

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, April 15, 2019
6:30pm – BAHS Community Room

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the March 18th Regular Board Meeting.
 - b. Approve the April bills.
 - c. Review and accept the April Treasurer's report.
 - d. Enrollment Analysis.
 - e. Personnel.
4. Open Forum.
5. Expenditure / Revenue Fund Summary Report.
6. Acknowledgement of Donations or Contributions.
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. School Board members' Reports/Updates.
13. Food Service Department Report.
14. Consider non-renewal of Tier 1 teachers.
15. Review FY 19-20 Preliminary Budget.
16. Consider approval for the Braham softball team for travel to Florida spring of 2021.
17. Consider employment recommendations for Business teacher.
18. Consider first of three readings of new MSBA policy #723- Post-Issuance Debt Compliance Procedures.
19. Consider cycle review of district policies for adoption.
20. Reminder of the:
 - April 24th Building & Grounds meeting at 4:30 pm in B100- HS Community Room.
 - May 6th Meet & Confer meeting at 4:30 pm in B100 - HS Community Room.
 - May 20th Regular School Board meeting at 6:30 pm in B100 - HS Community Room.
21. Adjourn.

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

Roll Call.

2. **Adopt agenda.**

3. **Consent Agenda:**

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

Regular School Board Meeting
Monday, March 18, 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. Londgren, T. Cuda and Supt. Gagner.
Members absent: A. Flowers.

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

Motion by A. Londgren, second by D. Davis, to approve non-renewal of a probationary teacher.

Motion by M. Thompson, second by A. Londgren, to approve the minutes of the February 25th Regular School Board meeting & Working meetings. Approve the March bills \$165,314.51 accept the March Treasurer’s report and review the enrollment analysis. The board approved the following: 1) **Zach Loy** 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. 2) **Brea Schminski**, 3rd grade teacher has submitted her lane change request from BA+15 to BA+30. Her 2019-2020 salary will be based on BA+30, step 6. 3) **Lauren Kiesz** as the Head Boys and Girls Golf Coach. She will be paid Lane 10, Step 1 of the “C” schedule. Her start date will be March 18, 2019. 4) **Eric Rysdam, Michael Strelow, Mikailya Rutten and Calvin Engberg**, as volunteer coaches for the 2018-19 season. The board accepted 1) **Marie Sward** resignation as Payroll/ MARSS coordinator effective March 15, 2019. She has been with the district since 2005. 2) **Tracy Fix** resignation as Head Golf Coach due to family needs effective March 4, 2019. 3) **Jen Lundin** resignation as One Act Play director effective March 7, 2019. She has been the One Act Play advisor for the second time since 2014. 4) **Lindsay Rasmussen** resignation as Early Childhood Coordinator and Preschool teacher effective June 30, 2019. Lindsay has been with the district since 2014. 5) **Amber Hoffman** resignation as Head Girls basketball coach, she has been the head coach for 3 seasons. Carried.

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

Motion by D. Davis, second by T. Cuda, to acknowledge the March 2019 donations for the purposes requested: \$500 from Grandy Lions for Empty bowls project; \$100 from Brian Sexton for student needs; \$100 from Grandy Lions for German Club Trip; \$25 from Northpost Inc. for Supermileage team trip. Carried.

Open Forum: Presentation from Luke Becker, Ag Science/ Ind. Tech teacher and his NASA Hunch team (Josh Klingensmith, Jeremy Brown, Zach Anderson and Ben Carlson). The Hunch team demonstrated how the Zero gravity space washing machine would clean clothes in space.

Principal Eklund's written report was reviewed. Kindergarten round up was held March 14.

Principal/AD Kuhnke's written report was reviewed. The senior high band attended the MSHSL large group contest and received two Superior ratings and one Excellent rating.

Supt. Gagner reviewed his written report. ACT will be offered to all juniors on April 2 with a make-up day on April 24. Mr. Gagner attended SEE Day at the State Capital, Isanti County Integrated Collaborative, RRSEC Exec. Council, Cambridge Medical Center Community Engagement, 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: Shannon Fox, Josh Lentz, 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, McKenna Grams, Dakota Hill, Christina Moore.

Student Council written report was reviewed. Pennies for Patients raised \$2,100.01 surpassing their goal of \$1,500.

School board members attended various events and meetings including: Choir concert, SEE day at the capitol, Spring Play, Purse Bingo for Braham Ambassadors, Firearms safety, AAA selection committee MSHSL, 3rd gr. Wax museum, Youth state wrestling tourney, basketball and wrestling events.

Presentation by Principal Eklund regarding a potential 4th Grade move to 5-12 Building.

Motion by T. Cuda, second by A. Londgren to approve the school trip for AG Science & Tech Dept. group to travel to Johnson Space Center in Houston, TX. Carried.

Motion by M. Thompson, second by D.Davis, to adopt MSBA policy #722 - Public Data Requests. Carried.

Motion by D. Davis, second by A. Londgren, to adopt the following policies for cycle review: #604 Instructional Curriculum; #605 Alternative Programs; #606 Textbook & Instructional materials (selection). Carried.

Motion by A. Londgren, second by D. Davis to approve S. Eklund, D. Shockman, M. Thompson to accept the graduating class of 2019 and hand out diplomas. Carried.

Chair Eklund reminded all present of the Regular School Board meeting April 15th at 6:30 pm in B100.

Motion by M. Thompson, second by T. Cuda, to adjourn the Regular School Board meeting. Chair Eklund adjourned the meeting at 7:44 pm.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

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

d. Enrollment Analysis

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
	5	11	1	4	5	5	5	5
K	54	55	56	56	56	56	56	57
1	53	53	54	54	54	54	54	54
2	64	63	63	62	62	62	61	61
3	68	70	68	68	67	67	67	66
4	50	49	49	49	49	49	49	50
5	70	69	69	69	69	69	68	68
6	55	55	54	54	54	54	54	53
7	63	63	63	63	61	60	60	60
8	60	61	60	60	60	59	59	59
9	49	49	50	50	50	48	48	48
10	59	60	58	57	57	56	56	56
11	55	55	54	54	53	52	54	53
12	52	49	50	49	48	47	46	46
K - 12								
Sub-Total	752	751	748	745	740	733	732	731
ECSE	15	15	16	18	18	20	21	21
TOTAL								
K - 12 plus								
ECSE	767	766	764	763	758	753	753	752

e. Personnel

RECOMMENDATIONS

Jessica Olson has been recommended by Supt. Gagner as the MARSS/Payroll coordinator. Her start date was April 8, 2019.

Rikki Beaver has been recommended by Principal Eklund for the 1st grade teaching position for the 2019/20 school year. She will be paid BA, step 1 per the 2019/20 contract. Her start date will be Aug. 26, 2019.

Lori Auers has been recommended by Principal Eklund as the Preschool teacher/coordinator for the 2019/20 school year. Her start date will be July 1, 2019.

Amber Hoffman has been returned to 1.0 FTE High School Science teacher, starting Aug. 26, 2019. She was placed on .5 FTE Unrequested Leave of Absence March 20, 2017.

Lauren Kiesz, has been recommended by Principal Eklund for the Kindergarten teacher position starting Aug. 26, 2019. She will be paid step 4, MA+30.

Brady Yrjo; The long term substitute contract offered to Brady Yrjo shall expire at the end of the 2018-2019 school year as specified in the contract.

RESIGNATION

Mikailya Rutten, HS Science teacher, has submitted her resignation effective at the end of the 2018/19 school year. She has been with the district for 3 years.

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

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."

Donation from	Donation to	Amount	Use
Mike Thompson	Musical Dept.	\$250 value table saw & stand	Set building
Bert's Auto Body	Supermileage	\$100	Team Expenses
Braham Motor Service	Supermileage	\$250	Team Expenses
Cambridge State Bank	Supermileage	\$50	Team Expenses
Frandsen Bank & Trust	Supermileage	\$75	Team Expenses
Patricia Grams	Supermileage	\$50	Team Expenses
Aurelius	Supermileage	\$100	Team Expenses
Dale's Heating	Supermileage	\$100	Team Expenses
Anonymous	Supermileage	\$1,000	Team Expenses
East Central Corn Growers	Supermileage	\$2,000	Team Expenses
Dreve	Supermileage	\$1,000	Team Expenses
North Metro Saw	Supermileage	\$75	Team Expenses
MAELC Grant	Mr. Becker	\$4,103.23	Drone Equipment
Pam & Steve Eklund	NASA Hunch Team	\$187.80	sub pay for Mr. Becker while gone on NASA Hunch Team Trip
Rosemary & Loren Brabec	NASA Hunch Team	\$200.00	Trip expenses
Judy & Dennis Olson	Supermileage Team	\$100.00	Team Expenses

6. **Open Forum.**

7. **Elementary Principal's report.**

**Braham Area Elementary
April 2019 Board Report**

1. **Staff Changes**

- Katie Blomdahl - 4th Grade
- Lori Auers - PreK Teacher and Coordinator
- Rikki Beaver - 1st Grade
- New KG teacher

2. **Scheduling**

- New configuration for next year
- Parent Meeting Update
- Braham Intermediate School

3. **Student Showcase**

- Elementary Student Showcase
 - Similar to last year's School of Excellence Celebration

4. **Title I Training**

- Rescheduled to the end of April

5. **Empty Bowls**

- 3rd Graders performed for the community and did a GREAT job!

7. **Congratulations to Julie Grell. Julie is our Elementary T.E.A.M.
(Together Everyone Achieves More) Award winner!**

- Julie is a Early Childhood para in our district. You would be hard pressed to find a more positive, helpful, caring person than Julie. Many mornings you will find Julie in early helping to set up the classroom or staying late to make sure everything is ready to go for the next day. We are incredibly lucky to have Julie working with our Early Childhood students.

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

**HS Principal / Activities Director
School Board Report
April 15, 2019**

1. MCA/ACT Testing dates for grades 7-12:

- ACT TEST (Grade 11) - April 2
- MCA READING TEST (Grades 7, 8 and 10) – April 10, 11
- MCA MATH TEST (Grade 11) - April 10, 11
- MCA MATH TEST (Grades 7, 8) – April 25, 26

- MCA SCIENCE TEST (Grades 8 and 10) – May 1, 2

2. All Spring Activities are now up and running. Stay up-to-date with all of the activity any possible schedule changes at: <http://greatriverconference.org/public/genie/138/school/211/>

Spring Sports Participation:

Activity	2016	2017	2018	2019
9-12 Baseball	20	23	22	22
7 & 8 Baseball	20	24	14	12
9-12 Softball	22	15	11	16
7 & 8 Softball	12	15	26	13
9-12 Track and Field	35	21	31	38
7 & 8 Track and Field	26	32	14	11
9-12 Golf	11	12	14	11
7 & 8 Golf	17	8	4	6
Spring Play	31	19	49	49
Clay Target	15	23	37	32

3. Thank you to the Prom Committee and Desi Cuda for all of their work in getting prom ready for Saturday, April 13 at the Braham Event Center. The festivities start with Grand March at 4:00 p.m.

4. Concert Schedule:

- Monday, April 22 at 8:00 p.m. - 7-12 Band Concert
- Friday, April 26 at 8:00 p.m. - Jazz Concert
- Monday, May 13 at 8:00 p.m. - 7-12 Choir Concert

5. Just a reminder, our Academic, Athletics & Arts Awards night is scheduled for Sunday, May 19th at 5:30 in C100.

6. Congratulations to the Braham Supermileage team on placing 3rd in the Battery Electric Class and 4th in the Internal Combustion Class. The Battery Electric car driven by Maddy Kreyer was invited to the Drivers World Championship where the team took 5th place, missing an invitation to London by 30 feet.

7. Congratulations to Lilia Anderson who placed 1st in Extemp. Reading at sections and will be going to State Speech on Friday, April 12th.

8. The State FFA Convention is April 28-30. Eight students qualified for state:

- Ag Mechanics
 - Ben Carlson
- Soils Team - Won the Region Qualifier
 - Hannah Olson
 - Mac Nelson

- Tyler Heikes
- Kyle Warzecha
- State FFA Band
 - Kyra Johnson
 - Jaeden Klingensmith
- State FFA Ambassador
 - Mckayla Carlson-Hughes

9. Our FFA Plant Sale will occur on May 9,10, 11, 16, 17, and 18.

Respectfully Submitted,
Shawn Kuhnke

9. Superintendent's report.

Braham Area Schools #314
Superintendent Report
April 15, 2019

1. The district was notified on March 20 that we have been approved for a 2019 Agriculture Summer Education Grant from MDE. The grant will partially fund (85%) twenty days of salary for Mr. Becker to further develop FFA, Supermilage, and Agricultural education programs.
2. The district was notified March 21 that our Safe Cab PSA, submitted under the direction of Becky Swanson and her business marketing class, was awarded first place and will receive \$1,250 to promote safe driving practices. You can view the winning video at: https://www.youtube.com/watch?v=2gH_6V5n02g
3. ECMECC Operating Committee highlights - March 22, 2019:
 - a. Lake ECMECC (professional development conference) is August 8 in Milaca
 - b. Extensive discussion on budget for 2019-2020. Braham's increase is approximately \$500
 - c. Supt.'s from Braham, C-I, and Milaca will serve on the negotiations committee.
 - d. Cyber/network security continues to be a top priority. ECMECC will be hiring 1-2 interns this summer which also helps develop qualified individuals for these roles.
 - e. Isle (upon approval from the governing board) will be joining ECMECC starting 7/1/19.
 - f. Discussion was held on continuation of the ECCO Coordinator position (currently Amanda Tessmer at .5 FTE) and use of mini grants. Last year this was funded by a competitive grant through MDE. The grant (Title 4, part A) is now becoming formula based and each district must decide if they want to enter a cooperative agreement to more efficiently utilize these funds. Braham is supportive of this position - more information will be shared after all districts make a decision.
 - g. Future meetings:
 - i. Governing Board meets April 17 @ 7:00 p.m. in Braham
 - ii. Operating Committee meets May 17 @ 10:30 a.m. in Cambridge
4. Braham Business Expo is Saturday, May 11, from 9:00 a.m. - 2:00 p.m. at the Event Center. Braham Area Schools will have a booth.
5. Braham Appreciation Day is Saturday, June 1. The district will be participating in the parade (1:00 p.m. start).

6. Grandy Lions meeting update - April 1, 2019:
 - a. Don Grossbach (running for ECE board) and Lisa Lovering (Isanti County Sheriff's Dept.) spoke.
 - b. Donations impacting ISD #314: \$300 for NASA HUNCH presentation in Houston, TX
7. Isanti County Corrections Advisory Board update - April 3, 2019:
 - a. Speakers:
 - i. Natalie Matthewson - Region 7E Mental Health Initiative
 - ii. Cheryl McHugh - TSA Executive Director
8. Braham Area Education Foundation update:
 - a. The 2nd Annual Gala was held April 12. Wrap up coming in May.
 - b. Next meeting is Monday, May 13, at 5:00 p.m. in B100
9. District Assessment Coordinator (DAC) update:
 - a. ACT was offered to all juniors on April 2 with a make-up date on April 24.
 - b. MCA testing has started and continues through May 10.
10. School Calendar Changes:
 - a. School will be in session on April 22 and May 30. Teacher work day will be May 31.

10. **Acknowledge Braham "HONORS" Recipients.**

Bryan Johnson and HS Band	Braham Area School District #314 would like to recognize the 2018-2019 HS Band and Director Bryan Johnson for attaining two Superior and one Excellent rating at the March 6, 2019 contest. Commitment to excellence is one of the two pillars of ISD #314. Congratulations!
Brea Schminski, Karen Leniz, Chris Grote	Braham Area School District #314 would like to recognize you for your contribution in promoting purposeful, hands-on learning as part of the 2018-2019 Wax Museum. We also want to say thanks for inviting parents to the evening open house and donating your time to make this a truly special occasion.
Bryan Johnson, Tracy Fix, Nancy VanderHeyden, Andrea Downing, Darwin Nelson, Susan Severson, Julie Anderson, Roberta Kopel, Katie Kunshier, Tammi Johnson, Katie Sparling, Karl Fix, Lynn & Vern Fix, Luke Becker	Braham Area School District #314 would like to recognize you for your contribution towards the 2019 production of, 'The Pauper Princess'. Students involved in quality extracurricular programming have high rates of success beyond high school and your leadership and commitment to excellence makes a difference.

Mike Thompson	Braham Area School District #314 would like to recognize you for your participation in visiting legislators as part of SEE Days at the Capitol on 2/26/19. Grass roots involvement has a direct impact on opportunities for students and we are grateful that you were willing to give up a day in support of our school community.
Jan Strohkirch, Jeff Eklund, Lindsay Rasmussen, Roxanne Kirby, Dawn Olson, Lori Auers	Braham Area School District #314 would like to express our appreciation for your participation in Kindergarten Round-Up 2019. Your efforts to promote and serve the district are shining examples of what it takes to be a school of excellence.
Joe Rajkowski, Gary Skarsten, Nickie Nelson	Braham Area School District #314 would like to recognize you for your efforts to assist the district in administering the 2019 ACT exam to our junior class. Your willingness to serve others is appreciated!
Per Gulbranson, Bryan Johnson, Darwin Nelson, Katie Thies, Braham Bus Company, Maxine Hallin, Dixie Randall, Gary Skarsten, Judy Hegstrom, MaryKay Bodeen, LaVerne Anderson, Terry Lind	Braham Area School District #314 would like to thank you for your work in support of the 2019 Empty Bowls Braham Food Shelf fundraiser. Connecting the school and community in service is a true example of Bomber Pride!
Becky Swanson, Sports and Entertainment Class	Braham Area School District #314 would like to recognize you for your work on the Safe Cab PSA which won first place and an award of \$1,250 for the district. In addition to promoting purposeful, hands-on learning, this is an example of service to the community.
Luke Becker	Braham Area School District #314 would like to recognize your initiative in securing funds (\$2,700 MDE 2019 Summer Ag Grant) to promote enhanced learning opportunities for our students.
Dennis & Jeanette Frandsen	The Braham Area School District would like to thank you for your generous support of the ISD #314 Graduating Class of 2019. You are a true example of SERVICE in the community and we are forever grateful.
Audra Carter, Danika Dahlin, April White, Lori Williams, Danae Shaw, Meredith Salus, Jonelle Klemz, Jan Strohkirch, Dawn Olson, Kalyn Heitkamp, Kris Stull, Mariah Olson, Michelle Becker, Averyl Rude	Braham Area School District #314 would like to recognize you for your leadership and participation on the newly created Kindness Committee . This committee is a great example of commitment to service and excellence. You are appreciated!

<p>Bryan Johnson, Katie Thies, Nancy VanderHeyden, Dana Hendren, Drew Klemz</p>	<p>Braham Area School District #314 would like to express our appreciation for your extra efforts to organize and support the elementary and evening music concerts held throughout the year. Your efforts to promote and serve the district are shining examples of what it takes to be a school of excellence.</p>
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11. **Student Council Representative's report.**

**BAHS Student Council
School Board Report
April 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 Student Council have called many people to donate blood, other members have volunteered to help with registration and will help provide a meal for the workers. We will have three volunteers per shift.

Pennies For Patients: On April 5th, the reward party in Mrs. McDonald's class will be held. Doughnuts, clementines, and juice are being provided to the winners for donating the most money.

Bake Sale: On April 2nd we had another bake sale during spring conferences at the Elementary School. Our delicious goodies were sold, resulting in us profiting \$80.

Early Childhood Carnival: On Thursday, April 11th, there will be a carnival hosted at the Elementary School. This will take place from 5:30 until 7. We will send volunteers down to help with face painting, running games, and other activities.

Education Foundation Gala: On Friday, April 12th, we will be sending 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. National Honor Society will also be attending.

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 place from May 13th-17th, with a dance on the 17th to wrap up the week's events. Dress up days are still being determined.

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

Respectfully submitted by,

Abby Olson
Co-Secretary

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

13. **Food Service Department Report.**

Food Service - School Board Report
April 10, 2019

- The Food Service Department currently employs 8 staff members (including myself). My staff currently total 51 years of experience and are an amazing department to work with! Add my years and we are over 70 years of experience.
- Meal prices for sy19-20: At this time I am not sure if an increase is required. I am waiting on the USDA Lunch Paid Equity tool that is provided by the MDE to be updated.
- Food Service successfully completed our MDE Audit. The state was here February 25-26, 2019. Audits are now conducted every three years.
- Food Service successfully completed our spring MDH Inspection. Both kitchens are in great working order.
- The Food Service Department currently serves on average:
 - 1800 Elementary breakfast meals per month and 1700 High School breakfast meals per month
 - 3750 Elementary lunch meals per month and 4770 High School lunch meals per month
 - (Elementary = PreK-4 and High School = 5th - 12th)
- I am switching our current Point of Sale (POS) system to be Cloud based. This will allow our POS system to be uninterrupted (at lunchtime and the back of the house) as we have had server issues this year. We currently use the Heartland Solutions, Nutri Kids program. The new system will be the Heartland Solutions, Mosaic program.

Respectfully submitted,

Donna Bryant
Food Service Director

14. **Consider Non- Renewal of Tier 1 teachers.**

Resolution #1:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF _____ Wendy Kiewel _____, A TIER 1 TEACHER.

WHEREAS, _Wendy Kiewel_____ is a .10 **Tier 1 EL teacher** and .4 Early Childhood teacher for Independent School District No.314.

BE IT RESOLVED, by the School Board of Independent School District No. 314, that the .10 EL & .4 Early Childhood teaching contract of Wendy Kiewel, a **Tier 1 teacher** in Independent School District No.314, is hereby terminated at the close of the current 2018 - 2019 school year.

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

NOTICE OF TERMINATION AND NON-RENEWAL

Ms. Wendy Kiewel
40329 Variolite St. NW
Dalbo MN 55017

Dear Ms. Wendy Kiewel:

You are hereby notified that at a Regular meeting of the School Board of Independent School District No. 314 held on April 15, 2019, a resolution was adopted by a majority roll call vote to terminate your .10 EL & .4 Early Childhood teaching contract effective at the end of the current school year.

You may officially request that the school board give its reasons for the non-renewal of your .10 EL & .4 Early Childhood teaching contract. For your information, however, this action is taken because because your Tier 1 license in EL expires at the end of the 2018-2019 school year.

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

_____, _____, _____

Resolution #2:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF _____ Meredith Salus _____, A TIER 1 TEACHER.

WHEREAS, _Meredith Salus_____ is a 1.0 **Tier 1 teacher** in Early Childhood Special Education for Independent School District No.314.

BE IT RESOLVED, by the School Board of Independent School District No. 314, that the 1.0 Early Childhood Special Education teaching contract of Meredith Salus, a Tier 1 teacher in Independent School District No.314, is hereby terminated at the close of the current 2018 - 2019 school year.

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

NOTICE OF TERMINATION AND NON-RENEWAL

Ms. Meredith Salus
24161 Whispering Cir NE
East Bethel MN 55005

Dear Ms. Meredith Salus:

You are hereby notified that at a Regular meeting of the School Board of Independent School District No. 314 held on April 15, 2019, a resolution was adopted by a majority roll call vote to terminate

your 1.0 Early Childhood Special Education teaching contract effective at the end of the current school year.

You may officially request that the school board give its reasons for the non-renewal of your 1.0 Early Childhood Special Education teaching contract. For your information, however, this action is taken because because your Tier 1 license in Early Childhood Special Education expires at the end of the 2018-2019 school year.

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

_____, _____, _____

Resolution #3:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF _____ Rebecca Swanson _____, A TIER 1 TEACHER.

WHEREAS, _____ Rebecca Swanson _____ is a **.5 Tier 1 teacher** in Business for Independent School District No.314.

BE IT RESOLVED, by the School Board of Independent School District No. 314, that the .5 business teaching contract of Rebecca Swanson, a **Tier 1 teacher** in Independent School District No.314, is hereby terminated at the close of the current 2018 - 2019 school year.

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

NOTICE OF TERMINATION AND NON-RENEWAL

Ms. Rebecca Swanson
3169 State Hwy 70
Braham MN 55006

Dear Ms. Rebecca Swanson:

You are hereby notified that at a Regular meeting of the School Board of Independent School District No. 314 held on April 15, 2019, a resolution was adopted by a majority roll call vote to terminate your .5 business teaching contract effective at the end of the current school year.

You may officially request that the school board give its reasons for the non-renewal of your .5 business teaching contract. For your information, however, this action is taken because because your Tier 1 license in business expires at the end of the 2018-2019 school year.

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

_____, _____, _____

Resolution #4:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF _____ Emily Ludwig _____, A TIER 1 TEACHER.

WHEREAS, _Emily Ludwig_____ is a **.5 Tier 1 teacher** in Business for Independent School District No.314.

BE IT RESOLVED, by the School Board of Independent School District No. 314, that the .5 business teaching contract of Emily Ludwig, a **Tier 1 teacher** in Independent School District No.314, is hereby terminated at the close of the current 2018 - 2019 school year.

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

NOTICE OF TERMINATION AND NON-RENEWAL

Ms. Emily Ludwig
1102 Hillock St NW
Isanti MN 55040

Dear Ms. Emily Ludwig:

You are hereby notified that at a Regular meeting of the School Board of Independent School District No. 314 held on April 15, 2019, a resolution was adopted by a majority roll call vote to terminate your .5 business teaching contract effective at the end of the current school year.

You may officially request that the school board give its reasons for the non-renewal of your .5 business teaching contract. For your information, however, this action is taken because because your Tier 1 license in business expires at the end of the 2018-2019 school year.

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

 _____,

15. **Review FY 19-20 Preliminary Budget**

BRAHAM ISD# 314; FY 20 PRELIMINARY BUDGET		
<u>FUND</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>
GENERAL FUND:		
General -01	\$7,116,926	\$6,570,952
Transportation -03	506,429	567,636
Capital -05	523,997	523,997
Activities -10	<u>60,765</u>	<u>445,722</u>
TOTAL GENERAL FUND:	\$8,208,117	\$8,108,307

16. **Consider approval for Braham softball team to travel to Florida for spring 2021.**

Becky Swanson, Varsity softball coach, has submitted a request asking for approval for the softball team to participate in a spring training experience in Florida end of March or early April 2021. The trip would be planned not to exceed three student contact days as per Braham policy #610.

 _____,

17. **Consider employment recommendations for Business teacher.**

Principal/AD Shawn Kuhnke is recommending **Rebecca Swanson and Emily Ludwig** for the 1.0 FTE business teacher position. Each will be assigned .5 FTE for the 2019-20 school year. Ms. Swanson will be paid at MA, Step 11. Mrs. Ludwig will be paid at BA, step 11. The start date for these positions will be August 26, 2019. Each hiring is contingent upon a Out of Field permission being filed with and approved by the Professional Educator Licensing and Standards Board (PELSB).

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18. **Consider first of three readings of new MSBA policy #723- Post-Issuance Debt Compliance Procedures.**
No action need to be taken at this time.

Braham Area Public Schools
Ind. School District #314
Braham, MN 55006
Adopted: June 17, 2019

#723 Post-Issuance Debt Compliance Procedures

The School Board of the Independent School District No. 314 Braham, Minnesota has adopted the attached Post-Issuance Debt Compliance Policy dated April 15, 2019. The Post-Issuance Debt Compliance Policy applies to qualifying debt obligations issued by the District. As directed by the adoption of the Post-Issuance Debt Compliance Policy, the Finance Manager of the District will perform the following Post-Issuance Debt Compliance Procedures for all of the District's outstanding debt.

1) General Post-Issuance Compliance

- a) Ensure written procedures and/or guidelines have been put in place for individuals to follow when more than one person is responsible for ensuring compliance with Post-Issuance Debt Compliance Procedures.
- b) Ensure training and/or educational resources for post-issuance compliance have been approved and obtained.
- c) The Finance Manager understands that there are options for voluntarily correcting failures to comply with post-issuance compliance requirements (e.g. as remedial actions under Section 1.141-12 of the Treasury Regulations and the ability to enter into a closing agreement under the Tax-Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31(the "VCAP Program")).

2) General Recordkeeping

- a) Retain records and documents for the obligation and all obligations issued to refund the obligation for a period of at least seven years following the final payment of the obligation. If an obligation is refunded, then the final payment of the refunding obligation becomes the beginning of the period unless otherwise directed by the District's bond counsel.
- b) Retain electronic (preferred) and/or paper versions of records and documents for the obligation.
- c) General records and documentation to be assembled and retained:
 - i) Description of the purpose of the obligation (i.e. the project or projects) and the state statute authorizing the project.
 - ii) Record of tax-exempt status or revocation of tax-exempt status, if applicable.
 - iii) Any correspondence between the District and the IRS.
 - iv) Audited financial statements.
 - v) All accounting audits of property financed by the obligation.

- vi) Obligation transcripts, official statements, and other offering documents of the obligation.
- vii) Minutes and resolutions authorizing the issuance of the obligation.
- viii) Certifications of the issue price of the obligation.
- ix) Any formal elections for the obligation (i.e. an election to employ an accounting methodology other than the specific tracing method).
- x) Appraisals, demand surveys, or feasibility studies for property financed by the obligation.
- xi) All information reports filed for the obligations.
- xii) All management contracts and other service agreements, research contracts, and naming rights contracts.
- xiii) Documents related to governmental grants associated with construction, renovation or purchase of property financed by the obligation.
- xiv) Reports of any prior IRS examinations of the District or the District's obligation.
- xv) All correspondence related to the above (faxes, emails, or letters).

3) Arbitrage Yield Restriction and Rebate Recordkeeping

- a) Investment and arbitrage documentation to be assembled and retained:
 - i) An accounting of all deposits, expenditures, interest income and asset balances associated with each fund established in connection with the obligation. This includes an accounting of all monies deposited to the debt service fund to make debt service payments on the obligation, regardless of the source derived. Accounting for expenditures and assets is described in further detail in Section 4.
 - ii) Statements prepared by Trustee and/or Investment Provider.
 - iii) Documentation of at least quarterly allocations of investments and investment earnings to each obligation.
 - iv) Documentation for investments made with obligation proceeds such as:
 - (1) investment contracts (i.e. guaranteed investment contracts),
 - (2) credit enhancement transactions (i.e. obligation insurance contracts),
 - (3) financial derivatives (e.g. swaps, caps, and collars), and
 - (4) bidding of financial products:
 - (a) Investments acquired with obligation proceeds are purchased at fair market value (e.g. three bid safe harbor rule for open market securities needed in advance refunding escrows).
- b) Computations of the arbitrage yield.
- c) Computations of yield restriction and rebate amounts including but not limited to:
 - i) Compliance in meeting the "Temporary Period from Yield Restriction Exception" and limiting the investment of funds after the temporary period expires.
 - ii) Compliance in meeting the "Rebate Exception."
 - (1) qualifying for the "Small Issuer Exception,"
 - (2) qualifying for a "Spending Exception,"
 - (a) 6-Month Spending Exception

- (b) 18-Month Spending Exception
 - (c) 24-Month Spending Exception
 - (3) qualifying for the “Bona Fide Debt Service Fund Exception,” and
 - (4) quantifying arbitrage on all funds established in connection with the obligation in lieu of satisfying arbitrage exceptions including reserve funds and debt service funds.
 - d) Computations of yield restriction and rebate payments.
 - e) Timely Tax Form 8038-T filing, if applicable.
 - i) Remit any arbitrage liability associated with the obligation to the IRS at each five-year anniversary date of the obligation, and the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 60 days of said date.
 - f) Timely Tax Form 8038-R filing, if applicable.
 - i) Remit the form after the date in which the obligation is no longer outstanding (redemption or maturity date), whichever comes sooner, within 2 years of said date.
 - g) Procedures or guidelines for monitoring instances where compliance with applicable yield restriction requirements depends on subsequent reinvestment of obligation proceeds in lower yielding investments (e.g. reinvestment in zero coupon SLGS).
- 4) Expenditure and Asset Documentation to be Assembled and Retained
- a) Documentation of allocations of obligation proceeds to expenditures (e.g. allocation of proceeds to expenditures for the construction, renovation or purchase of facilities owned and used in the performance of exempt purposes).
 - i) Such allocation will be done not later than the earlier of:
 - (1) eighteen (18) months after the later of the date the expenditure is paid, or the date the project, if any, that is financed by the obligation is placed in service; or
 - (2) the date sixty (60) days after the earlier of the fifth anniversary of the issue date of the obligation, or the date sixty (60) days after the retirement of the obligation.
 - b) Documentation of allocations of obligation proceeds to issuance costs.
 - c) Copies of requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks related to obligation proceed expenditures during the construction period.
 - d) Copies of all contracts entered into for the construction, renovation or purchase of facilities financed with obligation proceeds.
 - e) Records of expenditure reimbursements incurred prior to issuing obligations for projects financed with obligation proceeds (declaration of official intent/reimbursement resolutions including all modifications).
 - f) List of all facilities and equipment financed with obligation proceeds.
 - g) Depreciation schedules for depreciable property financed with obligation proceeds.

- h) Documentation that tracks the purchase and sale of assets financed with obligation proceeds.
- i) Documentation of timely payment of principal and interest payments on the obligation.
- j) Tracking of all issue proceeds and the transfer of proceeds into the debt service fund as appropriate.
- k) Documentation that excess earnings from a Reserve Fund are transferred to the Debt Service Fund on an annual basis. Excess earnings are balances in a Reserve Fund that exceed the Reserve Fund requirement.

5) Miscellaneous Documentation to be Assembled and Retained

- a) Ensure that the project, while the obligation is outstanding, will avoid IRS private activity concerns.
- b) The Finance Manager shall monitor the use of all obligation-financed facilities in order to:
 - i) Determine whether private business uses of obligation-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of:
 - (1) sale of the facilities;
 - (2) sale of District capacity rights;
 - (3) leases and subleases of facilities including easements or use arrangements for areas outside the four walls (e.g. hosting of cell phone towers);
 - (4) leasehold improvement contracts, licenses, management contracts in which the District authorizes a third party to operate a facility (e.g. cafeteria);
 - (5) research contracts;
 - (6) preference arrangements in which the District permits a third-party preference (e.g. parking in a public parking lot, joint ventures, limited liability companies or partnership arrangements);
 - (7) output contracts or other contracts for use of utility facilities including contracts with large utility users;
 - (8) development agreements which provide for guaranteed payments or property values from a developer;
 - (9) grants or loans made to private entities including special assessment agreements;
 - (10) naming rights agreements; and
 - (11) any other arrangements that provide special legal entitlements to nongovernmental persons.
 - ii) Determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such obligation-financed facilities.
- c) The Finance Manager shall provide training and educational resources to any District staff that have the primary responsibility for the operation, maintenance, or inspection of obligation-financed facilities with regard to the limitations on the private business use of

obligation-financed facilities and as to the limitations on the private security or payments with respect to obligation-financed facilities.

- d) The District shall undertake the following with respect to the obligations:
 - i) An annual review of the books and records maintained by the District with respect to such obligations.
 - ii) An annual physical inspection of the facilities financed with the proceeds of such obligations, conducted by the Finance Manager with the assistance of any District staff who have the primary responsibility for the operation, maintenance, or inspection of such obligation-financed facilities.
- e) Changes in the project that impact the terms or commitments of the obligation are properly documented and necessary certificates or opinions are on file.

6) Additional Undertakings and Activities that Support Sections 1 through 5 above:

- a) The Finance Manager will notify the District's bond counsel, financial advisor and arbitrage provider of any survey or inquiry by the IRS immediately upon receipt. Usually responses to IRS inquiries are due within 21 days of receipt. Such IRS responses require the review of the above-mentioned data and must be in writing. As much time as possible is helpful in preparing the response.
- b) The Finance Manager will consult with the District's bond counsel, financial advisor and arbitrage provider before engaging in post-issuance credit enhancement transactions (e.g. obligation insurance, letter of credit, or hedging transaction).
- c) The Finance Manager will monitor all "qualified tax-exempt debt obligations" (often referred to as "bank qualified" obligations) within the first calendar year to determine if the limit is exceeded, and if exceeded, will address accordingly. For obligations issued during years 2009 and 2010 the limit was \$30,000,000. During this period, the limit also applied to pooled financings of the governing body and provides a separate \$30,000,000 for each 501 (c)(3) conduit borrower. In 2011 and thereafter it is \$10,000,000 unless changed by Congress.
- d) Identify any post-issuance change to terms of obligations which could be treated as a current refunding of "old" obligations by "new" obligations, often referred to as a "reissuance."
- e) The Finance Manager will consult with the District's bond counsel prior to any sale, transfer, change in use or change in users of obligation-financed property which may require "remedial action" under applicable Treasury Regulations or resolution pursuant to the VCAP Program.
 - i) A remedial action has the effect of curing a deliberate action taken by the District which results in satisfaction of the private business test or private loan test. Remedial actions under Section 1.141-12(d)(e) and (f) include the redemption of non-qualified obligations and/or the alternative uses of proceeds or the facility (i.e. to be used for another qualified purpose).

- f) The Finance Manager will ensure that the appropriate tax form for federal subsidy payments is prepared and filed in a timely fashion for applicable obligations (e.g. Build America Bonds).

7) Continuing Disclosure Obligations

- a) Identify a position at the District to be responsible for compliance with continuing disclosure obligations as defined by the Rule and any policies of the District.
- b) The position responsible for compliance may have the ability to assign responsibilities, delegate where appropriate or engage a dissemination agent or third-party service providers to perform all or some of the duties described in this section. The District cannot delegate its compliance responsibilities.
- c) The District should specify how providers or delegated authorities will be monitored and supervised.
- d) The District should identify the documents that set forth the respective requirements being monitored at the time of closing for each obligation.
- e) The District should catalog all outstanding Continuing Disclosure Agreements and establish consolidated filing requirements based on the outstanding CDAs.
- f) The District should identify the frequency of the actions to be undertaken to ensure compliance, establish a system or filing alerts or reminders to administer the filing requirements.
- g) The Finance Manager for compliance must be made aware of any new outstanding debt, changes to obligation or loan covenants, events of acceleration or default that would materially affect investors.
- h) The District should review a compliance checklist to verify compliance with CDA requirements, at least annually, although it may be advisable to provide more frequent reviews in connection to specific material events.
- i) The District should monitor mandatory material events specifically identified in accordance with the Rule and file required notices within 10 days of occurrence.
 - i) Principal and interest payment delinquencies.
 - ii) Non-payment related defaults, if material.
 - iii) Unscheduled draws on debt service reserves reflecting financial difficulties.
 - iv) Unscheduled draws on credit enhancements reflecting financial difficulties.
 - v) Substitution of credit or liquidity providers or their failure to perform.
 - vi) Adverse tax opinion, IRS notices or material events affecting the tax status of the obligation.
 - vii) Modifications to rights of security holders, if material.
 - viii) Obligation calls, if material.
 - ix) Defeasances.

- x) Release, substitution or sale of property securing repayment of the obligations, if material.
 - xi) Rating Changes.
 - xii) Bankruptcy, insolvency, receivership, or similar event of the obligated person(s).
 - xiii) Merger, consolidation, or acquisition of the obligated person, if material.
 - xiv) Appointment of a successor or additional trustee, or change of name of a trustee, if material.
 - xv) Incurrence of financial obligation of the District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the District, any of which affect security holders, if material.
 - xvi) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the District, any of which reflect financial difficulties.
- j) In addition to the mandatory material events, the District should review and file any additional or voluntary event notices.
 - k) The District should maintain a catalog of all outstanding obligations whether publicly offered or privately placed, and the terms and conditions that govern default or acceleration provisions.
 - l) Any missed filing requirement should be remedied with a failure to file notice as soon as possible once the late filing is identified and the required information is available to file.
 - m) Sensitive information such as bank accounts and wire information should be redacted from documents prior to posting on EMMA.
 - n) The District needs to monitor for changes in law and regulations that effect continuing disclosure obligations and review disclosure policies and procedures periodically to ensure compliance and consistency with regulation and market expectations.

8) Compliance with Future Requirements

- a) Take measures to comply with any future requirements issued beyond the date of these Post-Issuance Debt Compliance Procedures which are essential to ensuring compliance with the applicable state and federal regulations.

IRS Background

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the "Code") and regulations promulgated thereunder ("Treasury Regulations") governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various "Tax Credit" Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

SEC Background

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the "Rule"). Governments or governmental entities issuing obligations generally have a

requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

Post-Issuance Debt Compliance Policy Objective

The District desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the District has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

Post-Issuance Debt Compliance Policy

The Finance Manager of the District is designated as the District’s agent who is responsible for post-issuance compliance of these obligations.

The Finance Manager shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the “Post-Issuance Debt Compliance Procedures”). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
4. Expenditure and Asset Documentation to be Assembled and Retained
5. Miscellaneous Documentation to be Assembled and Retained
6. Additional Undertakings and Activities that Support Sections 1 through 5 above
7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

The Finance Manager shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Finance Manager will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Finance Manager or any other individuals responsible for assisting the Finance Manager in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the District may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Finance Manager shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

Private Activity Bonds

The District may issue tax-exempt obligations that are “private activity” bonds because either (1) the bonds finance a facility that is owned by the District but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called “conduit bonds”, where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Finance Manager shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Finance Manager may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the District under federal law. In a case where the Finance Manager is concerned about the compliance ability of a private party, the Finance Manager may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Finance Manager is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the District is in compliance with this Post-Issuance Debt Compliance Policy.

Adopted this date April 15, 2019 by the Independent School District No. 314 (Braham), Minnesota

19. **Consider cycle review of district policies for adoption. #607 Organization of Grade Levels; #609 Religion; #610 Field Trips; #615 Testing accommodations, modifications, and exemptions for IEPs, section 504 Plans, and LEP Students; #533 Wellness.**

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: March 21, 2016

Reviewed: April 15, 2019

#607 ORGANIZATION OF GRADE LEVELS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

- Elementary: Grades pre kindergarten through 6
- Secondary: Grades 7 through 12

B. The superintendent may seek school board approval to administer certain programs on a non-graded basis or a design different from that indicated. Program proposals that seek school board approval must meet all state requirements and reflect the rationale for the modification.

III. DEFINITIONS

A. “Kindergarten” means a program designed for students five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter first grade the following school year.

B. “Prekindergarten” means a program designed for students younger than five years of age on September 1 of the calendar year in which the school year commences that prepares students to enter kindergarten the following school year.

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

Cross References:

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: July 18, 2016

Reviewed: April 15, 2019

#609 RELIGION

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, \ beliefs, and holidays in the school district is in keeping with the following guidelines:
 - 1. The proposed activity must have a secular purpose.
 - 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
 - 3. The activity must not foster excessive governmental relationships with religion.
 - 4. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays.
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

Legal References: U. S. Const., amend. I
 Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)
 Minn. Stat. § 120A.35 (Absence From School for Religious Observance)
 Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98, 121 S.Ct. 2093, 150 L.Ed.2d 151 (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290, 120 S.Ct. 2266 (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251, 120 S.Ct. 2706 (2000)
Lemon v. Kurtzman, 403 U.S.602, 91 S.Ct. 2105, 29 L.Ed.2d 745 (1971)
Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir. 2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)

Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. 63 (1940)
Minn. Op. Atty. Gen. 120 (1924)
Minn. Op. Atty. Gen. 121 (1924)

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

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: August 20, 2001
Revised: 12-15-03; 10-16-06; 04-20-15; April 18, 2016
Reviewed: April 15, 2019

#610 FIELD TRIPS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

A. Instructional Trips

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

B. Supplementary Trips

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

1. Supplementary trip participants may miss no more than 3 school days.
2. Supplementary trips must have a minimum of 12 students participating.
3. The school administration or designee shall be responsible for providing more detailed procedures, including supervision, and such other factors deemed important and in the best interest of students such as the need for medical insurance coverage and certification of coverage inclusive of trip.

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 2. An employee must obtain pre-approval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If pre-approval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.
- F. All participating students' trip finances (expenses and revenues) will be processed through school accounts by the activities director and the business office.

IV. CHAPERONES

- A. For trips that exceed 12 hours, at least two adult chaperones must be on a school trip, 1 female and 1 male when students of mixed genders are attending. There must be a minimum of 1 certified staff to accompany no more than 4 uncertified chaperones on any school sponsored trip. Partnership arrangements with other School Districts may be made to fulfill the male/female mix. The minimum number of chaperones will be at a ratio of 1 chaperone for up to 10 students for trips. This would be done without loss of personal leave by

the teacher chaperone(s). The traveling group will pay all teacher sub costs, and the program/activity will bear the full contract cost, for supplementary or extended trips.

- B. All chaperones shall abide by all rules, regulations and laws, including a required background check, governing school grounds and activities.

V. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 423 (Employee – Student Relationships)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: July 18, 2016

Reviewed: **April 15, 2019**

#615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPs, SECTION 504 PLANS, AND LEP STUDENTS

I. PURPOSE

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 ~~(504)~~ accommodation **plan (504 plan)**, or ~~limited English proficiency (LEP) English Learner (EL) needs to meet the graduation requirements of basic skills testings and graduation required assessments for diploma (GRAD) tests participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.~~

II. GENERAL STATEMENT OF POLICY

- A. ~~The school district will utilize the existing annual review of IEPs or 504 accommodation plans to review, on a case-by-case basis, the extent of student participation in basic skills testing and GRAD~~

testing. For students subject to GRAD testing, the student's IEP or 504 accommodation plan must identify one of the following decisions for each subject area of GRAD:

1. the student is expected to achieve the statewide standard with or without testing accommodations resulting in a "pass" or "p" notation on the record when achieving a passing score; or
2. the student is expected to achieve the statewide standard at an individually modified level of difficulty, resulting in a "pass" or "p" notation on the record when achieving the modified level. A Minnesota alternative assessment must be used when an IEP team chooses to replace the GRAD. Adoption of modifications for a student must occur concurrently with the adoption of transition goals and objectives as required by Minn. Stat. § 125A.08(a)(1). The IEP or 504 accommodation plan must define an appropriate assessment of the statewide standard at a modified level of difficulty. Achievement of the individually modified standard shall be certified only through documented student performance of the defined assessment.

Students subject to GRAD testing also must be tested under standard conditions as specified by the developer of the test except those students whose IEP or 504 accommodation plan specifies other decisions consistent with the above stated requirements.

B. Students with LEP needs must be identified and accommodations made for students subject to basic skills testing. Students subject to GRAD testing are required to pass the GRAD if they have been enrolled in any Minnesota school for at least four consecutive years. An English language learner (ELL) student who first enrolls in a Minnesota school in grade 9 or above who completes the coursework and any other state and district requirements to graduate within a four-year period is not required to pass the GRAD.

A. Minnesota Test of Academic Skills (MTAS)

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.
3. Eligibility Requirements
 - a. The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS:
 - (1) The IEP team must consider the student's ability to access the MCA, with or without accommodations;
 - (2) The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP

team must review the student's goals and determine how access to the general curriculum will be provided;

(3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that the student's disability has a significant impact on his or her ability to function in multiple environments, including home, school, and community;

(4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;

(5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.

b. MTAS participation decisions must not be made on the following factors:

(1) Student's disability category;

(2) Placement;

(3) Participation in a separate, specialized curriculum;

(4) An expectation that the student will receive a low score on the MCA;

(5) Language, social, cultural, or economic differences;

(6) Concern for accountability calculations.

B. Alternate ACCESS for ELs

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing.

2. Eligibility Requirements

a. The student must be identified as EL in MARSS in order to take an English language proficiency assessment.

b. The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.

c. For students in grades that the MTAS is not administered:

(1) the student must have cognitive functioning significantly below age level;

(2) the student's disability must have a significant impact on his or her ability to

function in multiple environments, including home, school, and community; and

(3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.

d. The IEP team must consider the student’s ability to access the ACCESS, with or without accommodations.

e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.

3. Alternate ACCESS participation decisions must not be made on the following factors:

a. Student’s disability category;

b. Participation in a separate, specialized curriculum;

c. Current level of English language proficiency;

d. The expectation that the student will receive a low score on the ACCESS for ELs;

e. Language, social, cultural, or economic differences;

f. Concern for accountability calculations.

C. EL Students New to the United States

EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).

III. DEFINITION OF TERMS

See the current “Procedures Manual for the Minnesota Assessments” which is produced by the Minnesota Department of Education and available through pearsonaccess.com.

IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR ~~BASIC SKILLS AND GRAD~~ TESTING

See Chapter 5 of the current “Procedures Manual for the Minnesota Assessments.”

V. RECORDS

All test accommodations, modifications, or exemptions shall be reported to the School District Test Administrator. The School District Test Administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

Legal References: Minn. Stat. § 120B.11 (School District Process)
 Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
 Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)
 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
 Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
 MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
 MSBA/MASA Model Policy 613 (Graduation Requirements)
 MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
 MSBA/MASA Model Policy 616 (School District System Accountability)

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

Adopted: August 21, 2006
 Amended/Adopted: June 17, 2013; February 22, 2016
 Reviewed: January 23, 2017, **April 15, 2019**

#533 WELLNESS

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 to have a Wellness Policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as, specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]

I. PURPOSE

~~The purpose of this policy is to assure a school environment that promotes and protects students' health, wellbeing, and ability to learn by supporting healthy eating and physical activity.~~

The purpose of this policy is to set forth methods that promotes student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

A. The school board recognizes that nutrition **promotion**/education and physical

education/activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and education learning.

B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.

C. The school district encourages the involvement of parents, students, food service staff representatives of the school food authority, teachers, and other interested persons implementing, monitoring and reviewing school district nutrition and physical activity policies school health professionals, the school board, school administrators, and general public in the development, implementation, and periodic review and update of the school district's wellness policy.

D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.

E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. GUIDELINES

A. Foods and Beverages

- ~~1. All foods and beverages made available on campus (including concessions and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans.~~
- ~~2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.~~
- ~~3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.~~
- ~~4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.~~
- ~~5. The school district will provide students access to handwashing or hand sanitizing before they eat meals or snacks.~~
- ~~6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.~~
- ~~7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.~~

B. School Food Service Program/Personnel

- ~~1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.~~
- ~~2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and~~

beverage choices are consistent with current USDA Dietary Guidelines for Americans:

3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

G. Nutrition Education and Promotion

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is: a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health; b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.

3. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

D. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and selfmanagement skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;

2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and

3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

E. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and wellbeing.

2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

4. The school district will provide information about physical education and other schoolbased physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

III. WELLNESS GOALS

A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:

a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;

b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and

c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;

2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and

3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.

2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.

3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.

4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]

A. School Meals

[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and afterschool snacks set forth in 7 C.F.R. § 210.10 and the meal requirements for breakfasts set forth in 7 C.F.R. § 220.8.]

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered “competitive foods.” Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district’s nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
[Note: Healthy party ideas are available from the USDA.]
 - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student’s individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

IV. IMPLEMENTATION AND MONITORING

A. After approval by the school board, the wellness policy will be implemented throughout the school district.

B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.

C. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.

D. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

E. The school district will post this wellness policy on its website, to the extent it maintains a website.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]

1. The superintendent or designee will oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.

2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.

2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]

1. After approval by the school board, the wellness policy will be implemented throughout the school district.

2. The school district will post its wellness policy on its website, to the extent it maintains a website.

[Note: Per Minn. Stat. § 121A.215, when available, a school district must post its current local school wellness policy on its website.]

B. Annual Reporting

[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:

a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;

b. the extent to which the school district's wellness policy compares to model local wellness policies; and

c. a description of the progress made in attaining the goals of the school district's wellness policy.

2. The Wellness Coordinator will be responsible for conducting the triennial assessment.

3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 C.F.R. § 210.30.]

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Legal References:

- Minn. Stat. § 121A.215 (Local School Wellness Policy)
- 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
- 42 U.S.C § 1758b (Local School Wellness Policy)
- 42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
- 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
- 7 C.F.R. § 210.10 (School Lunch Program Regulations)
- 7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources:

- Minnesota Department of Education, www.education.state.mn.us
- Minnesota Department of Health, www.health.state.mn.us
- County Health Departments
- Action for Healthy Kids Minnesota, www.actionforhealthykids.org
- United States Department of Agriculture, www.fris.usda.gov

20. **Reminders:** April 24th Building & Grounds meeting at 4:30 pm in B100- HS Community Room.
May 6th Meet & Confer meeting at 4:30 pm in B100 - HS Community Room.
May 20th Regular School Board meeting at 6:30 pm in B100 - HS Community Room.

21. **Adjourn.**

Time: