

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the June 17th Regular Board Meeting.
 - b. Approve the July bills.
 - c. Review and accept the July Treasurer's report.
 - d. Enrollment Analysis. *-none to report this month.*
 - 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. *-No report this month*
12. School Board members' reports/updates.
13. Consider MN School Boards Association membership renewal for 2019-20.
14. Consider approval of Long-Term Facilities Maintenance 10 Year Expenditure & Revenue plan.
15. Acknowledgement of 10 updated job descriptions.
16. Consider approval of Insurance committee recommendation for Employee Insurance plans.
17. Consider approval of working agreement with Technology Coordinator.
18. Consider amendment to Joint Powers agreement with RRSEC.
19. Consider first of 2 readings of changes to Mentor Handbook.
20. Consider first of 2 readings of All Employee Handbook.
21. Consider second of 2 readings of changes to Activities Handbook.
22. Consider second of 2 readings of changes to HS Student Handbook.
23. Consider second of 2 readings of changes to the Elem. Student Handbook.
24. Consider cycle review of district policies for adoption.
25. Reminder of the of Regular School Board meeting August 19, 2019.
26. Consider going into a closed session for the Superintendent's annual review.
27. Adjourn.

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

Roll Call.

2. **Adopt agenda.**

3. **Consent Agenda:**

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

Regular School Board Meeting
Monday, June 17, 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, D. Davis, T. Cuda, A. Flowers and Supt. Gagner.
Members absent: A. Londgren

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

Motion by A. Flowers, second by T. Cuda, to approve the minutes of the May 20th Regular Board Meeting, Approve the June bills 94,265.52; accept the June Treasurer’s report and review the enrollment analysis. The board approved the following: 1) **Rikki Beaver** as the JH Basketball Coach coach for the 2019-20 season. She will be paid at Lane 5, step 1. Start date is January 2, 2020. 2) **Lori Williams** as the Elem. ECSE para. She will work 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. 3) **Shawna Bobo** as ECSE Para. She will work 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. 4) **Kari Murrell** as the Tier 1, 1.0 FTE teacher for the 2019-20 school year. She will start Aug. 26, 2019. 5) **Roxanne Kirby, Kim Halvorson, Brea Schminski**, as the Bomber Boost summer teachers. 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. 6) **Katie Becker, Eric Jones, Julie Grell**, as Bomber Boost summer paras. 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. 7) **Meredith Salus** as 1.0 FTE Early Childhood Spec. Ed. teacher for the 2019/20 school year. She will start Aug. 26, 2019. She will be paid at BA, step 3. 8) **Leah West** as ESY summer teacher. She will work 31 hours total on Tuesdays & Wednesdays as directed. She will be paid per the teacher contract. 9) **Sue Pearson** request for intermittent FMLA from April 22, 2019 through May 31, 2019. 10) **Jodi Splittstoser** request for FMLA starting June 11, 2019. 11) **Wendy Kiewel** for Early Childhood teacher position. She will be .40 FTE working Tuesdays & Thursdays. She will paid BA, step 2 per the teacher contract.

The board accepted: 1) **Ken Gagner** resignation as JH girls basketball coach effective June 3, 2019. 2) **Shawna Bobo** resignation as van support effective May 30, 2019. 3) **Mariah Olson** 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. 4) **Ashley McMurray** resignation as cleaner/sweeper effective June 11, 2019. Carried.

Open Forum: None

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

Principal Eklund's written report was reviewed. A solid plan is in place for the 4th grade move to the High School building summer of 2019.

Principal/AD Kuhnke's written report was reviewed. 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.

Supt. Gagner reviewed his written report. Mr. Gagner attended ECMECC Operating, SEE General, Grandy Lions, Allina Medical Center Community Engagement Council, Braham Area Education Foundation and Braham Chamber meetings.

Supt. Gagner congratulated the following staff, students, and community members for their accomplishments as "Braham HONORS" recipients. They are: Luke Becker, Ben Carlson, Jeremy Brown, Josh Klingensmith, Zach Anderson, Amanda Tessmer, Shawn Kuhnke, Julie Johnson, Teresa Person, Nickie Nelson, Tammi Johnson, Matt Yerke, Emma Downing, Lauren Kiesz, Nick Schmidt, Amber Hoffman, Brady Yrjo, Joe Rajkowski, Mike Dahlin, Mikailya Rutten, Hannah Cornelius, BEPO, Jeff Eklund, Eric Jones, Jan Strohkirch, Andy Olson, Korey Sybrant, Andrea DeRushia, Jonelle Klemz, Braham Fire Dept., Bert & Jeanette Lener, Lauren Kiesz, Nick Schmidt.

School board members attended various events and meetings including; RRSEC Governing board & negotiations mtg., SEE Mtg., Awards banquet, Memorial Day program, Graduation, baseball, softball, basketball and track events.

Motion by M. Thompson, second by A. Flowers to approve resolution providing that School Board general elections held after 2017 shall be held in the even-numbered years and all current board member terms will be extended one year. Carried.

Motion by A. Flowers, second by D. Shockman to approve FY20 Proposed Budget. Carried.

Motion by D. Davis, second by T. Cuda to approve shared services agreements with ECMECC & RRSEC. Carried.

Motion by M. Thompson, second by A. Flowers to approve working agreements with Head of Building & grounds, Business Manager, Nursing staff, Food Service Coordinator, Van Driver. Carried.

First of two readings of Elementary, High School, and Activities Handbooks.

Motion by A. Flowers, second by D. Davis to approve Resolution regarding Board Control of Extracurricular Activities. Carried.

Motion by T. Cuda, second by A. Flowers to approve updated 2019/20 School Calendar. Carried.

Motion by D. Davis second by M. Thompson to approve Local Literacy Plan for 2019/20 school year. Carried.

Motion by D. Davis, second by M. Thompson to approve the new MSBA policy #723- Post-Issuance Debt Compliance Procedures. Carried.

Motion by M. Thompson, second by D. Shockman, to adopt the following reviewed policies: #607.1 Entrance to Kindergarten, Criteria & Process; #901 Community Education; #903 Visitors to school district buildings & sites. Carried.

Motions by T. Cuda, second by A. Flowers to set the date for the Superintendent's annual performance review for immediately following the July 15th regular board meeting in a closed meeting. Carried.

Chair Eklund reminded all present of the July 15th 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 7:03 pm.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

- b. Approve the July bills.
- c. Review and accept the July Treasurer's report.
- d. Enrollment Analysis *-none to report this month.*
- e. Personnel

RECOMMENDATIONS

Allyssa Mattson, has been recommended by Principal Eklund for the Early Childhood Program Para. The position is student contact days for 33.75 hrs/ week. She will start this position on August 26, 2019.

Dana Hendren, has been recommended by Supt. Gagner for the addition of 3 days to her contract for the 2019/20 school year.

Kelly Rud, has been recommended by Principal Eklund for the ESY Teacher. This position is for 10 days, 8 a.m. to 11 a.m. with students, ½ hour planning time, totalling approximately 40 hours this summer.

Kari Murrell, has been recommended by Principal Eklund for the part time Elem Phy. Ed. position. She will be paid per her contract. Start date is August 26, 2019.

Jeff Revak, has been recommended by Head Custodian Jeff Campbell for the 1.0 cleaner/sweeper position. Position is 5 days a week, he started July 8, 2019. He will be paid step 1 of the custodial contract.

RESIGNATION

Mariah Olson, has submitted her resignation as Early Childhood Special Ed. Tchr. effective June 27, 2019.

Katie Thies, has submitted her resignation as K-6 Music & 7-12 Vocal Music Teacher effective July 12, 2019.

_____, _____, _____

4. **Open Forum.**

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

_____, _____, _____

6. **Acknowledgement of Donations or Contributions**

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

Therefore, the Superintendent recommends the following resolution:

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

Donation from	Donation to	Amount	Use
Braham Chamber	Jazz Band	\$200	Group expenses
Grandy Lions	Elem. School	\$5,000	Elem. Playground
C & S Trucking Services, LLC	FFA	\$1,450	FFA Program
Kevin Knutson	Super Mileage	\$500	Super Mileage Expenses
Marion Theilen	NASA Hunch Team	\$100	Team Expenses
Helene Bromiley	NASA Hunch Team	\$249	Team Expenses
Connie Hill	NASA Hunch Team	\$150	Team Expenses
Jody Brown	NASA Hunch Team	\$200	Team Expenses

7. Elementary Principal's report.

**Braham Area Elementary
July 2019 Board Report**

1. Bomber Boost

- Running at the elementary school
- Thanks to Roxanne Kirby, JeanAnn Mattson, Brea Schminski and Kim Halvorson for teaching.

2. ESY (Extended School Year for SpEd)

- Good attendance
- Thanks to Kelly Rud, Meredith Salus, Julie Grell, Eric Jones, and Katie Becker for working with our kids.

3. 4-12 Building Playground

- I've met with two playground companies. Waiting on quotes.
- Met with two excavating companies to remove asphalt and add fill. Waiting on quotes.
- Nothing will happen this year
- BACK and BEPO have been a part of this process.

4. Custodians!!!

- Shout out to the custodial department. They have been working extremely hard and are doing a GREAT job!
-

8. High School Principal/ Activities Director report.

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

1. Full update on our Spring Sports State Tournament participants 2019:
 - o Track and Field: Hannah Cornelius finished in third place in the 400m with a time of 58.24! Congratulations Hannah!
 - o Golf: Emma Downing finished with a two-round final score of 197. She did place T40 out of 85 State Class A participants. Congratulations Emma!

- Golf: Matt Yerke finished with a two-round final score of 175. He did place T40 out of 87 State Class A participants. Congratulations Matt!
2. Activities Night is scheduled for Monday, August 5, 2019 at 6:00 pm in the C100. This event has been strongly encouraged by the Minnesota State High School League and is a great way for parents and participants to meet their fall coaches or directors and gather more activity specific information. It also provides a great opportunity for participants to finish all the needed paperwork prior to the start of the season, including: updated physicals, MSHSL Eligibility Forms, Insurance Waivers and participation fees.
 3. Prior to the start of each individual season, all of our Coaches receive instruction on WHY WE PLAY, this is the Minnesota State High School Leagues initiative that centers on Transformational Coaching, Care and Prevention of Athletic Injuries and League Rules and Policies.
 - The Goal of our education-based athletics is to win games, conference titles and state championships. We Play, Plan and Prepare to win every game our students take part in. This is where the teachable moments exist.
 - But winning isn't our Purpose.
 - Our Purpose is to the human growth of students and connecting them to caring adults in our school community.
 - It takes intentional action, clear expectations and support for coaches to withstand the expectations of parents, community and the win-at-all-cost sports culture.

Included is a link, which includes a short video from the MSHSL, that helps to explain the benefits of this initiative for our students and also helps to define the Purpose of WHY WE PLAY.

<https://www.mshsl.org/board/2019resources/School%20Board%20Video%202.mp4>

4. Several camps, lessons, and leagues taking place over this summer to further develop our students on their athletic and musical talents. Camps/Lessons/Leagues currently running, coming up, or have been completed include: Volleyball, Football, Cross Country, Boys Basketball, Girls Basketball, Wrestling, Softball, Baseball, Track and Field, Musical and Band.
5. We have the official start of the Cross Country, Football and Volleyball season set for Monday, August 12. JH Football and JH Volleyball will start on Monday, August 26.
6. Our 2019-2020 schedules are ready to view. They can be found by going to the following website: www.greatriverconference.org.

Respectfully Submitted,
Shawn Kuhnke

9. Superintendent's report.

Braham Area Schools #314

Superintendent Report

July 15, 2019

1. RRSEC Operating Committee highlights - June 12, 2019:
 - a. Routine business including new hires, bill paying, resignations/terminations, and new contracts for Tracy Wells (business manager) and Tanya Tacker (director).
 - b. 2019 Legislative changes included a provision stating districts serving Sp. Ed. students (those open enrolling into the district) will pay more of the bill - from 10% to 20% over a two year span. Districts having Sp. Ed. students open enrolling out of their district will pay less. There were some other minor changes including reducing paperwork and requirements to screen for dyslexia.
2. Grandy Lions meeting highlights - July 1, 2019:
 - a. Club is looking for an organization to pick up two mile stretch of highway 65 (\$250 donation per time)
 - b. New Lion's signs are being posted on highway 65

- c. Donations totaling over \$2000 were approved
3. Resource Training and Solutions training - June 19, 2019:
- a. The new 2019 legislation helps ISD #314 tax payers in two ways:
 - i. Future tax payments made by all district residents related to our \$460 operating levy will go down slightly due to the legislature increasing equalization rates.
 - ii. Future tax payments made by district residents who own agricultural land related to existing bond payments (2015 project) will go down due to the legislature increasing equalization rates from 40% to 70% over the next four years.
 - b. Seven new requirements for school districts
 - i. A student can use sunscreen at school without a prescription or note from a health professional.
 - ii. Schools need to test and report lead in drinking water. If lead is found, it must be reported, remediated, and the source must be made unavailable until the hazard is minimized.
 - iii. Schools must report monthly utility consumption Starting Oct. 1.
 - iv. School districts must screen for characteristics of dyslexia for students not reading at grade level in kindergarten, first, and second grade.
 - v. The American Indian education parent advisory committee must submit reasons for nonconcurrence with educational programs for students to the school board.
 - vi. Post-Secondary Education Option (PSEO) requires districts offering "Introduction to Teaching" dual-credit courses to report on certain enrollment demographics.
 - vii. More information is required on employee statement of earnings including one section giving notice to the employee of any changes.
4. Isanti County Children's Collaborative meeting highlights - July 9, 2019:
- a. Final 2018 Collaborative report shared
 - b. Update on ACES: 7 people certified to provide training - over a dozen presentations completed
 - c. \$12,000 awarded in mini grants to Isanti County organizations targeting improved social, educational, emotional and economic outcomes for children, adolescents, and their families
 - d. Isanti County Probation announced the hiring of new truancy officer, Chris Papesh.
5. Summer projects/activities update:
- a. Roofing project on sections F1 & F2 of the HS is underway. Substantial completion date is 8/16.
 - b. Work continues to progress on the school safety grant project.
 - c. Mike Thompson and I are serving on negotiations teams with three bargaining groups within the RRSEC. Progress is being made for new two year deals (July 1, 2019 - June 30, 2021).
 - d. Work is underway on replacing bathroom stalls in six locations in 4-12 building.
 - e. Work is nearly complete on new interior water line and water heater for the HS kitchen.
 - f. Work continues on replacing nearly 150 sprinkler heads (irrigation system). Cause of failure TBD.

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

<p>Marlys Carlson, Jeff Campbell, Lori Anderson, Andy Olson, Jeff Revak, Jay Sparling, Aitor Leniz, Chris Grote, Wayne Chase, Nancy VanderHeyden</p>	<p>Braham Area School District #314 would like to recognize you for your commitment to excellence in deep cleaning and/or maintaining the building and grounds during the summer of 2019. Your attention to detail and professional work ethic are appreciated.</p>
--	---

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

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

13. **Consider MN School Boards Association membership renewal for 2019-20.**

Minnesota statutes provide that individual school boards, by a two-thirds vote, may join MSBA. This membership provides benefits to member schools in the way of negotiations policy and election support, legal advice and seminars for members and general school management. The premium for the 2019-20 school year is \$4,544.00 and is based on our average daily membership of students served in 2018-19.

_____, _____, _____

14. **Consider approval of Long-Term Facilities Maintenance 10 Year Expenditure & Revenue Plan.**

Spreadsheet included in board addendums.

_____, _____, _____

15. **The following job descriptions (see addendum) were updated in June of 2019 and are effective as of July 1, 2019. No action is necessary.**

- Business Office Manager
- Early Childhood Coordinator
- Elementary Principal Secretary
- High School Principal Secretary
- Guidance Secretary
- Media Secretary
- Nurse
- Payroll/MARSS Coordinator
- Superintendent's Secretary
- District Technology Coordinator

16. **Consider Insurance committee recommendation for Employee Insurance plans.**

Committee recommends a 27 month agreement with Public Employees Insurance Program (PEIP) for employee health insurance effective October. 1, 2019- December 31, 2021. District may also consider PEIP's Dental & Life Coverage.

_____, _____, _____

17. **Approve working agreement with Technology Coordinator.** *Agreement scanned in Board Addendums.*

_____, _____, _____

18. **Consider amendment to Joint Powers agreement with RRSEC.**

Agreement & Amendment scanned to board addendums.

_____, _____, _____

19. **Consider first of 2 readings of Mentor Handbook.**

Handbook included in Board addendums. No action needed at this time

_____, _____, _____

20. **Consider first of 2 readings of All Employee Handbook.**
Handbook included in Board addendums. No action needed at this time
-
-

21. **Consider second of 2 readings of changes to Activities Handbook. Board action is requested.**

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 _____

_____, _____, _____

22. **Consider second of 2 readings of changes to High School Student Handbook.**
Board action is requested.

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

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 7th – 12th 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
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
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 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 – 3rd 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.

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, 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.

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, 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

23. Consider second of 2 readings of changes to the Elem. Student Handbook. Board action is requested.

- 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.

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

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 7th – 12th 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
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

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 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
Second Entrée \$1.50
Second Lunch \$3.25

Adult Lunch \$4.00
Adult Breakfast \$2.00

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 – 3rd 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.

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, 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

24. Consider cycle review of district policies for adoption. #904 Distribution of materials on school district property by non-school persons; #905 Advertising; #906 Community notification of predatory offenders.

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: July 18, 2016

Reviewed: July 15, 2019

#904 DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NON-SCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by non-staff and non-students on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for non-school persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by non-school persons or non-school organizations for distribution. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Non-school person" means any person who is not currently enrolled as a student in or employed by the school district.

- D. "Obscene to minors" means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. "Minor" means any person under the age of eighteen (18).
- F. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.
- In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- G. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Non-school persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.

- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;
 - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
 - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

- C. Permission for non-school persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:
 - 1. whether the material is educationally related;
 - 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 - 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 - 4. the quantity or size of materials to be distributed;
 - 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 - 6. whether distribution would require that non-school persons be present on the school grounds;
 - 7. whether the materials are a solicitation for goods or services not requested by the Recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any non-school person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
 - 1. Name and phone number of the person submitting the request.
 - 2. Date(s) and time(s) of day of requested distribution.
 - 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 - 4. The proposed method of distribution.

- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether non-school persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

- D. In the event that permission to distribute materials is denied, the non-school person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied ___ U.S. ___, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Non-school-Sponsored Materials on School

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: July 18, 2016

Reviewed: July 15, 2019

#905 ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or nonprofit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in the publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by

displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item. Examples include activity programs or yearbooks.

- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: July 18, 2016

Reviewed: July 15, 2019

#906 COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS

I. PURPOSE

The purpose of this policy is to assist school administrators and staff members in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the school district so that they may better protect individuals in the school’s care while they are on or near the school district premises or under the control of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide information to staff regarding known predatory offenders that are moving into the school district so that they may monitor school premises for the safety of the school, its students, and employees. Staff will be notified as appropriate and have

access to Offender Fact Sheets.

- B. The superintendent, in cooperation with appropriate school transportation officials, will evaluate bus routes and bus stops. Bus drivers will have access to Offender Fact Sheets. If necessary, bus stops may be moved if they place children in close proximity to a predatory offender who has been convicted of crimes against children of similar ages.
- C. The superintendent, in conjunction with the building principal or designee, shall prepare or provide safety information for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. The school district will prepare a list of available resources. Staff will provide safety information to students on how to protect themselves against abuse, abduction, or exploitation. School officials may ask their police liaison officer or local law enforcement officials for assistance in providing instruction to staff and students.

III. DEFINITIONS

- A. The “Sex Offender Community Notification Act,” Minn. Stat. § 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.
- B. “Risk Level Assessment” is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification. (Minn. Stat. § 244.052, Subds. 2, 3)
- C. “Risk Levels”
 - 1. “Level I” – Risk Level I is assigned to a predatory offender whose risk assessment score indicates a low risk of reoffense.
 - 2. “Level II” – Risk Level II is assigned to a predatory offender whose risk assessment score indicates a moderate risk of reoffense.
 - 3. “Level III” – Risk Level III is assigned to a predatory offender whose risk assessment score indicates a high risk of reoffense.
(Minn. Stat. § 244.052, Subd. 3(e))
- D. “Notification or Disclosure by Law Enforcement Agency”
 - 1. Risk Level I – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
 - 2. Risk Level II – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.

3. Risk Level III – In most cases, the local law enforcement agencies will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III offender. *(Minn. Stat. § 244.052, Subd. 4)*
- E. “Offender Fact Sheet” is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.
1. A local law enforcement agency will generally provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
 2. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
- F. “Law enforcement agency” means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release. *(Minn. Stat. § 244.052, Subd. 1(3))*
- G. “Criminal history conviction data” is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA). *(Minn. Stat. § 13.87)*

IV. PROCEDURES

A. Level II Notification

In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in the school district’s care while they are on or near the school district’s premises or under the control of the school district, the school district will take the following steps:

1. The superintendent shall notify the law enforcement agencies within the school district that all appropriate Level II and Level III notifications are to be provided at least to the superintendent of schools.
2. Upon notification of the release of a Level II predatory offender, the superintendent shall forward the Offender Fact Sheet to all building principals and central office administrators. This would include transportation, food service and buildings and grounds supervisors.
3. Principals of schools in close proximity to the Level II predatory offender’s residence shall meet with staff and show the Offender Fact Sheet to persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
4. The school district shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that the school district obtained from its local law enforcement agency. The offender fact sheet contains

data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside the school district if it determines the release is for the purpose of securing the schools and protecting individuals under the school district's care while they are on or near school premises.

5. The building administrator shall cause the Offender Fact Sheet to be posted in each building in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
6. The school district shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside the school district unless a determination has been made that dissemination of the data will help secure the school or protect students.

B. Level III Notification

1. The superintendent shall notify the law enforcement agencies within the school district that all Level III notifications of community meetings are to be provided to the superintendent of schools.
2. When a Level III predatory offender is released into a community, generally the local law enforcement agency will notify the school district of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
3. When the school district receives this information, the superintendent shall determine on a case-by-case basis whether the school district will notify parents and students of the time, date, and location of the community meeting.
4. When notified of a Level III predatory offender community meeting the superintendent or another school district administrator designated by the superintendent shall attend the community notification meeting.
5. When the school district receives information that a Level III predatory offender is moving into the school district, in addition to following the procedures specified above, the school district shall follow the procedures outlined for a Level II notification.
6. If the predatory offender is participating in programs offered by the school district that require or allow the person to interact with children other than the person's children, the superintendent shall notify parents of children in the school district of the contents of the Offender Fact Sheet.

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

Minn. Stat. § 244.052 (Community Notification)

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

42 U.S.C. § 16901 *et seq.* (Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program)

Dept. of Admin. Advisory Op. No. 98-004

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

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

MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

25. **Reminder of School Board Regular School Board meeting August 19th at 6:30 pm in C100.**

26. **Consider going into a closed session for the Superintendent's annual review.**

27. **Adjourn.**

Time: