

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consider non-renewal of a probationary teacher.
4. Consent Agenda:
 - a. Approve the minutes from the February 25th Regular School Board meeting & Working meeting.
 - b. Approve the March bills.
 - c. Review and accept the March Treasurer's report.
 - d. Enrollment Analysis.
 - e. Personnel.
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. Student Council Representative's report.
13. School Board members' reports/updates.
14. Presentation regarding 4th Grade move to High School Building.
15. Consider approval for AG Science & Tech Department group to travel to Johnson Space Center in Houston, TX.
16. Consider third of three readings of new MSBA policy #722 - Public Data Requests.
17. Consider cycle review of district policies for adoption.
18. Consider board members to hand out diplomas at graduation on May 24, 2019.
19. Reminder of the of Regular School Board meeting April 15th.
20. Adjourn.

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

Roll Call.

2. **Adopt agenda.**

_____, _____, _____

3. **Consider non-renewal of a probationary teacher.**

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE NON-RENEWAL OF THE TEACHING CONTRACT
OF Sarah Johnston , A PROBATIONARY TEACHER

WHEREAS, Sarah Johnston is a probationary teacher in Ind. School District No. 314.

BE IT RESOLVED, by the School Board of Independent School District No. 314, that pursuant to Minnesota State Statute 122A.40, Subd.5, that the teaching contract of Sarah Johnston , a probationary teacher in Independent School District No. 314, is hereby non-renewed at the close of the current 2018-2019 school year.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF NON-RENEWAL

Ms. Sarah Johnston
B.A.H.S.
Braham, MN 55006

Dear Ms. Johnston:

You are hereby notified that at a regular meeting of the School Board of Ind. School District No. 314 held on Monday, March 18, 2019 , a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2019-2020 school year. Said action of the board is taken pursuant to Minnesota State Statute 122A.40, Subd.5.

You may officially request the school board give its reasons for the non-renewal of your teaching contract.

Respectfully,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Allison Londgren, Clerk of the School Board

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted

4. Consent Agenda:

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

Regular School Board Meeting
Monday, February 25, 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 M. Thompson, second by A. Londgren, to adopt the agenda. Carried.

Motion by A. Flowers, second by D. Davis, to approve the minutes of the January 28th regular school board meeting and the February 13th Finance Committee meeting. Approve the February bills \$253,469.60 accept the February Treasurer's report and review the enrollment analysis. The board approved the following: 1) **Retta Nelson** as the LTS- HS special ed. para. The position is students contact days; 25 hrs/wk, approximately February 1, 2019 through February 18, 2019. She will be paid per the para contract. 2) **Retta Nelson**, as the LTS- Elem. special ed. para. This position is student contact days 33.75 hrs/wk. For 6- 8 weeks starting Feb. 19, 2019. She will be paid per the para contract. The board approved the release of probationary employees: 1) **Abigail Brimacomb**, LTS Elem. Sped. para. and 2) **Sharon Betsinger** ECSE para. 3) **Kim Campbell**, T/TH Ala Cart server was released due to discontinuing the ala carte position. This will be effective March 15, 2019. The board accepted: 1) **Amber Zimpel** resignation as JH Volleyball Coach effective February 19, 2019. She was the JH coach for one year. Carried

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

Motion by A. Londgren, second by A. Flowers, to acknowledge the February 2019 donations for the purposes requested: \$100 from ECE for Prom; \$1,000 from ECE Operation Round Up for Prom; \$500 from Grandy Lions for Prom; \$200 from Diversified Bronze & Mfg. Inc for Prom; \$100 from Braham Motor Service for Prom. Carried

Open Forum: None.

Principal Eklund's written report was reviewed. T.E.A.M award goes out to Eric Jones for always going above and beyond to serve our students and district with a smile. Thank you Eric.

Principal/AD Kuhnke's written report was reviewed. Wrapping up winter sports and spring activities starting March 11.

Supt. Gagner reviewed his written report. School make up days will be March 25, April 22, May 30. Mr. Gagner attended Isanti County Community Health Needs Assessment mtg., Isanti County School Safety committee, BAEF, Braham Chamber and Grandy Lions meetings.

Supt. Gagner congratulated the following staff, students, and community members for their accomplishments as “Braham HONORS” recipients. They are: Dana Hendren, Michelle Becker, 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, Donna Mann, Kyle Perreault, Tanya Tacker, Catie Hanson, Kelly Rud, Jane Johnston, Billy Pierce, Leah West, Paulette Wiesz, Kristi Lee, Mariah Olson, Meredith Salus, Beth Stone.

Student Council written report was reviewed. Pennies for Patients fundraising has risen above the \$2,000 mark and still going strong.

Supt. Gagner presented the School Board Members with certificates thanking them for their service to our district.

School board members attended various events and meetings including: Band concert, working board mtg., reading to students for I love to read month, Baseball Bingo, basketball and wrestling events.

Appointed A. Londgren to BEA Sick Leave Bank Oversight committee for 2019.

Motion by A. Londgren, second by A. Flowers to approve the revised budget for FY19. Carried.

Reviewed Equitable Access to Excellent Teacher Report 2018-19.

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

Motion by A. Flowers, second by T. Cuda, to adopt the following policies for cycle review: #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. Carried.

Chair Eklund reminded all present of the Regular School Board meeting March 18th at 6:30 pm in B100.

Motion by A. Flowers, second by T. Cuda, to adjourn the Regular School Board meeting. Chair Eklund adjourned the meeting at 6:57 pm.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

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

Working School Board Meeting
Monday, February 25, 2019
5:30 p.m. - BAHS - Community Room

The WORKING meeting was called to order by Chair Steven Eklund at 5:32 p.m.

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

Members absent: None

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

Discussion on fund balance, cost per ADM, steps taken to reduce spending, discussion on potential budget.

Motion by D. Davis, second by T. Cuda to adjourn the meeting.
Chair Eklund adjourned the meeting at 6:18 pm.

Allison Londgren, Clerk

Attest: _____
Steve Eklund, Chair

- b. Approve the March bills.
- c. Review and accept the March Treasurer’s report.

d. Enrollment Analysis

	Sep	Oct	Nov	Dec	Jan	Feb	Mar
	5	11	1	4	5	5	5
K	54	55	56	56	56	56	56
1	53	53	54	54	54	54	54
2	64	63	63	62	62	62	61
3	68	70	68	68	67	67	67
4	50	49	49	49	49	49	49
5	70	69	69	69	69	69	68
6	55	55	54	54	54	54	54
7	63	63	63	63	61	60	60
8	60	61	60	60	60	59	59
9	49	49	50	50	50	48	48
10	59	60	58	57	57	56	56
11	55	55	54	54	53	52	54
12	52	49	50	49	48	47	46
K - 12							
Sub-Total	752	751	748	745	740	733	732
ECSE	15	15	16	18	18	20	21
TOTAL							
K - 12 plus ECSE	767	766	764	763	758	753	753
Enrollment Analysis 2018-2019							

e. Personnel

RECOMMENDATIONS

Zach Loy, has been recommended by Principa/ AD Kuhnke as the JH Math teacher for the 2019-20 school year. He will be paid per the teacher contract Lane 1, step 1. His start date is Aug. 26, 2019.
Lauren Kiesz, has been recommended by Principal/ AD Kuhnke as the Head Boys and Girls Golf Coach for the 2019 season. She will be paid Lane 10, Step 1 of the “C” schedule. Her start date will be March 18, 2019.

RESIGNATION

Marie Sward, Payroll/ MARSS coordinator has submitted her letter of resignation effective March 15, 2019. She has been with the district since 2005.
Tracy Fix, Head Golf Coach has submitted her letter of resignation due to family needs effective March 4, 2019.
Jen Lundin, has submitted her letter of resignation as One Act Play director effective March 7, 2019. She has been the One Act Play advisor for the second time since 2014.

Lindsay Rasmussen, Early Childhood Coordinator and Preschool teacher submitted her letter of resignation effective June 30, 2019. Lindsay has been with the district since 2014.

Amber Hoffman, Head Girls Basketball coach submitted her letter of resignation effective March 18, 2019. She has been the head coach for 3 seasons.

Lane Change Request

Brea Schminski, 3rd grade teacher has submitted her lane change request from BA+15 to BA+30, step 6. Mrs. Schminski has completed all necessary requirements to qualify for this lane change. Her 2019-2020 salary will be based on BA+30, step 6.

Volunteers

Eric Rysdam, has been recommended by Principal/AD Kuhnke as a volunteer baseball coach for the 2018-19 season.

Michael Strelow, has been recommended by Principal/AD Kuhnke as a volunteer baseball coach for the 2018-19 season.

Mikailya Rutten, has been recommended by Principal/AD Kuhnke as a volunteer track and field coach for the 2018-19 season.

Garrett Engberg, has been recommended by Principal/AD Kuhnke as a volunteer track and field coach for the 2018-19 season.

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

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."

Donation from	Donation to	Amount	Use
Grandy Lions	Empty bowls	\$500	Empty bowls project
Brian Sexton	Braham Schools	\$100	Student Needs
Grandy Lions	German Club	\$100	Trip fees
Northpost Inc	Supermileage	\$25	Team Expenses

7. **Open Forum.**

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

**Braham Area Elementary
March 2019 Board Report**

1. **High Performing PreK-3 Systems**
 - Lindsay Rasmussen and I attended this workshop on March 14.
2. **KG Roundup**
 - March 14
 - Update
3. **I Love To Read Month**
 - Thanks to Dana Hendren and Michelle Becker for organizing this fun event.
 - Thanks to all the volunteer readers we had.
4. **Dr. Seuss's Birthday March 1**
 - Thanks to Eric Jones, Brea Schminski, & Korey Sybrant for celebrating with our kids as Thing 1, Thing 2, and the Cat in the Hat.
5. **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.
 - Lots of positive feedback from teachers.
 - We have implemented some of these interventions already and have seen some great results.
6. **Scheduling**
 - New configuration for next year.
 - Braham Intermediate School.
7. **Congratulations to April White. April is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner!**
 - April is a Title I para and BASK Coordinator in our district. She is here with a smile at 6:20 every morning, welcoming the first students into our school. April is also one of our "go to" people that hops into a classroom to sub at a moments notice. April has been in all age levels from Preschool to 6th grade. We are VERY lucky to have her as part of our team. Thanks April!

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

**HS Principal / Activities Director
School Board Report
March 18, 2019**

1. All of our students in grades 8-11 registered for their high school classes on Thursday, March 7.
2. The last day of school for the third quarter is Thursday, March 21.
3. Our Girls Basketball team lost to East Central in the Section 5A playoffs by a score of 48-46.
4. Our Boys Basketball team first beat Isle 60-41 in the Section 5A playoffs, then lost to Hinckley-Finlayson 77-55 to end their season.

5. Congratulations to our boys basketball team! They have won the Minnesota Basketball Coaches Association Team Academic Section Championship for Section 5A! This academic accomplishment will be displayed periodically on the scoreboard at the Target Center throughout the entire course of the state basketball tournament.
6. Girls Softball, Boys and Girls Track and Field, and Baseball (conditioning) started on Monday, March 11. Baseball (full practice) and Boys and Girls Golf both began today Monday, March 18.
7. For Track and Field, Braham will once again be hosting the GRC Indoor meet in Foley as their first event of the season. This will take place on Saturday, March 30 at 10:00 a.m. in Foley. We will also have four home meets on Thursday, April 4 (Varsity), Thursday, April 18 (JH/JV), Thursday, May 9 (Varsity) and Tuesday, May 14 (Varsity Great River Conference Championships).
8. I will have spring participation numbers for you at the next meeting.
9. Band had a MSHSL Large Group contest in Rush City on Wednesday, March 6 and I am pleased to announce they had received a Superior rating from two judges and an Excellent rating from the one judge. They had received scores of 34, 35 & 36 out of 40.
10. Our Knowledge Bowl team took 2nd place in the Great River Conference on Wednesday, February 27. They will also be competing at the Sub-Regional in Sartell on Tuesday, March 12. The top 6 teams will advance to the Regionals.
11. The Speech team has the GRC speech meet in Ogilvie on Monday, March 25 and the subsections will be held in Wrenshall on Friday, March 29.
12. The Spring Play, *The Pauper Princess* has scheduled performances on Friday, March 15 at 7:00 p.m., Saturday, March 16 at 7:00 p.m. and Sunday, March 17 at 2:00 p.m.

Respectfully submitted,
Shawn Kuhnke

10. **Superintendent's report.**

Braham Area Schools #314
Superintendent Report
March 18, 2019

1. Mike Thompson and I attended SEE Day at the Capitol on Feb. 26. Our group was able to meet Rep. Anne Neu, Rep. Brian Johnson, Rep. Cal Bahr, Sen. Mark Koran, and Sen. Michelle Benson. We promoted three messages:
 - a. increasing the basic formula
 - b. increasing equalization rates for levy/bond referendums (lower taxes for property poor districts)
 - c. funding the cross subsidy (special education)
2. The district received a revised water appropriation permit on February 28, 2019 from the Minnesota Department of Natural Resources allocating up to 10.6 million gallons of water annually from the new well for the purpose of irrigation of the various outdoor classrooms (ball fields).
3. Isanti County Integrated Collaborative Highlights - March 4, 2019:

- a. Reviewed budget
 - b. Discussed progress on ACES training. A steering committee has been formed.
 - c. An application for special ACES related projects is being created and will be sent to all collaborative members. Applications will be available for all collaborative related groups (this includes ISD #314) with a due date of 4/15.
 - d. Next meeting July 9, 2019
4. Grandy Lions Highlights - March 4, 2019:
 - a. Routine business
 - b. One grant of \$100 impacting ISD #314 (German Club)
 - c. Next meeting April 1
5. RRSEC Executive Council Highlights - March 6, 2019:
 - a. As part of an MDE audit, special education officials will be in the district on April 11.
 - b. Discussion continues on adding a day treatment program at the level 4 building in Milaca. This would be in partnership with Lighthouse Child and Family Services - costs borne by users.
 - c. The 2019-2020 RRSEC calendar was recommended for approval. Changes include an earlier end to the student day (2:40 p.m.) to allow, among other things, time for debriefing and planning with support staff.
 - d. 2019-2020 budget was recommended for approval. Costs should remain fairly consistent. Billing protocols (pre-pay or upon completion of services) may change based on available fund balance. RRSEC is in discussion with C-I regarding what portion of the fund balance they are entitled to upon exit 6/30/19.
 - e. Next meeting is April 11, at 8:00 a.m. in Ogilvie.
6. Cambridge Medical Center Community Engagement Council Highlights - March 6, 2019:
 - a. Group engaged in finding strategies targeting the three high needs areas identified in the assessment conducted by Isanti Public Health and Allina Health Care Systems:
 - i. Youth substance abuse (tobacco and alcohol)
 - ii. Social isolation
 - iii. Mental health
7. Braham Area Education Foundation update - March 11, 2019:
 - a. Extensive planning for the 2nd Annual Gala on April 12. Contact the school, Frandsen Bank, or Braham Barber Stylist for tickets. New HOF announced and entertainment by Tim Gabrielson.
 - b. Next meeting is Tuesday, April 9, at 5:00 p.m. in B100
8. Braham Chamber update - March 12, 2019:
 - a. All city garage sale will be held May 9-11
 - b. Business Expo will be Saturday, May 11, from 9:00 - 2:00 p.m.
 - c. Planning continues for Braham Appreciation Day to be held Saturday, June 1, parade at 4:00 p.m.
 - d. Girl Scouts Color Run is May 18
 - e. Next meeting April 9 at 6:00 p.m.
9. District Assessment Coordinator (DAC) update:
 - a. ACT will be offered for all juniors on April 2 with a make-up date on April 24.
 - b. MCA testing begins April 10 and continues through May 10.
10. School Calendar Changes:
 - a. School will be in session on March 25, April 22, and May 30.
 - b. Teacher work day will be May 31.

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

Shannon Fox	Braham Area School District #314 would like to recognize your initiative in organizing the Holocaust presentation held 2/22/19. These types of unique programs are a great example of a commitment to excellence. You are appreciated!
Josh Lentz	Braham Area School District #314 would like to recognize you for volunteering to clean icy sidewalks on 2/27/19, thus helping ensure the safety of our staff, students, and community. This is a great example of a SERVICE attitude in action and we are grateful!
Jeff Eklund, Korey Sybrant, Per Gulbranson, Ryan Roslin, Matt Yerke, Luke Bendickson, Brayden Doble, Hayden Lee, Kevin Laman, Zach Yerke, Ryan Dziubak, Jordan Leaf, Blake Anderson, Alex Londgren, Connor Johnson, John Mankie, Mac Nelson, Jonah Johnson, Aiden Beckman.	Braham Area School District #314 would like to recognize the coaches for stressing the importance of classroom studies, and the players for earning the 2018-2019 Minnesota Basketball Coaches Association Team Academic Section Championship! Congratulations gentlemen!
McKenna Grams, Dakota Hill, Christina Moore	Braham Area School District #314 would like to recognize you for creating our winter sports' programs for the 2018-19 season. This is a great example of SERVICE in action and we are grateful!

12. **Student Council Representative’s report.**

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

Mentor Program: The mentoring program is still going strong. Each Wednesday morning mentors meet with their mentee(s) to discuss homework, classes, organization, and various other things they may be struggling with.

Blood Drive: We will be hosting a community blood drive on April 9th, 2019 at the High School from 12-6. Members of Studnet Council will be calling to find donors, working shifts at the registration table, and providing a meal for the workers.

Bake Sale: On April 2nd we will have another bake sale during spring conferences at the Elementary School from 2:30-7.

Pennies for Patients: This year for Pennies for Patients, we more than exceeded our goal of \$1,500 under the leadership of Amaya Leniz and Ben Carlson. We collected money by selling bracelets, collecting change from cars in

the parking lot before school, hosting a bake sale, promoting awareness with dress-up days, and putting students that donated to their advisory into a drawing to pie volunteered teachers during an assembly on March 5th; one entry for each \$5 donated. In total, we raised \$2,100.01!

Education Foundation Gala: On Friday, April 12th, we will be sending a handful of volunteers to help serve at the Education Foundation Gala.

Feed My Starving Children: We will be making a trip to pack food at Feed My Starving Children on Thursday, April 18th.

Spring Fling: In light of the cancellation of our Snow Daze dance, we have added a Spring Fling week in May as a sort of end of the year send off. It will take from May 13th-17th, with a dance on the 17th to wrap up the week's events.

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

Respectfully submitted by,
Emma Downing
Co-Secretary

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

14. **Presentation regarding a potential 4th Grade move to 5-12 Building.**

15. **Consider approval for AG Science & Tech Dept. group to travel to Johnson Space Center in Houston, TX.**

Luke Becker, AG Science & Tech teacher, has submitted a request asking for approval for the AG Science & Tech Dept. group of 4 to travel to NASA in Houston, TX to present space project. The trip dates are April 15, 2019 to April 17, 2019. The trip would be planned not to exceed three student contact days as per Braham policy #610. All expenses will be covered through fundraising.

16. **Consider third of 3 readings of new MSBA policy #722 - Public Data Requests.**

Action can be taken on this policy.

**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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17. **Consider cycle review of district policies for adoption.** #604 Instructional Curriculum; #605 Alternative Programs; #606 Textbook & Instructional materials (selection).

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: July 18, 2016

Revised: **March 18, 2019**

#604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. GENERAL STATEMENT OF POLICY

- A. Instruction must be provided in at least the following subject areas:
1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
 2. Mathematics and science;
 3. Social studies, including history, geography, economics, government, and citizenship;
 4. Health and physical education;
 5. The arts;
 6. Career and technical education; and
 7. World languages.
- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.
- D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.

- G. The school district will provide one time cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum for all students in that grade beginning in the 2014-2015 school year and later.
1. In the school district's discretion, training and instruction may result in CPR certification.
 2. CPR and AED instruction must include CPR and AED training that have been developed:
 - a. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - b. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
 3. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
 4. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.
- H. The school district shall assist all students by no later than grade 9 to explore their college and career interests and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must be designed to:
1. provide a comprehensive academic plan for completing a college and career-ready curriculum premised on meeting state and local academic standards and developing 21st century skills such as team-work, collaboration, and good work habits;
 2. emphasize academic rigor and high expectations; **and inform the student and the student's parent or guardian, if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;**
 3. help students identify personal learning styles that may affect their postsecondary education and employment choices;
 4. help students gain access to postsecondary education and career options;
 5. integrate strong academic content into career-focused courses and integrate relevant career-focused courses into strong academic content;
 6. help students and families identify and gain access to appropriate counseling and other supports and

assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;

7. help students and families identify collaborative partnerships of kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and employers that support students' transition to postsecondary education and employment and provide students with experiential learning opportunities; and
8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.

Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready.

When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.

If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.

Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student's plan under this provision shall continue while a student is enrolled.

- I. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student's transcript that the student answered at least 30 of 50 civics test questions

correctly.

1. “Civics test questions” means 50 of the 100 questions that, as of January 1, 2015, United States citizenship and immigration services officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the 604-5 fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state’s civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota’s Legacy website by August 1 of that year.
2. A school or district may exempt a student with disabilities from this requirement if the student’s IEP team determines the requirement is inappropriate and establishes an alternative requirement.
3. A school or district may administer the civics test questions in a language other than English to students who qualify for English learner services.
4. Schools and districts may administer civics test questions as part of the social studies curriculum.
5. A district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.
6. The school district cannot charge a fee related to this requirement.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 605 (Alternative Programs)

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: July 18, 2016

Reviewed: **March 18, 2019**

#605 ALTERNATIVE PROGRAMS

I. PURPOSE

The purpose of this policy is to recognize the need for alternative education programs for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative program options for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school board that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

- A. It shall be the responsibility of the superintendent to identify alternative program opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative programs. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational programs to the school board.
- B. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
 Minn. Stat. § 121A.41, Subd. 11 (Definitions – Alternative Educational Services)
 Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
 Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
 Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
 Minn. Stat. § 124D.68 (Graduation Incentives Programs)
 Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)
 Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

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

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: April 19, 1999
 Revised: August 22, 2016
 Reviewed: March 18, 2019

#606 - TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY OF SELECTION

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

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

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

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

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

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction – Curriculum)
 Minn. Stat. § 120B.235 (American Heritage Education)
 Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
 Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
 Minn. Stat. § 124D.59-124D.61 (Limited English Proficiency)
 Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

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

18. Consider board members to hand out diplomas at graduation on May 24, 2019.

Each year two or three school board members are selected to hand out diplomas, with one to accept the graduating class, at the high school graduation ceremonies. Graduation is set for Friday, May 24, 2019, at 7 p.m. The past few years have been as follows:

- 2016 - Steven E., Allison L. and Mike T.
- 2017 - Steven E., Robert W., John P.
- 2018 - Steven E., Angie F., and Allison L.

19. **Reminder of Regular School Board meeting April 15th.**

20. **Adjourn.**

Time: