

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA MIDDLE SCHOOL, FTLA ROOM #816, 38431
LINCOLN TRL, NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, OCTOBER 8, 2026
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, October 8, 2026 at 5:30 PM in the North Branch Area Middle School, FTLA Room #816, 38431 Lincoln Trl, North Branch, MN 55056.

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Superintendent's Report 5
- VI. Removal of Consent Items for Discussion
- VII. Approval of Consent Items
 - A. Minutes of September 10, 2026 Policy Committee Meeting 22
 - B. Minutes of September 10, 2026 Regular School Board Meeting 24
 - C. Minutes of September 24, 2026 Work Session 31
 - D. Authorization of Payments, Transfers, and Investment Activity 33
 - E. Personnel
 - 1. Jessica Claflin, leave request, effective October 16, 2026 for approximately two to six weeks as Special Education Assistant at Sunrise River School
 - 2. Jennifer Gibbs, leave request, effective November 10, 2026 to November 23, 2026 as Elementary Teacher at Sunrise River School
 - 3. Rebecca Reich, leave request, effective October 15, 2026 through November 13, 2026 as Health Clerk at North Branch Area Middle School

4. Theresa Running, leave request, effective November 4, 2026 through January 13, 2027, as Lunchroom/Playground Assistant at Sunrise River Elementary School
5. Tanya Giese, intermittent leave extension request, effective September 28, 2026 through December 31, 2026
6. Kathleen Wessel, intermittent leave request, effective October 9, 2026 through February 1, 2027, as Special Education Assistant at North Branch Area Education Center
7. Debra Charley, resignation effective January 4, 2027, as Transportation Secretary and Norse Area Learning Center Secretary at North Branch Area Schools Brooker Building
8. Lisa Fiedler, resignation effective September 21, 2026, as Lunchroom/Playground Assistant at North Branch Area Education Center
9. Kaylee Lewis, resignation effective September 16, 2026, as Special Education Assistant at North Branch Area High School
10. Laura Dahle, employment termination effective September 24, 2026 as Bookkeeper at North Branch Area Public Schools
11. Stefen Lund, position change from 1.0 FTE to 0.33 FTE, effective 2026 - 2027 school year, as Social Studies Teacher at North Branch Area High School
12. Cheryl Bryngelson, employment effective September 14, 2026, as Lunchroom Supervisor at North Branch Area Middle School
13. Jaimee Cooke, employment effective September 15, 2026, as Education Assistant at Life Work Center
14. Dominique Hargraves, employment effective August 25, 2026, as full-time Special Education Assistant at Sunrise School
15. Rebecca Koenig, employment effective August 18, 2026, as full-time General Education Assistant at North Branch Area High School
16. Sylvia Linkert, employment effective August 18, 2026, as full-time Special Education Assistant at North Branch Area Education Center
17. Tiffany Miron, employment effective September 23, 2026, as part-time Help Desk Secretary at North Branch Area High School
18. Holly Pedersen, employment effective September 16, 2026 as Health Clerk long-term substitute for North Branch Areas Public Schools

19. Ben Xiong, employment effective September 14, 2026, as Recess Assistant at Sunrise River School and employment effective September 21, 2026, as Adult Assistant - Youth Connections at North Branch Area Education Center

20. 2026 -27 Extracurricular Fall Coach Positions

- a. Everett Appleby, Class 3, Step 1, as Football Assistant Coach
- b. Brandon Hunter, Class 5, Step 3, as Girls Tennis Assistant Coach
- c. Mason Niederkorn, Class 3, Step10, as Football Assistant Coach
- d. Drew VanEerden, Class 3, Step 3, as Football Assistant Coach
- e. Rachel Wurdemann, Class 5, Step 3, as Girls Tennis Assistant Coach

21. 2026-27 Advisor Position

- a. Nathan Korkowski, Class 6, Step 6, as 10-12 FRC Robotics Coach

F. Seniority List

1. NBEA (North Branch Education Association)	34
2. Community Education Early Childhood Teacher	43
3. NBSSA (North Branch Support Staff Association)	44
4. SEIU Local 284 (Custodial)	53

G. Policies

1. Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds	54
2. Policy 607 - Organization of Grade Levels	59
3. Removal of Policy 905.1 - Advertising	60

H. Acceptance of Donations 64

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

Therefore, the Superintendent recommends the following resolution:

BE IT RESOLVED by the School Board of Independent School District No. 138 that the School Board accept with appreciation the

following contributions and permit their use as designated by the donors.

- VIII. **Open Mic:** Open mic is a time for public comment. However, it is not a means to have issues added to this evening's agenda. It is also not a means to discuss specific individuals negatively in public, either by name or position. If you would like district follow up to comments, please leave appropriate contact information on the open mic sign-in sheet. Please limit your comments to three minutes.
- IX. New Business
- A. Consider Approval of the 2026 - 2027 and 2027 - 2028 Principal Contract
- B. Consider Approval of the Updated Terms and Conditions for the 12-Month Hourly Employee Group for the 2026–2027 and 2027–2028 School Years
- C. Consider Approval of First Reading of the Following Policies
1. Policy 530 NB - Immunization Requirements 65
2. Policy 905 NB - Advertising Procedures 71
- X. Addendum
- XI. Information
- XII. Board Requests
- XIII. Committee Reports
- XIV. Dates to Remember
- A. October 22, 2026 at 5:30 PM - School Board Work Session, North Branch Area Middle School, FTLA Room #816
- B. November 5, 2026 at 4:30 PM - Policy Committee Meeting, North Branch Area Middle School, DO Conference Room #316A
- C. November 5, 2026 at 5:30 PM - Regular School Board Meeting, North Branch Area Middle School, FTLA Room #816
- XV. Adjournment



Superintendent Update October 8, 2026

Vision



*Inspire dreams,
build integrity,
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.

Look What We've Built Together



District Goals

**Superintendent and
School Board Goals**

**Building, Program and
Department Goals**

**Staff and
Student
Goals**



Present and Connected

Staff led the way.

Together, we aligned policy and classroom expectations to remove cell phones from the learning environment.

More space for what matters.

Conversation. Attention. Collaboration. Relationships. Hands-on learning.

Technology with purpose.

Technology supports learning and effective operations while ongoing investments in cybersecurity, data protection, network security, filtering, monitoring, devices, and infrastructure help keep our students, staff, and systems safe.



Technology has an important place.

So do the moments when we choose not to use it.

FROM ONE VIKING TO ANOTHER



AMPLIFYING IMPACT

*One Viking's creativity
became a way to
welcome another.*

Welcome, Little Viking!

The design on this onesie was created by a North Branch Area Public Schools student, and we are delighted to share it with one of our newest Vikings.

May you always stay curious, discover what is possible, and be surrounded by people who notice what you bring and help it grow.

From one Viking to another, welcome to the Viking family.

SKOL!

North Branch Area Public Schools



CAPTURING VIKING STORIES

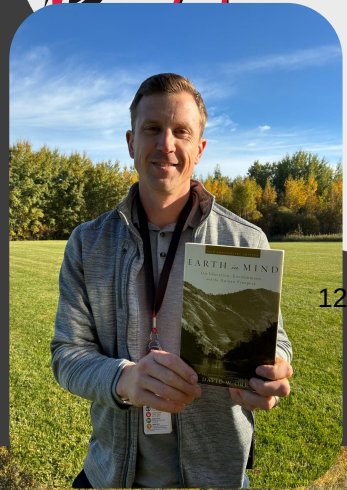


The stories are already happening.

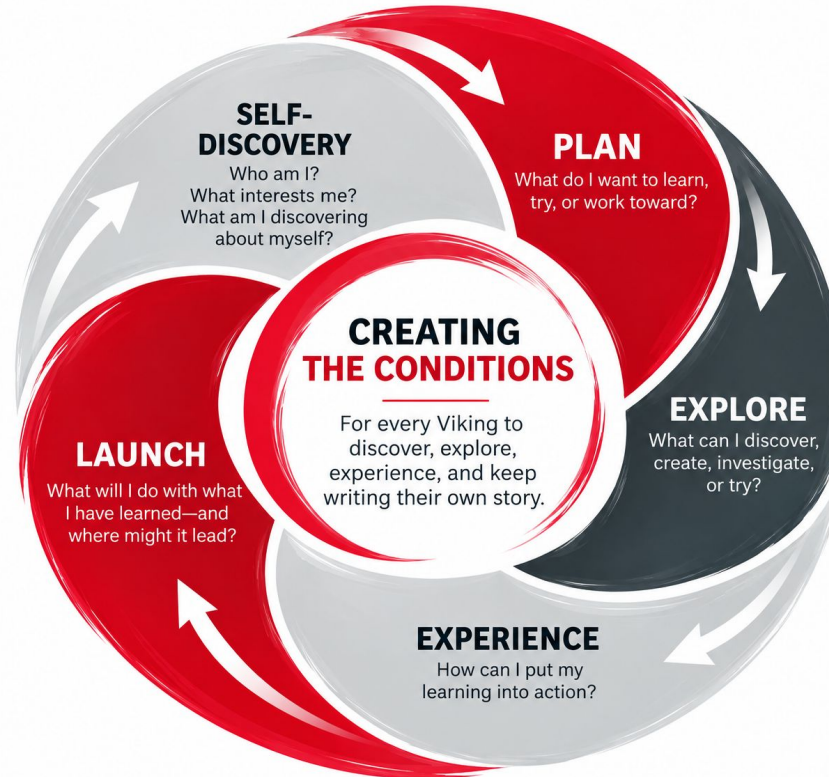
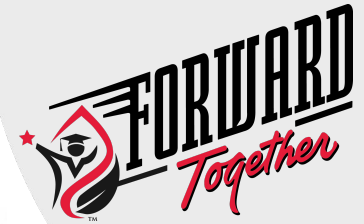
Help us notice them.

**Problem solving • Patience •
Kindness • Persistence •
Helping one another**

Thinking big



WHAT DO WE WANT FOR EVERY VIKING?



LOOK WHAT'S HAPPENING AROUND US



Residential Sites (13)

Development	SF	MF	Apt	
Cedar Ridge	71		175	
Chain Lake	102			
Fox Run	84			
Grand Point	48			
Main Street Apartments			32	
Meadow North Townhomes		116		
Meadows Ridge	336			
Preserve at Spring Hill	37			
Riverside Villas	12			
Schoolside Village	43			
Sunrise Bluff 3	32			
Westside Commons Sr Housing		34	70	
Wildridge	39			
Total	804	150	277	1231

Commercial Sites (8)

Les Schwab Tires
Members Credit Union
North Branch Mall
Chipotle/Starbucks
North Branch Marketplace
North Branch Old Fire Hall
Boka Haven
Westside Commons 3rd

Industrial Sites (5)

Liuna Traning Facility
Flashing By Design
Schneller Auctions
Frito Lay
Interstate Business Park



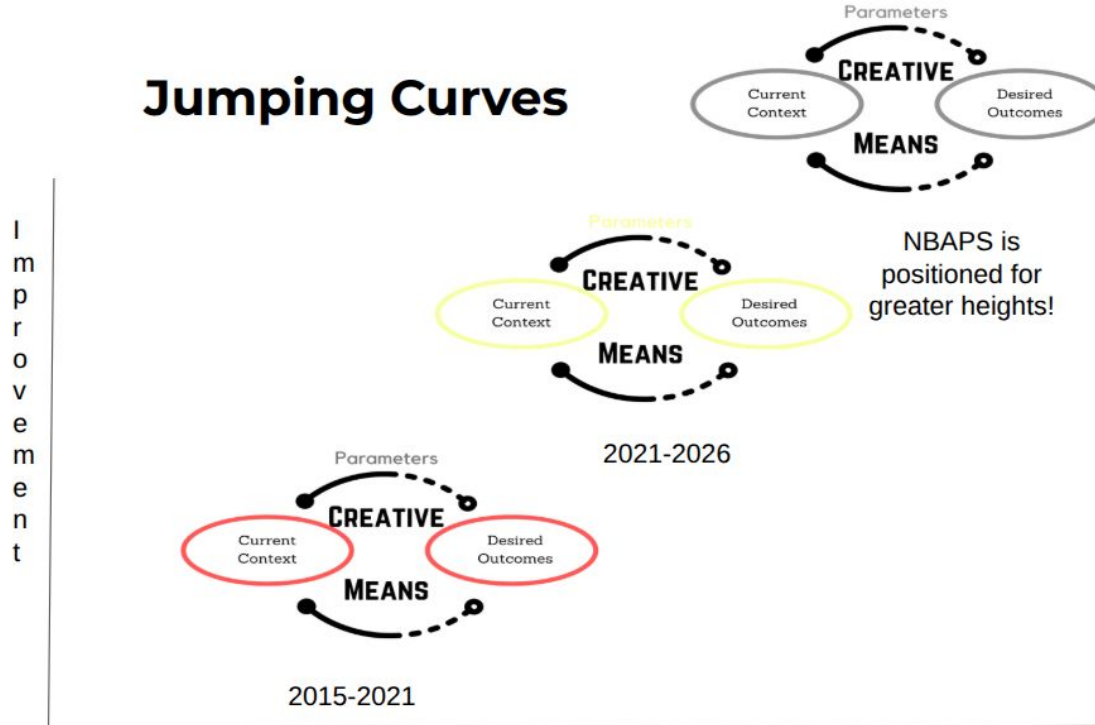
WHAT ELSE COULD BE POSSIBLE?



Progress by Design



Jumping Curves



Constitutional Amendment to Permanent School Fund: More Dollars for Today's Students



The purpose of the fund does not change. It continues to support Minnesota public school students. What is being proposed is a change in how the available funds are distributed.

For North Branch, the proposed change is meaningful. At our current enrollment of about 2,700 students, our distribution would increase by **about \$35,100.**

We should be optimistic about that. In a district where we work hard to direct resources as close to students as possible, \$35,000 can support real needs and preserve opportunities for students.

At the same time, we should keep it in perspective. This does not fundamentally change our financial picture or eliminate the need for thoughtful budget decisions. It is one additional resource within a much larger district budget.

More dollars for today's students. The proposal increases the portion of the fund being used to benefit today's students while preserving the fund for future generations.

Special Education: Preparing for Less State Funding

Minnesota's Blue Ribbon Commission is looking at how to reduce the growing cost of special education statewide. The Legislature has already directed that future state budgets assume significant special education cost reductions beginning in 2027–28.



What that means for NBAPS

Affirmed our Strategic Priority

- The Commission explicitly recommends sustained investment in Multi-Tiered Systems of Support outside special education funding.

Considerations

- We should plan for less special education funding, even though student needs and required services are not decreasing.
- That makes it increasingly important to look carefully at every dollar we spend on special education.
 - Our priority is to protect the resources that have the most direct benefit to students and classrooms.
 - That includes looking at staffing, purchased services, collaborative services and administrative/support structures.

Our focus

As resources¹⁸ become tighter, we want as much of our special education investment as possible reaching students, teachers and classrooms.

WALK & ROLL

TO SCHOOL DAY



**FRIDAY,
OCTOBER 9TH, 2026**

**St. Gregory's
Catholic Church**
(38725 Forest Blvd)

Meet at 7:05 am

Walk/bike starts at 7:15 am

WHY WALK & ROLL?

- Spend time with friends
- Get exercise
- Have fun!

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

**CITY OF
NORTH BRANCH**

**FORWARD
Together**

ship
sustainable health
improvement partnership

**MINNESOTA
SAFE ROUTES
TO SCHOOL**






Jewels and JEANS!

THE PERFECT 10 GALA
THE ANNUAL FUNDRAISER TO SUPPORT
ISD-138 NORTH BRANCH AREA PUBLIC SCHOOLS

**SATURDAY
October 10th**
Doors open at 5pm

FEATURING
A.J. SPOFF

Invisible Wounds Building
840 Lake St S
Forest Lake, MN 55025, USA

Tickets (\$70) on sale now at
WWW.NBAEF.ORG
Purchase Deadline - September 28th

**THE ULTIMATE EVENING OF
IMPACT AND ELEGANCE.**



NORTH BRANCH AREA EDUCATION FOUNDATION
Connecting Community: Empowering Education Since 2008

Dedicated to enhancing opportunities to achieve excellence
for students of North Branch Area Public Schools ISD-138

OVER \$33,000
AWARDED IN 2026 TOWARDS:

- LED Microscopes for Sunrise River Elementary
- Drone Maker Kits for Sunrise River Elementary
- Building Future Innovators - STEM Toys/Manipulatives
- Engaging Books for Early Literacy Learners
- Middle School - Fitness Initiative
- My First Book Club at Sunrise River Elementary
- DAPE Bicycles for the Physical Education Department
- Translator Devices to Support Elementary English Language Learners
- Outdoor Classroom Improvements for North Branch Preschool students
- NBAHS Aerial Drone Competition
- Community Service Projects at the Norse ALC
- Mentoring and Leadership Programs at NBMS
- Cyber Savvy Microbit Kits
- Attendance and Academic Motivation Project at NBHS
- Outdoor Adventures & Experience at NBHS
- 3D Printers for the NBMS Science Team

**Since 2010, the NBAEF has raised over \$666,623
and the Endowment Fund has raised over \$317,000 in support of NBAPS ISD-138!**

**For more information
www.nbaef.org**

NBAEF is a non-profit 501 (C)(3) that works independently to support NBAPS ISD-138. All costs for this promotion have been paid for by the sponsoring organization.



NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA EDUCATION CENTER, ROOM B122
POLICY COMMITTEE MEETING
September 10, 2026

The Policy Committee met on Thursday, September 10, 2026 at 4:30 p.m. in the District Office Conference, Room #316A at the North Branch Area Middle School.

Remote Participation Notice: One or more School Board members may participate in this meeting remotely pursuant to Minnesota Statutes § 13D.02 or § 13D.021, using interactive technology. This provision applies to both regular business meetings and work sessions.

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

Absent: None

The following policies were reviewed and will move to October 8, 2026 board consent agenda.

Policy 532 - Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

Policy 607 - Organization of Grade Levels

The following policies were reviewed following the regular review process and will move forward for a first reading at the October 8, 2026 school board meeting.

Policy 530 NB - Immunization Requirements

Policy 905 NB - Advertising Procedures

The following policies were not reviewed and will return to a future meeting.

Policy 601 - School District Curriculum and Instruction Goals

Policy 603 - Curriculum Development

Other

Policy 905.1 – Advertising

The policy was discussed and reviewed at the August 13, 2026 Policy Committee meeting. The Committee recommended placing the policy on the October 8, 2026 Regular School Board consent agenda for removal, as the policy is primarily procedural.

The meeting concluded at 5:18 PM.

Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA MIDDLE SCHOOL, FTLA ROOM #816,
38431 LINCOLN TRL, NORTH BRANCH, MN 55056
REGULAR SCHOOL BOARD MEETING
THURSDAY, SEPTEMBER 10, 2026
5:30 PM**

The School Board of Independent School District 138 met in regular session on Thursday, September 10, 2026 at 5:30 p.m. in the FTLA Room #816 at the North Branch Area Middle School.

Remote Participation Notice: One or more School Board members may participate in this meeting remotely pursuant to Minnesota Statutes § 13D.02 or § 13D.021, using interactive technology. This provision applies to both regular business meetings and work sessions.

Chair MacMillan called the meeting to order.

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

Absent: Adam Trampe

Others in attendance: Rachel Kytonen, Pakou Lee, Todd Tetzlaff, David Treichel

Approval of Agenda:

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

School Board Recognition

Minnesota School Board Recognition Month

The Board was recognized for its service to North Branch Area Public Schools and the community. Superintendent Paul expressed appreciation for the Board's work and emphasized that the decisions made by the Board help create opportunities for students.

Superintendent's Report

Superintendent Paul provided an update on the district's mission and Progress by Design strategic priorities, highlighting a strong start to the 2026–27 school year, student engagement, attendance, and opportunities connected to workforce development and career pathways. She also highlighted continued community and civic partnerships, including participation in the City's Comprehensive Plan and efforts to strengthen connections between education, employers, post-secondary institutions, and workforce organizations.

The district continues to address safe routes and dismissal traffic concerns, including potential improvements involving Maple Street and coordination with City leaders and nearby development. Enrollment began the school year at 2,677 students, 26 above projection and 62 higher than the previous year, with growth across multiple grade levels indicating continued stabilization and growth.

Removal of Consent Items for Discussion:

None

Consent Items:

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

- A. Minutes of August 13, 2026 Policy Committee Meeting
- B. Minutes of August 13, 2026 Regular School Board Meeting
- C. Authorization of Payments, Transfers, and Investment Activity

- Accounts Payable, Bank 07 – \$ 1,255,652.84
- Auxiliary, Bank 12 - \$ 8,722.64
- Payroll, Bank 13 - \$ 1,706,685.79
- Scholarship, Bank 18 - \$ 0.00
- High School Student Activities, Bank 31 - \$ 3,186.33
- Middle School Student Activities, Bank 32 - \$ 0.00

D. Personnel

- a. Jaime Jorgenson, resignation effective August 8, 2026, as Education Assistant at North Branch Area Middle School
- b. Kacee Meyer, resignation effective August 18, 2026, as Special Education Assistant at North Branch Area High School
- c. Tristan Olson-Wahlroos, resignation effective August 9, 2026, as Special Education Assistant at Sunrise River School
- d. Cindy Scheurer, resignation effective August 31, 2026, as Playground/Lunchroom Assistant and Youth Connections Adult Assistant at North Branch Area Education Center
- e. April Birdsall, termination effective August 24, 2026, as District Wide Health Clerk
- f. Addison Altier, employment effective September 1, 2026, as Special Education Assistant at North Branch Area Education Center

- g. Rebecca Denniston, employment effective August 17, 2026 as Career Center Clerk at North Branch Area High School
- h. Kourtney Enstad, employment effective August 31, 2026 as Recess Assistant at Sunrise River School
- i. Tisha Mandt, employment effective August 24, 2026, as Special Education Assistant at North Branch Area High School
- j. Michelle Bjork, effective September 1, 2026, position change from part-time SAC Adult Assistant to Early Childhood Education Assistant at North Branch Area Education Center
- k. Kathy Hischer, position change effective August 25, 2026 from Job Coach at Life Work Center to Special Education Assistant at Sunrise River School
- l. Dawn Newton, position change effective August 31, 2026, as Lunchroom Assistant/Education Assistant to Job Coach at Life Work Center
- m. Amy Pesek, effective August 25, 2026, position change from Playground / Lunchroom Assistant at Sunrise River School to Early Education Assistant at North Branch Area Education Center
- n. Danielle Snyder, position change effective August 18, 2026, as Special Education Assistant at Sunrise River School to Behavior Interventionist at North Branch Area Education Center
- o. Bao Yang, effective August 19, 2026, position change from part-time Special Education Assistant to full-time Special Education Assistant at North Branch Area Education Center
- p. Shelly Young, position change effective August 20, 2026, as Special Education Assistant at Life Work Center to Special Education Assistant at North Branch Area Middle School
- q. Abby Harrer, BA, Step 1, as Long-Term Substitute for Olivia Berg, effective August 24, 2026 through October 19, 2026, as Fifth Grade Teacher at Sunrise River School
- r. Samantha Pederson, BA+45, Step 1, one-year contract for the 2026-2027 school year, as Tier 2 Physical Education Teacher at North Branch Area Middle School
- s. 2026-27 Extracurricular Fall Coach Positions

1. Norm Nagel, Class 2, Step 8, as Head Coach for Cross Country
2. Natalie Bristol, Class 4, Step 3, as Cross Country Assistant Coach
3. Justin Voss, Class 1, Step 9, as Football Head Coach
4. Kyle Groh, Class 3, Step 5, Football Assistant Coach
5. Dan Johnson, Class 3, Step 10, as Football Assistant Coach
6. Eli Erickson, Class 3, Step 3, as Football Assistant Coach
7. Ian McWilliams, Class 3, Step 10, as Football Assistant Coach
8. Nick Schlender, Class 3, Step 2, as Football Assistant Coach
9. Matt DiMartino, Class 3, Step 1, as Football Assistant Coach
10. Kyle Kahl, Class 3, Step 10, as Football Assistant Coach
11. Chad Johnson, Class 2, Step 10, as Head Coach for Boys Soccer
12. Jessica Audette, Class 4, Step 9, as Assistant Coach for Boys Soccer
13. Hunter Brandel, Class 4, Step 3, as Assistant Coach for Boys Soccer
14. Josh Kopp, Class 2, Step 9, as Head Coach for Girls Soccer
15. Tyler Johnson, Class 4, Step 4, as Assistant Coach for Girls Soccer
16. Joel Santjer, Class 3, Step 10, as Girls Tennis Head Coach
17. Kathy Crudo, Class 5, Step 7, as Girls Tennis Assistant Coach
18. Mike Selbitschka, Class 1, Step 10, as Head Coach for Volleyball

19. Megan Carlson, Class 3, Step 3, as Assistant Coach for Volleyball
20. Lauren Hicks, Class 3, Step 2, as Assistant Coach for Volleyball
21. Tammi Minke, Class 3, Step 10, as Assistant Coach for Volleyball
22. Galytea Pierce, Class 3, Step 4, as Assistant Coach for Volleyball
23. Macy Skroch, Class 3, Step 1, as Assistant Coach for Volleyball
24. Chad Carlson, Class 6, Step 10, as Middle School Volleyball Coach
25. Samantha Pederson, Class 6, Step 4, as Middle School Volleyball Coach
26. Whitney Boucha, Class 6, Step 1, as Assistant Coach for Middle School Volleyball
27. Nate Appleby, Class 9, Step 10, as Fitness Center Supervisor (Fall Season)
28. Ashton Salo, as Volunteer Coach for Cross Country
29. Brock Gratz, as Volunteer Coach for Football
30. Bryant Meyer, as Volunteer Coach for Girls Tennis
31. Max Johnson, as Volunteer Coach for Boys Soccer
32. Ross Otto, as Volunteer Coach for Boys Soccer
33. Steve Dickhudt, as Volunteer Coach for Volleyball
34. Cianna Selbitschka, as Volunteer Coach for Volleyball
35. Courtney Selbitschka, as Volunteer Coach for Volleyball

t. Policies

1. Policy 807 - Health and Safety

2. Policy 901 – Community Education

3. Policy 903 – Visitors to School District Buildings and Sites

E. Acceptance of Donations

August 2026

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
8/4/26	Minncro Credit Union, 235 1st Ave W, Cambridge, MN 55008	NBHS Scholarship	\$1,000.00	Scholarship Donation
8/5/26	Jerry's Foods, 5418 St. Croix Trl, North Branch, MN 55056	Sunrise River Elem.	\$250.00	Fun Run Donation
8/14/26	Almelund Threshing Company, Attn: Teya Nelson, 8008 285th Ave NE, North Branch, MN 55056	NBHS Scholarship	\$1,000.00	Scholarship Donation
8/14/26	North Branch Area Traveling Baseball, PO Box 644, North Branch, MN 55056	NBHS Scholarship	\$500.00	Scholarship Donation
8/20/26	Greater Kansas City Community Foundation, 1055 Broadway Blvd, Ste. 130, Kansas City, MO 64105	NBHS Athletics	\$5,000.00	FTC Robotics Program Donation
8/20/26	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Boys Soccer Program-Sports Physical Donation
8/21/26	4.0 School Services (Anonymous Cash Donations from Concerts in the Park)	NBAPS	\$110.00	School Supply Donation
8/28/26	Lions Club of North Branch, PO Box 172, North Branch, MN 55056	NBHS Scholarship	\$3,000.00	Scholarship Donation
			\$10,910.00	
AUG	East Central Energy, PO Box 39, Braham, MN 55006	Sunrise River Elem.		*Donated School Supplies/Teacher Supplies Valued at Approx. \$1,000
AUG	Living Branch Lutheran Church, Attn: Donna Rothert, 4801 384th Trl, North Branch, MN 55056	Sunrise River Elem.		*Donated School Supplies/Teacher Supplies Valued at Approx. \$350

Open Mic

None

New Business

A. Approval of the North Branch Support Staff contract agreement for 2026 - 2027 and 2027 - 2028 school years

Moved by LaValla, seconded by Johnson and carried unanimously to approve the North Branch Support Staff contract agreement for 2026 - 2027 and 2027 - 2028 school years.

B. Approval of the Certification of Proposed Property Tax Levy 2026 Payable 2027

Moved by Naegele, seconded by LaValla, and carried unanimously to approve the Certification of Proposed Property Tax Levy 2026 Payable 2027.

C. Approval of Setting December 3, 2026 for the Truth In Taxation Hearing to Certify the Property Tax Levy 2026 Payable 2027

Director of Finance and Human Resources Todd Tetzlaff presented the proposed 2027 property tax levy, including the state-defined levy process and timeline. The Board was asked to certify the maximum levy and set the Truth in Taxation hearing for December 3, 2026, at 6:00 p.m.

Moved by LaValla, seconded by Grovender, and carried unanimously to approve Setting December 3, 2026 for the Truth In Taxation Hearing to Certify the Property Tax Levy 2026 Payable 2027.

Information

None

Board Requests

Member Johnson had questions on Policy 807 - Health and Safety. Her questions were addressed by Chair MacMillan and Superintendent Paul.

Enrollment updates – Superintendent Paul will give updates at the September 24, 2026 and October 22, 2026 Works Session Meetings.

Committee Reports

Member Johnson reported on the East Central Regional Development Commission Committee.

Chair MacMillan reported on the American Indian Parent Advisory Council.

Dates to Remember

- A. September 24, 2026 at 5:30 PM - School Board Work Session, North Branch Area Middle School, FTLA Room #816
- B. October 8, 2026 at 4:30 PM - Policy Committee Meeting, North Branch Area Middle School, DO Conference Room #316A
- C. October 8, 2026 at 5:30 PM - Regular School Board Meeting, North Branch Area Middle School, FTLA Room #816

Adjournment

Moved by LaValla, seconded by Johnson and carried unanimously to adjourn the regular meeting at 6:11 PM.

Heather Naegele, Clerk

**NORTH BRANCH INDEPENDENT SCHOOL DISTRICT NO. 138
NORTH BRANCH AREA MIDDLE SCHOOL, FTLA ROOM #816,
38431 LINCOLN TRL, NORTH BRANCH, MN 55056
SCHOOL BOARD WORK SESSION
SEPTEMBER 24, 2026**

The School Board of Independent School District 138 met in a Work Session on Thursday, September 24, 2026 at 5:30 p.m. in the FTLA Room #816 at the North Branch Area Middle School

Remote Participation Notice: One or more School Board members may participate in this meeting remotely pursuant to Minnesota Statutes § 13D.02 or § 13D.021, using interactive technology. This provision applies to both regular business meetings and work sessions.

Chair MacMillan called the meeting to order.

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

Absent: None

Others in Attendance: Erica Bjerketvedt, Amanda Daeger, Pakou Lee, Clint Link, Taylor Swanson, Todd Tetzlaff, Jacob Truby

The Pledge of Allegiance was said by all.

Superintendent's Report

Superintendent Paul highlighted Workforce Development Month and the district's efforts to connect students with work-based learning, skilled trades, college courses, and career pathways. She also shared that North Branch Area Public Schools was recognized by the City of North Branch for its leadership and partnership in workforce development and that she presented the district's workforce development ecosystem at the AASA Superintendent Symposium in Washington, D.C.

Work Session Topics

A. **Spotlight: High School 2026-27 Goals**

The Board reviewed the high school focus on relationships, learning, growth, and ensuring students graduate with a plan. Goals include improving attendance, increasing academic achievement, providing targeted support, and expanding college, career, technical education, and work-based learning opportunities.

B. **Spotlight: Elementary 2026-27 Goals**

The Board received an overview of 2026-27 academic goals for preschool and K-5 students, including early literacy and math development, grade-level reading and math achievement, targeted interventions, and progress

monitoring. Curriculum updates included continued implementation of Arts & Letters, SPIRE reading intervention, and a math curriculum pilot. An accelerated math pathway for grades 4-5 was also introduced.

Board members adjourned the meeting at 7:25 PM

Heather Naegele, Clerk

ELECTRONIC FUND TRANSFERS **SEPTEMBER 2026**

Direct Dep Cks			\$1,060,294.86
ACHS			<u>\$9,917.00</u>
			\$1,070,211.86
Other Electronic Fund Transfers:			
Federal/FICA Taxes		9/8/2026	\$3,584.00
(Also reflected in P/R info)		9/8/2026	\$55,295.88
		9/15/2026	\$96,559.78
		9/21/2026	\$73,299.69
		9/28/2026	<u>\$111,425.34</u>
			\$340,164.69
Minnesota Withholding Taxes		9/9/2026	\$249.75
(Also reflected in P/R info)		9/9/2026	\$9,061.17
		9/16/2026	\$17,278.44
		9/22/2026	\$11,880.61
		9/28/2026	\$533.22
		9/29/2026	<u>\$19,955.70</u>
			\$58,958.89
Economic Service (EBC)		9/8/2026	\$13,291.41
(Also reflected in P/R info)		9/15/2026	\$17,727.28
		9/21/2026	\$13,291.41
		9/28/2026	<u>\$17,673.11</u>
			\$61,983.21
MII LIFE-F S A	PEIP	9/1/2026	\$76.35
	PEIP	9/9/2026	\$370.00
	PEIP	9/9/2026	\$600.00
	PEIP	9/11/2026	\$76.35
	PEIP	9/15/2026	\$647.64
	PEIP	9/15/2026	\$10.91
	PEIP Admin Inv	9/25/2026	<u>\$418.50</u>
			\$2,199.75
MII LIFE-M S A		9/8/2026	\$972.39
		9/8/2026	\$3,700.66
		9/15/2026	\$13.70
		9/15/2026	\$4,122.55
		9/21/2026	\$972.39
		9/21/2026	\$3,700.66
		9/28/2026	\$13.70
		9/28/2026	<u>\$4,317.55</u>
			\$17,813.60
Minnesota Teachers Retirement		9/4/2026	\$3,736.14
		9/4/2026	\$11,193.26
		9/14/2026	\$81,052.40
		9/18/2026	\$11,273.14
		9/25/2026	<u>\$91,681.21</u>
			\$198,936.15
PERA		9/4/2026	\$24,070.06
		9/18/2026	<u>\$38,304.62</u>
			\$62,374.68
Delta Dental Plan		9/22/2026	\$27,269.21
MN Sales Tax		9/21/2026	\$204.00

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2026-2027**

Name	Date of Employment	Qualification	Subject Matter or Field
Bense, Joan	09-02-92	Elementary Education	Elementary Education 1-6
Golden, Rebecca	08-30-95	Elementary Education	Elementary Education 1-6 Coaching 7-12
Moeller, Lisa	08-30-95	Elementary Education	Elementary Education 1-6
Jensen, Lynelle	02-01-96	Elementary Education	Elementary Education 1-6
Christen, Julie	08-21-96	English/Language Arts Health	English/Language Arts 7-12 Health K-12 Coaching 7-12
Gryte, David	08-21-96	Elementary Education	Elementary Education 1-6
Van Dyke, Jennifer	08-21-96	English/Language Arts	English/Language Arts 7-12
Summer, Juli	08-30-96	Elementary Education	Elementary Education K-6 Pre-Kindergarten Pre K Reading K-12
Joyal, Jennifer	08-21-97	Social Studies	Social Studies 7-12
Kolstad, Trena	08-21-97	Elementary Education	Elementary Education K-6
Kozar-Gryte, Lynn	08-21-97	Elementary Education	Elementary Education K-6
Kleschult, Melissa	10-06-97	Elementary Education	Elementary Education 1-6 Library Media Specialist K-12
Korkowski, Jenel	08-11-99	Elementary Education	Elementary Education 1-6 English/Language Arts Middle School
McWilliams, Ian	08-25-99	Special Education	Emotional Behavior Disorders K-12
Randall, Amy	08-25-99	Elementary Education	Elementary Education 1-6
McWilliams, Holly	03-06-00	Elementary Education	Elementary Education K-6
Becker, Cheryl	08-16-00	Special Education	Learning Disabilities K-12 Emotional Behavior Disorders K-12 Elementary Education 1-6 Coaching 7-12
Newbauer, Pamela	08-16-00	Social Studies Reading	Social Studies 7-12 Reading K-12
Rothe, Laura	08-16-00	Social Studies	Social Studies 5-12
Tiegen, Lori	08-16-00	Elementary Education	Elementary Education K-6
Hilber, Rebecca	08-15-01	Elementary Education	Elementary Education K-6

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2026-2027**

Name	Date of Employment	Qualification	Subject Matter or Field
Lattimore, Mindy	08-15-01	English/Language Arts	English/Language Arts 7-12 Principal K-12
Van Eerden, James	08-15-01	Physical Education Adaptive Physical Education	Physical Education K-12 DAPE Pre K-12
MacKenzie, Megan	08-20-02	English/Language Arts	Communication Arts/Literature 5-12
Nowak, Lisa	08-20-02	Special Education Health Elementary Education	Emotional Behavior Disorders K-12 Learning Disabilities K-12 Health K-12 Elementary Education K-6
Groen, Sara	08-20-03	Early Childhood Special Education Special Education	Early Childhood Special Education B-Age 6 Moderate to Severe K-12
Schraufnagel, Scott	08-20-03	Special Education	Emotional Behavior Disorders K-12 Learning Disorders K-12
Zerwas, Dejah	08-20-03	Elementary Education	Elementary Education 1-6
Minke, Tammi	02-17-04	Early Childhood Special Education Elementary Education	Early Childhood Special Education B-Age 6 Pre-Primary Age 3- Pre K Elementary Education K-6
Heil-Berg, Cindy	08-18-04	Physical Education	Physical Education K-12 Coaching 7-12
Maurer, Lisa	08-18-04	Reading Special Education	Reading K-12 Emotional Behavior Disorders K-12 Communication Arts/Literature 5-8 Elementary Education K-6
Schmidt, Sara	01-10-05	Early Childhood Special Education	Early Childhood Special Education B-Age 6 Autism Spectrum Disorders B-Age 6
Christensen, Stephen	08-24-05	Mathematics Social Studies	Elementary Education K-6 Mathematics 5-8 Social Studies 5-8
Santjer, Joel	08-24-05	Social Studies	Social Studies 5-12
Fortuna, Lisa	08-23-06	Elementary Education	Elementary Education K-6
Rafferty, Melissa	08-20-08	English/Language Arts	English/Language Arts 7-12
Heisick, Britney	08-26-09	Spanish	Spanish K-12
Kahl, Kyle	08-26-09	Elementary Education	Elementary Education 1-6
Trampe, Alison	08-30-11	Elementary Education	Elementary Education K-6 Social Studies 5-8
Pope, James	08-21-12	Instrumental Music	Instrumental and Classroom Music K-12

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2026-2027**

Name	Date of Employment	Qualification	Subject Matter or Field
Sanders, Amy	08-21-12	Speech Language	Speech Language Pathologist Pre K-12
Bartz, Samantha	08-20-13	Elementary Education	Elementary Education K-6
Heath, Jennifer	08-20-13	Elementary Education	Elementary Education K-6 Pre-Primary Age 3-PreK
Johnson, Daniel	08-20-13	Special Education Social Studies	Learning Disabilities K-12 Social Studies 5-12
Wilson, Adam	08-20-13	Science	Science 5-8 Life Science 9-12 Earth and Space Science 9-12
Gillquist, Johannah	10-22-13	Elementary Education	Elementary Education K-6 Communication Arts/Literature 5-8
Anderson, Reid	08-20-14	Spanish ELL	English as a Second Language K-12 Spanish K-12
Brinkman, Shelley	08-20-14	Spanish Elementary Education	Elementary Education 1-6 Spanish K-8
Carlson, Chad	08-20-14	Social Studies	Reading K-12 Social Studies 5-12
Funke, Cristina	08-20-14	Elementary Education	Elementary Education K-6 Pre-Primary Age 3-PreK
Johnson, Kelly	08-20-14	Elementary Education	Elementary Education K-6
McCann, Jennifer	08-20-14	Elementary Education	Elementary Education K-6 Early Childhood Education B-Grade 3
Reistad, Joshua	08-20-14	Elementary Education Science	Elementary Education K-6 Science 5-8
Christopherson, Mary	08-26-15	Science	Science 5-8 Earth and Space Science 9-12 Reading K-12
Crudo, Katherine	08-26-15	Physical Education Adaptive Physical Education	Physical Education K-12 DAPE Pre K-12
DeSmet, Andrea	08-26-15	Elementary Education	Elementary Education K-6
Keller, Sherri	08-26-15	Elementary Education Media Specialist	Elementary Education K-6 Library Media Specialist K-12 Social Studies 5-12 Communications Technology Career 7-12
Lien, Kelsey	08-24-16	Early Childhood Special Education	Early Childhood Education B-Grade 3 Early Childhood Special Education B-Age 6

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2026-2027**

Name	Date of Employment	Qualification	Subject Matter or Field
Twait, Ashley	08-24-16	Mathematics	Mathematics 5-12
Voss, Justin	08-24-16	Special Education Elementary Education	Elementary Education K-6 Emotional Behavior Disorders K-12 Learning Disabilities K-12
Hanegraaf, Meghan	08-23-17	Elementary Education	Elementary Education K-6
Worthley, Juanita	08-23-17	Science	Science 5-8 Life Science 9-12 Chemistry 9-12 Principal K-12
Masso, Lynn	08-22-18	Special Education	Mild to Moderate Mentally HDPC K-12
Meysembourg, Molly	08-22-18	Art	Visual Arts K-12
Larson, James	08-21-19	Special Education	Emotional Behavior Disorders K-12
Molde, Rochelle	08-21-19	Special Education	Elementary Education 1-6 Academic and Behavioral Strategist K-12
Moore, LeAnn	08-21-19	Special Education	Elementary Education K-6 Emotional Behavior Disorders K-12 Academic and Behavioral Strategist K-12 Social Studies 5-8
Halseth, Chelsea	08-26-20	Early Childhood Special Education	Early Childhood Education B-Grade 3 Early Childhood Special Education B-Age 6
Rydberg-Engel, Sydney	08-26-20	Art	Visual Arts K-12
Harren, Jake	08-24-21	Elementary Education	Elementary Education K-6
Kahl, Amy	08-24-21	Elementary Education	Elementary Education K-6 Pre-primary Age 3-PreK
Klatt, Natalie	08-24-21	Elementary Education	Elementary Education K-6
Konrad, Jessica	08-24-21	Social Studies	Social Studies 5-12
Mellem, Rachel	08-24-21	Elementary Education	Elementary Education K-6 Pre-primary Age 3-PreK
Neil, Taylor	08-24-21	Music	Instrumental and Classroom Music K-12
Nelson, Alyssa	08-24-21	Special Education	Academic and Behavioral Strategist K-12
Nuthak, Samantha	08-24-21	Spanish	Spanish K-12
Bailey, Rachel	08-30-21	Special Education	Learning Disabilities K-12 Emotional Behavior Disorders K-12

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2026-2027**

Name	Date of Employment	Qualification	Subject Matter or Field
Gibbs, Jennifer	08-30-21	Elementary Education	Elementary Education K-6
Cook, Amanda	09-07-21	Agriculture	Agricultural Education 5-12 Teacher Coordinator Work Based Learning 9-12
Grund, Alan	09-07-21	Elementary Education	Elementary Education K-6
Falen, Lee Ann	08-24-22	Art	Visual Arts K-12
Groh, Kyle	08-24-22	Physical Education Adaptive Physical Education	Physical Education K-12 Health 5-12 DAPE Pre K-12
Hanna, Katelyn	08-24-22	Elementary Education	Pre-Primary Age 3-Pre K Elementary Education K-6
Osterhues, Kennedy	08-24-22	Elementary Education	Elementary Education K-6 Academic and Behavioral Strategist K-12
Schramm, Marcee	08-24-22	Science	Life Science 9-12
Wavra, Jacob	08-24-22	Elementary Education	Elementary Education K-6
Swalboski, Kristen	08-29-22	Licensed School Nurse	School Nurse Pre K-12
Johnson, Kristi	09-06-22	Elementary Education	Elementary Education K-6
Fairbanks, Annette	02-15-23	ECFE	Elementary Education K-6
Anderson, Maxwell	08-23-23	English/Language Arts	Communication Arts/Literature 5-12
Anderson, Theresa	08-23-23		Social Studies 5-12 Business 5-12 Principal K-12
Berg, Jennifer	08-23-23	Elementary Education	Elementary Education K-6
Berg, Olivia	08-23-23	Elementary Education	Elementary Education K-6
Bodell, Jonathan	08-23-23	Business	Business 5-12
Brandel, Hunter	08-23-23	Social Studies	Social Studies 5-12
Hanson, Joshua	08-23-23	Elementary Education	Elementary Education K-6
Minor, Marissa	08-23-23	Elementary Education	Elementary Education K-6
Nysse, Megan	08-23-23	Elementary Education	Elementary Education K-6 Science 5-8
Peters, Rebecca	08-23-23	Elementary Education	Elementary Education 1-6
Pirrie, David	08-23-23	English/Language Arts	Communication Arts/Literature 5-12

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2026-2027**

Name	Date of Employment	Qualification	Subject Matter or Field
Quinehan, Gracia	08-23-23	Science	Life Science 9-12 Science 5-8
VanHorn, Amber	08-23-23	Elementary Education	Social Studies 5-8 Elementary Education K-6
Stoesz, Samantha	08-21-24	English/Language Arts	Communication Arts/Literature 5-12
Thusty, Kendra	08-21-24	Elementary Education	Reading K-12 Elementary Education 1-6
Tessmer, Amanda	11-06-24	School Counselor	School Counselor K-12
Glines, Alissa	08-20-25	Elementary Education	Elementary Education K-6
Patterson, Claire	08-20-25	Mathematics	Mathematics 5-12
Salow, Ashton	08-20-25	Mathematics	Mathematics 5-12
Wilson, Eric	08-20-25	Elementary Education	Early Childhood Education B-Grade 3
Appleby, Nathan	08-25-25	Physical Education	Physical Education K-12 Health 5-12
Lindquist, Kaitlyn	08-20-25		Elementary Education K-6

NONTENURED TEACHERS AND TEACHERS ON LONG TERM SUBSTITUTE CONTRACTS

This list is for record keeping only. Seniority is not generated by non-tenured staff according to Article X, Section 2, Subd. 5.

Murphy, Whitney	08-24-21	Special Education Teacher	Academic and Behavioral Strategist 7-12
Mayne, Kristin	08-23-23	FACS Work Based Learning	Early Childhood Careers Teacher Coordinator Work Based Learning Driver and Vehicle Traffic Safety
Horsfall, Jules	03-18-24	Social Studies	Social Studies 5-12
Stiles, Caleb	04-14-24	Social Studies	Social Studies 5-12
Anderson, Britta	08-21-24	Speech Language	Speech Language Pathologist Pre K-12
Anderson, Lily	08-21-24	Elementary Education	Elementary Education K-6 Early Childhood Education B-Grade 3
Bristol, Natalie	08-21-24	Elementary Education	Elementary Education K-6
Carlson, Megan	08-21-24	Elementary Education	Elementary Education K-6 Social Studies 5-8
Glenna, Allison	08-21-24	Elementary Education	Elementary Education K-6

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2026-2027**

Name	Date of Employment	Qualification	Subject Matter or Field
Hoffman, Samantha	08-21-24	Special Education	Early Childhood Special Education B-Age 6 Early Childhood Education B-Grade 3
Lubs, Samuel	08-21-24	Vocal Music	Vocal and Classroom Music K-12
Nelson, Madeline	08-21-24	Early Childhood Special Education	Early Childhood Special Education B-Age 6
Porter, Danica	08-21-24	Science	Science 5-8 Life Science 9-12 Physics 9-12
Daas, Jennifer	08-22-24	Elementary Education	Elementary Education K-6
Sorgert, Tylor	08-22-24	Mathematics	Mathematics 5-12
Edson, Lucas	03-04-25	Industrial Technology	Technology 5-12
Beckmann, Sarah	08-20-25	School Counselor	School Counselor K-12
Dreon, Kristina	08-20-25	Licensed School Nurse	School Nurse Pre K-12
Duffy, Erika	08-20-25	Elementary Education	Pre-Primary Age 3-Pre K Elementary Education K-6
Mathis, Kayla	08-20-25	Elementary Education	Elementary Education K-6
Schlender, Nicholas	08-20-25	Mathematics	Mathematics 5-12
Studier, Sebastian	08-20-25	English/Language Arts	Communication Arts/Literature 5-12
Weeks, Riley	08-20-25	Mathematics	Elementary Education K-6 Mathematics 5-8
Boeke, Madison	08-12-26	Elementary Education	Elementary Education 1-6 Early Childhood Education B-Grade 3
Burrow, Molly	08-12-26	Mathematics	Mathematics 5-12
Carlston, Sara	08-12-26	Mathematics	Mathematics 5-12
Dahl, Rachel	08-12-26	Elementary Education	Elementary Education K-6
DiMartino, Matt	08-12-26	Mathematics	Mathematics 5-12
Erickson, Katie	08-12-26	Elementary Education	Elementary Education K-6
Geving, Tristen	08-12-26	Elementary Education	Elementary Education K-6
Haag, Justin	08-12-26	Speech Language Pathologist	Speech Language Pathologist Pre K-12
Hals, Amanda	08-12-26	Special Education	Academic and Behavioral Strategist K-12
Hempel, Alyssa	08-12-26	Elementary Education	Elementary Education K-6

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2026-2027**

Name	Date of Employment	Qualification	Subject Matter or Field
Hibbard, Jade	08-12-26	Media Specialist / Tech Integrationist	Elementary Education K-6 Library Media Specialist K-12 Mathematics 5-8
Huberty, Sarah	08-12-26	Elementary Education	Elementary Education K-6
Johnson, Cassandra	08-12-26	Elementary Education	Elementary Education K-6
Miller, Catherine	08-12-26		Developmental Disabilities K-12
Paehlke, Kaley	08-12-26	Elementary Education	Elementary Education K-6
Roggeman, John	08-12-26	Special Education	Academic and Behavioral Strategist K-12
Sertich, Lauren	08-12-26	Elementary Education	Early Childhood Education B-Grade 3
Stauffer, Joseph	08-12-26	School Counselor	School Counselor K-12
Swanson, McKayla	08-12-26	Special Education	Academic and Behavioral Strategist K-12
Swiatek, Luke	08-12-26	Science	Science 5-8 Life Science 9-12

TEACHERS ON SPECIAL ASSIGNMENT

This list is for record keeping only.

Keller, Sherri	08-26-2015	Technology Integration	Elementary Education K-6 Media Generalist K-12 Social Studies 5-12
Bense, Joan	09-02-1992	Instructional Strategies Coach	Elementary Education 1-6
Kleschult, Melissa	10-06-1997	Technology Integration	Elementary Education 1-6 Library Media Specialist K-12
Newbauer, Pam	08-16-2000	Instructional Strategies Coach	Social Studies 7-12 Reading K-12
Anderson, Theresa	08-23-2023	Instructional Strategies Coach	Social Studies 5-12 Business 5-12 Principal K-12
Bailey, Rachel	08-30-2021	Special Education TOSA ⁴¹	Learning Disabilities K-12 Emotional Behavior Disorders K-12

**Independent School District
North Branch, Minnesota**

**Teacher Seniority List
2026-2027**

Name	Date of Employment	Qualification	Subject Matter or Field
McWilliams, Ian	08-30-2021	Special Education TOSA	Emotional Behavior Disorders K-12

**Independent School District
North Branch, Minnesota**

**Community Education Early Childhood Teacher Seniority List
2026-2027**

Hubbling, Maggie	08-20-14	Elementary Education K-6 Pre-Primary Age 3-K
Webster, Abigale	02-07-23	Elementary Education K-6 Early Childhood Education B-Grade 3
Carlson, Jessica	08-23-23	Elementary Education K-6

NONTENURED TEACHERS

This list is for record keeping only. Seniority is not generated by non-tenured staff according to Article XVII, Section 2

Houle, Sophia	08-01-23	Elementary Education K-6
Rivard, Ashley	08-07-24	Elementary Education K-6 Pre-Primary Age 3-PreK
Money, Carmen	08-23-24	
Erickson, Geri	08-01-26	

**NBSSA SENIORITY LIST
2026-2027**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-
Maintenance					
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Sletten, Jane	11-10-98	Special education assistant Special education assistant Special education assistant Special education assistant Transition job coach	PS MS MSS HS LWC
Hischer, Kathy	09-25-00	Special education assistant Behavior technician-building Behavior technician-building Special education assistant Transition job coach Special Education Assistant	PS MSS SR SR LWC SR
Kaczrowski, Nancy	08-27-02	Special education assistant Special education assistant	MS HS
Kreitz, Joanne	08-27-02	Special education assistant Behavior interventionist	MS MS
Young, Shelly	12-10-07	Lunchroom/playground assistant Lunchroom/playground assistant Special education assistant Special education assistant	SR EC LWC MS
Hammes, Bryan	09-07-10	Lunchroom/playground assistant Special education assistant	SR SR
Carlson, Denise	09-01-11	Special education assistant	SR
Smith, Nichol	12-06-11	Lunchroom/playground assistant Teacher assistant Assessment secretary Office clerk	SR SR SR SR
Turner, Stacy	09-18-12	Special education assistant	HS
Russell, Brooke	11-19-13	Special education assistant	SR

**NBSSA SENIORITY LIST
2026-2027**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-
Maintenance					
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Roske, Tonya	03-12-14	Special education assistant	SR
Wille, Becky	08-28-14	Assessment secretary Assessment support secretary Media clerk Media clerk	HS EC SR/MS SR
Dufour, Kristina	03-25-15	SAC adult assistant Lunchroom/playground assistant Lunchroom/playground assistant Special education assistant	CE SR EC MS
Carr, Laurie	09-02-15	Special education assistant	SR
Richter, Jessica R	09-02-15	Special education assistant Office clerk	MS SPED
Delougherty, Lisa	01-19-16	Special education assistant	MS
Dworshak, Cynthia	01-26-16	Special education assistant Office clerk	MS MS
Olson, Jackie	08-31-16	ADSIS behavior assistant	SR
George, Brittany	09-15-16	Special education assistant Special education assistant Central printing operator	SR EC DO
Reich, Rebecca	05-08-19	Lunchroom/playground assistant Health office clerk	MS MS
Beyatt, Debra	08-27-19	Education assistant Behavior technician-building Behavior interventionist Behavior interventionist	ALC ALC ALC HS
Pribyl, Stephanie	08-28-19	Special education assistant	HS
Tilbury, Kathleen	09-19-19	SAC adult assistant	CE

**NBSSA SENIORITY LIST
2026-2027**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-
Maintenance					
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

			POSITIONS HELD	LOCATIONS WORKED
			Special education assistant	HS
Gillis, Kate	09-02-20		Special education assistant	LWC
			Transition job coach	LWC
Jenkins, Christine	09-02-20		Special education assistant	EC
			Health office clerk	HS
Peters-Hutchins, Yvette	09-02-20		Special education assistant	SR
Oswell, Tena	09-08-20		Special education assistant	SR
Harmasz, Kari	02-16-21		Special education assistant	LWC
			Transition job coach	LWC
			Special education assistant	SR
Connett, Xiu Lan	09-01-21		Early childhood assistant	EC
Mitchell, Michelle	09-01-21		Lunchroom/playground assistant	EC
			Early childhood assistant	EC
			Special education assistant	EC
Iverson, Elaina	09-02-21		Special education assistant	HS
Arnold, Kristie	09-20-21		Special education assistant	HS
			Behavior technician-building	HS
			Behavior interventionist	HS
Nelson, Tiffany	10-18-21		Lunchroom/playground assistant	EC
			Office clerk	EC
			Early childhood assistant	EC
Cain, Bridgette	10-26-21		Special education assistant	EC
Gilles, Catherine	01-03-22		Special education assistant	SR
			Behavior interventionist	SR
Breaw, Cassie	08-31-22		Special education assistant	EC

**NBSSA SENIORITY LIST
2026-2027**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-
Maintenance					
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

			POSITIONS HELD	LOCATIONS WORKED
			Behavior interventionist	EC
Dennis, Victoria	08-31-22		Special education assistant	EC
Tribbett, Katherine	08-31-22		Special education assistant	EC
Wessel, Kathleen	09-06-22		Special education assistant	EC
Williams, Cassie	09-19-22		Special education assistant	MS
Lemmerman, Morgan	09-26-22		Health office clerk	SR
Williams, Abby	09-26-22		Special education assistant	EC
			Lunchroom/playground assistant	EC
Glaser, Amanda	12-19-22		Special education assistant	MS
			Behavior interventionist	MS
Bjork, Michelle	01-02-23		SAC adult assistant	EC
			Early childhood assistant	EC
Niemi, Kristin	04-24-23		Special education assistant	LWC
Anderson, Emma	06-12-23		Special Education Assistant	SR
Volk, Sarah	08-23-23		Media/health clerk	EC
Altier, Jacqueline	08-29-23		Special education assistant	SR
Meyer, Seire	08-29-23		Special education assistant	LWC
Noakes, Victoria	08-29-23		Special education assistant	MS
Anderson, Kari	09-06-23		Lunchroom/playground assistant	SR
Sieracki, Licia	09-06-23		Special education assistant	SR
Snyder, Danielle	09-11-23		Special education assistant	SR
			Behavior Interventionist	EC

*As negotiated

**NBSSA SENIORITY LIST
2026-2027**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-
Maintenance					
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Prouty, Tabitha	10-09-23	Lunchroom/playground assistant Special education assistant	EC EC
Winters, Kathleen	10-09-23	Special education assistant	MS
Yarusso, Krystle	10-10-23	Special education assistant	MS
Volner, Nicole	11-20-23	Special education assistant	SR
Peterson, Angela	11-21-23	Special education assistant	LWC
Beckwith, Kelly	12-11-23	Special education assistant Behavior interventionist	SR SR
Meinz, Thuy	12-11-23	Early childhood assistant Lunchroom/playground assistant	EC EC
Ybarra-Schultz, Pallas	12-13-23	Behavior interventionist	HS
Prettner, Jody	02-26-24	Special education assistant	HS
Luczynski, Marisa	03-18-24	Special education assistant	MS
Abress, Rachel	08-26-24	SAC adult assistant Early childhood assistant	EC EC
Ames, Marsena	08-27-24	Lunchroom/playground assistant	SR
Bjerke, Hannah	08-27-24	Special education assistant	SR
Clemons, Dawn	08-27-24	EL assistant	DW
Meyers, Leila	08-27-24	Special education assistant	EC
Tagg, Samantha	08-27-24	Speech language pathology assistant	EC
Claflin, Jessica	09-03-24	Special education assistant	SR

**NBSSA SENIORITY LIST
2026-2027**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-
Maintenance					
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Matheson, Sherri	09-04-24	Lunchroom/playground assistant	SR
Lonnee, Britney	09-16-24	Lunchroom/playground assistant Special education assistant	SR SR
O'Day, Jamie	09-16-24	Special education assistant	HS
Bloomquist, Maria	09-30-24	Lunchroom/playground assistant Special education assistant	MS MS
Thurmer, Kysa	11-04-24	Special education assistant	LWC
Carlson, Teresa	12-11-24	Education assistant	DW
Dufeck, Gina	01-06-25	Special education assistant	SR
Blake, Sandra	03-03-25	Special education assistant	HS
Kessler, Paola	03-17-25	Lunchroom/playground assistant SAC adult assistant	EC EC
Christensen, Molly	04-07-25	Lunchroom/playground assistant Special education assistant	SR SR
Swager, Theresa	04-07-25	Special education assistant	HS
Stilwell, Heather	05-12-25	SAC adult assistant	EC
Hartgers, Christine	05-19-25	SAC adult assistant	EC
Schulze, Shirle	05-27-25	SAC adult assistant	EC
Roggemann, Rachel	08-20-25	Office clerk	HS
Scully, Elizabeth	08-20-25	SAC adult assistant	EC
Emerson, Malia	08-25-25	SAC adult assistant	EC
Joseph, Isabelle	08-26-25	Lunchroom/playground assistant	EC

*As negotiated

**NBSSA SENIORITY LIST
2026-2027**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-
Maintenance					
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

			POSITIONS HELD	LOCATIONS WORKED
Laszewski, Danielle	08-26-25	Special education assistant		MS
Norrington, Dena	08-26-25	Speech language pathology assistant		EC
Pate, Jennifer	08-26-25	Special education assistant		SR
Running, Theresa	08-26-25	Lunchroom/playground assistant		SR
Kohler, Celeste	09-02-25	Data & assessment administrative assistant		DW
Marazzo, Angelina	09-02-25	Special education assistant		SR
Varnado, Deborah	09-02-25	Special education assistant		SR
Newton, Dawn	09-22-25	Lunchroom/playground assistant Special education assistant Job Coach		MS LWC LWC
Felt, Jessica	10-06-25	Special education assistant		HS
Wieczorek, Megan	10-06-25	Special education assistant		SR

PROBATIONARY:

This list is for recordkeeping only. Seniority is not generated by probationary employees according to Article XIII, section 2.

This list is for record keeping only.

Seniority is not generated until the employee has completed the probationary period according to Article X, Section 1.

Ostrander, Joseph	01-05-26	Special education assistant		MS
Fabian, Rachel	01-05-26	Special education assistant		SR

*As negotiated

**NBSSA SENIORITY LIST
2026-2027**

PS	Primary School	HS	High School	DO	District Office
MSS	Main Street School	CE	Community Ed	BM	Buildings-
Maintenance					
SR	Sunrise River	ALC	Area Learning Center	ED	Education District
MS	Middle School	BB	Brooker Building	LWC	Life Work Center
EC	Education Center				

		POSITIONS HELD	LOCATIONS WORKED
Pesek, Amy	02-02-26	Lunchroom/playground assistant Early Childhood EA	SR EC
Markusson, Kayla	02-04-26	Lunchroom/playground assistant	SR
Freetly, Heidi	03-06-26	Lunchroom/playground assistant	MS
Lehrke, Heather	03-19-26	Lunchroom/playground assistant	SR
Lattimore, Chloe	08-17-26	SAC Adult Assistant	EC
Denniston, Rebecca	08-17-26	Career Center Clerk	HS
Yang, Bao	08-19-26	Special education assistant	EC
Mandt, Tisha	08-24-26	Special Education Assistant	HS
Bidwell, Lisa	08-25-26	Lunchroom/playground assistant	EC
Elsenpeter, Requel	08-25-26	Lunchroom/playground assistant	EC
Schoeneck, Michael	08-25-26	Media Clerk	MS
Enstad, Kourtney	08-31-26	Recess Assistant	SR
Altier, Addison	09-01-26	Special Education Assistant	EC

**NBSSA SENIORITY LIST
2026-2027**

PS Primary School MSS Main Street School Maintenance SR Sunrise River MS Middle School EC Education Center	HS High School CE Community Ed ALC Area Learning Center BB Brooker Building	DO District Office BM Buildings- ED Education District LWC Life Work Center
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POSITIONS HELD

LOCATIONS WORKED

**SENIORITY LIST
2026- 2027**

CUSTODIANS

<u>NAME</u>	<u>EMPLOYMENT DATE</u>
Lucker, William (Lead)	12-28-98
Romo, Jean	05-06-02
Nelson, Jenny (Lead)	07-05-05
Fortier, Ann	08-24-07
Sletten, Justin (Lead)	02-14-12
Sletten, Anthony (Lead)	10-20-14
House, Kimberly	10-26-20
Sletten, Laura	08-15-22
Anderson, Shuani	10-30-23
Persaud, Brandon	11-27-23
Guerrette, Samantha	07-15-24
Sarah Servaty	12-05-25

SCHOOLKEEPERS

Johnson, Charles	04-04-95
Hughes, Margaret	05-06-02
Siedlecki, Tamara	12-08-04
Dow, Carie	05-22-07
Guerrette, Mathew	12-05-23
Ricard, Lovinsky	10-28-24
Baker, Grant	01-05-26
Runberg, Nathan	01-05-26
Hernandez, Sarah	03-16-26

GROUNDKEEPERS

Canfield, Terry		10-03-05
Axling, Debora	53	06-08-15
Mortensen, Bryan		09-28-20

STUDENTS

Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

532

I. PURPOSE

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

II. GENERAL STATEMENT OF POLICY

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them in this section:

- A. "Crisis team" means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- B. "Emergency" means a situation where immediate intervention is needed to protect a child or other individual from physical injury.
- C. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- D. "Physical holding" means physical intervention intended to hold a child immobile or limit a child's movement, where body contact is the only source of physical restraint, and where immobilization is used to effectively gain control of a child in order to protect a child or other

North Branch Independent School District No. 138: Policy #532

Adopted: 6/10/04

Last Reviewed: 10/8/26

Revised: 3/12/15, 6/8/17, 1/9/20, 8/11/22, 10/8/26

Effective: 6/10/04, 3/12/15, 6/8/17, 1/9/20, 8/11/22, 10/8/26

STUDENTS

Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds 532

individual from physical injury.

- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “School Resource Officer” means a peace officer who is assigned to work in an elementary school, middle school, or secondary school during the regular instructional school day as one of the officer’s regular responsibilities through the terms of a contract entered between the peace officer’s employer and the designated school district or charter school.
- G. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- H. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS

A. Removal By Crisis Team

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the school resource officer or a peace officer.

B. Removal By School Resource Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team, building administrator, or the building administrator’s designee, may request that the school resource officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student’s IEP team must meet to determine if the

North Branch Independent School District No. 138: Policy #532

Adopted: 6/10/04

Last Reviewed: 10/8/26

Revised: 3/12/15, 6/8/17, 1/9/20, 8/11/22, 10/8/26

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STUDENTS

Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

532

student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

1. In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the school resource officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
2. In removing a student with an IEP from school grounds, school resource officers and school district personnel are further prohibited from engaging in the following conduct:
 - a. Corporal punishment prohibited by Minnesota Statutes section 121A.58;
 - b. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
 - c. Totally or partially restricting a child's senses as punishment;
 - d. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
 - e. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minnesota Statutes Chapter 260E;

STUDENTS

Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

532

- f. Physical holding (as defined above and in Minnesota Statutes section 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
 - g. Withholding regularly scheduled meals or water; and/or
 - h. Denying a child access to toilet facilities.
 - 3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.
- D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.
- E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIIP.
- F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minnesota Statutes section 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.
- G. Reporting to the Minnesota Department of Education (MDE)

STUDENTS

Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

532

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of restrictive procedures that recommends how to further reduce these procedures and eliminate the use of seclusion. By January 15, April 15, July 15, and October 15 of each year, districts must report, in a form and manner determined by the Commissioner, about individual students who have been secluded. By July 15 each year, districts must report summary data. The summary data must include information on the use of restrictive procedures for the prior school year, July 1 through June 30, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)
Minn. Stat. § 609.06 (Authorized Use of Force)
Minn. Stat. § 609.379 (Permitted Actions)
Minn. Stat. § 626.8482 (School Resource Officers; Duties; Training; Model Policy)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

Cross References:

NB Policy 506 (Student Discipline)
NB Policy 507 (Corporal Punishment and Prone Restraint)
NB Policy 515 (Protection and Privacy of Pupil Records)
NB Policy 525 (Violence Prevention)
NB Policy 806 (Crisis Management Policy)

EDUCATION PROGRAMS

Organization of Grade Levels

607

I. PURPOSE

The purpose of this policy is to address the grade level organization of schools within the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to address the groupings of grade levels as recognized in Minn. Stat. § 120A.05, as follows:

Early Learning:	Birth – 1
Elementary:	Grades 2 - 5
Middle:	Grades 6 – 8
High:	Grades 9 - 12

- B. The superintendent may seek school board approval to administer certain programs on a nongraded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.
- C. The school district may request documentation that verifies a student falls within the school's minimum and maximum age requirements for admission to publicly funded prekindergarten, preschool, kindergarten, or grades 1 through 12. Documentation may include a passport, a hospital birth record or physician's certificate, a baptismal or religious certificate, an adoption record, health records, immunization records, immigration records, previously verified school records, early childhood screening records, Minnesota Immunization Information Connection records, or an affidavit from a parent.

III. DEFINITIONS

- A. "Kindergarten" means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.
- B. "Prekindergarten" means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

Legal References: Minn. Stat. § 120A.05, Subds. 9, 10a, 11, 13, 17 (Public Schools)
Minn. Stat. § 120A.20, Subd. 4 (Verification of Age for Admission to Public School)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)

Cross References:

North Branch Independent School District No. 138: District Policy #607

Adopted: 5/9/13

Last Reviewed: 10/8/26

Revised: 2/13/20, 3/10/22, 10/8/26

Effective: 5/9/13, 7/1/20, 3/10/22, 10/8/26

607 Organization of Grade Levels, page 1 of 1

SCHOOL DISTRICT–COMMUNITY RELATIONS

Advertising Procedures

905.1

1. PURPOSE

- 1.1 These procedures provide guidance for the acceptance of advertising or promotion of products or services to school district students, parents, staff and the community in the schools.
- 1.2 All advertisements shall comply with Policy 905.

2. GUIDELINES

2.1 School Publications

- 2.1.1 School publications include, but are not limited to programs, yearbooks, calendars, websites, announcements or other communications distributed by the school district.
- 2.1.2 Advertisements may be accepted for publication only after advance written approval from the appropriate administrator or school district staff member.
 - 2.1.2.1 The faculty advisor or director is responsible for reviewing and approving advertisements in any publication that is sponsored by the activity supervised by the faculty advisor. For example, the yearbook advisor shall review and approve all advertisements for publication in the school yearbook. The activities director is responsible for approval of all advertisements for publication in programs related to extracurricular activities, etc.
 - 2.1.2.2 The building principal or appropriate administrator is responsible for reviewing and approving advertisements in any publication that is sponsored by a particular school building (i.e., school newsletters).
 - 2.1.2.3 The superintendent is responsible for reviewing and approving advertisements in any publication that is sponsored by the school district (i.e., school district website).
- 2.1.3 Written approval for all advertising shall contain the name of the advertiser, the location of the advertisement, the time period during which the advertisement will appear, the remuneration paid by the advertiser, the identity of the individual approving the advertisement and the date the advertisement is approved. A copy and/or description of the advertisement shall be attached to the form.
- 2.1.4 A copy of the written approval for advertising shall be provided to the superintendent and the advertiser.
- 2.1.5 If an advertisement is rejected, written notice shall be provided to the advertiser with the reason for rejection of the advertisement.

SCHOOL DISTRICT–COMMUNITY RELATIONS

Advertising Procedures

905.1

2.2 School District Property

- 2.2.1 Advertisements on any school district property or facilities shall be reviewed and approved in writing by the superintendent. Written approval shall contain the name of the advertiser, the location of the advertisement, the time period during which the advertisement will appear, the remuneration paid by the advertiser, and the date the advertisement was approved. A copy and/or description of the advertisement shall be attached to the form.
- 2.2.2 Advertisements on any school district property or facilities may not be for a period of more than one year unless approved by the school board.
- 2.2.3 Where the anticipated cost of the advertisement on school district property or facilities exceeds \$ [REDACTED], the requested advertisement is permanent in nature or would involve physical changes to school district property or structures or is potentially controversial in nature, the request shall be submitted to the school board for review and approval.
- 2.2.4 If an advertisement is rejected, written notice shall be provided to the advertiser with the reason for rejection of the advertisement.

2.3 Promotional Activities

- 2.3.1 Profit and nonprofit entities and organizations may promote their products and/or services on school district property with prior written approval.
 - 2.3.1.1 The building principal or appropriate administrator shall approve all promotional activities that occur at the building site before, during or after the school day.
 - 2.3.1.2 The superintendent shall approve all promotional activities that relate to activities or events sponsored by the school district or activities sponsored by a school or the school district that do not occur on school district property.
- 2.3.2 Written approval for the promotional activity shall contain the name and contact information of the organization or entity sponsoring the promotion, the date, time and location of the promotion, the identity of all individuals who will be attending the promotion on behalf of the organization or entity, the remuneration paid by the organization or entity, the identity of the individual approving the promotion and the date of the approval for the advertisement. A description of the promotion shall be attached to the form.
- 2.3.3 If materials are to be distributed to students or staff during the promotion, those materials also must be approved in accordance with Policy 505 and/or Policy 904.
- 2.3.4 Individuals representing or appearing on behalf of the entity or organization must comply with Policy 903 (Visitors to School District Buildings and Sites).
- 2.3.5 A copy of the written approval for promotion shall be retained by the building principal or appropriate administrator.

SCHOOL DISTRICT–COMMUNITY RELATIONS

Advertising Procedures

905.1

- 2.3.6 If a promotional activity is not permitted, written notice shall be provided to the advertiser/entity/organization with the reason for rejection of the promotion.

2.4 Computers

- 2.4.1 Contracts for computers or related services that require advertising to be distributed to students shall be approved by the school board at a public hearing. Contracts shall only be entered into upon a finding that the offered electronic product or service is an integral component of students' education.

- 2.4.2 Prior to using the advertisement, the school district will provide written notice to students' parents that advertising will be used in the classroom, media center, computer lab or other areas of learning and will inform parents whether data will be collected on students and how the data will be used. Parents may request in writing that:

- 2.4.2.1 their student not be exposed to the program that contains the advertising for the current school year; or

- 2.4.2.2 that any or all data relating to the student that is collected as a result of this contract not be disclosed.

- 2.4.3 The school district will honor a parent's request that their student not be exposed to the advertising program and/or that data relating to the student that is collected as a result of this contract not be disclosed. In addition, parents will be allowed to withdraw their request at any time.

- 2.3.4 Advertising that is generally available to the public viewing a particular site or application and is not directed specifically to students benefiting from a contact is not subject to this section.

2.5 Advertising on School Buses

- 2.5.1 Advertisements on school buses shall comply with Minnesota Statutes Section 123B.93.

3. ADVERTISING FEES

- 3.1 Fees shall be determined in accordance with the attached fee schedule.
- 3.2 Fees may be waived only with the advance written approval of the superintendent.

SCHOOL DISTRICT–COMMUNITY RELATIONS

Advertising Procedures

905.1

4. APPEALS

- 4.1 Any entity or organization that disputes the denial of a request for advertising or promotion shall submit the appeal in writing to the superintendent. Where the dispute is a result of the denial of an advertisement or promotion by the superintendent, the appeal shall be submitted in writing to the school board.
- 4.2 The appeal must contain a copy of the application for the advertisement or promotion and a written statement as to why the entity or organization is disputing the denial of the advertisement or promotion along with a copy of the notice of denial.
- 4.3 An appeal must be made within 10 days of the date of the written notice of the denial of the request.
- 4.4 The decision of the school board is final.

Legal References: Minn. Stat. § 123B.025 (School Sponsorship and Advertising Revenue)
Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)
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 702 (Accounting)
Policy 706 (Acceptance of Gifts)
Policy 902 (Use of School Facilities)
Policy 903 (Visitors to School District Buildings and Sites)
Policy 904 (Distribution of Materials on School District Property by Nonschool Personnel)
Policy 905 (Advertising)

DATE	DONATION FROM	DONATION TO	AMOUNT	USE
9/2/2026	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$150.00	Cross Country Program-Sports Physical Donations
9/2/2026	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$500.00	Football Program-Sports Physical Donations
9/2/2026	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$100.00	Girls Tennis Program-Sports Physical Donations
9/3/2026	Dunwoody College, Attn: Kim Plombon, 818 Dunwoody Blvd, Minneapolis, MN 55403	NBHS Athletics	\$100.00	Career Day Sponsorship
9/3/2026	JSNB LLC (Jersey Mike's), 5466 St. Croix Trl, Ste 111, North Branch, MN 55056	NBAPS	\$2,189.00	Staff Wellness Donation
9/4/2026	Prism Design & Embroidery, PO Box 820, North Branch, MN 55056	NBHS Athletics	\$400.00	Boys Soccer Program Donation
9/10/2026	Northland Custom Ironworks, PO Box 234, Harris, MN 55032	NBHS Athletics	\$3,000.00	Student Council Program-Homecoming Fireworks
9/10/2026	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$200.00	Boys Soccer Program-Sports Physical Donations
9/10/2026	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Girls Soccer Program-Sports Physical Donation
9/10/2026	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$100.00	Volleyball Program-Sports Physical Donation
9/24/2026	North Branch Fire Relief Association, PO Box 245, North Branch, MN 55056	NBHS Athletics	\$500.00	Football Program Donation
9/24/2026	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$50.00	Football Program-Sports Physical Donation
9/24/2026	Revive Chiropractic, PO Box 94, North Branch, MN 55056	NBHS Athletics	\$150.00	Volleyball Program-Sports Physical Donations
			\$7,489.00	
SEPT	Anonymous	NBMS		*Donated a Tug-of-War Rope to the Middle School Phy Ed Program
SEPT	Jeanne McLaughlin & Jackie Raaymakers, 20061 Austin St NE, East Bethel, MN 55011	NBHS		*Donated 10 Medicine Balls to the High School Fitness Center
SEPT	Lyman Roofing & Siding, 5320 West 23rd St. #180. St. Louis Park, MN 55416 and Minnesota Precision Construction, 9655 Grand Ave S, Minneapolis, MN 55420	NBHS		*Donated Shingles to the Geometry in Construction High School Class with a Quoted Price of \$2,361.49

530 IMMUNIZATION REQUIREMENTS

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

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
 1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
 2. a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in [Paragraph III.A.](#) or [III.B.](#), above, or statement of immunization set forth in [Article IV.](#), below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.

- E. The school district may allow a student transferring into a school a maximum of [thirty \(30\)](#) days to submit a statement specified in [Paragraph III.A.](#) or [III.B.](#), above, or [Article IV.](#), below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a signed medical statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits ~~this or her~~ notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian, or [emancipated](#) student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. notify parents and students of the immunization and exemption requirements by use of a form approved by the [Minnesota](#) Department of Health;
 - 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 - 3. review student health records to determine whether the required information has been provided; and
 - 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[Note: See Attachments A, B, C, and D.]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five [\(5\)](#) years after the student attains the age of majority.
- B. [Student immunization records maintained by the school district are generally considered education records subject to the Family Education Records and Privacy Act \(FERPA\). The](#)

~~school district may not disclose personally identifiable information (PII), including immunization records, without parent or eligible student consent unless a permissible exception applies. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.~~

- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within thirty (30) days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution as defined in Minnesota Statutes, section 135A.14, the designated school district administrator ~~will~~ shall assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within sixty (60) days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Minnesota Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Minnesota Department of Health.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
20 U.S.C. § 1232g (Family Educational and Privacy Rights Act)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Resources: MN Department of Health: School Health Personnel Immunization and Disease Reporting (accessed 12/15/25)

STUDENTS

Immunization Requirements

530-NB

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. The student or the student's parent or guardian shall provide to the designated school district administrator in a timely manner one of the following statements:
 - 1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
 - 2. a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Paragraph III.A. or III.B., above, or statement of immunization set forth in Article IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.

North Branch Independent School District No. 138: Policy #530-NB

Adopted: 9/10/09

Last Reviewed: (2026)

Revised: 3/12/15, 5/11/17, 12/13/18, 11/17/22, (2026)

Effective: 9/10/09, 3/12/15, 5/11/17, 12/13/18, 11/17/22, (2026)

STUDENTS

Immunization Requirements

530-NB

- E. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

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- B. The parent or guardian of a minor student or an emancipated student submits a notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian, or emancipated student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Minnesota Department of Health;
 - 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 - 3. review student health records to determine whether the required information has been provided; and
 - 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.
- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

STUDENTS

Immunization Requirements

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VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Student immunization records maintained by the school district are generally considered education records subject to the Family Education Records and Privacy Act (FERPA). The school district may not disclose personally identifiable information (PII), including immunization records, without parent or eligible student consent unless a permissible exception applies.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within thirty (30) days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution as defined in Minnesota Statutes, section 135A.14, the designated school district administrator shall assist in the transfer of the student's immunization file to the post-secondary educational institution.

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Within sixty (60) days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Minnesota Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Minnesota Department of Health.

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Op. Atty. Gen. 169-W (July 23, 1980)
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Cross References: NB Policy 515 (Protection and Privacy of Pupil Records)

Resources: MN Department of Health: School Health Personnel Immunization and Disease Reporting (accessed 12/15/25)

SCHOOL DISTRICT–COMMUNITY RELATIONS

Advertising

905-NB

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to school district students, parents, staff and the community in the schools.

II. GENERAL STATEMENT OF POLICY

It is the school district's policy that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. The school district may accept and publish or display paid advertising in accordance with school district guidelines.
- B. In no instance shall the school district accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, unrated movies with an "R" rating or above, non-charitable gambling or obscene, indecent, vulgar, pornographic or illegal materials or materials otherwise containing an explicit or implied sexual content or overtone. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district, inappropriate for inclusion in the publication or intended location of the advertisement or may cause a material and substantial disruption of normal school activities. Advertisements may be rejected if determined to be false, misleading, or deceptive, libelous or slanderous or if they relate to an illegal activity or antisocial behavior or promote violence. Advertising also will be screened for appropriateness, including compliance with the school district policy prohibiting harassment based upon an individual's or group of individuals' protected classification.
 1. "Obscene" means:
 - a. The average person, applying contemporaneous community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom such advertising is directed;
 - b. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom such advertising is directed, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 - c. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
 2. "Material and substantial disruption" of a normal school activity means:
 - a. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

SCHOOL DISTRICT–COMMUNITY RELATIONS

Advertising

905-NB

- b. Where the normal school activity is voluntary in nature (including, but not limited to, school athletic events, school plays and concerts) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, sit-in, walk-out or other related forms of activity.
 - c. In order for advertising to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- C. The School District generally will not accept advertisements or allow promotional activities that are deemed controversial in nature. To the extent advertisements or promotional activities are allowed that promote one side of a controversial issue, advertisements promoting the opposing side of the controversy will be accepted. For purposes of this policy, “controversial issues” are issues or subjects that cause or are reasonably likely to cause a debate or disagreement about a matter which arouses strongly contrasting opinions.
- D. Advertising may not be used as a means of producing or disseminating to students, parents, staff or the community any material that advertises or promotes a political party, a political viewpoint, the candidacy of a person for public office, or a position on a referendum.
- E. Any provision for the advertisement by a commercial or nonprofit agency or organization in a school district publication or on school district property shall be in writing and shall specify precisely where such advertising may be placed or located and the length of time the advertising will be displayed. Advertising will not be allowed outside the specific area or publication approved by the school board, appropriate administrator or designee. In no instance will an advertising device be erected or maintained on school district property or within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- F. All advertising must be approved by the school board, appropriate administrator or designee as set forth in school district guidelines.
- G. Donations which include or carry advertisements must be approved by the school board. Donations shall be accepted in accordance with Policy 706 – Acceptance of Gifts. The school board will set the length of time the advertisement will be displayed.
- H. Contracts regarding the naming rights for school facilities and building or other school district property must be approved by the school board.
- I. The school district or a school may acknowledge a donation it has received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.
- J. Nonprofit entities and organizations, approved official school organizations (PTA, PTO, booster clubs, etc.) and for-profit entities and organizations may be allowed to use the school district name, logo, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related

SCHOOL DISTRICT–COMMUNITY RELATIONS

Advertising

905-NB

and prior approval is obtained from the school board, appropriate administrator or designee as set forth in school district guidelines. Advertising will be limited to the specific event or purpose approved by the school board. An additional fee may apply for the use of the school district's name and/or logo.

- K. The school district will allow advertising or promotional activities on school district property or at school district sponsored events if the activities will not materially and substantially disrupt normal school activities. Promotional activities must be approved in writing in advance of the activity by the school board or appropriate administrator as set forth in school district guidelines. To the extent the promotional activities involve the use of school district facilities or equipment, Policy 902 (Use of School Facilities) will apply, and an additional fee may apply.
- L. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- M. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.
- N. To the extent advertising or promotional activities are conducted through the distribution of materials on school premises, such distribution also must comply with Policies 505 and 904.
- O. The school district reserves the right to deny advertising or promotional activities that do not serve the best interests of the school district, its schools, students, staff and the community.

IV. ACCOUNTING

- A. Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.025 (School Sponsorship and Advertising Revenue)
Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: NB Policy 421 (Gifts to Employees and School Board Members)
NB Policy 702 (Accounting)
NB Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
NB Policy 512 (School-Sponsored Student Publications and Activities)
NB Policy 697 (Controversial Issues in the Classroom)
NB Policy 706 (Acceptance of Gifts)
NB Policy 902 (Use of School Facilities)
NB Policy 904 (Distribution of Materials on School District Property by Nonschool Personnel)
NB Procedure 905.1 (Advertising Procedures)