 T=19						
March 2027						
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28	29	30	31			
S=23 T=23						
April 2027						
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S=22 T=22						
May 2027						
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30	31					
S=20 T=20						
June 2027						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
S=0 T=2						

<ul style="list-style-type: none"> First & Last Day of School No School - PD School Closed/Holiday 	<ul style="list-style-type: none"> New Teacher PD New & 2nd Year Teacher PD First & Last Day of Targeted Services and ESY 	<ul style="list-style-type: none"> Welcome Conferences CCSLWC All Students in Session Graduation
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I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.

North Branch Independent School District No. 138: Policy #204**Adopted:** 7/14/16**Replaced:****Last Reviewed:** 11/13/25**Revised:** 4/11/24, 11/13/25**Effective:** 7/14/16, 4/11/24, 11/13/25

- d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
 4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
 5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
 6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the

North Branch Independent School District No. 138: Policy #204**Adopted:** 7/14/16**Replaced:****Last Reviewed:** 11/13/25**Revised:** 4/11/24, 11/13/25**Effective:** 7/14/16, 4/11/24, 11/13/25

recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Meetings Must be Open to the Public; Exceptions)
Minn. Stat. § 123B.09, Subd. 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 331A.01 (Definitions)
Minn. Stat. § 331A.05, Subd. 8 (Form of Public Notices)
Minn. Stat. § 331A.08, Subd. 3 (Computation of Time)
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: NB Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

North Branch Independent School District No. 138: Policy #204

Adopted: 7/14/16

Replaced:

Last Reviewed: 11/13/25

Revised: 4/11/24, 11/13/25

Effective: 7/14/16, 4/11/24, 11/13/25

STUDENTS

Fund-Raising and Solicitation

511-NB

I. Purpose

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

II. General Statement of Policy

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

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

III. Definitions

- A. School fund-raisers are approved fund-raisers conducted by students, staff, or parent groups. These fund-raisers fall under the provisions of Section IV.
- B. Non-school fund-raisers are fund-raisers conducted by groups outside the jurisdiction of the schools. Non-school fund-raisers may or may not be for the benefit of the school district, its students or staff.

IV. School Fund-Raising

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

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

Adopted: June 2004

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

Reviewed: 4/14/11, 7/10/14, 11/13/25

Revised: 12/8/2005; 4/14/11, 7/10/14

STUDENTS

Fund-Raising and Solicitation

511-NB

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

V. Non-School Fund-Raising

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

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

Adopted: June 2004

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

Reviewed: 4/14/11, 7/10/14, 11/13/25

Revised: 12/8/2005; 4/14/11, 7/10/14

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

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

VI. Solicitation

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

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

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

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

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Internet Acceptable Use and Safety Policy

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I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable:

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1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers,

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access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

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8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an

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assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

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X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 1. Notification that Internet use is subject to compliance with school district policies.
 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation

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incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.

6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and

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2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently

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or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
1. any location-tracking feature of a school-issued device;
 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 2. the activity is permitted under a judicial warrant;
 3. the school district is notified or becomes aware that the device is missing or stolen;
 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

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XV. CELL PHONE USE AND OTHER ELECTRONIC COMMUNICATION DEVICES

For the purposes of this policy, instructional day is defined as:

- The PreK-8 instructional day is defined from the start to the end of the school day. See Parent/Student handbook for start and end times for each building.
 - The grade 9 - 12 instructional day is defined from the start of each class period to the end of each class period. See Parent/Student handbook for each building's bell schedule.
1. Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
 2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
 3. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

[Note: This language aligns with the provisions found in the MSBA Model Student Handbook. As an alternative to stating specific cell phone rules in a school district policy, a school board could choose to direct school administration to establish cell phone rules. This approach enables administrators to craft flexible and specific rules that are specific to grade levels and buildings.]

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

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XVI. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. ___, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds
816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.,
853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
NB Policy 406 (Public and Private Personnel Data)
NB Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
NB Policy 506 (Student Discipline)

North Branch Independent School District No. 138: District Policy #524-NB

Adopted: 3/12/98

Last Reviewed: 7/11/24, 11/13/25

Revised: 5/11/00, 8/10/00, 5/9/02, 6/10/04, 1/8/09, 6/14/12, 6/11/15, 2/8/18, 5/9/19, 1/9/20, 12/9/21, 9/8/22, 7/11/24

Effective: 3/12/98, 5/11/00, 8/10/00, 5/9/02, 6/10/04, 1/8/09, 6/14/12, 6/11/15, 2/8/18, 5/9/19, 1/9/20, 12/9/21, 9/8/22, 7/11/24, 11/13/25

STUDENTS

Internet Acceptable Use and Safety Policy

524-NB

NB Policy 514 (Bullying Prohibition Policy)
NB Policy 515 (Protection and Privacy of Pupil Records)
NB Policy 519 (Interviews of Students by Outside Agencies)
NB Policy 521 (Student Disability Nondiscrimination)
NB Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
NB Policy 603 (Curriculum Development)
NB Policy 604 (Instructional Curriculum)
NB Policy 606 (Textbooks and Instructional Materials)
NB Policy 806 (Crisis Management Policy)
NB Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

EDUCATION PROGRAMS

Textbooks and Instructional Materials

606

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:
1. support the goals and objectives of the education programs;
 2. consider the needs, age, and maturity of students;
 3. foster respect and appreciation for cultural diversity and varied opinion;
 4. fit within the constraints of the school district budget;
 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes sections 124D.59 to 124D.61;
 6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional

North Branch Independent School District No. 138: District Policy 606

Adopted: August 10, 2000

Replaced:

Revised: 7/19/20, 11/13/25

Effective: 8/10/20, 7/11/23, 7/11/24, 11/13/25

606 Textbooks and Instructional Materials, page 1 of 2

EDUCATION PROGRAMS

Textbooks and Instructional Materials

606

materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)

North Branch Independent School District No. 138: District Policy 606

Adopted: August 10, 2000

Replaced:

Revised: 7/19/20, 11/13/25

Effective: 8/10/20, 7/11/23, 7/11/24, 11/13/25

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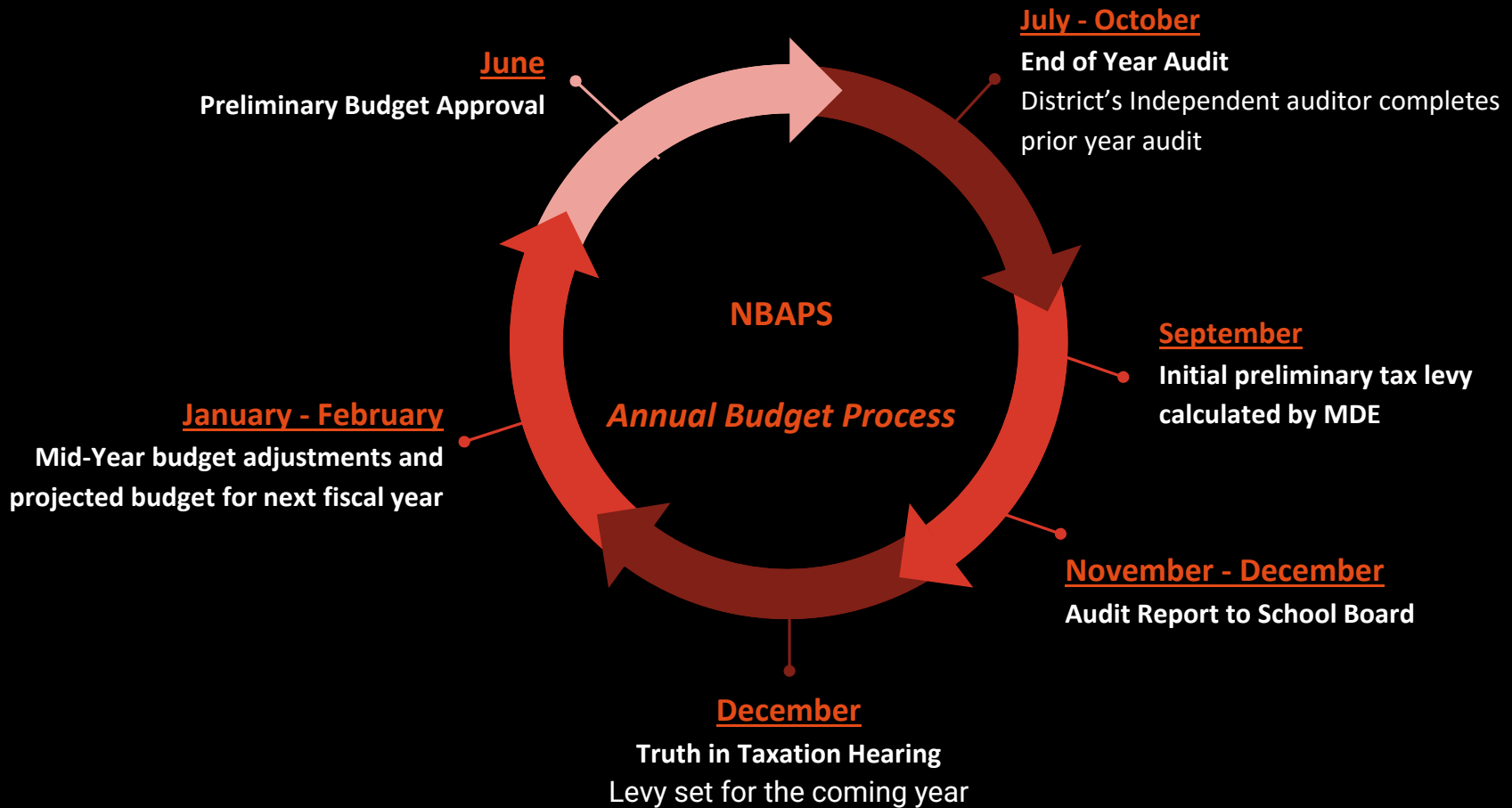
Preliminary Financial Statements Year Ended June 30, 2025

November 13, 2025

Todd Tetzlaff, Director of Finance and Human Resources



NBAPS Annual Budget Process



Process for closing fiscal year 2025

- Brief review of preliminary FY 25 financial statements
- Auditors are completing reports
 - A few remaining adjustments will occur in the coming days as part of the final steps to close the fiscal year
 - Board will receive final completed audit reports in December
- The lead auditor from Clifton Larson Allen will present the audit information to the school board in December
 - A school board action item to accept audit report will be on the December School Board meeting

Revenue – FY 25 Revised Budget and FY 25 Preliminary Final Budget

		Revenue		
		FY 25 Budget	FY 25 Prelim Final	Difference
Fund 01	General Fund	\$ 38,694,248	\$ 39,269,909	\$ 575,661
Fund 02	Food Service	\$ 2,087,064	\$ 2,152,905	\$ 65,841
Fund 04	Comm Ed	\$ 1,939,386	\$ 2,197,991	\$ 258,605
Fund 07	Debt Service	\$ 5,451,569	\$ 5,325,819	\$ (125,750)
Fund 20	Internal Svc	\$ 270,159	\$ 302,703	\$ 32,544
Fund 45	Irrevocable Trust	\$ 199,779	\$ 226,261	\$ 26,482
Fund 47	OPEB Debt Svc	\$ 407,601	\$ 410,945	\$ 3,344
	All Revenue	\$ 49,049,806	\$ 49,886,533	\$ 836,727

Expenses – FY 25 Revised Budget and FY 25 Preliminary Final Budget

		Expenses			
		FY 25 Budget	FY 25 Prelim Final	Difference	
Fund 01	General Fund	\$ 39,091,119	\$ 39,323,382	\$ 232,263	
Fund 02	Food Service	\$ 1,808,589	\$ 1,899,290	\$ 90,701	
Fund 04	Comm Ed	\$ 2,007,995	\$ 2,297,988	\$ 289,993	
Fund 07	Debt Service	\$ 5,305,830	\$ 5,288,516	\$ (17,314)	
Fund 20	Internal Svc	\$ 185,000	\$ 251,802	\$ 66,802	
Fund 45	Irrevocable Trust	\$ 418,180	\$ 238,485	\$ (179,695)	
Fund 47	OPEB Debt Svc	\$ 429,220	\$ 415,692	\$ (13,528)	
	All Expenses	\$ 49,245,933	\$ 49,715,155	\$ 469,222	

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

Fiscal Year Ending	General Fund – Unassigned Fund Balance Percentage	Number of Months of Operating Expenses
June 30, 2025 (preliminary)	11.55%	1.85 Months
June 30, 2024 (actual)	11.91%	1.96 Months
June 30, 2023 (actual)	10.85%	1.60 Months
June 30, 2022 (actual)	12.95%	2.27 Months
June 30, 2021 (actual)	11.11%	1.74 Months
June 30, 2020 (actual)	7.11%	.89 Months
June 30, 2019 (actual)	1.96%	.24 Months
June 30, 2018 (actual)	-1.19%	-.14 Months
June 30, 2017 (actual)	2.58%	.31 Months

Next Steps

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

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

HELD: NOVEMBER 13, 2025

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 138 (North Branch Area Public Schools), State of Minnesota, was duly held in the School District on November 13, 2025, at 5:30 o'clock p.m.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION RELATING TO RENEWING THE EXPIRING CAPITAL
PROJECT LEVY AUTHORIZATION TO FUND TECHNOLOGY OF THE
SCHOOL DISTRICT AND CALLING AN ELECTION THEREON**

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

1. The School Board hereby determines and declares that it is necessary and expedient for the School District to renew its existing capital project levy authorization which is scheduled to expire after taxes payable in 2027. The proposed capital project levy authorization will be in the amount of 3.203% times the net tax capacity of the School District. The proposed capital project levy will raise approximately \$1,159,344 for taxes payable in 2028, the first year it is to be levied, and would be authorized for ten (10) years. The estimated total cost of the projects to be funded by the approved capital project levy authorization during that time period is approximately \$11,593,440. The money raised from the capital project levy authorization will provide funds to increase technology access for students and staff through the acquisition, installation, replacement, support and maintenance of classroom technology, software, computers, student devices, improved technology systems, networks, infrastructure, instructional technology, and related training and personnel costs. The projects will be commenced prior to February 1, 2031 which date is not more than five (5) years from the date of the special election authorizing the approval of the capital project levy authorization. The question on the renewal of the capital project levy authorization shall be School District Question 1 on the School District ballot at the special election held to approve said authorization.

2. The ballot question specified above shall be submitted to the qualified voters of the School District at a special election, which is hereby called and directed to be held on Tuesday, February 10, 2026, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.

3. Pursuant to Minnesota Statutes, Section 205A.11, the School District's combined polling place and the precincts served by the combined polling place, as previously established and designated by a resolution of the School Board dated December 12, 2024, is hereby designated for this special election. In the event a municipality located in whole or in part within the boundaries of the School District will also be conducting a municipal election on February 10, 2026, any affected School District voters will vote at their respective municipal polling locations and not the School District's combined polling place.

4. The Clerk is hereby authorized and directed to prepare a notice to any voters who will be voting at a combined polling place for this special election. The notice must be sent by nonforwardable mail to every affected household in the School District with at least one registered voter. The notice must be mailed no later than fourteen (14) days before the date of the election. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor. The notice must include the following information: the date of the election, the hours of voting and the location of the voter's polling place. This notice may be in the same form as the notice of special election to be published and posted.

5. The Clerk is hereby authorized and directed to cause written notice of said special election to be given: (i) to the county auditor of each county in which the School District is located, in whole or in part, at least eighty-four (84) days prior to the date of said election; and (ii) to the Commissioner of Education at least seventy-four (74) days prior to the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

6. The Clerk is hereby authorized and directed to cause notice of said special election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said special election.

7. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District for public inspection at least four (4) days before the date of said special election and to cause a sample ballot to be posted in the combined polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot.

8. The Clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election. The notice of election so posted and published shall state each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

9. The Clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in the combined polling place on election day.

10. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, the administration of absentee voting, election administration and cost sharing.

11. The Clerk and members of the administration are further authorized and directed to cause a ballot to be prepared for use at said election in substantially the following form, with such changes in form, color, instructions, and content as may be necessary to accommodate an optical scan voting system, to correct typographical errors, or to comply with the form and content requirements of applicable state election laws:


[Form of Ballot on the Following Page]

Special Election Ballot

Independent School District No. 138 (North Branch Area Public Schools)

February 10, 2026

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: .

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

School District Question 1 Renewal of Expiring Capital Project Levy Authorization to Fund Technology

The school board of Independent School District No. 138 (North Branch Area Public Schools) has proposed to renew the school district's existing capital project levy authorization to fund technology in the amount of 3.203% times the net tax capacity of the school district. The proposed capital project levy authorization will raise approximately \$1,159,344 for taxes payable in 2028, the first year it is to be levied, and would be authorized for ten years. The estimated total cost of the projects to be funded over that time period is approximately \$11,593,440. The money raised by the capital project levy authorization will provide funds to increase technology access for students and staff through the acquisition, installation, replacement, support and maintenance of classroom technology, software, computers, student devices, improved technology systems, networks, infrastructure, instructional technology, and related training and personnel costs.

Yes

Shall the renewal of the capital project levy authorization proposed by the school board of Independent School District No. 138 be approved?

No

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING TO RENEW AN EXISTING CAPITAL PROJECTS REFERENDUM THAT IS SCHEDULED TO EXPIRE.

12. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

13. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

14. The Clerk is hereby authorized and directed to provide for testing of the optical scan voting system at least three (3) days before voting equipment is used. The Clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the office of the county auditor, the administrative offices of the School District, and the office of any other local election official conducting the test.

15. The Clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

16. As required by Minnesota Statutes, Section 203B.121, the School Board hereby establishes a ballot board to process, accept and reject absentee ballots at School District elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the School District and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The Clerk or the Clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The Clerk or the Clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the School Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day. Each member of the ballot board must be provided adequate training on the processing and counting of absentee ballots, including but not limited to instruction on accepting and rejecting

absentee ballots, storage of absentee ballots, timelines and deadlines, the role of the ballot board, procedures for opening absentee ballot envelopes, procedures for counting absentee ballots, and procedures for reporting absentee ballot totals.

17. The Clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the School Board for canvass in the manner provided for other School District elections. The election must be canvassed between the third and the tenth day following the election.

18. If the renewal of the capital project levy authorization proposed in School District Question 1 is approved, a capital project referendum account shall be created as a separate account in the general fund of the School District. All proceeds from the capital project levy must be deposited in the capital project referendum account. Interest income attributable to the capital project referendum account must be credited to the capital project referendum account. Money in the capital project referendum account may be used only for the costs of acquisition and betterment of the approved projects. As required by Minnesota Statutes, Section 123B.71, subdivision 8, the School Board hereby determines and states that the funds approved by the voters for said authorization will only be used as authorized in Minnesota Statutes, Section 126C.10, subdivision 14. The funds in the capital project referendum account may be accumulated and not be expended until sufficient funds are available, may be accumulated and not be expended until additional funds from a bond issue are available, or may be expended on an ongoing basis for approved project costs. Any funds remaining in the capital project referendum account that are not applied to the payment of the costs of the approved projects before their final completion shall be transferred to the School District's debt redemption fund.

19. The Clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02 available on the School District's website. The Clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The Clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by

_____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

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 ISD 138 North Branch Area Public Schools 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 ISD 138 North Branch Area Public Schools supports the school’s application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Date

Board Chair/Head of School

Date

Board Clerk – Treasurer/ Finance Director

EDUCATION PROGRAMS

Field Trips

610 - NB

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly and safe manner and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study or district goals, and require student participation, shall fall in this category. These trips shall be subject to review and approval of the building principal or appropriate administrator, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which may take place during or outside the regular school day. Examples of trips in this category involve student activities, clubs, classroom supplementary experiences, and other special interest groups. These trips are subject to review and approval of the building principal or appropriate administrator. Financial contributions by students may be requested. (Minn. Stat. § 123B.36)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip must be approved by the building principal or appropriate administrator and superintendent. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing support for extended trip opportunities for students outside of the school day.
3. It is expected that extended trips will take place, as much as possible, at times when students do not miss class time. To that end, extended trips should be planned over breaks or during the summer.

D. Regulations

1. A field trip request form needs to be submitted to the building principal or appropriate administrator and should detail the educational benefits of the student trip and how it is integrated into a specific

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #610 - NB

Adopted: December 14, 2000

Replaces Field Trip Policy 6153: December 14, 2000

Reviewed: November 13, 2025

Revised: April 14, 2011, March 14, 2013

90

Effective: December 14, 2000; April 14, 2011, March 14, 2013, November 13, 2025

610 - NB Field Trips, Page 1 of 2

EDUCATION PROGRAMS

Field Trips

610 - NB

educational unit.

2. Rules of conduct and student discipline as stated in the student handbook shall apply to all students throughout the duration of the trip.
3. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
4. Transportation shall be furnished through a commercial carrier or school-owned vehicle. In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office.

Legal References:

Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References:

NB Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
NB Policy 423 (Employee – Student Relationships)
NB Policy 506 (Student Discipline)
NB Policy 707 (Transportation of Public School Students)
NB Policy 709 (Student Transportation Safety Policy)
NB Policy 710 (Extracurricular Transportation)

NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138: Policy #610 - NB

Adopted: December 14, 2000

Replaces Field Trip Policy 6153: December 14, 2000

Reviewed: November 13, 2025

Revised: April 14, 2011, March 14, 2013

Effective: December 14, 2000; April 14, 2011, March 14, 2013, November 13, 2025

Adopted: _____

MSBA/MASA Model Policy 616

Orig. 1997

Revised: _____

Rev. 2024~~3~~

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

[NOTE: Minnesota Statutes, section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. Model Policies 601, 603, and 616 address these statutory requirements. In addition, Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minnesota Statutes, section 120B.11.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "~~Comprehensive achievement and civic readiness~~~~World's best workforce~~" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school; and prepare students to be lifelong learners.

[NOTE: The 2024 Minnesota legislature revised Minnesota Statutes, section 120B.11, including replacement of the term "world's best workforce" with "comprehensive achievement and civic readiness."]

- B. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.
2. The District Advisory Committee created under Policy 603 (Curriculum

Development) is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.

3. The school district-wide improvement goals should address recommendations identified through the District Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, ~~an evaluation of student progress committee,~~ or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes, section 123B.147, and teacher evaluations under Minnesota Statutes, section 122A.40 or 122A.41.

[Insert Local Cycle in this space]

- C. Implementation of Graduation Requirements

1. The District Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the District Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the District Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The District Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of current achievement that show growth relative to an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

- D. Comprehensive Continuous Improvement of Student Achievement

1. By [date] of each year, the District Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The District Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will

provide active community participation in:

- a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards;
- b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
- c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and,
- d. Advising the school board about development of the annual budget.

3. The District Advisory Committee shall meet the following criteria:

- a. The District Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
- b. The District Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
- c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
- d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.

45. Translation services should be provided to the extent appropriate and practicable.

56. The District Advisory Committee shall meet the following timeline each year:

Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Month(s): Review evaluation results and prepare recommendations.

Month: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee

A committee of professional staff shall develop a plan for assessment of student progress, the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student

achievement at the school site. This plan shall annually be approved by the school board.

[NOTE: The school board may choose to delete this paragraph regarding an Evaluation of Student Progress Committee upon consultation with school administration.]

F. Reporting

1. Consistent with Minnesota Statutes, section 120B.36, subdivision. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to comprehensive achievement and civic readiness ~~the world's best workforce~~. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.
2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.
3. The school district must annually report the district's class size ratios by each grade to the ~~C~~ommissioner of education in the form and manner specified by the ~~e~~Commissioner.
4. The school district must report whether programs funded with compensatory revenue are consistent with best practices demonstrated to improve student achievement.

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness~~the World's Best Workforce~~)
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)
Minn. Stat. § 120B.36 (School Accountability)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)
Minn. Rules Parts 3501.06~~6040-3501.0655~~ (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.09~~6055~~ (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 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

EDUCATION PROGRAMS

School District System Accountability

616-NB

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

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

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

Adopted: 5/9/13

Replaced:

Last Reviewed: 10/9/25

Revised: 2/8/18, 5/9/19, 4/8/21, 12/9/21, 1/12/23, 6/13/24, 11/2025

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

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EDUCATION PROGRAMS

School District System Accountability

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

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

Adopted: 5/9/13

Replaced:

Last Reviewed: 10/9/25

Revised: 2/8/18, 5/9/19, 4/8/21, 12/9/21, 1/12/23, 6/13/24, 11/2025

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

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EDUCATION PROGRAMS

School District System Accountability

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

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

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

Adopted: 5/9/13

Replaced:

Last Reviewed: 10/9/25

Revised: 2/8/18, 5/9/19, 4/8/21, 12/9/21, 1/12/23, 6/13/24, 11/2025

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

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EDUCATION PROGRAMS

School District System Accountability

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

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)

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

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EDUCATION PROGRAMS

School District System Accountability

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Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)
Minn. Stat. § 120B.36 (School Accountability)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts) Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics) Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

NB Policy 104 (School District Mission Statement)
NB Policy 601 (School District Curriculum and Instruction Goals)
NB Policy 613 (Graduation Requirements)
NB Policy 614 (School District Testing Plan and Procedure)
NB Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
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North Branch Independent School District No. 138: District Policy #616-NB

Adopted: 5/9/13

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Revised: 2/8/18, 5/9/19, 4/8/21, 12/9/21, 1/12/23, 6/13/24, 11/2025

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

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May 2025 - October 2025 Activities Fundraising Report



Group	Fundraiser	Season	Projected Profit	Deposits	Expenses	Profit
Theater	Shirt/Lanyard/Button Sales	Spring	\$200.00	\$300.00	\$0.00	\$300.00
			\$200.00	\$300.00	\$0.00	\$300.00
Student Council	Pie in the Face	Spring	\$100.00	\$77.00	\$0.00	\$77.00
			\$100.00	\$77.00	\$0.00	\$77.00
Culture Club	Verticle Raise	Spring	\$800.00	\$885.16	\$0.00	\$885.16
			\$800.00	\$885.16	\$0.00	\$885.16
Track & Field	Online Snap Fundraiser	Spring	\$5,000.00	\$5,276.20	\$0.00	\$5,276.20
			\$5,000.00	\$5,276.20	\$0.00	\$5,276.20
AFJROTC	Concessions Share Earned	Year Round	\$1,000.00	\$326.66	\$0.00	\$326.66
Baseball	Concessions Share Earned	Year Round	\$1,000.00	\$980.01	\$0.00	\$980.01
Basketball, Girls	Concessions Share Earned	Year Round	\$1,000.00	\$1,633.35	\$0.00	\$1,633.35
Captain's Club	Concessions Share Earned	Year Round	\$1,000.00	\$1,633.29	\$0.00	\$1,633.29
Cross Country	Concessions Share Earned	Year Round	\$1,000.00	\$1,633.35	\$0.00	\$1,633.35
Dance Team	Concessions Share Earned	Year Round	\$1,000.00	\$1,633.35	\$0.00	\$1,633.35
FFA	Concessions Share Earned	Year Round	\$1,000.00	\$653.34	\$0.00	\$653.34
Golf Girls	Concessions Share Earned	Year Round	\$1,000.00	\$980.01	\$0.00	\$980.01
NHS	Concessions Share Earned	Year Round	\$1,000.00	\$816.68	\$0.00	\$816.68
One Act Play	Concessions Share Earned	Year Round	\$1,000.00	\$490.01	\$0.00	\$490.01
Robotics, FTC	Concessions Share Earned	Year Round	\$1,000.00	\$3,430.04	\$0.00	\$3,430.04
Soccer, Boys	Concessions Share Earned	Year Round	\$1,000.00	\$3,593.37	\$0.00	\$3,593.37
Soccer, Girls	Concessions Share Earned	Year Round	\$1,000.00	\$2,286.69	\$0.00	\$2,286.69
Spring Musical	Concessions Share Earned	Year Round	\$1,000.00	\$653.34	\$0.00	\$653.34
Student Council	Concessions Share Earned	Year Round	\$1,000.00	\$980.01	\$0.00	\$980.01
Tech Club	Concessions Share Earned	Year Round	\$1,000.00	\$326.66	\$0.00	\$326.66
Tennis	Concessions Share Earned	Year Round	\$1,000.00	\$1,960.02	\$0.00	\$1,960.02
Track	Concessions Share Earned	Year Round	\$1,000.00	\$4,573.38	\$0.00	\$4,573.38
Wrestling	Concessions Share Earned	Year Round	\$1,000.00	\$653.34	\$0.00	\$653.34

			\$19,000.00	\$29,236.90	\$0.00	\$29,236.90
Boys Basketball	Almelund Threshing Parking L	Fall	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
			\$5,000.00	\$5,000.00	\$0.00	\$5,000.00
Volleyball	Adrenaline Viking Cards	Fall	\$10,000.00	\$10,685.00	\$0.00	\$10,685.00
			\$10,000.00	\$10,685.00	\$0.00	\$10,685.00
Football	Adrenaline Viking Cards	Fall	\$10,000.00	\$9,375.00	\$0.00	\$9,375.00
	Adrenaline Viking Cards	Fall		\$480.00	\$0.00	\$480.00
			\$10,000.00	\$9,855.00	\$0.00	\$9,855.00
FTC Robotics	Car Parking - Apple Fest	Fall	\$1,000.00	\$1,613.65	\$0.00	\$1,613.65
			\$1,000.00	\$1,613.65	\$0.00	\$1,613.65
Band	Gerten's Flower Fundraiser	Spring	\$2,000.00	\$1,666.46	\$0.00	\$1,666.46
			\$2,000.00	\$1,666.46	\$0.00	\$1,666.46
Band	Coupon Fundraiser	Fall	\$1,000.00	\$1,340.00	\$0.00	\$1,340.00
			\$1,000.00	\$1,340.00	\$0.00	\$1,340.00
Girls Golf	Golf Tournament Fundraiser	Fall	\$2,000.00	\$2,561.60	\$0.00	\$2,561.60
			\$2,000.00	\$2,561.60	\$0.00	\$2,561.60
Boys Soccer	Vertical Raise -online campaig	Fall	\$7,000.00	\$8,330.00	\$0.00	\$8,330.00
			\$7,000.00	\$8,330.00	\$0.00	\$8,330.00
Girls Soccer	Vertical Raise	Fall	\$5,000.00	\$6,944.50	\$0.00	\$6,944.50
			\$5,000.00	\$6,944.50	\$0.00	\$6,944.50
May 2025 - October 2025 Fundraising Totals:			\$68,100.00	\$83,771.47	\$0.00	\$83,771.47



2025-2026 North Branch Area Middle School Fundraising Summary (May 1, 2025 - October 31, 2025)

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.

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 22, 2025

North Branch Area Public Schools
Sunrise River Elementary School
Grades 1-5
Fundraiser Report for the dates:
May 1, 2025 – October 31, 2025

Boosterthon Fun Run Fundraiser
Money collected includes Sunrise Grades 1-5
Fun Run Event Date: June 5, 2025
Overall Profit: \$58,680

Taylor Swanson
Principal, Sunrise River Elementary School
tswanson@isd138.org
651-674-1105



North Branch Area Education Center

38705 Grand Avenue, North Branch, MN 55056

651.674.1025

**North Branch Area Education Center Fundraising Summary
(May 1, 2025 - October 31, 2025)**

- Boosterthon Viking Fun Run Fundraiser = total profit \$19,582.00