

ISD #314  
Isanti, Pine, Chisago,  
& Kanabec Counties  
Braham, MN 55006

AGENDA  
REGULAR SCHOOL BOARD MEETING  
Monday, January 28, 2019  
6:30pm – BAHS Community Room

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consent Agenda:
  - a. Approve the minutes of the December 17th Regular Board and Jan. 7th Organizational Board meetings.
  - b. Approve the January bills.
  - c. Review and accept the January Treasurer's report.
  - d. Enrollment Analysis.
  - e. Personnel.
4. Student Council Representative's report.
5. Expenditure / Revenue Fund Summary Report.
6. Acknowledgement of Donations or Contributions.
7. Open Forum.
8. Elementary Principal's report.
9. High School Principal - Activities Director report.
10. Superintendent's Report.
11. Acknowledge Braham "HONORS" Recipients.
12. School Board members' reports/updates.
13. Consider Resolution Directing the Administration to Review Revenue and to Make Recommendations for Reductions in Programs and Positions and Reasons.
14. Consider review of water testing plan, schedule, and 2018 water test results.
15. Consider first of 3 readings of new MSBA policy #722 - Public Data Requests.
16. Consider cycle review of district policies for adoption.
17. Reminder of the of Regular School Board meeting February 25, 2019.
18. Adjourn.

1. **Meeting called to order by Chair. Pledge of Allegiance.**

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Roll Call.

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2. **Adopt agenda.**

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3. **Consent Agenda:**

Ind. School District No. 314  
Isanti, Pine, Chisago & Kanabec Counties  
Braham, MN 55006

Regular School Board Meeting  
Monday, December 17, 2018  
6:30 pm – BAHS Community Room

The regular school board meeting was called to order by Chair Steven Eklund at 6:30 p.m. The Pledge of Allegiance was recited.

Members present: - S. Eklund, M. Thompson, D. Davis, D. Shockman, A. Flowers, A. Londgren, T. Cuda and Supt. Gagner. Members absent: None.

Motion by T. Cuda, second by M. Thompson, to adopt the agenda. Carried.

Motion by A. Londgren second by A. Flowers, to approve the minutes of the November 19th regular school board meeting. Approve the December bills \$122,906.69; accept the December Treasurer’s report and review the enrollment analysis. The board approved the following: 1) **Retta Nelson** as the LTS for HS Special Ed. Para, she will work 25 hrs/wk, Nov. 1, 2018 through Dec. 21, 2018. She will be paid step 1 of the para contract. 2) **Michele Carlos** for the BASK helper position. She will work approximately 6 hr/wk depending on BASK needs. She will be paid at step 1 of the para contract. Her start date was November 30, 2018. 3) **Crystal Sundermeyer** for the Elem. Special Ed. Para. She will work 33.75 hrs/wk. Her start date was November 24, 2018. She will be paid step 2 of the para contract. 4) **Sharon Betsinger**, for the ECSE Para. position. She will work Monday- Thursday 7:45 am- 11:30 am. She will be paid step 1, per the para contract. Her start date was December 10, 2018. 5) **Tracy Fix** for the Head Girls & Boys Golf coach position. She will be paid at Lane 10, step 5 of the C schedule. Her start date will be March 18, 2019. 6) **Nicholas Schmidt** as the Asst. Boys & Girls Golf Coach. He will be paid Lane 8, step 1 of the C schedule. His start date will be March 18, 2019. 7) **Crystal Sundermeyer** reassignment from the Elem. Special Ed. para position to Kindergarten Title 1 position until April 5, 2019. This position is 6 hrs/day, 30 hrs/wk. Starting April 8, 2019 she will be the Elem. Special Ed. para. She will be paid at step 2 of the para contract. 8) **Jacob Lindgren** as a volunteer wrestling coach for the 2018-19 wrestling season. 9) **Bryce Lanhart** as a volunteer wrestling coach for the 2018-19 wrestling season. The board accepted; 1) **Tracy Fix**, Math Masters coach, resignation from the Math Masters coaching position. Tracy has been the math masters coach for the past 2 years. Her resignation was effective December 12, 2018. Carried

Motion by D. Davis, second by M. Thompson, to accept the Expenditure/Revenue Fund summary report. Carried.

Motion by M. Thompson, second by A. Londgren, to acknowledge the December 2018 donations for the purposes requested: \$400 from Kanabec-Isanti Co. Farm Bureau for FFA National Trip; \$4000 from Grandy Lions for Greenhouse Repair; \$800 from The Olga Lengyel Institute for Holocaust Studies and Human Rights to Shannon Fox for Holocaust speaker for 8-12 grades; \$200 from Braham Moose Lodge to Elem. Phy. Ed. for Elem. Bowling program; \$500 from Braham Moose Lodge to Super Mileage Team; 5 Pine trees from Braham Baseball Assoc. for baseball field improvements; \$177 from BACK for rental fee for dingo and auger to plant the pine trees; \$3,300 from Grandy Lions for new uniforms for Boys Basketball C & JV team jerseys; \$250 from Ken & Jill Gagner for Braham School needs. Carried

Open Forum: None

Motion by A. Flowers, second by T. Cuda to levy the maximum allowable for the Final 2018 Payable 2019 School District 314 Property Tax Levy. Carried. A copy of the signature page of said Levy shall be a part of the official minutes.

Principal Eklund's written report was reviewed. Fall conferences at the Elem. school had 99% attendance.

Principal/AD Kuhnke's written report was reviewed. Winter sports participation numbers were reported. All Conference band/choir will perform on Jan. 5, 2019 in Pine City.

Supt. Gagner reviewed his written report. RRSEC still discussing C-I leaving the cooperative. Mr. Gagner attended SEE meeting, RRSEC Governing board & Executive council, Isanti Co.safety committee, Allina community health assessment committee, Isanti County Children's Collaborative, Grandy Lions, Meet & Confer, Braham Education Foundation, Braham Chamber, ECMECC Operating committee.

Supt. Gagner congratulated the following staff, students, and community members for their accomplishments as "Braham HONORS" recipients. They are: Maddie Nelson, Emma Downing, Kate Tomlinson and Grandy Lions

Luke Bendickson, Student Council representative, reviewed their written report. Holiday service projects including Santa Day & Blue Star Moms project were both very well attended and successful.

School board members attended various events and meetings including: Roof bid opening, basketball & wrestling events, Building & grounds mtg. 7-12 band & choir concerts, Phase I & II School Board training, On-line organizational MSBA mtg., Retiree holiday open house, Delegate assembly.

Motion by T.Cuda, second by A. Flowers, to approve the 2019-2020 School Calendar. Carried.

Review the Compulsory Attendance Report.

Motion by A. Londgren, second by A. Flowers, to approval the bid from McDowall Co. for roof project summer of 2019 - sections F1 & F2; 5-12 Bldg. Carried

Motion by M. Thompson, second by A. Londgren, to accept the MOU with the BEA. Carried.

Motion by A. Londgren, second by A. Flowers, to adopt the following policies for cycle review: #505 Distribution of Non-School sponsored materials on school premises by students and employees; #510 School Activities; #511 Student Fundraising; #512 School- sponsored student publications and activities. Carried.

Chair Eklund reminded all present of the Organizational School Board meeting January 7th & January 28th Regular School Board meeting. 6:30 pm in B100.

Motion by A. Flowers, second by M. Thompson, to adjourn the Regular School Board meeting. Chair Eklund adjourned the meeting at 7:05 pm.

Attest: \_\_\_\_\_  
Allison Londgren, Clerk

Attest: \_\_\_\_\_  
Steven Eklund, Chair

The 2019 Organizational School Board meeting was called to order by Acting Chairperson Steven Eklund at 6:30 p.m. The Pledge of Allegiance was recited.

Members present: S. Eklund, M. Thompson, T. Cuda, A. Londgren, D. Davis, D. Shockman and Sup't. Ken Gagner.  
Member absent: A. Flowers.

Motion by M. Thompson, second by T. Cuda to adopt the agenda as printed. Carried.

Acting Chair Eklund called for nominations for the office of school board chair for 2019.

T. Cuda, nominated Steven Eklund, second by D. Davis. After three calls, nominations ceased. Motion by D. Davis, second by M. Thompson to elect Steven Eklund as school board chair for 2019. Acting Chair stated: "Steven Eklund is the only candidate nominated for the office of chair, and I hereby declare him elected by acclamation and direct the acting clerk to so record in the minutes."

Chair Eklund called for nominations for the office of school board vice chair for 2019. A. Londgren nominated Mike Thompson, second by T. Cuda. After three calls, nominations ceased. Motion by A. Londgren, second by T. Cuda to elect Mike Thompson as school board vice chair for 2019. Acting Chair stated: "Mike Thompson is the only candidate nominated for the office of vice-chair, and I hereby declare him elected by acclamation and direct the acting clerk to so record in the minutes."

Chair Eklund called for nominations for the office of school board clerk for 2019. T. Cuda nominated Allison Londgren, second by M. Thompson. After three calls, nominations ceased. Motion by M. Thompson, second by T. Cuda to elect A. Londgren as school board clerk for 2019. Acting Chair stated: "Allison Londgren is the only candidate nominated for the office of clerk, and I hereby declare her elected by acclamation and direct the acting clerk to so record in the minutes."

Chair Eklund called for nominations for the office of school board treasurer for 2019. M. Thompson nominated Tony Cuda, second by A. Londgren. After three calls, nominations ceased. Motion by A. Londgren, second by D. Shockman to elect Tony Cuda as school board treasurer for 2019. Acting Chair stated: "Tony Cuda is the only candidate nominated for the office of treasurer, and I hereby declare him elected by acclamation and direct the acting clerk to so record in the minutes."

Motion by T. Cuda, second by A. Londgren to maintain school board salaries at current rates of; \$800 for officers, \$600 for directors; \$75 for regular monthly school board meetings; for other meetings up to 4 hours - \$50; for meetings of 4 to 8 hours - \$75; and, \$125 for any other meetings over 8 hours in 1 day, contingent upon filing of claim form. There is no cap." Carried.

Motion by T. Cuda, second by A. Londgren to set the time to 6:30 p.m. for all Regular meetings and to set the regular school board meetings for July 2019 through June 2020 on the following dates:

Mon., July 15, 2019	Mon., Dec. 16, 2019	Mon., April 20, 2020
Mon., Aug 19, 2019	Mon., Jan. 6, 2020	Mon., May 18, 2020
Mon., Sep. 16, 2019	Mon., Jan. 27, 2020 (4th Mon)	Mon., June 15, 2020 Carried.
Mon., Oct. 21, 2019	Mon., Feb. 24, 2020 (4th Mon)	
Mon., Nov. 18, 2019	Mon., Mar. 16, 2020	

Motion by T. Cuda, second by M. Thompson to adopt the following resolution designating official depositories for 2019:

“RESOLVED, that the Frandsen Bank & Trust of Braham and the Bremer Bank, Lake Elmo, MN be designated as official depositories for 2019 and that funds of this school district deposited in said banks be subject to withdrawal upon checks, notes, drafts, bills of exchange, acceptances, under-taking of other orders for the payment of money when signed on behalf of this school district by three of its officers to wit: Chair, Clerk and Treasurer”. Vote 5 in favor with D. Davis abstaining. Carried.

Motion by M. Thompson, second by A. Londgren to authorize the Superintendent of Schools and district office designees to have online banking access to the Braham Schools’ accounts at the Frandsen Bank & Trust and Bremer Financial Services. Vote 5 in favor with D. Davis abstaining. Carried.

Motion by D. Davis, second by T. Cuda to adopt the following resolution:

“RESOLVED, that the Minnesota School District Liquid Asset Fund (MSDLAF+) be designated as the official depository for State Funds due to the district.” Carried.

Motion by A. Londgren, second by D. Davis to authorize the Superintendent of Schools and designees to make electronic transfers of District 314 monies. Carried.

Motion by M. Thompson, second by T. Cuda to adopt the following operating procedure for collateral as it relates to investment of district funds and to designate the Superintendent of Schools to approve collateral as per these guidelines:

Acceptable Collateral: U.S. Treasury Notes or Bonds Securities and other federal agency

Bonds pledged as collateral: The market value of the securities pledged as collateral must be greater than 110% of the deposits with the corresponding institutions. Carried.

Motion by T. Cuda, second by D. Davis to adopt the following resolution:

“RESOLVED, that the school board desires to use facsimile signatures on all district checks to eliminate the need to have board officers sign each check issued. The Superintendent of Schools shall provide for this procedure. The board also directs the current facsimile signatures to be used.” Carried.

Motion by D. Davis, second by T. Cuda to adopt the following resolution:

“RESOLVED, that the school board desires to have the Superintendent of Schools, or his designee, make investments of school district funds when balances are present. The board also desires that the Superintendent, or his designee, perform the duties of clerk and treasurer.” Carried.

Motion by M. Thompson, second by A. Londgren to adopt the following resolution:

“RESOLVED, that the school board desires to have the Superintendent of Schools properly authorized to enter into leases on behalf of the board, and to purchase and contract for goods and services within general budget categories.” Carried.

Motion by T. Cuda, second by M. Thompson to adopt the following resolution:

“RESOLVED, that the school board wishes to take advantage of payment discounts on purchases and recognize the terms of contracts, purchase orders and vendors. The school board authorizes the superintendent of schools and/or the school board clerk to pay claims against the district prior to a regularly scheduled board meeting if the claim addresses the conditions mentioned in this resolution.” Carried.

Motion by D. Davis, second by T. Cuda to adopt the following resolution:

“RESOLVED, that the school board wishes to appoint legal counsel for 2019 and that legal counsel shall be the firm of Ratwik, Roszak and Maloney. This resolution also allows administration to utilize other firms as needed.” Carried.

Motion by T. Cuda, second by M. Thompson to appoint the 'Isanti County News' to serve as School District 314's official publication for 2019. Carried.

Motion by D. Davis, second by T. Cuda to set the mileage and meal allowance for all district employees for 2019 as follows:

Mileage: 'reimbursement at the IRS allowable rate' which is \$.58 cents per mile; and,  
Meals: Breakfast - \$8.50, Lunch - \$11.00, Supper - \$13.50; with allowable reimbursement at the registration set fee for workshops, meetings, etc., when such is the case. Carried.

School board committee membership assignments for 2019 were discussed and set as listed below.

<u>Committee Assignment</u>	<u>2019 School Board Representative(s):</u>
Budget Advisory	S. Eklund, M. Thompson, D. Davis
Buildings/Grounds & Transportation	S. Eklund, T. Cuda, A. Londgren
Comm. Educ. Advisory Council	A. Londgren
Donald F. Olson Scholarship	S. Eklund, A. Londgren, T. Cuda
ECMECC	S. Eklund
Legislative (SEE)	S. Eklund
Meet & Confer	A. Flowers, M. Thompson, D. Davis
MN State H.S. League	S. Eklund /alt. A. Londgren
Policy Review	T. Cuda, A. Flowers, D. Shockman
RRSEC Joint Powers Agreement	M. Thompson
World's Best WorkForce	A. Londgren, S. Eklund, M. Thompson
Negotiating Committees:	
Superintendent	S. Eklund, M. Thompson
Administration	A. Flowers, D. Shockman
Teachers	T. Cuda, S. Eklund, M. Thompson
District Office	S. Eklund, A. Londgren
Custodians	T. Cuda, S. Eklund
Secretaries/Paras	T. Cuda, A. Flowers
Food Service	A. Flowers, A. Londgren

Motion by M. Thompson, second by T. Cuda to accept the committee assignments as listed. Carried.

Reminder of the next Regular School Board meeting scheduled for Monday, January 28, 2019 at 6:30 p.m. in the Community Room (B100) at the high school. School Board photo at 6:15 pm.

Motion by D. Davis, second by A. Londgren to close the organizational meeting at 6:53 p.m.. Carried.

Attest: \_\_\_\_\_ Attest: \_\_\_\_\_  
Allison Londgren, Clerk Steven Eklund, Chair

- b. Approve the January bills.
- c. Review and accept the January Treasurer's report.

d. Enrollment Analysis

	Sep	Oct	Nov	Dec	Jan
	5	11	1	4	5
K	54	55	56	56	56
1	53	53	54	54	54
2	64	63	63	62	62
3	68	70	68	68	67
4	50	49	49	49	49
5	70	69	69	69	69
6	55	55	54	54	54
7	63	63	63	63	61
8	60	61	60	60	60
9	49	49	50	50	50
10	59	60	58	57	57
11	55	55	54	54	53
12	52	49	50	49	48
K - 12					
Sub-Total	752	751	748	745	740
ECSE	15	15	16	18	18
TOTAL					
K - 12 plus					
ECSE	767	766	764	763	758

e. Personnel

**RECOMMENDATIONS**

**Abigail Brimacomb**, has been recommended by Principal Eklund for the LTS - Elem Title 1. Student contact days 33.75 hrs/wk. through April 5, 2019. She will be paid step 1 of the para contract. Her start date was December 4, 2018.

**Desiree Cuda**, has been recommended by Principal/ AD Kuhnke for the Prom advisor position. She will be paid Lane 2, step 5. She will start in this position Jan. 2, 2019.

**Peter Duvernay**, has been recommended by Principal Eklund for the Elem. lunchroom supervisor position. This position is student contact days, 2 hrs/day. He will be paid step 3 per the para contract. Start date is January 7, 2019.

**Peter Duvernay**, has been recommended by Principal/AD Kuhnke for the special ed. para position. Student contact days, 8-10 am Monday - Friday 10 hrs/week. His start date is January 11, 2019. He will be paid per the para contract, step 3.

**Jean Ann Mattson**, has been recommended by Principal Eklund for Bomber Boost teacher position. This position is Tues./Thurs. for 5 hrs/ wk. She will be paid \$30 hour. Her start date was November 27, 2018.

**Chris Thielen**, has been recommended by Principal Eklund for Bomber Boost teacher position. This position is Tues./Thurs. for 5 hrs/ wk. She will be paid \$30 hour. Her start date was November 27, 2018.

**Dayla McDonald**, has been recommended by Principal Eklund for Bomber Boost teacher position. This position is Tues./Thurs. for 5 hrs/ wk. She will be paid \$30 hour. Her start date was November 27, 2018.

**Roxanne Kirby**, has been recommended by Principal Eklund for Bomber Boost teacher position. This position is Tues./Thurs. for 5 hrs/ wk. She will be paid \$30 hour. Her start date was November 27, 2018.  
**Dawn Olson**, has been recommended by Principal Eklund for Bomber Boost teacher position. This position is Tues./Thurs. for 5 hrs/ wk. She will be paid \$30 hour. Her start date was November 27, 2018.  
**Marissa Stolan**, has been recommended by Principal Eklund for Bomber Boost teacher position. This position is Tues./Thurs. for 5 hrs/ wk. She will be paid \$30 hour. Her start date was November 27, 2018.  
**Ellen McKinney**, has been recommended by Principal Eklund for Bomber Boost para position. This position is 4 hrs/week on Tues./Thurs. She will be paid her current rate of pay per the para contract. Her start date was December 4, 2018.  
**Julie Grell**, has been recommended by Principal Eklund for Bomber Boost para position. This position is 4 hrs/week on Tues./Thurs. She will be paid her current rate of pay per the para contract. Her start date was December 4, 2018.  
**Brady Yrjo**, has has been recommended by Principal/ AD Kuhnke for the asst. Track coach position. He will be paid at Lane 6, step 5. The start date for this position will be March 11, 2019.  
**Joe Rajkowski**, has been recommended by Principal/ AD Kuhnke for the asst. Track coach position. He will be paid at Lane 8, step 9. The start date for this position is March 11, 2019.

#### Lane Change Request

**Catie Hanson**, Special Ed. teacher, has submitted a request for a lane change from BA+15 to BA+30, step 4. Mrs. Hanson has completed all necessary requirements to qualify for this lane change. Her 2018-2019 2nd semester salary will be based on BA+30, step 4.

#### Reduction in Hours

**Peter Duvernay** will have a reduction from 2 hrs/day to 1 hr/day for the Elem. lunchroom supervisor position. He will be paid step 3 per the para contract. Start date is January 7, 2019.

#### Leave Request

**Averyl Rude**, Elem. para, has requested a leave of absence starting February. 4, 2019 and lasting six to eight weeks.

**Shawna Surdey**, HS Sped. para., has requested a leave of absence starting Jan. 18, 2019- February 18, 2019.

#### Volunteers

**Logan Leavy**, has been recommended by Principal/AD Kuhnke as a volunteer track & field coach for the 2018-19 track & field season.

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#### 4. **Student Council Representative's report.**

**BAHS Student Council  
School Board Report  
January 2019**

**Mentor Program:** The mentor program has been doing very well! The mentors meet with their kid(s) every Wednesday mornings during advisory to talk about their classes and/or homework they might be struggling with. We hosted a holiday gathering on Wednesday, December 19th during Advisory, and it was a successful event full of holiday joy.

**Santa Day:** On December 8th our group once again volunteered at the community's Santa Day. This took place from 8:30-2:30 with our group volunteering all over the Event Center, doing things such as taking pictures with Santa, helping to serve breakfast, and more.

**Candy Grams:** Our group sold Candy Grams again this year for the holidays. We sold them for a \$1 a candy cane at lunch and passed them out the day before break. It was a fun and festive way to share some holiday joy to students before break.



**Pennies for Patients:** Amaya Leniz and Ben Carlson are taking the lead on Pennies for Patients this year, and the group is currently working on fundraising ideas. We have set the dates to be February 4th through the 22nd, kicking off on the week of Snow Daze. Our group has been selling rubber bracelets for \$1 a piece to save money, and we have many other activities planned during the weeks.

**Sno Daze:** Sno Daze has been set to take place during the week of February 4th through the 8th. We are planning on having another dance with music being played by DJ Karl.

**Recycling and Announcements:** We will continue to read announcements and collect recycling on Fridays.

Respectfully submitted by,  
 Emma Downing  
 Co-Secretary

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5. **Expenditure / Revenue Fund Summary Report.**

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6. **Acknowledgement of Donations or Contributions**

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.314 that the School Board accepts with appreciation the following contributions and permits their use as designated by the donors."

Date	Donation from	Donation to	Amount	Use
12/19/18	Target	Dayla McDonald	\$700	Class field trips
12/19/18	Annonymous	Angel Fund	\$40	Student needs
12/20/18	Jaimie Thielen	Braham Athletics	\$100	Activities
12/20/18	Annonymous	Super Mileage	\$1,000	Team Needs
1/11/19	Braham Youth Basketball	Activities	New Frig - \$644	Indoor concession stand
1/14/19	Grandy Lions	Elem. Phy. Ed.	\$1,160	Elem. Bowling Program
1/14/19	Grandy Lions	Baseball program	\$2,000	New pitching mounds
1/18/19	Debbie Singh	Angel Fund	\$25	student needs
1/18/19	Blue Star Moms	Elem. School	\$50	Student snacks
1/22/19	Conrad & June Huge	Staff exercise room	elliptical machine - \$300 value	Staff exercise
1/22/19	Joan Burke	Staff exercise room	Tradmill - \$50	Staff exercise
1/22/19	Joan Burke	Staff exercise room	Total gym - \$150	Staff exercise
1/22/19	Box Tops	5th & 6th Gr.	\$452.20	AR Store

1/25/19	Jane Johnston	Staff exercise room	Fittech Equipment - \$2200 and Elliptical Machine - \$300	Staff exercise
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7. **Open Forum.**

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8. **Elementary Principal's report.**

Braham Area Elementary  
January 2019 Board Report

1. Observations
  - Going well
  - Fun to see all the hands on interactive learning going on in the classroom.
  - Active learners.
  
2. Bomber Boost
  - Continues to go well.
  - Consistent attendance.
  - Thank you to Dawn Olson, Roxanne Kirby, JeanAnn Mattson, Chris Thielen, Dayla McDonald, Marissa Stolan, Ellen McKinney, and Julie Grell for helping our kids out after school.
  
3. February 15
  - PRESS training
    - Reading interventions for RtI
  
4. Scheduling
  - We have begun scheduling. Will be working with the HS to figure out a schedule that works best for our kids.
  -
  
5. Elementary Computer Lab
  - Looking at the possibility of eliminating our computer lab and creating a mobile computer lab.
  
6. Congratulations to Sherry Campbell and Lori Anderson. They are our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner!
  - Sherry Campbell & Lori Anderson helped to make our building look amazing for kids and families that visited us for the youth basketball tournament this weekend. Thanks for doing such an AWESOME job!

9. **High School Principal/ Activities Director report.**

HS Principal / Activities Director  
School Board Report  
January 28, 2019

1. Quarter #2 and Semester #1 ended on Thursday, January 17, 2019. We have reached the halfway point of the school year.
2. Junior High Boys Basketball was the only winter activity not started as of the last board meeting. We have 15 7<sup>th</sup> and 8<sup>th</sup> grade boys with Nick Hohn and Per Gulbranson coaching them. They will have a full schedule through the end of February.
3. The All Conference Band and Choir event happened on Saturday, January 5<sup>th</sup>. Many of our band and choir students were able to practice and perform with some of the best in the area. The Braham All Conference Band students were: Savannah Kunshier, Haley Horbul, Irene Oquist, Paige Graham, Sydney Anderson, Jaeden Klingensmith, Maddie Nelson, Lilia Anderson, Emma Downing, Josh Klingensmith, Luke Bendickson, Abby Olson, Kyle Warzecha and Zach Anderson. The Braham All Conference Choir students were: Halie Jones, Cody Hansen, Tyler Warner, Lydia Nelson, Hanna Sterling, Kiya Moske, Madison Kreyer and Madison Cacioppo. Congratulations to all participants!
4. There was an Echelon / Jazz Concert on Monday, January 21 at 7:00 p.m. in C100.
5. There will be a 7-12 Band Concert on Monday, February 4 at 7:30 p.m. in C100.
6. The annual Spelling Bee was held in C100 on Tuesday, January 8 at 1:15 p.m. Congratulations to our winner Ava Johnson!
7. The annual Geography Bee was held in C100 on Wednesday, January 9 at 1:30 p.m. Congratulations to our winner Wyatt Eklund!
8. Senior High Knowledge Bowl is now beginning their season. There have been a couple of Knowledge Bowl meets already in North Branch and St. Francis. Sarah Johnston has been coaching these participants. In the North Branch meet the two teams representing Braham finished in 5<sup>th</sup> and 8<sup>th</sup> place out of 29 teams.
9. One Act Play has begun preparation for the subsection competition on Saturday, January 26 in Pine City. They will be performing "Me, My Selfie and I" by Jonathan Dorf.
10. Auditions for the Spring Play, *Pauper Princess*, took place on Monday, January 14 and Tuesday, January 15. Performances are set to take place on March 15, 16 and 17. More information to follow.
11. Team Wrestling Sectional Tournaments begin in Aitkin on Saturday, February 16. Individual Wrestling Sectional Tournaments are scheduled for February 22 and 23 in Ogilvie.
12. The students and staff will celebrate Snow Daze Week February 4 – February 8, with the very traditional events of the week including the Sno Daze Dance on Friday, February 8.
13. We will be hosting the All-Conference Jazz Festival on Wednesday, February 6 beginning at 8:30 a.m. A more detailed schedule will be released and put on the school website as we get closer to the date.

14. The Annual Winter Jazz Dessert Concert is also coming up on Monday, February 18 at 7:30 p.m. and will be held at Weise Auditorium at KBEK.

Respectfully Submitted,  
Shawn Kuhnke

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**10. Superintendent's report.**

Braham Area Schools #314  
Superintendent Report  
January 28, 2019

1. RRSEC Executive Council and Governing Board highlights - Jan. 4 & 9, 2019:
  - a. Mike Thompson was elected as the new chair
  - b. Typical organizational activities & approval of numerous policies (MSBA suggestions)
  - c. Braham students will represent 9.45% of the Cooperative on 7/1/19 as opposed to our current 6.05%. This is the result of C-I leaving and will potentially result in higher costs depending on the cooperatives ability to maintain appropriate staffing, etc.
  - d. Extensive discussion took place on the transition of C-I out of the cooperative, what will happen until C-I's new building is ready, and how this will play into appropriate staffing levels.
  - e. The Cooperative took ownership of an *18-21 Transition Program* in Milaca and *Setting 3* programs in Ogilvie and Princeton. This realignment will ONLY impact schools using these services.
  - f. The council and board voted to have the cooperative retain all federal carry forward funds in an effort to build the reserve fund and offset any unanticipated expenses during the transition. The council and board also voted to invoice member districts for the HRA issue first noticed in 2015-2016. The result for Braham will be a expenditure of \$3,996.
2. Grandy Lions highlights - Jan. 7, 2019:
  - a. Donations impacting ISD #314
    - i. \$1,160 PE / Bowling unit
    - ii. \$2,000 Baseball / pitching mounds
    - iii. \$3,000 Trap team - *donation not made directly to school*
  - b. Next meeting is Monday, February 4
3. Isanti County Corrections Advisory Board highlights - Jan. 9, 2019:
  - a. Update on new tool to assist with setting bail. County on average sets bail over 400 times per year. Determining factors are risk to public safety and flight.
  - b. Update on 'A Place for You' shelter which serves six counties, including Isanti. The shelter has room for 11 single men and women. Last year the shelter had 400+ referrals and served 85.
  - c. Department updates
  - d. Next meeting April 3 at 7:30 a.m.
4. SEE General meeting highlights - Jan. 11, 2019:
  - a. Presentation from *Education Evolving* - a political action committee (PAC). This group is working on legislation based on three priorities:
    - i. Competency-based learning (think OBE)
    - ii. Teacher licensing (alternative paths to teaching)
    - iii. What skills do teachers need to receive a license?
  - b. Presentation from Carla Nelson, (R) Senate Finance and Policy Committee Chair, and Jim Davnie, (DFL) House Education Finance Committee Chair. Common topics discussed included a goal to approve an appropriate and predictable level of funding, finishing on time, school safety measures, early childhood funding, special education (cross subsidy), etc. Senator Nelson mentioned that if we see budget targets set early by the three branches, the state will get their work done on time and in transparent fashion.

5. Braham Area Education Foundation highlights - Jan. 14, 2019:
    - a. Current assets of \$104,000
    - b. Approved annual work plan and budget
    - c. 2nd round of grant applications due Jan. 31
    - d. Planning continues for 2nd Annual Gala to be held April 12
      - i. Tim Gabrielson confirmed
      - ii. Tickets (\$40) on sale now / sponsorships available
- 

11. **Acknowledge Braham “HONORS” Recipients.**

12/21/18	Luke Becker, Roxanne Becker, Jack Mault, Mac Nelson, Kyle Warzecha	Braham Area School District #314 would like to recognize you for your efforts in securing grant funds to provide drones for educational use in the classroom. Experiences such as these encourage our students to reach higher and contributes to a culture of excellence.	Gagner
12/21/18	Tammi Johnson	Braham Area School District #314 would like to recognize you for your leadership in organizing the annual staff holiday breakfast event on December 21, 2018. Your work promotes a positive school culture and is an example of the district's commitment to service and excellence. You are appreciated!	Gagner
1-3-19	Darwin & Marlene Nelson	Braham Area School District #314 would like to recognize you for your generous support in continuing to produce and install the large size activity pictures in our main hallway. Your help allows us to showcase students/staff and builds a sense of community. You are appreciated!	Gagner
1/16/19	Braham Family Dental	Braham Area School District #314 would like to recognize you for your support of the Give Kids a Smile event and your education presentations to our first grade students. Your work is a great example of commitment to service and excellence, something we strive for in our schools. You are appreciated!	Gagner
1/18/19	Marie & Doug Sward, Nickie Nelson, Jane Johnston, Joan Burke, Judy & Bill Patzoldt, Teresa Person, Marlys Carlson, Jeff Campbell, Sarah Johnston, Drew Klemz, Justin Leclair, Conrad & June Huge	Braham Area School District #314 would like to recognize you for your volunteer work to create the new fitness room. This is a great example of a SERVICE attitude in action and we are grateful!	Gagner
1/18/19	Tammi Johnson	Braham Area School District #314 would like to recognize you for your leadership in planning the academic pep fest. Experiences such as these encourage our students to reach higher and contribute to a culture of excellence.	Gagner

1/18/19	Luke Becker, Ben Carlson, Jeremy Brown, Maddy Kreyer, Josh Klingensmith	Braham Area School District #314 would like to recognize you for your work in showcasing our Supermileage program at the 2019 MSBA Winter Conference. This is a positive reflection of your academic work and for the district itself. You are appreciated!	Gagner
1/21/19	Bryan Johnson, Darwin Nelson	Braham Area School District #314 would like to recognize you for your work in showcasing our Jazz and Echelon programs through the annual dessert concerts held at both the school and Weise Auditorium. These unique experiences provide a great opportunity for students and reflect positively on the district. Thanks for your efforts!	Gagner

12. **School Board members' reports/updates.**

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13. **Consider Resolution Directing the Administration to Review Revenue and to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore, If Needed.**

This resolution is presented each year at the Regular January school board meeting for consideration of adoption. Reductions in programs and positions cannot be considered or made without this resolution first being adopted. ***Passing the resolution does not mean reductions will be made.***

Member \_\_\_\_\_ introduced the following resolution and moved it adoption:

**RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFORE, IF NEEDED.**

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and  
 WHEREAS, there has been a reduction in student enrollment, and  
 WHEREAS, this reduction in expenditures and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and  
 WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,  
 BE IT RESOLVED, by the School Board of Independent School District No. 314, as follows:  
 That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

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

and the following vote against the same:

WHEREUPON said resolution was declared duly passed and adopted.

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14. **Consider review of water testing plan, schedule and 2018 water test results.**

MN State Statute 121A.335 Lead in School Drinking Water requires all districts to adopt a plan to accurately and efficiently test for presence of lead in water in school buildings serving PK thru grade 12 students by July 1, 2018. Braham adopted a plan on June 18, 2018. This plan now includes the 2018 test results for Braham Area Elementary School.

*LEAD IN WATER COMPLIANCE PLAN*

***Braham School District***

*Program Administrator: Jeff Campbell*

*Telephone: 763-286-7283*

***Revised 2018***

***Reviewed January 2019***

***MacNeil Environmental, Inc.***

***P.O. Box 2278***

***Burnsville, MN 55337***

***800-642-6730***

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### LEAD IN WATER PROGRAM

Lead in water can result from plumbing systems where leaded solder was used with copper piping, and/or lead-lined water coolers. The on-again/off-again water use patterns of most schools can result in elevated concentrations, particularly after weekends, holidays, and extended vacations.

The Minnesota Statutes, section 123B.595 has these three required steps:

- ❖ Step 1. Sampling Program Development
- ❖ Step 2. Conduct First Draw Tap Monitoring
- ❖ Step 3. Communicate Results

All schools must complete these steps that address the core concepts of a sampling plan, testing, and communicating results. The plan must accurately and efficiently test for the presence of lead in water in school buildings serving pre-kindergarten students and students in kindergarten through grade 12.

The Lead program applies to all District buildings.



Recommendations for interpreting results and possible hazard reduction steps must be tailored to meet specific local needs and condition. Interpretation is not a required part of Minnesota Statute 121A.335

## **MDE SUPPORT FOR LEAD REDUCTION ACTIVITIES**

MDE administers the Long-Term Facilities Maintenance Revenue program under Minnesota Statutes, section 123B.595. This program may be utilized to reimburse costs associated with lead testing and remediation. Funding does not cover staff time used to perform daily flushing or water use utility cost associated with flushing procedures. Memorandums from MDE, program guidance documents, spreadsheets and forms used to obtain approval to receive revenue are available at this link:

- **Long-Term Facilities Maintenance**  
(<http://education.state.mn.us/MDE/dse/schfin/fac/ltfm/>)

## **STEP 1- SAMPLING PROGRAM DEVELOPMENT**

A program to assess and sample for lead in drinking water must incorporate, at a minimum, the following actions:

- Inventory drinking water taps used for consumption (i.e., drinking water and food preparation):
  - A drinking water faucet or tap is the point of access for people to obtain water for drinking or food preparation. A faucet/tap can be a fixture, faucet, drinking fountain or water cooler. Drinking water taps typically do not include bathroom taps, hose bibs, laboratory faucets/sinks or custodial closet sinks; these should be clearly marked not for drinking.
    - Taps used for human consumption should only be cold water taps.
    - Hot water taps should never be used to obtain water for drinking water or food preparation.
- Check all drinking fountains to ensure EPA has not identified them as having a lead lined tank under the LCCA. This list can be found at: Lead in Drinking Water Coolers (<http://tinyurl.com/kr8kppf>)

**If a drinking fountain within the school is found on this list, it should be removed from use immediately.**

- **Determine a schedule for sampling:**
  - All taps used for drinking water or food preparation must be tested at a minimum of once every five years.
  - If budget or resources do not allow all taps to be tested in the first year, it is suggested that taps be prioritized, with all high priority taps tested the first year,

medium priority the second, and low priority the third. The fourth year should be used as a “make up” year, if needed.

- **Recommended priority levels are:**

- High priority: taps used by children under the age of six years of age or pregnant women (e.g., drinking fountains, nurse’s office sinks, classrooms used for early childhood education and kitchen sinks.)
- Medium priority: other taps regularly used to obtain water for drinking or cooking (e.g., Family and Consumer Science sinks, classroom sinks, and teacher’s lounges.)
- Low priority: other taps that could reasonably be used to obtain water for drinking but are not typically used for that purpose.

- **Determine logistics for sampling:**

- Water testing should be done consistent with the established schedule. Prior to testing it must be determined if school staff or a contractor will conduct the testing.
- If the school will be doing the testing itself, it will need to contact a laboratory or purchase field testing equipment.
- Schools will also need to decide if they will use field analyzers or laboratories to analyze results. Either method is acceptable with appropriate quality control and experience.

- **Analysis by an Accredited Laboratory:**

- Laboratory analysis typically involves a school district or consultant contracting with an accredited lab to obtain sample bottles. The laboratory will send instructions for sampling, sample bottles, and a chain-of-custody form to document time and date collected, collector name, and sample location.

- **Limitations:**

- Analytical costs. These vary from lab to lab. Currently, typical per sample costs for lead and copper analysis may range from \$20 - \$50, depending on a variety of factors.
- May take longer to get results than using a field analyzer
- Typically requires shipping.

- **Benefits:**

- District and/or consultant will not need to maintain instrument calibration records.
- Uses a Chain-of-Custody to ensure integrity of sample analysis process.
- Analysis done by third-party may provide more independent review/transparency.
- Accredited labs use EPA approved methods and has met industry standards for analysis.

- Analysts are certified and trained.

A listing of accredited laboratories may be found at: Accredited Laboratories

(<http://www.health.state.mn.us/labsearch>)

- **Analysis Using Field Analyzers:** A Field Analyzer can be a great tool for quickly and efficiently testing for lead in drinking water. If you or your consultant uses a field analyzer, it is important that you understand its limitations and proper use.
- **Limitations:**
  - Some analyzers may not measure all forms of lead in drinking water. It is important that the instrument you use measures total lead (particulate and dissolved). If the instrument does not measure all types of lead in drinking water, your result could be biased low.
  - Staff using an instrument need to ensure that the instrument is properly calibrated and maintained according to manufacturer's specifications, and those records of calibration and maintenance are kept.
  - Instruments may require chemicals which will need to be stored and that can expire.
  - Field instruments may not have limits of detection that are as low as an accredited laboratory. Be sure that the method you use can identify concentrations as low as 1 ppb.
  - Some instruments may have interferences with other contaminants and, therefore, under or overestimate the lead level. This may require that additional tests for iron, manganese, hardness, alkalinity or other contaminants be done prior to use to ensure that the instrument will be operated as designed.
- **Benefits:**
  - Get results faster.
  - Useful when doing large numbers of samples or investigative sampling where many samples might be taken from one tap.
  - Can be done on-site (no shipping needed).
  - Can be more cost efficient depending on frequency of use.

## **STEP 2- CONDUCT FIRST DRAW TAP MONITORING**

Once the plan from Step 1 is set, water sampling must be conducted according to the established schedule and priority. Water from taps used for drinking or food preparation must be tested for lead using "first draw" samples. First draw means that the samples are collected before the fixture is used or flushed during the day. Use only cold water for collecting lead samples. It is necessary to consider the order in which tap samples are collected to avoid the potential of accidentally

flushing a tap. Always start at taps closest to where the water enters the building. Sample site preparation and sample collection must be performed consistent with the following conditions:

- Note that it may be necessary to collect samples over a number of days to ensure only first draw samples were collected.
- The day before sampling - normal usage of the sampling tap should occur the night before sampling - secure the fixture from being used (e.g., hang a “Do Not Use” sign)
- Do not use sampling taps for a minimum of six hours. MDH recommends not exceeding 18 hours.
- Do not remove aerators or attachments.
- Collect the first draw sample using a 250 mL bottle. Be sure to start sampling at taps closest to where the water enters the building so that no accidental flushing occurs.
- Complete all scheduled sampling for that sampling period.
- Have samples analyzed by sending to a laboratory or conduct analysis using field analyzers. Be sure to follow all instructions from the lab or field analyzer manufacturer.
- Schools with active flushing programs or considering a flushing program may also want to collect a flushed sample in order to verify flushing effectiveness.

### **STEP 3- COMMUNICATE RESULTS**

Minnesota Statutes section 121A.335, subdivision 5 creates a reporting requirement for schools as follows:

“A school district that has tested its buildings for the presence of lead shall make the results of the testing available to the public for review and must notify parents of the availability of the information.” In addition to testing for lead and meeting the reporting requirements, a lead hazard reduction program should include a comprehensive communication plan. The purpose of a communication plan is to provide a process for school employees, students and parents to address questions, report results and provide ongoing, up-to-date information regarding sampling efforts.

- **School management should:**
  - Assign a designated person to be the contact.
  - Notify affected individuals about the availability of the testing and results within a reasonable time.
  - School employees, students, and parents should be informed and involved in the communication process.
  - Results of initial and any follow-up testing should be easily accessible along with documentation of lead hazard reduction options.

- Posting the information on a website is preferred, but the information should also be available to those without easily accessible internet access. Examples of other information venues are: meetings, open houses, and public notices.
- Identify and share specific activities pursued to correct any lead problems.

Local health officials can assist in understanding potential health risks, technical assistance and communication strategies. MDE and MDH have developed an Education and Communication Toolkit to aid schools in implementing this Plan.

The Safety Coordinator is designated as the contact person for the Lead program at the Braham School District.

A comprehensive Lead in Water testing program includes complete Plumbing Profiles for each facility and testing all drinking water outlets.

The following discoveries describe the current status of the Lead Program:

- Testing all coolers that have not been previously tested.
- MEI can assist the District in conducting a comprehensive lead testing program, or can provide a written proposal for this service.

The following chart summarizes actions as provided by the U.S. Environmental Protection Agency to be taken for lead in water results for coolers, in parts per billion:

< 15 ppb	15- ppb- 50 ppb	Over 50 ppb
No action is necessary	1.Daily Flushing 2.Bottled Water 3.Render Inoperable 4.Replace Cooler 5.Retest	Replace Cooler

### Lead in Water Classroom Fountain List Adopted June 2018

#### Braham Area Elementary

Testing Schedule	Room #	# fountains/taps	Sample collection date	Results
2018, then once every 5 years	1	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	2	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	3	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	4	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	5	1 Fountain	12/26/18	<2.0 ppb

2018, then once every 5 years	6	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	7	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	8	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	9	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	10	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	11	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	12	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	13	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	14	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	15	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	16	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	17	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	18	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	19	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	20	1 Fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	ECSE office	1 tap	12/26/18	13.4 ppb
2018, then once every 5 years	Nurse	1 tap	12/26/18	<2.0 ppb
2018, then once every 5 years	Lounge	1 tap	12/26/18	4.6 ppb
2018, then once every 5 years	Cafeteria	1 fountain	12/26/18	5.05 ppb
2018, then once every 5 years	Kitchen W dbl N faucet	1 tap	12/26/18	7.17 ppb
2018, then once every 5 years	Kitchen W double sink	5 taps	12/26/18	2.11 ppb
2018, then once every 5 years	Kitchen N wall wash	1 tap	12/26/18	6.84 ppb
2018, then once every 5 years	Kitchen N wall hand	1 tap	12/26/18	<2.0 ppb
2018, then once every 5 years	Kitchen steam kettle	1 tap	12/26/18	5.73 ppb
2018, then once every 5 years	Kitchen dish room	1 tap	12/26/18	<2.0 ppb
2018, then once every 5 years	Hall east hall N	1 fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	Hall east hall S	1 fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	Hall by staff lounge	1 fountain	12/26/18	3.12 ppb
2018, then once every 5 years	Hall North by ECSE	1 fountain	12/26/18	10.11 ppb
2018, then once every 5 years	Hall West hall N	1 fountain	12/26/18	<2.0 ppb
2018, then once every 5 years	Hall West hall S	1 fountain	12/26/18	<2.0 ppb

## Braham Area High School

Testing Schedule	Room #	# fountains/taps	Test date	Results
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2019, then once every 5 years	E100	1 Fountain		
2019, then once every 5 years	E102	1 Fountain		
2019, then once every 5 years	E103	1 Fountain		
2019, then once every 5 years	E112	1 Fountain		
2019, then once every 5 years	E114	1 Fountain		
2019, then once every 5 years	E118	1 Fountain		
2019, then once every 5 years	E121	1 Fountain		
2019, then once every 5 years	F108	1 tap		
2019, then once every 5 years	Choir	1 Fountain		
2019, then once every 5 years	Band	1 Fountain		
2019, then once every 5 years	D111	2 Fountain		
2019, then once every 5 years	D110	6 taps		
2019, then once every 5 years	Lounge	1 tap		
2019, then once every 5 years	District Off Wk Rm	1 tap		
2019, then once every 5 years	Nurse	1 tap		
2019, then once every 5 years	Various hall locations	6 fountains		
2019, then once every 5 years	Kitchen	4 taps		
2019, then once every 5 years	East Gym	3 Fountains		

- 
15. **Consider first of 3 readings of new MSBA policy #722 - Public Data Requests.**  
*No action required at this time.*

**Braham Area Public Schools**  
**Ind. School Dist. #314**  
**Braham, MN 55006**

Adopted:

**#722 PUBLIC DATA REQUESTS**

*[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]*

**I. PURPOSE**

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

## **II. GENERAL STATEMENT OF POLICY**

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

## **III. DEFINITIONS**

### **A. Government Data**

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

### **B. Inspection**

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

### **C. Public Data**

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

### **D. Responsible Authority**

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

### **E. Summary Data**

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

## **IV. REQUESTS FOR PUBLIC DATA**

A. All requests for public data must be made in writing directed to the responsible authority.



1. A request for public data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact the requestor (such as phone number, address, or email address).
  2. A requestor is not required to explain the reason for the data request.
  3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
  4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
    - a. The requested data does not exist; or
    - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
      - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
      - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
    - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
  2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

## **V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  1. A request for the preparation of summary data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
  1. The estimated costs of preparing the summary data, if any; and
  2. The summary data requested; or
  3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
  4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

## **VI. COSTS**

- A. Public Data
  1. The school district will charge for copies provided as follows:
    - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

- b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
  - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
  - (2) Also, if the school district does not have the capacity to make the copies, E.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

**B. Summary Data**

- 1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
- 2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

**Data Practices Contact**

**Responsible Authority:**

Superintendent of Schools  
Braham Area High School  
320-396-5199

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

**Cross References:** MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

- 
- 16. Consider cycle review of district policies for adoption. #513 - Student Promotion, Retention, and Program Design; #517 - Student Recruiting; #518 - DNR-DNI orders; #519 - Interviews of Students by Outside Design.

**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: May 17, 1999

Reviewed: August 22, 2016; **January 28, 2019**

**#513 - STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**A. Promotion**

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

**B. Retention**

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

**C. Program Design**

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

2. **The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:**

- a. Multiple objective criteria; and**
- b. Assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.**

~~2.3.~~ **The school district will adopt procedures for the academic acceleration of gifted and talented students.**

**These procedures will include how the school district will:**

- a. assess a student's readiness and motivation for acceleration; and**
- b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.**

4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The procedures must be sensitive to under-represented groups.

**Legal References:** Minn. Stat. § 120B.15 (Gifted and Talented Program)

Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

**Cross References:** MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Assurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 620 (Credit for Learning)

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## **Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: July 18, 2016

Reviewed: **January 28, 2019**

### **#517 STUDENT RECRUITING**

#### **I. PURPOSE**

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

#### **II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

#### **III. DEFINITION**

- A. The terms “undue influence” or “competing for enrollment” shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student’s transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

**IV. PROCEDURES**

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student’s district of residence.
- B. Employees who violate the provisions of the policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

**Legal References:** Minn. Stat. § 124D.03 (Enrollment Options Program)  
 Minn. Stat. § 124D.68 (Graduation Incentives Program)  
 Minnesota State High School League Bylaws

**Cross References:** MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)  
 MSBA Service Manual, Chapter 10, Minnesota State High School League (MSHSL)

**Braham Area Public Schools**  
**Ind. School Dist. #314**  
**Braham, MN 55006**  
 Adopted: July 18, 2016  
 Reviewed: **January 28, 2019**

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MSBA Service Manual, Chapter 10, Minnesota State High School League (MSHSL)

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**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: February 23, 2000

Revised: August 22, 2016; January 28, 2019

**#519 - INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

**I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

**II. GENERAL STATEMENT OF POLICY**

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

**III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the Maltreatment of Minors Act, Minn. Stat. § 626.556, Subd. 10, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency



responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.

- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minn. Stat. § 626.556, Subd. 10 (c) may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.
- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

**Legal References:** Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 626.556, Subd. 10(c) and (d) (Duties of Local Welfare Agency and Local Law Enforcement Agency Upon Receipt of a Report)

**Cross References:** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

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

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17. **Reminder of School Board Regular School Board meeting February 25th, 6:30 pm in B100- Community Room at Braham Area High School.**

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18. Adjourn.

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Time: