

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consent Agenda:
  - a. Approve minutes of the Jan. 28th Regular Board Meeting & Feb. 13th Finance Committee Mtg.
  - b. Approve the February bills.
  - c. Review and accept the February Treasurer's report.
  - d. Enrollment Analysis.
  - e. Personnel.
4. Expenditure / Revenue Fund Summary Report.
5. Acknowledgement of Donations or Contributions.
6. Open Forum.
7. Elementary Principal's report.
8. High School Principal - Activities Director report.
9. Superintendent's Report.
10. Acknowledge Braham "HONORS" Recipients.
11. Student Council Representative's report.
12. Presentation of certificates honoring school board members in recognition of their service.
13. School Board members' reports/updates.
14. Appoint member to BEA Sick Leave Bank Oversight committee.
15. Consider revised budget for FY19.
16. Review Equitable Access to Excellent Teacher Report 2018-19.
17. Consider second of three readings of new MSBA policy #722 - Public Data Requests.
18. Consider cycle review of district policies for adoption.
19. Reminder of the of Regular School Board meeting March 18th.
20. 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, January 28, 2019  
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 A. Londgren, second by T. Cuda, to adopt the agenda. Carried.

Motion by M. Thompson second by D. Davis, to approve the minutes of the December 17th regular school board meeting and the January 7th organizational board meeting. Approve the January bills \$1,065,894.96 accept the January Treasurer’s report and review the enrollment analysis. The board approved the following: 1) **Abigail Brimacomb** as the LTS - Elem Title 1. She will work 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. 2) **Desiree Cuda** as the Prom advisor position. She will be paid Lane 2, step 5. She will start in this position Jan. 2, 2019. 3) **Peter Duvernay** 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. 4) **Peter Duvernay** for the special ed. para position. Monday - Friday 8-10 am, 10 hrs/week. His start date is January 11, 2019. He will be paid per the para contract, step 3. 5) The following bomber boost teachers: **Jean Ann Mattson, Chris Thielen, Dawn Olson, Roxanne Kirby, Marissa Stolan and Dayla McDonald.** These positions are Tues./Thurs. for 5 hrs/ wk. They will be paid \$30 hour. The start date was November 27, 2018. 6) **Ellen McKinney and Julie Grell** for Bomber Boost para positions. These positions are 4 hrs/week on Tues./Thurs. They will be paid her current rate of pay per the para contract. Their start date was December 4, 2018. 7) **Brady Yrjo** 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. 8) **Joe Rajkowski** 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. 9) **Catie Hanson**, Special Ed. teacher, lane change from BA+15 to BA+30, step 4. Her 2018-2019 2nd semester salary will be based on BA+30, step 4. 10) **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. 11) **Averyl Rude**, Elem. para. leave of absence starting February. 4, 2019 and lasting six to eight weeks. 12) **Shawna Surdey**, HS Sped. para., leave of absence starting Jan. 18, 2019- February 18, 2019. 13) **Logan Leavy**, as a volunteer track & field coach for the 2018-19 track & field season. Vote 6 in favor with T. Cuda abstaining. Carried.

Luke Bendickson, Student Council representative, reviewed their written report. Planning is set for the upcoming Sno Daze Feb. 4-8th and Pennies for Patients running through the month of February.

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

Motion by A. Flowers, second by A. Londgren, to acknowledge the January 2019 donations for the purposes requested: \$700 from Target Corp. for Class Field Trips; \$40 form anonymous donation for Angel Fund; \$100 from Jaimee Thielen for Braham Athletics; New refrigerator \$644 value from Braham Youth Basketball for inside concession stand; \$1,160 from Grandy Lions for Elem. student snacks; \$2,000 from Grandy Lions for Baseball program for new pitching mounds; \$25 from Debbie Singh for Angel Fund; \$50 from Blue Star Moms for elem. student snacks; elliptical machine valued at \$300 from Conrad & June Huge; Treadmill valued at \$50 and total gym valued at \$150 from Joan Burke; \$452.20 collected from box tops for the 5th & 6th gr. AR store. Fittech exercise equipment valued at \$2200 and Elliptical Machine valued \$300 from Jane Johnston. Carried

Open Forum: Deb Shockman presented with concerns regarding the PA system in the HS east gymnasium.

Principal Eklund's written report was reviewed. Looking into possibly a mobile computer lab in the future.

Principal/AD Kuhnke's written report was reviewed. Many fine arts and sports activities taking place in the coming months, watch the website for dates and times.

Supt. Gagner reviewed his written report. Director Mike Thompson was elected as the new chair for RRSEC. Mr. Gagner attended SEE meeting, RRSEC Governing board & Executive council, Isanti Co. Corrections Advisory board mtg., Grandy Lions, Braham Education Foundation.

Supt. Gagner congratulated the following staff, students, and community members for their accomplishments as "Braham HONORS" recipients. They are: Luke Becker, Roxanne Becker, Jack Mault, Mac Nelson, Kyle Warzecha, Tammi Johnson, Darwin & Marlene Nelson, Braham Family Dental, 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, Luke Becker, Ben Carlson, Jeremy Brown, Maddy Kreyer, Josh Klingensmith, Bryan Johnson, Darwin Nelson.

School board members attended various events and meetings including: Elem. Christmas concerts, Organizational board mtg., RRSEC mtg., MSBA conference, SEE mtg., Basketball and Wrestling events.

Motion by A. Flowers, second by M. Thompson, to approve the Resolution Directing the Administration to review revenue and to make recommendations for reductions in programs and positions and reasons. Carried.

Motion by A. Londgren, second by A. Flowers to approve the 2018 Lead in water testing results.

The board considered the first of three readings of new MSBA policy #722 - Public Data Requests. No action taken at this time.

Motion by M. Thompson, second by A. Londgren, to adopt the following policies for cycle review: #513 - Student Promotion, Retention, and Program Design; #517 - Student Recruiting; #518 - DNR-DNI orders; #519 - Interviews of Students by Agencies. Carried.

Chair Eklund reminded all present of the Regular School Board meeting February 25th at 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 7:00 pm.

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

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

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

Budget Committee Meeting  
Wednesday, February 13, 2019  
2:00 pm-BAHS Room B-100

The Budget Committee Meeting of the Braham Area School Board was called to order at 2:00 pm by Chair Steven Eklund.

Members present: Steven Eklund, Darrin Davis, and Mike Thompson. Also in attendance were Superintendent of Schools Ken Gagner and District Business Manager Judy Patzoldt. Members absent: none.

Motion by Mike Thompson, second by Darrin Davis, to adopt the agenda as presented. Carried.

The Budget Committee reviewed and discussed the proposed School District Budget for the 2019-2020 school year. Committee members also reviewed the Long Term Facilities Maintenance Plan and a list of Capital Outlay Requests. Further discussion of the proposed School District Budget will occur at a work session of the full School Board.

Motion by Darrin Davis, second by Mike Thompson, to adjourn the meeting at 3:47 pm. Carried.

Attest: \_\_\_\_\_  
Mike Thompson, Vice Chair

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

- b. Approve the February bills.
- c. Review and accept the February Treasurer's report.
- d. Enrollment Analysis

|                         | Sep        | Oct        | Nov        | Dec        | Jan        | Feb        |
|-------------------------|------------|------------|------------|------------|------------|------------|
|                         | 5          | 11         | 1          | 4          | 5          | 5          |
| K                       | 54         | 55         | 56         | 56         | 56         | 56         |
| 1                       | 53         | 53         | 54         | 54         | 54         | 54         |
| 2                       | 64         | 63         | 63         | 62         | 62         | 62         |
| 3                       | 68         | 70         | 68         | 68         | 67         | 67         |
| 4                       | 50         | 49         | 49         | 49         | 49         | 49         |
| 5                       | 70         | 69         | 69         | 69         | 69         | 69         |
| 6                       | 55         | 55         | 54         | 54         | 54         | 54         |
| 7                       | 63         | 63         | 63         | 63         | 61         | 60         |
| 8                       | 60         | 61         | 60         | 60         | 60         | 59         |
| 9                       | 49         | 49         | 50         | 50         | 50         | 48         |
| 10                      | 59         | 60         | 58         | 57         | 57         | 56         |
| 11                      | 55         | 55         | 54         | 54         | 53         | 52         |
| 12                      | 52         | 49         | 50         | 49         | 48         | 47         |
| <b>K - 12</b>           |            |            |            |            |            |            |
| <b>Sub-Total</b>        | <b>752</b> | <b>751</b> | <b>748</b> | <b>745</b> | <b>740</b> | <b>733</b> |
| ECSE                    | 15         | 15         | 16         | 18         | 18         | 20         |
| <b>TOTAL</b>            |            |            |            |            |            |            |
| <b>K - 12 plus ECSE</b> | <b>767</b> | <b>766</b> | <b>764</b> | <b>763</b> | <b>758</b> | <b>753</b> |

e. Personnel

**RECOMMENDATIONS**

**Retta Nelson**, has been recommended by Principal/ AD Kuhnke for the LTS- HS special ed. para. This position is students contact days; 25 hrs/wk. She will be paid per the para contract. The LTS position will run approximately February 1, 2019 through February 18, 2019.

**Retta Nelson**, has been recommended by Principal Eklund for the LTS- Elem. special ed. para. This position is student contact days 33.75 hrs/wk. She will be paid per the para contract. The LTS position will be for 6- 8 weeks starting Feb. 19, 2019.

**PROBATIONARY EMPLOYEES RELEASED**

**Abigail Brimacomb**, LTS - Spec. Ed. Para, has been released from employment with Braham Area Schools under Article VI - Discipline Discharge and Probationary Period, Section I.

**Sharon Betsinger**, ECSE Para, has been released from employment with Braham Area Schools under Article VI - Discipline Discharge and Probationary Period, Section I.

**Kim Campbell**, Tues./Thur. Ala Cart server, will be released due to discontinuance of position, effective March 15, 2019.

**RESIGNATION**

**Amber Zimpel**, JH Volleyball Coach has submitted her resignation effective February 19, 2019. Amber was the JH coach for one year.

\_\_\_\_\_  
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4. **Expenditure / Revenue Fund Summary Report.**

\_\_\_\_\_  
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**5. 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           |
|---------|--------------------------------|-------------|---------|---------------|
| 2/5/19  | ECE                            | Prom        | \$100   | Prom Expenses |
| 2/7/19  | ECE- Operation Round Up        | Prom        | \$1,000 | Prom Expenses |
| 2/8/19  | Grandy Lions                   | Prom        | \$500   | Prom Expenses |
| 2/8/19  | Diversified Bronze & Mfg. Inc. | Prom        | \$200   | Prom Expenses |
| 2/11/19 | Braham Motor Service           | Prom        | \$100   | Prom Expenses |

\_\_\_\_\_  
\_\_\_\_\_

**6. Open Forum.**

\_\_\_\_\_  
\_\_\_\_\_

**7. Elementary Principal’s report.**

**Braham Area Elementary  
February 2019 Board Report**

**1. MESPA**

- Attended the annual conference in Bloomington Feb 6-8.
- Listened to a legal update from Roger Aronson.
- Todd Nelsonsey gave a great keynote on empowering teachers.
- Connected with several districts regarding Makerspaces.

**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**

- Classroom interventions for K-6.
- Chris Thielen attended Tier 2 intervention training at the U of MN on the same day.
- We will need to continue to work through what this will look like in our school this/next year.

**4. Scheduling**

- Working on different options for next year.

5. **Congratulations to Eric Jones. Eric is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner!**

- Eric is a SpEd para in our district but does so much more. He covers the Nurse's office in the afternoon if he is able, works with 5/6 if needed, and helps out before and after school if asked. Eric has a gift of working with kids and we are lucky to have him.

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

**HS Principal / Activities Director  
School Board Report  
February 26, 2018**

1. The Blue Jazz Dessert Concert on February 18 was very well attended (sold out) at KBK and provided for an evening of delicious cheesecake and an even better musical performance by our very own Jazz Band.
2. A huge thank you to Mr. Bryan Johnson for all of his work in hosting the very successful All Conference Jazz Festival on Wednesday, February 6. I took the chance to drop in and watch our own Jazz Band at the beginning of the festival as well as the Honor Jazz Concert at the end of the day. Congratulations to our very own All Conference Honor Jazz Band Members: Maddie Nelson on Alto Sax, Emma Downing on Tenor Sax, Zach Anderson on Guitar and Luke Bendickson on trumpet. Very well done!
3. Choir Concert for grades 7-12 will be held on Monday, February 25 at 7:30 in C100.
4. At the time of this submission our Rush City-Braham wrestling team has finished their team portion of the season with a win vs. Ogilvie by a score of 52-24 in the first round and then lost to Aitkin in the second round. The individual tournaments took place at Ogilvie High School on Saturday, February 23. I will have the individual results for you at the meeting as well as some updates with our girls and boys basketball teams.
5. In our upcoming spring activities, softball and track, start on March 11 while baseball can also start on March 11 with only conditioning practices and golf will start on March 18.
6. Mid-quarter of quarter number three has already taken place this last week, Thursday, February 21. This school year is flying by fast!
7. We held an academic pep fest on the morning of Friday, February 8 to honor so many of our academic achievements to this point of the school year. Some recognitions announced included: Individual Recognition by Department (Band, Choir, Jazz, Phy. Ed., Art, English, Guidance, Math, Social Studies, Ag and Industrial Tech), National Honor Society, ExCEL Award, AAA Award, Military Honorees, Perfect Attendance, A & B Honor Roll and College Acceptance Announcements.
8. We had two of our seniors sign their National Letters of Intent to further their education and playing careers. On Wednesday, February 6, Ryan Roslin signed his NLOI to the University of Wisconsin-Stout for football and Devin Shellito signed his NLOI to the University of Minnesota Crookston for football.

Respectfully submitted,

Shawn Kuhnke

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9. **Superintendent's report.**

Braham Area Schools #314  
Superintendent Report

February 25, 2019

1. Isanti County Community Health Needs Assessment meeting highlights - 1/24/2109:
  - a. Meeting focused on the root causes of top three identified health issues:
    - i. Social connectedness (loneliness)
    - ii. Youth substance abuse
    - iii. Mental health
  
2. Isanti County School Safety committee highlights - January 28, 2019:
  - a. Allina Health has funds available to support additional schools regarding the Change to Chill program. This program targets adolescent mental health support and Braham has since sent in an application.
  - b. Discussed one school threat in the county (since last meeting) and the response protocol.
  - c. Cambridge Christian, Art and Science Academy, and St. Scholastica HSC Academy joined the committee.
  
3. Grandy Lions meeting update - Feb. 4, 2019:
  - a. Donations impacting ISD #314
    - i. \$2,500 Empty Bowls (\$2000 Tusan Tac / \$500 ISD #314 for clay bowls)
    - ii. \$500 Prom Committee
    - iii. \$2,500 Braham Area Education Foundation - Gold Sponsor / Spring Gala
    - iv. Set date for spring pancake feed - Sunday, May 5
    - v. Next meeting is Monday, March 4
  
4. Braham Area Education Foundation update - Feb. 11, 2019:
  - a. Second round of grants awarded:
    - i. \$1,000 Youth Summer Musical Theater (T. Fix)
    - ii. \$600 Three document cameras for 3<sup>rd</sup> grade (B. Schminski)
    - iii. \$350 Code.org circuit playground express kit - computer science (E. Ludwig)
    - iv. \$630 Chromebit digital signage / district TV hardware (D. Klemz)
  - b. Get your tickets early for the Gala, expecting a sell out - Friday, April 12
  - c. Next meeting is Monday, March 11
  
5. Braham Chamber update - Feb. 12, 2019:
  - a. 2019 budget approved
  - b. Business Expo will be Saturday, May 11
  - c. Donation of \$300 to Empty Bowls and \$500 Bronze Sponsorship to BAEF 2<sup>nd</sup> Annual Gala
  - d. New officers:
    - i. Becky Anderson / re-elected treasure
    - ii. Lauren Kiesz & Ryan Hagfors / co-marketing directors
  - e. Next meeting March 12
  
6. The school make-up dates will be March 25, April 22, and May 30.
  
7. Significant analysis has occurred regarding the budget for the 2019-2020 school year. Input was sought from all employees, the board’s budget advisory team met on February 13, a full board working meeting was held earlier tonight, and meetings for all employees are scheduled for March 5. This planning will lead to a preliminary budget being presented in April with final board approval in June.

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

|        |                               |   |
|--------|-------------------------------|---|
| 2/1/19 | Dana Hendren, Michelle Becker | Braham Area School District #314 would like to recognize you for your leadership and planning regarding I Love to Read Month 2019. Experiences such as these encourage our students to reach higher and contributes to a culture of excellence. Your work is appreciated. |
|--------|-------------------------------|---|



|         |  |  |
|---------|--|--|
| 2/9/19  | Braham Bus Co. & Bus Drivers, Kyle Olson, Dawn Olson, Kendall Grell, Dan Hartog, Kelly Monson, Kathy Eklund, Vicki Olson, Roger Lafontaine, Deb Campbell, Vicki Carlson, Dick Nelson, Joe White, Rod Minnich, Joanie Smith, Marvin Carlson, Darnell Collins, Retta Nelson, Ron Hallin, Cory Trytten, Susan Stigen, Dana Hendren, Sherry Campbell | Braham Area School District #314 would like to recognize you for your extra efforts to safely transport students during this winter of challenging weather conditions. Your work is critical to the overall success of this district and is sincerely appreciated! |
| 2/13/19 | Donna Mann   | Braham Area School District #314 would like to recognize you for your contributions (snacks, crafts, supplies) donated to our elementary students. We sincerely appreciate the continued support of the district!  |
| 2/15/19 | Kyle Perreault, Tanya Tacker, Catie Hanson, Kelly Rud, Jane Johnston, Billy Pierce, Leah West, Paulette Wiesz, Kristi Lee, Mariah Olson, Meredith Salus  | Braham Area School District #314 would like to recognize you for your leadership and planning regarding MDE's 2018-2019 review of Sp. Ed. student records resulting in a report of full compliance. This is a great example of our commitment to excellence!       |
| 2/15/19 | Beth Stone   | Braham Area School District #314 would like to recognize you for your extra efforts and leadership in the area of professional development. This is a great example of commitment to service and excellence. Your work is appreciated!                             |

11. **Student Council Representative's report.**

**BAHS Student Council  
School Board Report  
February 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.

**Blood Drive:** On January 11th, members from our group helped volunteer at the blood drive. We will be hosting another blood drive on April 9th, 2019 at the High School.

**Bake Sale:** Our group decided to have another bake sale in the spring during conferences. We are only going to sell at the Elementary School since the High School does not hold spring conferences. This will be held on April 2, 2019 from 2:30-7.

**Pennies for Patients:** Amaya Leniz and Ben Carlson are taking the lead on Pennies for Patients this year, and the group is currently fundraising. So far they have collected money from selling bracelets, getting donations at the concession stand, collected change from cars in the parking lot, and will soon be having a bake sale on February 15, to collect more money.

**Sno Daze:** Sno Daze week was pretty eventful. On Monday, the Sno Daze court and waker-uppers met up at the Park Cafe for breakfast. A lot of people dressed up for our dress-up days throughout the week, and to wrap up Sno Daze, we had an academic pep fest. The dance was canceled due to weather conditions, but our group decided this was the safest idea so no one got hurt.

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

Respectfully submitted by,

Abby Olson  
Co-Secretary

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12. **Presentation of certificates honoring school board members in recognition of their service.**

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

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14. **Appoint school board member to BEA Sick Leave Bank Oversight committee for 2019.**

This is a new committee in which the BEA president, Superintendent and one School Board member need to serve.

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15. **Consider revised budget for FY19.**

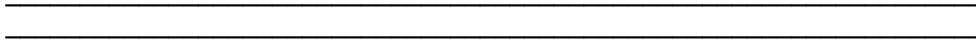
**BRAHAM ISD# 314; FY19 REVISED BUDGET**

| <b><u>FUND</u></b>                       | <b><u>REVENUE</u></b> | <b><u>EXPENDITURES</u></b> |
|--|-----------------------|----------------------------|
| <i>GENERAL FUND:</i>                     |                       |                            |
| General -01                              | \$6,840,582           | \$6,364,989                |
| Transportation -03                       | 515,462               | 566,528                    |
| Capital -05                              | 454,522               | 454,522                    |
| Capital Reserve -05                      | 166,000               | 15,790                     |
| Activities -10                           | <u>60,765</u>         | <u>425,057</u>             |
| <b>TOTAL GENERAL FUND:</b>               | <b>\$8,037,331</b>    | <b>\$7,826,886</b>         |
| <i>FOOD SERVICE -02</i>                  | <i>\$505,795</i>      | <i>\$480,164</i>           |
| <i>COMMUNITY ED -04</i>                  | <i>\$252,704</i>      | <i>\$266,818</i>           |
| <i>BUILDING CONSTRUCTION -06</i>         | <i>\$153</i>          | <i>\$23,902</i>            |
| <i>DEBT REDEMPTION -07</i>               | <i>\$3,498,904</i>    | <i>\$3,579,335</i>         |
| <i>TRUST (Scholarships) -08</i>          | <i>\$22,500</i>       | <i>\$45,000</i>            |
| <i>POST-EMPLOY IRREVOCABLE TRUST- 45</i> | <i>\$300</i>          | <i>\$125</i>               |
| <i>OPEB DEBT SERVICE -47</i>             | <i>\$941,222</i>      | <i>\$936,415</i>           |
| <b>TOTAL FY19 REVISED BUDGET</b>         | <b>\$13,258,909</b>   | <b>\$13,158,645</b>        |

16. **Review Equitable Access to Excellent Teacher Report 2018-19.**

*Report was sent to in board addendums, No action needed at this time.*

The Every Student Succeeds Act (ESSA), signed on December 10, 2015, requires states to evaluate and publicly report whether low-income and minority students are disproportionately served by ineffective, out-of-field, or inexperienced teachers. ISD #314 tracks the placement of all low-income and minority students to ensure a disproportionate number are not served by inexperienced or staff utilizing a variance as compared to their peers. The district also ensures every teacher participates in the teacher evaluation and development program.



17. **Consider second 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)

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- 18. **Consider cycle review of district policies for adoption. #523 Policies Incorporated by Reference; #525 Violence Prevention (Applicable to students and staff); #526 Hazing Prohibition; #527 Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches; #902 Community Use of School Facilities/Buildings**

**Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: July 18, 2016

Reviewed: **February 25, 2019**

**#523 POLICIES INCORPORATED BY REFERENCE**

**PURPOSE**

Certain policies as contained in this policy reference manual are applicable to students as well as to employees. In order to avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies which also apply to students:

|                  |   |
|------------------|---|
| Model Policy 102 | Equal Educational Opportunity   |
| Model Policy 103 | Complaints – Students, Employees, Parents, Other Persons  |
| Model Policy 206 | Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations |
| Model Policy 211 | Criminal or Civil Action Against School District, School Board Member, Employee, or Student                                     |
| Model Policy 305 | Policy Implementation   |
| Model Policy 413 | Harassment and Violence   |
| Model Policy 417 | Chemical Use and Abuse  |
| Model Policy 418 | Drug-Free Workplace/Drug-Free School  |



|                  |  |
|------------------|--|
| Model Policy 419 | Tobacco-Free Environment   |
| Model Policy 420 | Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions |
| Model Policy 511 | Student Fundraising  |
| Model Policy 524 | Internet Acceptable Use and Safety Policy  |
| Model Policy 525 | Violence Prevention  |
| Model Policy 610 | Field Trips  |
| Model Policy 613 | Graduation Requirements  |
| Model Policy 614 | School District Testing Plan and Procedure   |
| Model Policy 615 | Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students  |
| Model Policy 616 | School District System Accountability  |
| Model Policy 707 | Transportation of Public School Students   |
| Model Policy 708 | Transportation of Nonpublic School Students  |
| Model Policy 709 | Student Transportation Safety Policy   |
| Model Policy 710 | Extracurricular Transportation   |
| Model Policy 711 | Video Recording on School Buses  |
| Model Policy 712 | Video Surveillance Other Than on Buses   |
| Model Policy 801 | Equal Access to School Facilities  |

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

***Legal References:***

***Cross References:***

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**Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: July 18, 2016

Revised: **February 25, 2019**

**#525 VIOLENCE PREVENTION [APPLICABLE TO STUDENTS AND STAFF]**

**I. PURPOSE**

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

**II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

### III. IMPLEMENTATION OF POLICY

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. The school district will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- D. The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or non student who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. **Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy 506).**
- G. ~~Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.~~ **Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.**

- H. ~~Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.~~ **Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.**
- I. ~~This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).~~ **Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). “Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.**
- J. ~~This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504).~~

#### **IV. PREVENTION STRATEGIES**

The school district has adopted and will implement the following prevention strategies to promote safe and secure

learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C. ~~In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to Violence.~~ **Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.**
- D. ~~Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.~~ **In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.**
- E. ~~Establish clear school rules that prevent and deter violence.~~ **In-service training for personnel and School board members by experts familiar with sexual abuse, domestic violence, and personal safety issues on the following: helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways; responding to a disclosure of child sexual abuse in a supportive, appropriate manner; and/or complying with mandatory reporting requirements under the Maltreatment of Minors Reporting Act.**
- F. ~~Develop curriculum that teaches social skills such as maintaining self-control, building Communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.~~ **Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.**
- G. ~~Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.~~ **Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).**
- H. ~~Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.~~ **Establish clear school rules that prevent and deter violence.**
- I. **Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.**
- J. **Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.**

- K. Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- L. Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to Recognize stereotypes, distinguish fact from fantasy, and identify differences in behavior and values that conflict with their own.
- M. Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- N. Develop a student photo or name identification system for quick identification of the student in case of emergency.
- O. Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- P. Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- Q. Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- R. Develop curriculum on child sexual abuse prevention for students, including ageappropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders. The curriculum may be created in consultation with federal, state, and local agencies and community-based organizations, including the Child Information Gateway website maintained by the United States Department of Health and Human Services, to identify research-based tools, curricula, and programs to prevent child sexual abuse.
- S. Provide training to all school personnel on recognizing and preventing sexual abuse and sexual Violence which may include training on mandatory reporting 525-5 requirements provided on the Department of Education's website and reviewing the Code of Ethics for Minnesota Teachers.

## **V. STUDENT SUPPORT**

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be apprised of school board policies designed to protect their personal safety.

- C. Students will be provided with information as to school district and building rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

**VI. PERSONNEL**

- A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).
- B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.
- C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment (Policy 507).

**Legal References:** Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)  
 Minn. Stat. § 120B.22 (Violence Prevention Education)  
 Minn. Stat. § 120B.232 (Character Development Education)  
 Minn. Stat. § 121A.035 (Crisis Management Policy)  
 Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)  
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
 Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
 Minn. Stat. § 121A.64 (Notification)  
 Minn. Stat. § 121A.69 (Hazing Policy)  
 Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)  
 18 U.S.C. § 921 (Definition of Firearm)  
 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)  
*McIntire v. Bethel School*, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)  
*Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)  
 MSBA/MASA Model Policy 501 (School Weapons Policy)  
 MSBA/MASA Model Policy 504 (Student Dress and Appearance)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 507 (Corporal Punishment)  
 MSBA/MASA Model Policy 526 (Hazing Prohibition)  
 MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

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**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: February 22, 1999  
 Amended: February 22, 2016  
 Reviewed: February 25, 2019

## #526 HAZING PROHIBITION

### I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
  1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student To extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. “Student” means a student enrolled in a public school or a charter school.
- F. “Student organization” means a group, club, or organization having students as its primary members or



participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the

complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation,

reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

## VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school’s student handbook and in each school’s building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

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

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

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### **Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: July 18, 2016

Reviewed: **February 25, 2019**

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

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.

B. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent, or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

C. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.

D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

#### **IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

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

#### **V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS**

A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in parking lots designated for use only by staff or by the general public.

B. When there are unauthorized vehicles parked on school district property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

#### **VI. PATROLS, INSPECTIONS, AND SEARCHES**

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

A. Patrols and Inspections

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

B. Search of Interior of Student Motor Vehicle

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

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

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

D. Seizure of Contraband

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

E. Dissemination of Policy

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

## VII. DIRECTIVES AND GUIDELINES

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

## VIII. VIOLATIONS

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

*Legal References:* U. S. Const., amend. IV

Minn. Const., art. I, §10  
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)  
*New Jersey v. T.L.O.*, 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

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

## **Braham Area Public Schools**

### **Ind. School District #314**

**Braham, MN 55006**

Adopted: **June 16, 1997**

Revised: 07-19-99, 12-15-03, 01-24-05, 01-27-14, 03-21-16, 04-18-16, 11-21-16, 04-24-17, 2-25-19

Reviewed: August 21, 2017, August 20, 2018

## **#902 - COMMUNITY USE OF SCHOOL FACILITIES/BUILDINGS**

### Facility Use Request

- Requests for all 5-12 building usage or PreK-4 building usage after school hours/summer are to be submitted to the district office.
- Requests for Pre K-4 building usage DURING SCHOOL HOURS (regular school year) are to be submitted to the elementary principal secretary.
- Requests for usage are due a minimum of five (5) business days in advance.

Organizations and governmental units within District 314 may be permitted use of the school buildings in accordance with the following provisions:

1. Eleven-thirty p.m. is the cut-off time for the active portion of any activity.
2. The use of the school buildings for playing games of chance shall be governed by appropriate ordinances and statutes.
3. No alcoholic beverages or tobacco will be permitted in school buildings or on school grounds.
4. If any activity or meeting uses a custodial worker or any other school employee, the organization will reimburse the school district a fee determined by contracted salary schedules. This will include any additional clean up time.
5. Any and all uses of the kitchen ~~or FACS room equipment~~ requires a certified employee be in attendance with all expenses charged to the group (class A, B & C).
6. Additional expenses incurred by the district as a result of any community use of school facilities shall be set annually by the school board and shall be borne by the user. Fees will include costs based on current rates for items such as: electricity, heat, excessive garbage removal, snow removal, results of vandalism, and field upkeep.
7. Groups using the facility must acknowledge that liability insurance is provided through their organization.

## **BUILDING/FACILITIES USE & RENTAL FEES**

Class A - No facility charge, other fees may apply.

>All school activities, school related organizations and Community Education/Services programs, and community sponsored pre scheduled board approved groups\*.

Class B - Class B Schedule.

>Community based groups using facilities for income producing events (tournaments, fundraisers).

>Groups will be charged a per hour fee for use as per Class B Schedule and other applicable fees.

Class C - Class C Schedule.

>Any/all groups not on board approved list, all other groups/individuals, commercial and business organizations will be charged as per Class C Schedule and other applicable fees.

## **EQUIPMENT**

1. Nonprofit public community organizations and governmental units may arrange to use school equipment at times it is not being used by the school by making such request with the Facilities Use Application. Any use of the district's technology or audio-visual equipment or data line must be authorized by the Technology Coordinator and any costs will be passed on to the user.
2. Rented equipment must be returned to the district within 24 hours of the last date used. A \$100 damage deposit check will be required at the time the items are picked up. The check will be returned to the renter if there is no damage to the items. All damage will be charged at replacement cost.
3. Current Rates
  - Trash barrels - \$1.00 per day
  - Walk-In cooler / freezer - \$25.00 per day each.
  - Tables - \$3 per day
  - Chairs - \$.50 per day / per chair
  - Electricity - no charge
    - Elementary or HS gyms
    - Multi-purpose gym / Media Center / Commons
    - Classrooms / baseball shed
    - Outdoor stadium
  - Snow removal
    - \$60 per hour
  - Vandalism / excessive garbage / heat / field upkeep
    - Case by case basis

## **CLASS B SCHEDULE**

### **Building/Facilities Use Rental Fees**

|                                     |                  |               |
|-------------------------------------|------------------|---------------|
| Elementary or High School Classroom | \$6/hour of use  |               |
| Elementary School Cafeteria         | \$10/hour of use | \$100/day cap |
| Elementary Kitchen                  | \$35/hour of use |               |
| Elementary School Gymnasium         | \$10/hour of use | \$100/day cap |

|  |                                 |               |
|--|---------------------------------|---------------|
| High School Commons                    | \$10/hour of use                | \$100/day cap |
| High School Kitchen                    | \$35/hour of use                |               |
| High School FACS Rm - D110             | \$10/hour of use; plus \$50 fee | \$100/day cap |
| High School Gymnasium - East           | \$10/hour of use                | \$100/day cap |
| High School Gymnasium - West           | \$10/hour of use                | \$100/day cap |
| High School - C100                     | \$10/hour of use                | \$100/day cap |
| High School Community Room - B100      | \$10/hour of use                | \$100/day cap |
| Multi-purpose Rm - D112                | \$10/hour of use                | \$100/day cap |
| Varsity or JV Baseball/Softball Fields | \$10/hour of use                | \$100/day cap |
| Football/Track Complex                 | \$10/hour of use                | \$100/day cap |

~~\* Plus \$25/hour certified employee fee~~

For any use of the buildings when a custodian is not regularly scheduled to be on duty, the group will be required to cover the full cost of a custodial worker in addition to the room rental. When a particular activity or meeting necessitates the use of a regularly scheduled custodial worker or other school employee, the organization will reimburse the school district a fee determined by contracted salary schedules.

Additional expenses incurred by the district as a result of any community use of school facilities shall be borne by the user; e.g.: electricity, heat, excessive garbage removal, results of vandalism, snow removal, field upkeep.

## CLASS C SCHEDULE

### **Building Facilities Use Rental Fees**

|                                       |       |
|---------------------------------------|-------|
| Elementary or High School Classroom   | \$100 |
| Elementary School Cafeteria           | \$160 |
| Elementary School Gymnasium           | \$160 |
| Elementary Kitchen *                  | \$160 |
| High School Gymnasium - East          | \$160 |
| High School Gymnasium - West          | \$160 |
| High School Multi-purpose Room - D112 | \$160 |
| High School Commons                   | \$160 |



|  |       |
|--|-------|
| High School Kitchen *                  | \$160 |
| High School FACS - D110 **             | \$160 |
| High School C100                       | \$160 |
| High School Community Room - B100      | \$160 |
| Varsity or JV Baseball/Softball Fields | \$160 |
| Football/Track Complex                 | \$160 |

These are daily rental fees based on 8 hours, which are to be prorated, with a 2 hour minimum.

\* Plus \$25/hour certified employee fee

\*\* Plus \$50 fee

For any use of the buildings when a custodian is not regularly scheduled to be on duty, the group will be required to cover the full cost of a custodial worker in addition to the room rental. When a particular activity or meeting necessitates the use of a regularly scheduled custodial worker or other school employee, the organization will reimburse the school district a fee determined by contracted salary schedules.

Additional expenses incurred by the district as a result of any community use of school facilities shall be set annually by the school board and shall be borne by the user. Fees will include costs based on current rates for items such as: electricity, heat, excessive garbage removal, snow removal, results of vandalism, and field upkeep.

#### SCHOOL BOARD APPROVED NOT-FOR-PROFIT GROUPS

Boy Scouts  
 Braham Area Committee for Kids (BACK)  
 Braham Area Volleyball Association (BAVA)  
 Braham Chamber of Commerce  
 Braham Covenant Church  
 Braham Football Organization (formed 2009)  
 Braham Pie Day Committee  
 Braham Snappers  
**Braham Sportsmen Club**  
 Braham VFW Post #1731 and Ladies Auxiliary  
 Cambridge Christian School  
 Catholic Church- Softball  
 East Central Energy  
 Girl Scouts  
 Isanti County Historical Society  
 Knights of Columbus  
 Lakes & Pines - Head Start  
 Local 284- Regional meetings  
 Major Political Party Caucuses

Pine City Blue Star Moms  
Red Cross  
Ski High Riders Club  
Traveling Boys & Girls Basketball  
Youth Baseball and Softball  
Warriors Wrestling  
4-H

All of the listed groups are approved as not-for-profit groups for school use.

Any groups not on this list must be approved in advance by the school board.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Non-curricular Purposes)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

MSBA/MASA Model Policy 901 (Community Education)

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19. Reminder of the Regular School Board Meeting March 18th, 6:30pm in B100.

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20. Adjourn.

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Time: