

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consent Agenda:
  - a. Approve the minutes of the April 15th Regular Board Meeting, April 24th Buildings & Grounds Meeting, April 25th Working Board Mtg., April 29th Special Board Meeting;
  - b. Approve the May bills.
  - c. Review and accept the May 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. NASA Hunch Team presentation.
14. Building & Grounds Department report.
15. Discussion related to ISD #314 moving to even-year elections.
16. Consider new ECMECC Joint Powers of Agreement (JPA).
17. Consider renewal of MSHSL membership.
18. Consider Student Assurance Services, Inc.
19. Consider an increase of .10 to the PreK - 12 lunch meal prices for 2019-20.
20. Consider second of three readings of new MSBA policy #723- Post-Issuance Debt Compliance Procedures.
21. Consider cycle review of district policies for adoption.
22. Reminder of the of Regular School Board meeting June 17th.
23. Adjourn.

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

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Roll Call.

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2. **Adopt agenda.**

3. **Consent Agenda:**

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

Regular School Board Meeting  
Monday, April 15, 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, A. Flowers and Supt. Gagner. Members absent: None

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

Motion by A. Londgren, second by D. Davis, to approve the minutes of the March 18th Regular School Board meeting. Approve the April bills \$184,478.76; accept the April Treasurer’s report and review the enrollment analysis. The board approved the following: 1) **Jessica Olson** as the MARSS/Payroll coordinator, her start date was April 8, 2019. 2) **Rikki Beaver** as the 1st grade teacher 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. 3) **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. 4) **Amber Hoffman** will return to 1.0 FTE status as High School Science teacher, starting Aug. 26, 2019. She was placed on .5 FTE Unrequested Leave of Absence March 20, 2017. 5) **Lauren Kiesz** as the Kindergarten teacher for the 2019/20 school year. She will be starting Aug. 26, 2019 and be paid step 4, MA+30. 6) **Brady Yrjo’s** long term substitute contract shall expire at the end of the 2018-2019 school year as specified in the contract. The board accepted: 1) **Mikailya Rutten** resignation as the HS Science teacher effective at the end of the 2018/19 school year. She has been with the district for 3 years. Carried.

Open Forum: Katie Kunshier asked what will be done now that the Levy has passed to lighten teacher’s workload. Katie also was concerned regarding reading interventions available for elementary students in the High School building and how this can be changed next year to address student needs. Aitor Leniz spoke on behalf of the Braham Baseball team and thanked the board for allowing the team to travel to Florida for spring training.

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

Motion by D. Davis, second by T. Cuda, to acknowledge the April 2019 donations for the purposes requested: \$250 value of table saw & stand from Mike Thompson for Musical dept. Set building; The following for Supermileage team expenses: \$2000 East Central Corn Growers, \$100 Judy & Dennis Olson, \$100 Bert’s Auto

Body, \$250 Braham Motor, \$50 Cambridge State Bank, \$75 Frandsen Bank & Trust, \$50 Patricia Grams, \$100 Aurelius, \$100 Dale's Heating, \$1,000 Dreve America and \$75 North Metro Saw; \$4,103.23 from MAELC Grant for Drone Equipment; \$187.80 from Pam & Steve Eklund for Mr. Becker sub pay during NASA Hunch team trip to Houston; \$200 from Rosemary & Loren Brabec for NASA Hunch team trip expenses. Carried.

Principal Eklund's written report was reviewed. Staff changes for the 2019/20 school year include: Katie Blomdahl moving to 4th grade, Lori Auers as the PreK Teacher and Coordinator, new hire Rikki Beaver as a first grade teacher and Lauren Kiesz as a new Kindergarten teacher.

Principal/AD Kuhnke's written report was reviewed. Reminder for the upcoming Academic, Athletics & Arts Awards night on Sunday, May 19th at 5:30 in C100.

Supt. Gagner reviewed his written report. Ms. Swanson's Business Marketing class produced a Safe Cab PSA and won \$1,250 to promote safe driving. Mr. Gagner attended ECMECC Operating Committee, Grandy Lions, Isanti County Corrections Advisory Board, Braham Area Education Foundation.

Supt. Gagner congratulated the following staff, students, and community members for their accomplishments as "Braham HONORS" recipients. They are: Bryan Johnson, HS Band, Brea Schminski, Karen Leniz, Chris Grote, 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, Mike Thompson, Jan Strohkirch, Jeff Eklund, Lindsay Rasmussen, Roxanne Kirby, Dawn Olson, Lori Auers, Joe Rajkowski, Gary Skarsten, Nickie Nelson, Per Gulbranson, Bryan Johnson, Darwin Nelson, Katie Thies, Braham Bus Company, Maxine Hallin, Dixie Randall, Gary Skarsten, Judy Hegstrom, Mary Kay Bodeen, LaVerne Anderson, Terry Lind, Becky Swanson, Sports & Entertainment Class, Luke Becker, Dennis & Jeanette Frandsen, 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.

Student Council written report was reviewed. Student Council helped serve at the Education Foundation Gala.

School board members attended various events and meetings including: Elem. Spring concerts, Education Foundation Gala, NHS ceremony, RRSEC negotiations, Exec. SEE mtg., basketball & track events.

Food Service Department Report was reviewed. The Food Service Department currently serves on average: 1800 Elementary and 1700 High School breakfast meals per month, 3750 Elementary and 4770 High School lunch meals per month.

Motion by A. Londgren, second by A. Flowers to adopt the resolution relating to the termination and nonrenewal of the teaching contract of Wendy Kiewel, a Tier 1 teacher. The resolution carried unanimously. A copy of said resolution shall be part of the official minutes. Carried.

Motion by M. Thompson, second by A. Flowers to adopt the resolution relating to the termination and nonrenewal of the teaching contract of Meredith Salus, a Tier 1 teacher. The resolution carried unanimously. A copy of said resolution shall be part of the official minutes. Carried.

Motion by D. Davis, second by A. Londgren to adopt the resolution relating to the termination and nonrenewal of the teaching contract of Rebecca Swanson, a Tier 1 teacher. The resolution carried unanimously. A copy of said resolution shall be part of the official minutes. Carried.

Motion by A. Flowers, second by M. Thompson to adopt the resolution relating to the termination and nonrenewal of the teaching contract of Emily Ludwig, a Tier 1 teacher. The resolution carried unanimously. A copy of said

resolution shall be part of the official minutes. Carried.

Motion by D. Davis, second by M. Thompson to accept the FY 19-20 Preliminary Budget. Carried.

Motion by A. Londgren, second by D. Davis, to approve Braham softball team to travel to Florida for spring 2021. Discussion regarding moving the trip to summer. Spring training trip will continue to be in March/April months. Carried.

Motion by M. Thompson, second by A. Flowers to approve the hiring of 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. Carried.

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

Motion by A. Londgren, second by A. Flowers, to adopt the following reviewed policies: #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. Carried.

Chair Eklund reminded all present of the April 24th Building & Grounds committee meeting at 4:30 pm in B100; May 6th Meet & Confer committee meeting at 6:30 pm in B100 and the May 20th Regular School Board meeting at 6:30 pm in B100.

Motion by A. Flowers, second by M. Thompson, to adjourn the Regular School Board meeting. Chair Eklund adjourned the meeting at 7:20 pm.

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

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

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

Working School Board Meeting  
Thursday, April 25, 2019  
7:15 p.m. - BAHS - Community Room

The working meeting was called to order by Chair Steven Eklund at 7:15 p.m.

Members present: S. Eklund, T. Cuda, D. Shockman, D. Davis, A. Flowers  
and Sup't Gagner.

Members absent: A. Londgren and M. Thompson

Motion by D. Davis, second by T. Cuda to adopt the agenda as printed. Carried.

Discussion on offer on the approx. 6.6 acres of land and even vs odd school board election years.

Motion by A. Flowers, second by D. Davis to adjourn the meeting.

Chair Eklund adjourned the meeting at 7:43 pm.

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

Attest: \_\_\_\_\_  
Steve Eklund, Chair

The Buildings & Grounds Meeting meeting was called to order by Chair Steven Eklund at 4:00 p.m.

Members present: S. Eklund, T. Cuda, A. Londgren, Jeff Campbell and Sup't Gagner.  
 Members absent: None

Motion by T. Cuda, second by A. Londgren to adopt the agenda as printed. Carried.

Discussion on ongoing maintenance and long term facility maintenance.

Motion by T. Cuda, second by A. Londgren to adjourn the meeting.  
 Chair Eklund adjourned the meeting at 6:19 pm.

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

Attest: \_\_\_\_\_  
 Steve Eklund, Chair

The special school board meeting was called to order by Chair Steven Eklund at 6:45 p.m.

Members present: - S. Eklund, M. Thompson, A. Londgren, D. Davis, A. Flowers, D. Shockman and Supt. Gagner.  
 Absent: T. Cuda

Motion by M. Thompson, second by A. Flowers to adopt the agenda as printed. Carried.

Motion by A. Londgren, second by D. Davis to accept the offer form John C. Fuhr for the 6.6 acres of land. Carried.

Motion by A. Flowers, second by M. Thompson to adjourn the meeting. Chair Eklund adjourned the meeting at 6:51 p.m.

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

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

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

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
	5	11	1	4	5	5	5	5	3
K	54	55	56	56	56	56	56	57	59
1	53	53	54	54	54	54	54	54	53
2	64	63	63	62	62	62	61	61	61
3	68	70	68	68	67	67	67	66	66
4	50	49	49	49	49	49	49	50	50
5	70	69	69	69	69	69	68	68	67
6	55	55	54	54	54	54	54	53	53
7	63	63	63	63	61	60	60	60	60
8	60	61	60	60	60	59	59	59	60

9	49	49	50	50	50	48	48	48	48
10	59	60	58	57	57	56	56	56	56
11	55	55	54	54	53	52	54	53	52
12	52	49	50	49	48	47	46	46	44
K - 12									
Sub-Total	<b>752</b>	<b>751</b>	<b>748</b>	<b>745</b>	<b>740</b>	<b>733</b>	<b>732</b>	<b>731</b>	<b>729</b>
ECSE	15	15	16	18	18	20	21	21	25
TOTAL									
K - 12 plus									
ECSE	<b>767</b>	<b>766</b>	<b>764</b>	<b>763</b>	<b>758</b>	<b>753</b>	<b>753</b>	<b>752</b>	<b>754</b>

e. Personnel

**RECOMMENDATIONS**

**Retta Nelson**, has been recommended by Principal/ AD Kuhnke for the HS Sped. Ed. 1:1 Para. The position is 21.25 hrs./week. She will be paid at Lane 1, step 2 of the para contract. Her start date was April 22, 2019.

**Zach Loy**, has been recommended by Principal/AD Kuhnke for the Head Girls Basketball coaching position. He will start this position November 11, 2019 and will be paid at Lane 12, step 1.

**Rikki Beaver**, has been recommended by Principal/AD Kuhnke for the JH Volleyball coaching position. Her start date is August 26, 2019 and she will be paid at Lane 5, step 1.

**Kristi Lee**, has been recommended by Principal Eklund for the .2 speech position. She will now be 1.0 FTE speech starting August 26, 2019.

**Allysa Thom**, has been recommended by Principal Eklund for the Elem. Para position. Her start date was April 26, 2019. She will be working student contact days for 33.75 hrs./week and paid at step 2 of the para contract.

**Amie Shockman**, has been recommended by Principal/ AD Kuhnke as the C team volleyball coach. Start date will be August 12, 2019, she will be paid Lane 8, step 1 of the C schedule.

**Carmen Gimpl**, has been recommended by Principal/ AD Kuhnke as the JH volleyball coach. Start date will be August 26, 2019, she will be paid Lane 5, step 1 of the C schedule.

**Per Gulbranson**, has been recommended by Principal/ AD Kuhnke as the summer weight training coach. Start date will be June 3, 2019, he will be paid Lane 4, step 5 of the C schedule.

**Jay Sparling** and **Aitor Leniz** are being recommended by Supt. Gagner as temporary seasonal workers for grounds support from June 1 thru August 24, 2019 on an as needed basis. All duties must be approved in advance by J. Campbell, buildings and grounds supervisor. Their combined hours are up to 20 per week and may not exceed 240 hours for the season. They will be paid \$13 per hour.

**Chris Grote**, has been recommended by Principal/AD Kuhnke as the JV girls basketball coach. Start date is November 11, 2019. He will be paid Lane 10. Step 9.

**Rebecca Swanson**, has been recommended by Principal/AD Kuhnke as the Flex girls basketball coach. Start date is November 11, 2019. She will be paid Lane 9, step 9.

**RESIGNATION**

**Nicole Zimpel**, has submitted her resignation as 7th Gr. Volleyball coach effective April 22, 2019.

**Chris Grote**, has submitted his resignation as Summer Speed and Strength Coach effective April 22, 2019.

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4. **Open Forum.**

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

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6. **Acknowledgement of Donations or Contributions**

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

Therefore, the Superintendent recommends the following resolution:

"BE IT RESOLVED by the School Board of Independent School District No.314 that the School Board accepts with appreciation the following contributions and permits their use as designated by the donors."

Donation from	Donation to	Amount	Use
Grandy Lions	NASA Hunch Team	\$300.00	NASA Hunch Team Trip Expenses
John's Driving School	Supermileage	\$100.00	Team Expenses
Gene Haas Foundation	Supermileage	\$2,500	Team Expenses
Gene Haas Foundation	Scholarships	\$7,500	Student Scholarships
Jeanette Lener	Elem. Library	\$74.28	Elem. Library Books
MN Safe Ride	Braham Schools	\$1,250.00	Safe Cab promotions

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

**Braham Area Elementary**

**May 2019 Board Report**

**1. 4th Grade Move**

- Met with parents on April 25, 2019.
- Concerns were addressed
  - Bathrooms, playground, library

**2. Site Visit to Crosby Ironton May 13**

- Visited their STEAM program
- Great critical thinking opportunities for kids
- Have to find a way to bring this to Braham!

**3. Student Showcase and Community Night May 23**

- Elementary Student Showcase

- Similar to last year's School of Excellence Celebration
- Community night with inflatables and cookout.

**4. Title I Training**

- April 26.

**5. Big Truck Day May 4**

- Thanks to Lindsay Rasmussen for organizing
- Thanks to community members for participating.

**6. Preschool Graduation**

- Monday May 20

**7. Elementary Track and Field Days**

- K-4 Wednesday, May 15
- 5/6 Wednesday, May 22
- Thank you to Sue Pearson and Cassie Tomczak for planning these fun days

**8. Congratulations to Lori Auers. April is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner!**

- Lori is currently a KG teacher in our district. Next year Lori will be our EC Coordinator. She has spent her spring going to trainings, observing PreK, networking with area programs, and thinking of ways to continue the growth of our EC program. Way to go Lori!

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

**HS Principal / Activities Director  
School Board Report  
May 20, 2019**

1. Awards night will be on Sunday, May 19 at 5:30 p.m. in C100. Students will be recognized for their many accomplishments and we will hand out many scholarships.
2. Softball will begin their Sub-Sections at a site to be determined on Monday, May 20. More information at the meeting.
3. Baseball will begin their Sub-Sections at a site to be determined on Thursday, May 23. More information at the meeting.
4. Boys & Girls Golf has the Section 7A meet at Virginia Golf Course on Wednesday, May 22 and Thursday, May 23.
5. Track and Field Subsections are going to be held at Pine City on Tuesday, May 21 and Sections are at St. John's on Wednesday, May 29.
6. I attended the Spring MSHSL meeting in Brooklyn Park. Some of the main discussion points included:
  - a. A continued push regarding the "Why We Play." Winning is a goal, but not our purpose.
  - b. Proposed changes to Bylaw 111.1B.iv (divorced parents), proposed change to Bylaw 111.1.C (Transfer eligibility) / Activity Proposals (shot clock, cross country to 3 classes, volleyball to 4 classes, wrestling consolation tournament, wrestling participants during regular season tournaments).
7. Congratulations to Josh Klingensmith for being selected as an alternate to the 2020 Minnesota All-State Band!
8. Thank you to Beth Stone for putting on the induction ceremony for the new members of the Braham Chapter of the National Honor Society. The new members include: Cassandra Adkins, Jody Baker, Tessa Burmaster, McKayla Carlson-Hughes, Cody Hansen, Grace Hill, Jaeden Klingensmith, Jacob Kern, Hayden Lee, Sara Piatz and Adelia Pierson.



9. We had one more of our seniors sign a National Letters of Intent to further her education and playing career. Mindy Campbell signed her NLOI to Lake Superior College, Duluth, Minnesota for Basketball.
10. I had applied for and have been granted two \$1,000 grants. One of the grants comes to us from Wells Fargo in an effort to support our Financial Education. The other grant is from Allina Health and is titled 'Change to Chill.' This comes to us in an effort to support our students in a mental well-being program.

Respectfully,  
Shawn Kuhnke

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## 9. Superintendent's report.

Braham Area Schools #314  
Superintendent Report  
May 20, 2019

1. ECMECC Operating Committee highlights - April 17, 2019:
  - a. 2019-2020 budget was approved - Braham's increase is approximately \$500
  - b. Approved Isle as new ECMECC member starting 7/1/19.
  - c. All 25 ECMECC ITV rooms will be updated, the result of a \$249,000 USDA grant awarded to ECMECC and the Southwest West Central Service Cooperative.
  - d. Next meeting: Sept. 18, 2019 at 7:00 p.m. in Braham
2. Isanti County School Safety Committee highlights - April 22, 2019:
  - a. Julie Hanenburg, Director of Lighthouse Child and Family Services, presented. ISD #314 currently receives two days per week of mental health counseling on site at no cost to the district. Lighthouse receives a grant from the state to provide school based mental health services.
  - b. Mari Delage, Isanti County Emergency Services, is in the process of setting up training regarding the reunification process used during times of emergency.
  - c. County wide school safety concerns were shared.
  - d. Next meeting: Sept. 23, 2019 at 9:00 a.m. in Cambridge
3. The Building and Grounds Committee (S. Eklund/T. Cuda/A. Londgren/K. Gagner/J. Campbell) met on April 24, 2019, to review the long term facilities maintenance plan and other capital expenditures. Interested citizens are encouraged to contact the Superintendent for specific details.
  - a. Significant Challenges:
    - i. Ongoing maintenance of building roofs requires over 60% of incoming maintenance revenue
    - ii. There are potential issues regarding water entering building foundations due to poor (negative) slope and the deteriorating condition of downspouts and concrete rain diverters
    - iii. Areas of concern exist in parking lots/sidewalks regarding uneven and damaged surfaces. There is also a concern with available space for parking near the PreK-4 building.
    - iv. Three older wooden bridges exist on school property which likely need removal or maintenance
    - v. Various repairs (brick, paint) are needed to exterior building surfaces
  - b. Larger projects for completion summer of 2019:
    - i. Roof sections F1 and F2 of the HS building (305 squares) - starts June 3
    - ii. Sound system in HS east gym - completed
    - iii. Improvements to six HS rest rooms
    - iv. Improvements to water supply in HS kitchen
    - v. Install three roof exhaust fans at HS
    - vi. Replace steam coil in HS (near varsity boys locker room area)
    - vii. Per Minnesota Statutes, Section 121A.335, ISD #314 will conduct lead testing of drinking water
4. Meet and Confer meeting highlights - May 6, 2019:
  - a. District updates included information on finances, LTFM, wellness, 4th grade move, health insurance bids, land sale, employee survey, safety grant, even year elections, BAEF grants, and upcoming events.
  - b. BEA updates included:
    - i. Appreciated opportunity to meet with the board and employee breakfast on 4/26/19
    - ii. Positive feedback on 5<sup>th</sup> and 6<sup>th</sup> grade middle school model currently in effect
    - iii. Morale in the district is good, glad financial picture is improving
    - iv. Encouraged improvement related to task completion by building and grounds. Two examples:
      1. Wood chips placed prior to Open House / Field preparation & outdoor batting cages up

- v. Interested in finalized information regarding 4th grade move being sent to all staff
  - vi. Interested in exploring the use of electronic discipline reports in elementary to match 7-12
  - c. Next meeting scheduled for Monday, December 2, starting at 6:30 p.m. in B100
5. Grandy Lions meeting highlights - May 6, 2019:
    - a. Approximately 240 people attended the pancake & sausage feed on May 5.
    - b. \$3,000 was donated to support the Braham School Trap Team (money does not flow through district).
    - c. Officers were selected for the new year starting July 1, 2019:
      - i. Keith Lusk President
      - ii. Eric Hagen 1<sup>st</sup> Vice
      - iii. Heather Ackerman 2<sup>nd</sup> Vice
      - iv. Wayne Seiberlich 3<sup>rd</sup> Vice
      - v. Diane Clemmer Secretary
      - vi. Jerry Beise Treasurer
      - vii. Don Bistodeau Tail Twister
      - viii. Ken Gagner Membership
    - d. Next meeting is Monday, June 3, starting at 7:00 p.m.
  6. RRSEC Executive Council and Governing Board highlights - May 8, 2019:
    - a. Enrollment, expenses, several policies and contracts were reviewed and/or approved
    - b. Para workshop approved for August 19
    - c. '19-'20 medical insurance rates are staying the same except for a very small increase in dental
    - d. MA collection rates and strategies to encourage eligible families to participate were discussed
    - e. Fiscal '20 budget, fiscal year '18 audit, and setting three program in Milaca accepted/approved
  7. The district participated in the 4<sup>th</sup> annual Braham Business Expo held at the Event Center on May 11 winning the top booth award and free registration for the 2020 event.
  8. Braham Area Education Foundation highlights - May 13, 2019:
    - a. Net profit from April 12 Gala was \$41,000
    - b. Approximately \$150,000 in the endowment fund
    - c. Next rounds of grant applications are due Sept. 15. New guidelines published on website soon.
    - d. The 3<sup>rd</sup> Annual Gala will be Friday, April 17, 2020
    - e. Next meeting is Monday, June 10, at 5:00 p.m. in B100.
  9. Braham Chamber of Commerce update - May 14, 2019:
    - a. Participation in community wide garage sale (May 9-11) was up while participation at the Business Expo was down. A survey is being sent to all chamber members regarding the Business Expo and regular meeting times. Decisions on future programming will occur at the June 11 meeting (6:00 p.m. Event Center)
    - b. Appreciation Day is set for June 1. Events begin at 11:00 a.m.
  10. District Assessment Coordinator (DAC) update:
    - a. ACT and MCA testing is complete. Final results will be available in late August.
  11. School Calendar Changes:
    - a. School will be in session May 30. Teacher work day will be May 31.
  12. Braham Appreciation Day is Saturday, June 1. The district will be participating in the parade (1:00 p.m. start).
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10. **Acknowledge Braham “HONORS” Recipients.**

4/15/19	<p>Jazz Band, Echelon, Bryan Johnson, Darwin Nelson, Student Council, Terry &amp; Patty Lind, Nickie Nelson, Tim Gabrielson, Gary Skarsten, Kelly Nelson, Katie Kunshier, Art &amp; Edie Kaunonen, Louise Nelson, Marion Larson, Becky &amp; Terry Turnquist, Polly Grossbach, Linda Melcher, Jane Moening, Kay Rodrigue, Jamie Mattson, Ellen Cunningham, Sue Riesing, Lana Regal, Harriet Lidke, Sharon Jaques, Connie Gelle, Cathy Lidke, Jeannette &amp; John Benzen, Kitty Haley, Leona Dressell, Cindy Motzko, Peter Hesselroth, Julie Beck, Pam Fokken, Sally Olson, Nancy Vanderheyden, Sherry Evenson, Barbara Carlson, Dorothy Johnson, Lou Klemz, Lila Tix, Sharon Savsten, Arlene Morgan, Marie Meyer, Drew Klemz, Tim Nelson, Merrie Ann &amp; Lee Hesselroth, Lizzy Fix, Angeline Giffrow, Aitor &amp; Karen Leniz, Heather Sward, Carrie Davis, Tracy Fix, Kelby Jennissen, Tammi Johnson, Stephanie White, Brenda Gugglberger, Tina Heidelberger, Steve &amp; Joanie Smith, Josh Smith, Marie Grundberg, Lee Eklund, Wayne Johnson, Arnie &amp; Diane Althoff, Maxine Hallin, Jamie Lind, Tish and Milt Carlson, Eric and Angie Rysdam</p>	<p>Braham Area School District #314 would like to recognize you for your leadership and/or willingness to volunteer in support of the 2019 Braham Area Education Foundation Spring Gala. Your efforts have made a meaningful and sustainable difference in the lives of Braham students and the community. You are appreciated!</p>
4/15/19	Shawn Kuhnke	<p>Braham Area School District #314 would like to recognize your initiative in securing funds (\$1,000 Wells Fargo Financial Literacy Grant) to promote enhanced learning opportunities for our students.</p>
4/15/19	Shawn Kuhnke, Tammi Johnson, Amanda Tessmer, Jonelle Klemz, Judy Bendickson	<p>Braham Area School District #314 would like to recognize your initiative in securing funds (\$1,000 Change to Chill Grant) to promote enhanced learning opportunities for our students.</p>
4/16/19	Lilia Anderson, Jennifer Lundin	<p>Braham Area School District #314 would like to recognize you for your role in earning a 6th place finish at to the 2019 MN State High School League Speech Tournament. Students involved in quality extra curricular programming have high rates of success beyond high school and your commitment to excellence makes a difference. Congratulations!</p>

4/22/19	Student Council, National Honor Society, Tammi Johnson, Beth Stone	Braham Area School District #314 would like to thank you for participating in various community service projects such as the blood drive, Feed my Starving Children, and/or the clean up of Highway 65. Your commitment to service is appreciated!
4/26	Braham Police Department, Braham Fire Department, Jeff Campbell	Braham Area School District #314 would like to recognize you for your exemplary efforts to assist the district during the early morning hours of 4/25/19. Your willingness to help others is appreciated and serves as a model for us all.
5/1/19	Kevin Stahl	Braham Area School District #314 would like to recognize you for your efforts to assist the district on May 1, 2019. Your thorough review of the case and use of de-escalation skills were exemplary. Thanks for your service.
5/3/19	Zach Anderson	Braham Area School District #314 would like to recognize you for your accomplishment in scoring a 1193 (1195 possible) on the 2019 MCA Math Assessment. You are shining example of the district's commitment to excellence. Congratulations!
5/7/19	Jeanette Lener	The Braham Area School District would like to thank you for your donation of new books to the Elementary Library. Your SERVICE is appreciated!
5/13/19	Julie Johnson, Nickie Nelson, Luke Becker, Mike Thompson	Braham Area School District #314 would like to recognize you for your volunteer service regarding the Braham Business Expo held on May 11, 2019. This was a great opportunity to promote our district and share good news with our community. Thanks!

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

**BAHS Student Council  
School Board Report  
May 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 hosted a community blood drive on April 9th, 2019 at the High School from 12-6. Members of Student Council called many people to donate blood, and other members volunteered to help with registration and will help provide a meal for the workers. We had three members per shift. The entire event ran very smoothly.

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

**Early Childhood Carnival:** On Thursday, April 25th, there was a carnival hosted at the Elementary School. This took place from 5:30 until 7. We sent a handful of volunteers down to help with face painting, running games, and other activities.

**Education Foundation Gala:** On Friday, April 12th, we sent volunteers to help serve at the Education Foundation Gala. The students brought guests to their tables, helped bring out food, cleared tables, etc. It was a very successful event.

**Feed My Starving Children:** On Thursday, April 18th we made a trip to pack food at Feed My Starving Children. Members of National Honor Society not already in Student Council attended as well.

**Spring Fling:** In light of the cancellation of our Sno 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 have been decided for the week and posters have been made and hung up in the school.

**Ditch Clean Up:** We are currently in the works of deciding on a day to do ditch clean up on our section of Highway 65. It will occur sometime in the following weeks of school, with a potluck held after for an end of the year celebration.

**High School Tours:** In order to help this years' 3rd and 4th graders feel welcome in the High School building next year, we organized two days to give those students a tour of the high school building. These tours took place on Wednesday, May 8th and Friday, May 10th. Students were split into small groups, with a few Student Council members with each one.

**Event Center Youth Programming Committee:** The Event Center has asked that we put together a committee of students to lead planning for youth events during the 2019-2020 school year. The goal is for these events to be inclusive for grades K-12, not just high school. The Event Center will provide the funding, with the Youth Committee taking charge of the planning and organizing.

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

This will be our final report of the school year. We will resume in September. Have a wonderful summer!

Respectfully submitted by,  
Emma Downing  
Co-Secretary

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

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13. **NASA Hunch Team presentation.**

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14. **Building & Grounds Department report.**

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15. **Discussion item related to ISD #314 moving to even-year elections.**

Factors to consider:

- Overwhelming majority of districts in Minnesota are even year due to:
  - Decreased cost
  - New regulations for absentee board hires and not being allowed to hold odd-year elections at school
  - Low voter turnout
- Board can take action in June. Resolution would add one year to all current board member terms.

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16. **Take action to ratify new ECMECC Joint Powers of Agreement (JPA).**

The JPA has been amended to reflect a change in membership as of July 1, 2019 showing St. Francis School District leaving the cooperative and Isle School District joining.

*No other changes have been made.*

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17. **Consider Student Assurance Services, Inc.**

The school district has participated in this program for a number of years. It provides district parents an opportunity to purchase insurance through Student Assurance Services, Inc. of Stillwater, MN to provide coverage for their children for accidents and other purposes. This type of insurance is designed to supplement those high deductibles, copays, and families with students who do not carry health insurance because of high premiums. The board should take formal action if it wishes to authorize Student Assurance Services to continue to offer insurance to parents for students in the Braham School District for the 2019-2020 school year.

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18. **Consider an increase to the PreK - 12 lunch for 2019-20 school year.**

Donna Bryant, Food Service Director, is recommending an increase in the PK-12 lunch from \$2.60 to \$2.70 for 2019-20 school year.

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19. **Consider renewal of 2019-2020 MSHSL membership.**

Every year the district must renew its membership in the Minnesota State High School League in order to be eligible to participate in league-sponsored activities/events.

*Resolution for membership was scanned into board addendums.*

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20. **Consider second 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.

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21. **Consider cycle review of district policies for adoption. #623 Mandatory Summer School Instruction; #710 Extra curricular transportation; #711 Video recording on school buses; #712 Video Surveillance other than on buses.**

**Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: July 18, 2016

Reviewed: May 20, 2019

## **#623 MANDATORY SUMMER SCHOOL INSTRUCTION**

### **I. PURPOSE**

The purpose of this policy is to establish program parameters and student attendance guidelines and requirements for the school district relating to the provision of mandatory summer school educational services.

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

Summer school educational services and instruction shall be directed toward the fulfillment of the goals and objectives of the educational program and graduation standards of the school district.

## **III. PROCEDURES**

- A. The school district shall offer summer school instruction providing opportunities for: for special education instruction and services related to mandatory summer school instruction consistent with applicable state and federal authority for all qualified disabled children where appropriate to their educational needs. The school district may offer the following summer school opportunities:
1. Remedial instruction at the K-12 level(s);
  2. Make-up and review courses at the grade 7 - 12 level(s);
  3. Other mandatory summer school programs as determined by the school district.
  4. Reading intervention programs or instruction for students who are in risk of not learning to read before the end of the second grade; and
  5. Other mandatory summer school programs as determined by the school district.
- B. All services of the summer school program will be free to residents of the school district whose need for a summer program has been identified by teachers or the school principal and who are required to attend pursuant to established school district criteria and the provisions of this policy.
- C. The summer school curriculum will be established in line with the needs of students and in accordance with rules of the Department of Education. Remedial, make-up, and review courses shall provide opportunities for students to qualify for promotion and/or credit in areas and subjects where previous work has not met promotion/credit standards. It shall further be designed to assist students who have not passed one or more basic requirements tests and who are in need of remediation services relating to the school district's graduation standards or who have been identified as at risk of not learning to read before the end of second grade.
- D. Summer school provides the opportunity for students to improve basic skills, further their academic progress, and/or accelerate in designated academic areas. It is the intent of the school district to ensure that courses taught during the summer session are of the same level of instructional breadth and difficulty as provided during the regular school year.

## **IV. MANDATORY SUMMER SCHOOL INSTRUCTION**

The school board will direct the administration to identify and develop specific criteria and standards for determining which students must receive summer school instruction. These will be provided to the school board for review and approval on no less than an annual basis.

## **V. TRANSPORTATION SERVICES**



- A. The school district shall make available transportation services for all students required to receive instruction in the school district’s summer school program in accordance with Minn. Stat. § 120A.22, Subd. 5(b). The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.
- B. The school board shall retain sole discretion, control, and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

**VI. SCHOOL BOARD REVIEW**

The superintendent or designated representative shall report at least annually to the school board regarding the status and utilization of programs under this policy. All summer school programs will be subject to annual review and approval by the school board.

*Sources:* Independent School District 314, Braham, MN  
*Legal References:* Minn. Stat. § 120A.20 (Admission to Public School)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120B.12 (Reading Intervention)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)  
Minn. Rules Part 3501 (Graduation Standards)  
*Cross References:* MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 707 (Transportation of Public School Students)

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

Adopted: Sept. 15, 2008  
Reviewed: February 27, 2017, May 20, 2019

**#710 EXTRACURRICULAR TRANSPORTATION**

**I. PURPOSE**

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

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

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

## **III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION**

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

## **IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES**

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable. All vehicles used to transport students shall be properly registered and insured.

## **V. FEES**

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)  
Cross References: MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA Service Manual, Chapter 2, Transportation

**Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: July 18, 2016

Reviewed: January 22, 2018; May 20, 2019

**#711 VIDEO RECORDING ON SCHOOL BUSES**

**I. PURPOSE**

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students and employees on the bus is a significant factor in the safety and efficiency of school bus transportation. Student and employee misbehavior increases the potential risks of injury. Therefore, the school district believes that video recording student passengers and employees on the school bus will encourage good behavior and, as a result, promote safety. The purpose of this policy is to establish a school bus video recording system.

**II. GENERAL STATEMENT OF POLICY**

**A. Placement**

- 1. Each and every school bus owned, leased, contracted, and/or operated by the school district may be equipped with a fully enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded.
- 2. A video camera will not necessarily be installed in each and every school bus owned, leased, contracted, and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
- 3. Video cameras will be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.

**B. Use of Video Recordings**

- 1. A video recording of the actions of student passengers and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct on the bus.
- 2. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.
- 3. Video recordings will be viewed by school district personnel on a random basis and/or when discipline problems on the bus have been brought to the attention of the school district.
- 4. A video recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the video recording is used for evidence.

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

Minn. Stat. § 121A.585 (Notice of Recording Device)

Minn. Stat. § 138.17 (Government Records, Administration)

Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)  
MSBA Service Manual, Chapter 2, Transportation

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**Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: November 17, 2014

Reviewed: January 22, 2018; May 20, 2019

**#712 VIDEO SURVEILLANCE OTHER THAN ON BUSES**

**I. PURPOSE**

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

**II. GENERAL STATEMENT OF POLICY**

**A. Placement**

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.

**B. Use of Video Recordings**

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota

Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

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

Minn. Stat. § 121A.585 (Notice of Recording Device)

Minn. Stat. § 138.17 (Government Records; Administration)

Minn. Stat. § 609.746 (Interference with Privacy)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

**Cross References:**

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

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

MSBA/MASA Model Policy 506 (Student Discipline)

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

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA Service Manual, Chapter 2, Transportation

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22. **Reminder of School Board Regular School Board meeting June 17th at 6:30 pm in B100 at Braham High School.**

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23. **Adjourn.**

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Time: