

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consent Agenda:
  - a. Approve the minutes of the May 20th Regular Board Meeting.
  - b. Approve the June bills.
  - c. Review and accept the June Treasurer's report.
  - d. Enrollment Analysis.
  - e. Personnel.
4. Open Forum.
5. Expenditure / Revenue Fund Summary Report.
6. Acknowledgement of Donations or Contributions.- *No donations this month.*
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. - *No report this month.*
12. School Board members' reports/updates.
13. Consider Resolution for even year elections.
14. Consider FY20 Proposed Budget.
15. Approve shared services agreements with ECMECC & RRSEC.
16. Approve working agreements with departments as shown.
17. Consider first of 2 readings of changes to Activities Handbook.
18. Consider first of 2 readings of changes to HS Student Handbook.
19. Consider first of 2 readings of changes to the Elem. Student Handbook.
20. Resolution regarding Board Control of Extracurricular Activities Accounts. GASB Statement No. 84.
21. Consider approval of updated 2019/20 School Calendar.
22. Consider approval of Local Literacy Plan for 2019/20 school year.
23. Consider final reading of new MSBA policy #723- Post-Issuance Debt Compliance Procedures.
24. Consider cycle review of district policies for adoption.
25. Consider setting the date for the Superintendent's annual performance review.
26. Reminder of the Regular School Board Meeting July 15, 2019.
27. 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, May 20 , 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. Shockman, A. Londgren, T. Cuda, A. Flowers and Supt. Gagner.  
Members absent: D. Davis

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

Motion by A. Londgren, second by A. Flowers, to approve the minutes of the April 15th Regular Board Meeting, April 24th Buildings & Grounds Meeting, April 30th Special Board Meeting; Approve the May bills \$222,462.73; accept the May Treasurer’s report and review the enrollment analysis. The board approved the following: 1) **Retta Nelson** for the HS Sped. Ed. 1:1 Para. She will work 21.25 hrs./week on student contact days. She will be paid at Lane 1, step 4 of the para contract. Her start date was April 22, 2019. 2) **Zach Loy** for the Head Girls Basketball coaching position. He will start November 11, 2019 and will be paid at Lane 12, step 1. 3) **Rikki Beaver** for the JH Volleyball coaching position. She will start on August 26, 2019 and will be paid at Lane 5, step 1. 4) **Kristi Lee**, for the .2 speech position. She will now be 1.0 FTE speech starting August 26, 2019. 5) **Allysa Thom**, 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. 6) **Amie Shockman** as the C team volleyball coach. Her start date will be August 12, 2019, she will be paid Lane 8, step 1 of the C schedule. 7) **Carmen Gimpl** as the JH volleyball coach. Her start date will be August 26, 2019, she will be paid Lane 5, step 1 of the C schedule. 8) **Per Gulbranson** as the summer weight training coach. His start date will be June 3, 2019, he will be paid Lane 4, step 5 of the C schedule. 9) **Jay Sparling** and **Aitor Leniz** as temporary seasonal workers for grounds support from June 1 thru August 24, 2019 on an as needed basis. 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. 10) **Chris Grote** as the JV girls basketball coach. His start date will be November 11, 2019, he will be paid Lane 10, step 9. 11) **Rebecca Swanson** as the Flex girls basketball coach. Her start date will be November 11, 2019, she will be paid Lane 9, step 9. 12) **Nicole Zimpel** resigned as 7th Gr. Volleyball coach effective April 22, 2019. 13) **Chris Grote**, resigned as Summer Speed and Strength Coach effective April 22, 2019. Carried

Open Forum: None

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

Motion by A. Londgren, second by T. Cuda, to acknowledge the May 2019 donations for the purposes requested: \$300 from Grandy Lions for NASA Hunch team trip expenses; \$100 John's Driving School for supermileage team expenses; \$2,500 Gene Haas Foundations for supermileage team expenses; \$7,500 Gene Haas Foundation for Braham Area School Scholarships; \$74.28 Jeanette Lener in elem. library books; \$1,250 MN Safe Ride for safe cab promotion. Carried

Principal Eklund's written report was reviewed. Student Showcase and Community Night will be May 23, 2019.

Principal/AD Kuhnke's written report was reviewed. Softball won their first playoff game vs McGregor 2-1, to advance in the playoff brackets.

Supt. Gagner reviewed his written report. ACT & MCA testing is complete for the 2018/19 school year. Final results will be available in late August. Mr. Gagner attended ECMECC Operating, Grandy Lions, Isanti County School Safety, Braham Area Education Foundation, Building & Grounds, Meet & Confer, RRSEC Exec. Council, Braham Business Expo, Braham Chamber meetings.

Supt. Gagner congratulated the following staff, students, and community members for their accomplishments as "Braham HONORS" recipients. They are: Jazz Band, Echelon, Bryan Johnson, Darwin Nelson, Student Council, Terry & Patty Lind, Nickie Nelson, Tim Gabrielson, Gary Skarsten, Kelly Nelson, Katie Kunshier, Art & Edie Kaunonen, Louise Nelson, Marion Larson, Becky & 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 & 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 & Lee Hesselroth, Lizzy Fix, Angeline Giffrow, Aitor & Karen Leniz, Heather Sward, Carrie Davis, Tracy Fix, Kelby Jennissen, Tammi Johnson, Stephanie White, Brenda Gugglberger, Tina Heidelberger, Steve & Joanie Smith, Josh Smith, Marie Grundberg, Lee Eklund, Wayne Johnson, Arnie & Diane Althoff, Maxine Hallin, Jamie Lind, Tish and Milt Carlson, Eric and Angie Rysdam, Shawn Kuhnke, Tammi Johnson, Amanda Tessmer, Jonelle Klemz, Judy Bendickson, Lilia Anderson, Jennifer Lundin, Student Council, National Honor Society, Tammi Johnson, Beth Stone, Braham Police Department, Braham Fire Department, Jeff Campbell, Kevin Stahl, Zach Anderson, Jeanette Lener, Julie Johnson, Nickie Nelson, Luke Becker, Mike Thompson.

Student Council written report was reviewed. Spring ditch clean up was held on May 20, to clean up their section of Hwy 65 with a potluck lunch to follow.

School board members attended various events and meetings including; Working & Special Board mtgs., Building & Grounds mtg., RRSEC mtg., Business Expo, Meet & Confer, Track & Field day, baseball, softball, basketball, track events,

NASA Hunch Team presented on their trip to Houston, TX to visit NASA and present their working prototypes.

Building & Grounds Department report was presented by Head Custodian Jeff Campbell. Updates were given regarding ongoing projects including the 4th grade move to the HS building and the upcoming roof project.

Discussion related to ISD #314 moving to even-year elections with significant cost savings to the school district, new regulations for absentee voting and low voter turnout.

Motion by A. Londgren, second by M. Thompson to ratify new ECMECC Joint Powers of Agreement (JPA).  
Carried.

Motion by A. Flowers, second by A. Londgren to approve Student Assurance Services, Inc. for the 2019/20 school year. Carried.

Motion by M. Thompson, second by A. Flowers to an increase from \$2.60 to \$2.70 for the PreK - 12 lunch for 2019-20 school year. Carried.

Motion by A. Londgren, second by T. Cuda to approve renewal of 2019-2020 MSHSL membership.  
Carried.

Second of three readings of new MSBA policy #723- Post-Issuance Debt Compliance Procedures. No action needed.

Motion by A. Londgren, second by A. Flowers, to adopt the following reviewed policies: #623 Mandatory Summer School Instruction; #710 Extra curricular transportation; #711 Video recording on school buses; #712 Video Surveillance other than on buses. Carried.

Chair Eklund reminded all present of the June 17th 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 7:13 pm.

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

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

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

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Last
	5	11	1	4	5	5	5	5	3	Day
K	54	55	56	56	56	56	56	57	59	59
1	53	53	54	54	54	54	54	54	53	53
2	64	63	63	62	62	62	61	61	61	61
3	68	70	68	68	67	67	67	66	66	66
4	50	49	49	49	49	49	49	50	50	50
5	70	69	69	69	69	69	68	68	67	66
6	55	55	54	54	54	54	54	53	53	52
7	63	63	63	63	61	60	60	60	60	61
8	60	61	60	60	60	59	59	59	60	60
9	49	49	50	50	50	48	48	48	48	48
10	59	60	58	57	57	56	56	56	56	56
11	55	55	54	54	53	52	54	53	52	52
12	52	49	50	49	48	47	46	46	44	44
K - 12										
Sub-Total	752	751	748	745	740	733	732	731	729	728

ECSE	15	15	16	18	18	20	21	21	25	25
TOTAL										
K - 12 plus										
ECSE	767	766	764	763	758	753	753	752	754	753

e. Personnel

**RECOMMENDATIONS**

**Rikki Beaver**, is being recommended by Principal/AD Kuhnke for the JH Basketball Coach position for the 2019-20 season. She will be paid at Lane 5, step 1. Start date is January 2, 2020.

**Lori Williams**, is being recommended by Principal Eklund as Elem. ECSE para. Position is student contact days on Monday, Wednesday, Friday for 20.25 hrs/wk. She will be paid step 4 of the para contract. Start date will be August 26, 2019.

**Shawna Bobo**, is being recommended by Principal Eklund for ECSE Para. Position is student contact days on Mondays & Fridays 4 hrs. and Wednesdays 6.75 hrs. She will be paid at step 3 of the para contract. Start date will be August 26, 2019.

**Kari Murrell**, is being recommended by Principal/AD Kuhnke for the Tier 1, 1.0 FTE teacher for the 2019-20 school year. She will start Aug. 26, 2019.

**Roxanne Kirby, Kim Halvorson, Brea Schminski**, are being recommended by Principal Eklund for Bomber Boost summer teacher positions. They will be paid \$30 hr. Dates will be June 18, 2019 through July 31, 2019. Working 3.5 hrs/day on Tuesdays & Wednesdays as directed.

**Katie Becker, Eric Jones, Julie Grell**, are being recommended by Principal Eklund for Bomber Boost summer para positions. They will be paid per para contract. Dates will be June 18, 2019 through July 31, 2019, working approximately 35 hrs total on Tuesdays & Wednesdays as directed.

**Meredith Salus**, is being recommended by Principal Eklund for 1.0 FTE Early Childhood Spec. Ed. teaching position for the 2019/20 school year. She will start Aug. 26, 2019. She will be paid at BA, step 3.

**Leah West**, is being recommended for the ESY summer teacher position. 31 hours total working Tuesdays & Wednesdays as directed. She will be paid per the teacher contract.

**Wendy Kiewel**, is being recommended by Principal Eklund for Early Childhood teacher position. The position will be .40 FTE working Tuesdays & Thursdays. She will be paid BA, step 2 per the teacher contract.

**RESIGNATION**

**Ken Gagner** has submitted his resignation as JH girls basketball coach effective June 3, 2019.

**Shawna Bobo** has submitted her resignation as van support effective May 30, 2019.

**Mariah Olson** has submitted her resignation as ECSE teacher of .40 from her 1.0 FTE. She will remain employed as .60 FTE ECSE teacher for the 2019/20 school year.

**Ashley McMurray** has submitted her resignation as cleaner/sweeper effective June 11, 2019.

**Leave Request**

**Sue Pearson** has requested intermittent FMLA April 22, 2019 through May 31, 2019.

**Jodi Splittstoser** has requested FMLA starting June 11, 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. *No donations this month.***

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."

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

**Braham Area Elementary  
June 2019 Board Report**

1. **4th Grade**

- Plan is in place.

2. **Track & Field Days**

- Great to use our facilities in this way.
- Thanks to Sue Pearson, Cassie Tomczak, and the rest of our teaching staff for making these days so fun!

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

- Fantastic night! Great turnout!
- Lots of traffic in the building
- More people than last year.
- Thanks to the Braham Fire Department for grilling.

4. **Field Trips**

- Had the opportunity to take two personal days and attend two of our Field Trips.
- 5/6 went to the state capital.
- 2nd grade went to the history center.
- Very educational, interactive, and fun!

5. **Preschool Graduation**

- Class of 2032!

6. **Congratulations to Michelle Oquist. Michelle is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner!**

- Michelle is currently a Title I para in our district. She works with our 5th and 6th grade students in Math. Mrs. Oquist is an important piece to the success we have seen with our new 5/6 schedule. Thanks for all you do Michelle!

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

**HS Principal / Activities Director  
School Board Report  
June 17, 2019**

1. I apologize for my not being able to attend the school board meeting this month. I have 23 football players and 3 coaches up at the University of Minnesota Duluth Football Team Camp June 17, 18 & 19.
2. Graduation for the class of 2019 went very well! Thank you to Steve Eklund, Mike Thompson and David Shockman for taking part in the ceremony. 100% of our seniors graduated!
3. The student and activity handbooks were reviewed and updated with the needed changes. A summary was submitted for your review.
4. Varsity schedules are nearly complete for next year, just need to add a couple for each of golf, track, softball and baseball. All lower level schedules are done for fall and winter.
5. I have submitted to Drew Klemz the Activities for the upcoming 2019-2020 school year for inclusion into the Community Calendar.
6. Spring Activities Updates:
  - Softball beat McGregor 2-1 in 9 innings in the first round of sub-section 5 playoffs, then lost to Isle and Hinckley-Finlayson to end their season.
  - Baseball Section 5 playoff results: Beat McGregor 11-1 (5-innings), beat Ogilvie 6-5, lost to Hinckley-Finlayson 9-6 and beat East Central 12-0 (5 innings) to win sub-section runner up and advance to section play. In Section play, they lost to Menahga to end their season.
  - Track and Field, the following individuals placed at Sub-sections and did advance to Sections at St. John's University:
    - 1st: Hannah Cornelius (200, 400)
    - 2nd: Hannah Cornelius (100) , Jacob Kern (200), Sara Piatz (pole vault), Meegan Wickeham (pole vault)
    - 3rd: Jacob Kern(100)
    - 4th: Devin Shellito (shot put & discus), Leah Wickeham (800) Ella Doble (100)
  - Hannah Cornelius advanced to State Class A Track and Field at Hamline University on June 7 and 8. Hannah finished in third place at state with a time of 58.24! Congratulations Hannah!
  - Golf: Both Emma Downing and Matthew Yerke have advanced to the State Class A Golf Tournament at Pebble Creek Golf Course on June 11 and 12 with their performances at Sections.
    - Furthermore, both our boys (Matt Yerke, Zach Yerke, Alex Londgren and Tyler Heikes) and girls (Emma Downing, Kyra Johnson, Tessa Burmaster, Jenna Bostrom and Madison Davis) golf teams were Academic Champions for the Section! Congratulations!
7. Many kids in the school with camps, leagues, practices and summer workouts/training.

Respectfully Submitted,  
Shawn Kuhnke

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**9. Superintendent's report.**

Braham Area Schools #314  
Superintendent Report

June 17, 2019

1. ECMECC Operating Committee highlights - May 17, 2019:
    - a. 2019-2020 budget was approved - Braham's increase is approximately \$500
    - b. Providing fee based courses outside of ECMECC to Mountain Lake, Herman-Norcross, and Ashby
    - c. Hired Kennedy Colsch and Daniel Ovick as summer interns
    - d. Received 2018-2019 telecom aid funding of \$286,388.73 which is more than anticipated. As a result, there will be no fifth quarter billing.
  2. SEE General Membership highlights - May 23, 2019:
    - a. Justin Killian (Ed MN Educational Issues Specialist) spoke on mental health:
      - i. 52% of licensed teachers in MN are not teaching. Districts need to supporting teachers and students with community wide resources - educational, economic, and emotional.
      - ii. MN has a significant racial gap in graduation and discipline rates
      - iii. ACES education and supporting services are needed.
    - b. Carol Thornton (Fridley board) as President-elect, Pete Brown (East Central board), Todd Sesker (Faribault Supt.), Teri Staloch (Prior Lake Supt.), Greg Winter (Melrose Supt.) as Directors at Large, were all elected to three year terms.
    - c. Tom Melcher and Kate Lynne (MDE) spoke on the recent legislative session:
      - i. 2% increase in the general education basic formula in each year ('19-'20, '20-'21).
      - ii. \$90 million to prevent the special education cross-subsidy from increasing further.
      - iii. \$47 million to maintain the 4,000 Pre-K spots that were part of School Readiness Plus program.
      - iv. Up to \$30 million in school safety aid contingent on a surplus at the end of the fiscal year.
  3. Grandy Lions meeting highlights - June 3, 2019:
    - a. Donations relevant to ISD #314
      - i. \$5,000 Braham Playground (4th grade move)
      - ii. \$1,500 Matching grant towards 3rd grade Chromebooks
  4. Allina Medical Center Community Engagement Council update - June 5, 2019:
    - a. Reviewed final draft of CHNA Community Plan
    - b. ICPH updates:
      - i. Providing 3 full time family home visit nurses (was 2)
      - ii. e-WIC now available. 80% of participants have cards
      - iii. Lactation tent available for large gatherings
    - c. Tobacco 21
      - i. City of Cambridge will vote June 17. Supporters are encouraged to attend
      - ii. City of Braham will look at new ordinance soon, could vote in August
  5. Braham Area Education Foundation highlights - June 10, 2019:
    - a. Approximately \$150,000 in the endowment fund
    - b. Next round of grant applications due Sept. 15, guidelines published on the website.
    - c. Currently planning: Alumni event - Twin Cities & 3<sup>rd</sup> Annual Gala speaker
    - d. Upcoming events: District Open House 8/28, Tailgating 9/6 (FB) & 10/10 (VB)
    - e. Next meeting is Monday, August 12, at 5:00 p.m. in B100.
  6. Braham Chamber of Commerce update - June 11, 2019:
    - a. Survey regarding Braham Business Expo and regular meeting times being sent 6/14/19
    - b. Will participate in joint luncheon with North 65 & North Branch chambers 10/16/19
    - c. Reviewed; Appreciation Day, Pie Day Medallion Hunt, New Teacher Welcome, & Back-to-Business event
    - d. Next meeting August 13, at 6:00 p.m. / Braham Event Center
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10. **Acknowledge Braham “HONORS” Recipients.**

<p>Luke Becker, Ben Carlson, Jeremy Brown, Josh Klingensmith, Zach Anderson</p>	<p>Braham Area School District #314 would like to recognize you for your work in showcasing the NASA HUNCH project in Houston TX. This is a positive reflection of your academic work and for the district itself. You are appreciated!</p>
<p>Amanda Tessmer, Shawn Kuhnke, Julie Johnson, Teresa Person, Nickie Nelson, Tammi Johnson</p>	<p>Braham Area School District #314 would like to thank you for your extra efforts in planning the 2019 Academic, Athletics, and Arts Awards program. Your work in recognizing our students increases motivation and helps build a strong school/community partnership - known to be a key component of a successfully operated school district. We appreciate your work!</p>
<p>Matt Yerke, Emma Downing, Lauren Kiesz, Nick Schmidt</p>	<p>Braham Area School District #314 would like to recognize you for your part in earning a trip to the 2019 MN State High School League Class 1A Golf 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>
<p>Amber Hoffman, Brady Yrjo, Joe Rajkowski, Mike Dahlin, Mikailya Rutten, Hannah Cornelius</p>	<p>Braham Area School District #314 would like to recognize you for your part in for earning a trip to the 2019 MN State High School League Class 1A Track 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>
<p>BEPO, Jeff Eklund, Eric Jones, Jan Strohkirch, Andy Olson, Korey Sybrant, Andrea DeRushia, Jonelle Klemz, Braham Fire Dept., Bert &amp; Jeanette Lener</p>	<p>Braham Area School District #314 would like to recognize you for your leadership and/or support in organizing the May 23, 2019 Elementary Showcase. This special event helps share the wonderful work occurring at our school and is a great example of our district's commitment to service.</p>
<p>Lauren Kiesz, Nick Schmidt</p>	<p>Braham Area School District #314 would like to recognize you for your contributions in earning the 2019 Great River Conference Championship in Girl's Golf. Students involved in quality extra curricular programming have high rates of success beyond high school and your leadership and commitment to excellence makes a difference. Congratulations!</p>

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11. **Student Council Representative's report. - No report this month**

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

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13. **Consider resolution providing that School Board general elections held after 2017 shall be held in the even-numbered years.**

Pursuant to due call and notice thereof, a Regular meeting of the School Board of Independent School District No. 314 was held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at 6:30 p.m.

The following Board members were present:

and the following were absent:

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

RESOLUTION PROVIDING THAT  
SCHOOL BOARD GENERAL ELECTIONS HELD AFTER 2017  
SHALL BE HELD IN THE EVEN-NUMBERED YEARS;  
ESTABLISHING A TRANSITION PLAN

WHEREAS, the school board has previously determined that the school district should hold its general election in November of the odd-numbered year in 1999 and thereafter; and

WHEREAS, the school board now believes that voter participation would be greater and election administration easier if school district general elections were held in conjunction with state general elections in November of the even-numbered year; and

WHEREAS, Laws 1994, Chapter 646, Section 26, Subdivision 1, provides that a political subdivision that initially chooses odd-numbered year elections and later determines to change to even-numbered year elections may do so by the adoption of a new resolution that contains an orderly plan for the transition;

NOW, THEREFORE, BE IT ENACTED by the school board of Independent School District No. 314, State of Minnesota, as follows:

1. School board general elections held after 2017 in Independent School District No. 314 shall be held on the first Tuesday after the first Monday in November of the even-numbered year.

2. The terms of office of school board members that would otherwise expire on the first Monday of January, 2020 if elections were held in the odd-numbered year (2019) shall be extended to expire on the first Monday in January, 2021. The terms of office of school board members that would otherwise expire on the first Monday of January, 2022 if elections were held in the odd-numbered year (2021) shall be extended to expire on the first Monday in January, 2023.

3. The school board shall notify the county auditor of each county in which the school district is located in whole or in part of its determination to hold its general election in November of the even-numbered year in 2020 and thereafter.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_, and upon a 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.

STATE OF MINNESOTA)

) SS.

COUNTY OF \_\_\_\_\_ )

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. 314, State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of Independent School District No. 314, duly called and held on the date therein indicated, so far as such minutes relate to changing from odd-numbered year general elections to even-numbered year general election and that said resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Clerk \_\_\_\_\_  
Independent School District No. 314, Braham  
State of Minnesota

14. **Consider FY20 Proposed Budget.**

<b>BRAHAM ISD# 314; FY20 PROPOSED BUDGET</b>		
<b><u>FUND</u></b>	<b><u>REVENUE</u></b>	<b><u>EXPENDITURES</u></b>
GENERAL FUND:		
General -01	\$7,271,869	\$6,771,142
Transportation -03	512,752	569,350
Capital -05	462,701	501,770
Capital Reserve -05	0	0
Activities -10	63,810	438,516
<b>TOTAL GENERAL FUND:</b>	<b>\$8,311,132</b>	<b>\$8,280,778</b>
FOOD SERVICE -02	\$505,795	\$504,068
COMMUNITY ED -04	\$253,174	\$341,413
BUILDING CONSTRUCTION -06	\$0	\$0
DEBT REDEMPTION -07	\$836,250	\$867,320
TRUST (Scholarships) -08	\$22,500	\$45,000
STUDENT ACTIVITIES -12	\$67,000	\$67,000
POST-EMPLOY IRREVOCABLE TRUST- 45	\$300	\$125
OPEB DEBT SERVICE -47	\$144,463	\$147,714

<b>TOTAL FY20 PROPOSED BUDGET</b>	<b>\$10,140,614</b>	<b>\$10,253,418</b>
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15. **Approve shared services agreements with ECMECC & RRSEC.**  
*Agreements were scanned in Board Addendums.*

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16. **Approve working agreements with departments as shown.** *Agreements were scanned in Board Addendums.*

- Head of Building & Grounds
- Business Manager
- Nursing
- Food Service Coordinator
- Van Driver

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17. **Consider first of 2 readings of changes to Activities Handbook.** *No action taken at this time.*

**ADD TO ACTIVITIES HANDBOOK**

**BRAHAM SCHOOL DISTRICT  
SOCIAL MEDIA GUIDELINES FOR STUDENT PARTICIPANTS/ PARENTS**

Playing and competing for Braham Schools is a privilege. Student-participants are held in the highest regard and are seen as role models in our communities. As leaders you have the responsibility to portray your team, your group, your coaches, your directors, our school, and yourselves in a positive manner at all times. Our school district heavily subsidizes arts, activities, and sports programs. All participants are consuming tax payer funds provided by our community. This opportunity comes with the responsibility of living up to community standards.

Facebook, Twitter, Instagram, Snapchat and other social media sites have increased in popularity globally, and are used by the majority of student-participants in one form or another. Student-participants should be aware that third parties, including the media, faculty, future employers, and college officials, could easily access your profiles and view all personal information. This includes pictures, videos, comments, and posters. Inappropriate material found by third parties affects the perception of the student participant, our programs, teams, and our school district. This can also be detrimental to a student-participant’s future options (i.e. college admission, military eligibility, or job placement).

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions of the following, though this list is not meant to be all inclusive: Photos, videos, tweets, retweets, comments, or posters showing the personal use or possession of alcohol, drugs, and tobacco. Photos, videos,

tweets, retweets, comments, or posters that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material. Photos, videos, tweets, retweets, comments, or posters that condone drug-related activity. This includes, but is not limited to, images that portray the personal use of marijuana and drug paraphernalia. Content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any individual or entity (examples: derogatory comments regarding our school, another school, coaches, or teammates; taunting comments aimed at a student-participant, coach, or team at another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent, or illegal activities (examples: hazing, sexual harassment/assault, full or partial nudity, inappropriate gestures, stalking, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including photos, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it. If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of District #314. Remember, always present a positive image and do not do anything to embarrass yourself, the team, your family, or Braham Schools.

In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited and does not equal freedom from consequences. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Protect yourself by maintaining a self image of which you can be proud of for years to come.

By signing below you affirm that you understand the Braham Schools Social Media Guidelines for student-participants and all other parts of the activities handbook and the requirements that you must adhere to as a Braham Schools student-participant. Also, you affirm that failure to adhere to these social media guidelines and expectations outlined in the handbook will result in consequences that will follow those of our student code of conduct policy.

Parents are also required to sign and expected to follow the same guidelines. Parents who are demeaning of players, coaches, programs, or opponents will not be allowed to attend activities or sports at Braham Schools.

PRINTED NAME \_\_\_\_\_

STUDENT-PARTICIPANTS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

  

\_\_\_\_\_

\_\_\_\_\_

18. **Consider first of 2 readings of changes to High School Student Handbook.** *No action taken at this time.*

**ADD**

- 2019/2020 Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form
- Visitors:
  - Visitors are allowed to attend classes as a guest of our students as long as they are of high school age and currently enrolled in another school. Students wanting a visitor during the school day must be in good academic and behavioral standing. This means passing all classes and no discipline reports within the current school year. Visitors will need prior approval by the principal. Visitors cannot be a disruption in the classroom. They need to check in at the office before the school day starts. Visitors attending our school should make prior arrangements for obtaining their lunch. No student visitors will be allowed during finals or in the last 3 weeks of the school year. Persons wishing to visit for lunch only will no longer be allowed. Lunch periods are open only to students currently enrolled in Braham Area Schools and PSEO students.
  - Change to: Visitors are no longer allowed to attend classes as a guest of our students.
- Graduation requirement: The student must be partially to fully enrolled in Braham Schools in order to walk through the graduation ceremony.
- Sick - students will be marked UNX'd unless ok'd by the nurse to go home ill.
- **TREATS:**
  - *If you'd like to send treats to the class, the treats must be commercially prepared.*
- Student participation:
  - Students are able to participate in concerts, regardless of whether or not they were in school for ½ of the school day.
- While we appreciate students feeling comfortable and wanting to hang around, the reality is the district has no staff available to provide an adequate level of supervision once the school day ends. Because of this, we need all students to exit the buildings when school is over (*school dismisses at 2:50 p.m. in the PreK-4 building and 3:00 p.m. in the 5-12 building*)
  - UNLESS:
    - Students are involved in after school activities and the activity is scheduled to start immediately.
    - You are a student in grades 7-12 and are attending the Study Lounge.
- Students who are caught with any illegal substance on school property are automatically put on the no pass list.
- Food Service Changes (Courtesy of Donna Bryant) replaces old language.

## Lunch Information and Expectations

### Lunch Account Payments

Lunch account refers to an account that is used for breakfast, lunch, and milk. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. Parents can deposit lunch money electronically or in person. Deposits made in the cafeteria must include the student's full name, account number, and have the amount written on the check, or on the sealed envelope for check/cash deposits. Money may be sent by the week, month or longer. Lunch payments are collected every morning in the cafeteria from 7:40-8:00 am. Or High School: by submitting into a lock box at the high school (one is located outside of the high school office and the other is located in the high school cafeteria by the boys restroom.) For the Elementary School: Payments can be brought to the classroom and brought down daily with the lunch counts.

You may also pay online with my school bucks. [www.myschoolbucks.com](http://www.myschoolbucks.com)

### Lunch Account Balances

You may check your child's lunch account balance at any time using the My School Bucks link on the school website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method.

This will also allow you to receive low lunch account balance alerts.

### Lunch Account Policy

Ala Carte is offered at our high school cafeteria only. Ala Carte is offered only to 7<sup>th</sup> – 12<sup>th</sup> grades students. If you wish to set restrictions of your student's ala carte purchases please send an email to [dbryant@braham.k12.mn.us](mailto:dbryant@braham.k12.mn.us)

High School Students who have accounts that have a negative balance will not be allowed to charge Ala Carte items on their account but will be able to receive a full reimbursable lunch. Grades 4, 5 & 6 will not be offered Ala Carte as they are still considered elementary students. Students should memorize their account number and keep it confidential.

Please see our unpaid meal charge policy located on the schools website for further information regarding negative balances. [www.braham.k12.mn.us](http://www.braham.k12.mn.us)

No accounts should be negative at the end of the year. Any balances left in accounts will rollover to the next school year. Students that are graduating, balances will be rolled over to a siblings account for the next years use. If no siblings refunds will be mailed within 2-3 weeks after the school year has ended.

### Free or Reduced Lunches

Free or reduced breakfasts and lunches are available for students of families meeting the criteria. New Forms must be filled out each year. Forms are mailed home prior to the start of the new school year and handed out on Orientation night, and given to families when registering a new student. All parents are encouraged to submit a form. If your financial situation changes during the school year, forms can be picked up at either one of the schools to be filled out at any time. Or you may visit our web site and apply online

[www.myschoolapps.com/Home/DistrictRedirect/BRAHAM\\_MN?langid=1](http://www.myschoolapps.com/Home/DistrictRedirect/BRAHAM_MN?langid=1) Return completed forms to any school office.

Qualifying for free/reduced does not negate any current negative balances, families are still accountable for those charges and these accounts should be paid as soon as possible.

### Prices (subject to change):

Lunch \$2.70	Reduced Lunch \$0.00
Breakfast \$1.50	Reduced Breakfast \$0.00
Extra Lunch Milk \$0.40	Adult Lunch \$4.00
Second Entrée \$1.50	Adult Breakfast \$2.00
Second Lunch \$3.25	

### Student Lunch Menus and Nutritional Values

Menus are published on the Braham Public School website <http://www.braham.k12.mn.us>

### Student Cold Lunches

Parents are encouraged to send well-balanced lunches if the child is bringing cold lunch. Students or parents may not call in orders to have meals delivered to school.

### Offer vs. Serve

Braham High School utilizes the "Offer versus Serve" method for meal service. This provision allows children to choose food items that are offered rather than requiring them to take all foods listed on the menu. Students must choose at least three of the five food categories offered at lunch. Students are required to select a minimum of a 1/2 cup fruit or vegetable with each meal. Using this method reduces unnecessary food waste, acknowledges students' independent nature and ability to choose, and allows students to try new food items without having to take the entire portion. Braham Elementary offers all menued items to Pre-School – 3<sup>rd</sup> grade.

It has been proven that parents who discuss food choices and encourage children to eat a variety of foods have a positive impact on a child's nutrient intake.

### Breakfast Program

School breakfast is offered every school day from 7:40 am-8:00 am. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

### Expected Behavior

Our goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. Students are expected to wait patiently while in line, pay for what they take and clean up after themselves. Nothing should be thrown when in the cafeteria.

Students are to observe the following expectations when eating:

1. Take your place in line without 'butting'.
2. Pay for what you take.
3. Use positive and appropriate language, and appropriate volume.
4. Clean up after yourself.

Students may have the opportunity to eat their meals in areas outside of the traditional cafeteria, but no food or drink should be consumed in carpeted areas. This includes classrooms, music rooms, and the media center.

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### Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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19. Consider first of 2 readings of changes to the Elem. Student Handbook. *No action taken at this time.*

- All references to PreK-4 building will be changed to PreK-3 building
- All references to 5-12 building will be changed to 4-12 building.
- All dates and names will be updated to current

Pg. 7

#### Daily Schedule

Change lunch times from 12:10 to 12:25 (4-6)

Change lunch time from 11:20 to 11:05 (PreK-3)

Pg. 8

#### Disciplinary Actions

d. Detention - ~~to include after school and/or Saturday mornings.~~

Pg. 9

#### Emergency Numbers

~~Change An emergency card will be sent home with your child in the fall. Fill out both sides and completely and return it to school as soon as possible.~~

An electronic form will be sent out to you in the fall to update your emergency card information. If you are unable to do this at home, please stop into school or request a hard copy over the phone.

Pg. 16

#### School board

Change: 3rd Monday of the month at ~~7:00~~ 6:30 p.m. in the BAHS Community Room or 4th Monday, if 3rd Monday is a holiday.

Food Service Changes (Courtesy of Donna Bryant) replaces old language.

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**Nondiscrimination Statement**

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Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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Mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

**20. Resolution regarding Board Control of Extracurricular Activities.**

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

**RESOLUTION REGARDING BOARD CONTROL OF EXTRACURRICULAR ACTIVITIES**

WHEREAS, Minnesota Session Laws 2019, 1<sup>st</sup> Special Session, CH. 11, Art. 1, Sec. 5 will require changes in the accounting for student activity funds and school boards must take charge of and control all student activities of the public schools in the district and that all money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the district;

THEREFORE, BE IT RESOLVED, that the School Board of Braham Area Schools, Independent School District No. 314, directs the district’s administration to implement the requirements of Minnesota Session Laws 2019, 1<sup>st</sup> Special Session, CH. 11, Art. 1, Sec. 5

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_,

and upon vote being taken thereon, the following voted in favor thereof:

and the following vote against the same:

WHEREUPON said resolution was declared duly passed and adopted on June 17, 2019.

Dated: June 17, 2019

BY ORDER OF THE SCHOOL BOARD

/s/ \_\_\_\_\_  
Allison Londgren  
School District Clerk  
Independent School District No. 314, Braham  
State of Minnesota

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21. **Consider approval of updated 2019/20 School Calendar.**

**Braham Area Schools  
2019-2020 School Calendar**

M	T	W	TH	F		M	T	W	TH	F	
<b>August 2019</b>					26 - Teacher In-Service - 7:45 - 2:25 pm	<b>January 2020</b>					
12	13	14	15	16	27 - Teacher In-Service - 7:45 - 2:25 pm			1	2	3	1 - No School - Winter Break
19	20	21	22	23	28 - Work Day - 7:45 - 2:25 pm	6	7	8	9	10	17 - 2nd Qtr ends - 44 days
26	27	28	29	30	28 - Open House - 5:00 - 7:30 pm	13	14	15	16	17	*20 - No School - MLK Day
<b>September 2019</b>					29 - 30 - No School	20	21	22	23	24	21 - Teacher Work Day**
2	3	4	5	6		27	28	29	30	31	**20th if 21st is snow make up day
9	10	11	12	13	2 - No School - Labor Day	<b>February 2020</b>					
16	17	18	19	20	3 - First day of school - Gr 1 - 12						
23	24	25	26	27	3 - 6 Kindergarten Orientation	3	4	5	6	7	
30					9 - First day - PK(M/W/F) & K	10	11	12	13	14	14 - Teacher In-Service - Curriculum
<b>October 2019</b>					10 - First day - PK (Tu/Th)	17	18	19	20	21	*17 - No School - President's Day
	1	2	3	4		24	25	26	27	28	
7	8	9	10	11	2 - HS Conferences 3:15 - 6:15 pm	<b>March 2020</b>					
14	15	16	17	18	4 - Teacher In-Service - Curriculum	2	3	4	5	6	
21	22	23	24	25	17 - 18 - No School - MEA	9	10	11	12	13	10 - HS Conferences 3:15-6:15 pm
28	29	30	31			16	17	18	19	20	20 - End of 3rd Qtr - 41 days
<b>November 2019</b>						23	24	25	26	27	23 - Teacher Work Day - No School
				1	1 - 1st Quarter ends - 40 days	30	31				26 - K-6 Conferences - 3:15 - 7:15 pm
4	5	6	7	8	4 - Teacher Work Day	<b>April 2020</b>					31 - K-6 Conferences - 3:15 - 7:15 pm
11	12	13	14	15	7 - K-6 Conferences - 3:15 - 7:15 pm			1	2	3	
18	19	20	21	22	12 - K-6 Conferences - 3:15 - 7:15 pm	6	7	8	9	10	10 Spring Break
25	26	27	28	29	28 - 29 - No School - Thanksgiving	13	14	15	16	17	*13 Spring Break
<b>December 2019</b>						20	21	22	23	24	
2	3	4	5	6		27	28	29	30		
9	10	11	12	13	11 - HS Conferences 3:15 - 6:15 pm	<b>May 2020</b>					
16	17	18	19	20						1	22 - GRADUATION
23	24	25	26	27	23 - 31 - No School - Winter Break	4	5	6	7	8	25 - No School - Memorial Day
30	31					11	12	13	14	15	27 - 4th Qtr ends - 44 days
KEY:		No School				18	19	20	21	22	27 - Last day of School
		No School (Teacher In-Service OR Work Day)				25	26	27	28	29	28 - Teacher Work Day**
		Parent/Teacher Conferences									**May 29 if 5/28 is snow make up day
End of 1st Trimester - 11/27/19 ---- End of 2nd Trimester 2/28/20											
*1st snow day make-up: January 21					Qtr	Student Days	Tchr Work / In-Service / Conference				
*2nd snow day make-up: February 17					1	41	1 - 3 - 0				
*3rd snow day make-up: April 13					2	44	1 - 0 - 1				
*4th snow day make-up: May 28					3	41	1 - 1 - 0				
Adopted: June 17, 2019					4	44	2 - 0 - 1				
						170	5 - 4 - 2				

22. **Consider approval of Local Literacy Plan for 2019/20 school year.**

*~ 2019 Local Literacy Plan will be scanned in board addendums.*

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23. **Consider final reading of new MSBA policy #723- Post-Issuance Debt Compliance Procedures.**

**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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- 24. **Consider cycle review of district policies for adoption. #607.1 Entrance to Kindergarten, Criteria & Process; #901 Community Education; #903 Visitors to school district buildings & sites.**

**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: March 21, 2016

**Revised: June 17, 2019**

**#607.1 - ENTRANCE TO KINDERGARTEN, CRITERIA & PROCESS**

I. PURPOSE

The purpose of this policy is to establish the age requirements for entrance to school.

II. GENERAL STATEMENT OF POLICY

All children in Minnesota are required to begin attending school by the age of seven. Children are not required by statute to complete kindergarten before beginning first grade. The district recommends that children attend kindergarten before entering first grade.

III. PROCEDURE

- A. Children who are five years of age on or before September 1 of the school year may enroll in kindergarten. Registration takes place in late March or early April of the prior school year. The registration process will define school enrollment options and kindergarten programming options available to kindergarten families.
- B. Children who are five years of age on September 2 through October 2 of the calendar school year May enroll in kindergarten only if they meet the district's early admission to kindergarten assessment and timeline requirements outlined below.

IV. PROCESS

- A. Parents requesting early admission for their child shall submit their request in writing to the Elementary principal prior to May 1 of the year for which the child would begin school.
- B. The district will conduct a meeting with the parents to explain the early admission assessment and timeline requirements.
- C. The assessment requirements must include a cognitive functioning & pre-academic skills testing.
  - 1) For the cognitive area, we recommend the Stanford Binet Intelligence Scales or the Wechsler Preschool and Primary Scale of Intelligence. In the pre-academic skills area we recommend the Woodcock-Johnson Tests of Achievement or all three of the following: the Test of Early Reading Ability, the Test of Early Mathematics Ability, and the Test of Early Written Language. The child must score ~~115~~ 120 or higher. An outside agency will complete the assessment at the parent's expense.
  - 2) The child requesting early entrance must demonstrate *average high academic* readiness skills. A kindergarten teacher and a speech clinician will complete this screening.
  - 3) The child requesting early entrance must demonstrate above average social, emotional, & behavioral skills. This will be evaluated using a norm referenced social and behavioral assessment. ~~the Achenbach System of Empirically Based Assessment or the Behavior Assessment for Children Parent Rating Scale.~~ An outside agency will complete the assessment at the parent's expense.
  - 4) A summary of the child's test results is to be provided to the elementary principal by June 30. The principal and school psychologist will review the test data and information from the kindergarten teacher and speech/language clinician. Based on the team's recommendation and the psychologist's evaluation, the elementary principal will make the final decision and it will be placed in writing for the family.

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**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: May 17, 1999

Revised: August 22, 2016; November 20, 2017

Reviewed: **June 17, 2019**

## **#903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

### **I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

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

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

### **III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS**

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

### **IV. RESPONSIBILITY**

- A. The school district administration shall present recommended visitor and post-secondary enrollment options students procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

### **V. VISITOR LIMITATIONS**

- A. An individual, post-secondary enrollment options student or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.
- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
  - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
 Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Program)  
 Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)  
 Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)

**Cross References:**

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

Adopted: May 17, 1999  
 Revised: August 22, 2016  
 Reviewed: **June 17, 2019**

**#901 - COMMUNITY EDUCATION**

**I. PURPOSE**

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

**II. GENERAL STATEMENT OF POLICY**

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly

scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

**III. COMMUNITY EDUCATION ADVISORY COUNCIL**

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.
- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers’ duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

**Legal References:** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)

Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

**Cross References:** MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

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25. **Consider setting the date for the Superintendent’s annual performance review.**

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26. **Reminder of the Regular School Board Meeting July 15th at 6:30 pm at the High School, B100.**

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27. **Adjourn.**

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Time: