

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, August 19, 2019
6:30pm – BAHS Community Room

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the July 15th Regular Board Meeting.
 - b. Approve the August bills.
 - c. Review and accept the August Treasurer's report.
 - d. Enrollment Analysis.
 - e. Personnel.
4. Open Forum.
5. Expenditure / Revenue Fund Summary Report.
6. Acknowledgement of Donations or Contributions.
7. Elementary Principal's report.
8. High School Principal - Activities Director report.
9. Superintendent's Report.
10. Acknowledge Braham "HONORS" Recipients.
11. Department update from Technology Coordinator.
12. School Board members' reports/updates.
13. Consider 2019-2020 Coaching and Fine Arts Assignments and volunteer workers.
14. Consider second of 2 readings of changes to Mentor Handbook.
15. Consider second of 2 readings of All Employee Handbook.
16. Consider cycle review of district policies for adoption.
17. Reminder of the of Regular School Board meeting September 16th at 6:30pm in B100.
18. 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, July 15 , 2019
6:30 pm – BAHS Community Room

The regular school board meeting was called to order by Chair Steven Eklund at 6:30 p.m. The Pledge of Allegiance was recited.

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

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

Motion by A. Londgren, second by D. Shockman, to approve the minutes of the June 17th Regular Board Meeting, Approve the July bills \$128,625.26; accept the July Treasurer’s report. The board approved the following: 1) **Allyssa Mattson** 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. 2) **Dana Hendren** for the addition of 3 days to her contract for the 2019/20 school year. 3) **Kelly Rud** 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. 4) **Kari Murrell** for the part time Elem Phy. Ed. position. She will be paid per her contract. Start date is August 26, 2019. 5) **Jeff Revak** 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. The board accepted; 1) **Mariah Olson** resignation as Early Childhood Special Ed. Tchr. effective June 27, 2019. 2) **Katie Thies** resignation as the K-6 Music & 7-12 Vocal Music Teacher teacher effective July 12, 2019. Carried.

Open Forum: None

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

Motion by A. Londgren, second by T. Cuda, to acknowledge the July 2019 donations for the purposes requested: \$200 from Braham Chamber to Jazz Band; \$5,000 from Grandy Lions for Elem. playground; \$1,450 from C & S Trucking to FFA; \$500 from Kevin Knudson to Supermileage; \$100 from Marion Theilen, \$249 from Helene Bromiley, \$150 from Connie Hill, \$200 from Jody Brown to NASA Hunch Team.

Principal Eklund’s written report was reviewed. Meetings and planning continues for upgrading the playground at the 4-12 building.

Principal/AD Kuhnke’s written report was reviewed. Activities Night is scheduled for Monday, August 5, 2019 at

6:00 pm in the C100, for all athletes and parents.

Supt. Gagner reviewed his written report. Mr. Gagner attended RRSEC Operating Committee, Grandy Lions, Isanti County Children's Collaborative mtgs., Resource Training and Solutions training.

Supt. Gagner congratulated the following staff, students, and community members for their accomplishments as "Braham HONORS" recipients. They are: Marlys Carlson, Jeff Campbell, Lori Anderson, Andy Olson, Jeff Revak, Jay Sparling, Aitor Leniz, Chris Grote, Wayne Chase, Nancy VanderHeyden.

School board members attended various events and meetings including; RRSEC negotiations, listening sessions for at will employees, Exec. SEE, Frandsen Scholarship meetings, baseball, softball, basketball events.

Motion by M. Thompson, second by A. Londgren to approve MN School Boards Association membership renewal for 2019-20. Carried.

Motion by A. Londgren, second by M. Thompson to approve the Long-Term Facilities Maintenance 10 Year Expenditure & Revenue Plan. Carried.

The following job descriptions (see addendum) were updated in June of 2019 and are effective as of July 1, 2019. 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.

Motion by T. Cuda, second by D. Davis to approve 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. Carried.

Motion by D. Davis, second by T. Cuda to approve working agreements with Technology Coordinator. Carried.

Motion by A. Londgren, second by D. Davis to approve amendment to Joint Powers agreement with RRSEC. Carried.

First of two readings of Mentor & Employee Handbooks.

Motion by D. Davis, second by M. Thompson to approve changes to Activities handbook. Carried

Motion by A. Londgren, second by D. Davis to approve changes to High School Student handbook. Carried

Motion by M. Thompson, second by A. Londgren to approve changes to Elem. School Student handbook. Carried

Motion by A. Londgren, second by T. Cuda to adopt the following reviewed policies: #904 Distribution of materials on school district property by non-school persons; #905 Advertising; #906 Community notification of predatory offenders. Carried.

Chair Eklund reminded all present of the Aug 19th Regular School Board meeting at 6:30 pm in B100.

Motions by T. Cuda, second by D. Davis to go into a closed session for the Superintendent's annual review. Carried.

The regular meeting was closed by Chair Steven Eklund at 7:00 pm. Following a brief recess, Chair Eklund opened the closed session at 7:07 pm. The purpose of the closed session was to perform the Superintendent's job evaluation.

Board members in attendance included S.Eklund, D.Shockman, A. Londgren, T.Cuda, D.Davis, and M.Thompson. Absent: A.Flowers. Also in attendance was Supt. Gagner.

The board reviewed eleven competencies used to evaluate the Superintendent's job performance. Each competency was discussed along with written comments from board members. Superintendent Gagner also added comments where applicable. An average numerical rating, on a scale of 1-4, was listed for each competency. A total average numerical score of 3.5 out of 4.00 was calculated.

The board then listed strengths about the Superintendent's job evaluation and items for growth.

Strengths:

1. The Superintendent demonstrates positive interactions with the Braham community/school staff and maintains strong relationships with agencies and personnel outside the district to promote the best interests of ISD #314.
2. The Superintendent provides the school district with effective leadership while maintaining a strong academic focus.
3. The Superintendent was recognized for his leadership on the successful campaign regarding the November 2018 Operating Levy vote.

Items for continual growth:

1. Focused leadership on improving the financial status of the district.
2. Strategic delegation and oversight of district staff.

There being no further business, Chair Steven Eklund ended the closed session at 7:46 pm. Chair Eklund re-opened the regular board meeting.

Attest: Allison Londgren, Clerk.

Motion by M. Thompson, second by Tony Cuda, to adjourn the Regular School Board meeting. Chair Eklund adjourned the meeting at 7:48 pm.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

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

RECOMMENDATIONS

Crystal Sundermeyer, has been recommended by Principal Eklund for the Title I para. The position is student contact days for 30 hrs/week. She will be paid step 3 of the para contract.

Kari Murrell, has been recommended by Principal Kuhnke for the part time ELL position. She will start August 26, 2019 and be paid per her 2019/20 Tier 1 contract.

Michelle Carle, has been recommended by Principal Eklund for the K-12 Music teacher per successful attainment of licensure. She will start August 26, 2019 and be paid per her Tier 1 contract.

Nick Hohn, has been recommended by Principal/ AD Kuhnke for the Asst. Football coach. He will start Aug. 12, 2019 and be paid Lane 10, step 9 on the C schedule.

Amie Shockman, has been recommended by Principal Eklund for the 1.0 FTE ECSE teacher. Start date is August 26, 2019. She will be paid BA, step 1.

Sarah Seibert, has been recommended by Principal Eklund for the .6 ECSE teacher. Start date is August 26, 2019. She will be paid BA, step 1.

Jessica Demko, has been recommended by Principal Eklund for the Special Ed. para position. The position is 33.75 hrs/wk, student contact days. Start date is August 26, 2019. She will be paid step 1 of the para contract.

Anthony Anderson, has been recommended by Principal Eklund for the Special Ed. ECSE para position. The position is 33.75 hrs/wk, student contact days. Start date is August 26, 2019. She will be paid step 1 of the para contract.

Jaime Carlyle, has been recommended by Principal Eklund for the Special Ed. para position. The position is 33 hrs/wk, student contact days. Start date is August 26, 2019. She will be paid step 1 of the para contract.

Leave Request

Amie Shockman requested a one year leave of absence from her para position for the 2019-20 school Year.

Dana Hendren has requested FMLA August 26, 2019 through September 30, 2019.

RESIGNATION

Meredith Salus, has submitted her resignation as Early Childhood Special Ed. Tchr. effective Aug. 2, 2019.

Michele Carlos, has submitted her resignation as BASK helper effective July 29, 2019.

Teresa Person submitted a retirement request as Guidance Secretary on August 5, 2019. Her last day will depend on the training needs for the district.

Angela Kordiak, has submitted her resignation as Spec Ed para effective August 5, 2019.

Lane Change Request

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

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
Grandy Lions	3rd Grade	\$1,500	Chromebooks
Allina	HS Band	\$50	Band expenses
BACK	Braham Schools	Outdoor Grill	school needs
BACK	Spring Sports Teams	300 bags of turface	Spring sports needs

7. Elementary Principal's report.

**Braham Area Elementary
August 2019 Board Report**

1. New Technology

- We will have a new mobile chromebook lab at the elementary school.
- Will help with student engagement, testing, etc.
- Thanks to Drew Klemz for making this happen!
- 3rd Grade is in the process of finalizing chromebooks for their students.

2. Lake ECMECC

- Many great sessions taught by educators for educators
- Thanks to the district for making this free for staff that want to attend

3. 4-12 School Playground

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

4. 4th Grade Move

- Teachers are finishing up their rooms.
- We will iron out details as needed.

5. Check and Connect

- Training on 8/5.
- Opportunity for us to reach out to the kids that are disengaged and at risk.
- Thanks to Kyle Perrault and Howard Armstrong for providing the training.

8. High School Principal/ Activities Director report.

**Principal / Activities Director
School Board Report
August 19, 2019**

1. The Activities Night was held on Monday, August 5 and was very well attended. Parents and students were given an opportunity to pay fees, hand in paperwork, and meet with their coach/director to gather activity specific information.

2. 9-12 Football, 9-12 Volleyball and 7-12 Cross Country started their practices on Monday, August 12. JH Volleyball and Football begin on Monday, August 26. Participation numbers were not available at the time of submission of this report and will therefore be presented in September.

3. Coaching/Fine Arts Assignments for 2019 – 2020 school year have been shared with Nickie Nelson.

Positions that still need to be hired for the 2019 – 2020 school year include:

- Assistant Track and Field
- Prom Advisor
- One Act Director
- Academic Bowl Advisor
- Math Masters Advisor

4. I attended a Check & Connect training by Howard Armstrong and Kyle Perreault on Monday, August 5. This is a comprehensive student engagement intervention and is used as a model for promoting students' engagement at school and with learning. Demonstrated outcomes of Check & Connect include:

- **Increased** attendance, persistence in school, accrual of credits, and school completion rates; and
- **Decreased** truancy, tardies, behavioral referrals, and dropout rates.

5. I attended Lake ECMECC on Thursday, August 8, 2019. I had attended sessions titled: The Nitty-Gritty of Google Drive, LearningExpress for College and Career Readiness, What's New with Digital Citizenship, and Engaging and Easy to use Digital Tools.

6. I would like to welcome all of you to our 2019-2020 Open House on Wednesday, August 28 from 5:00 – 7:30 p.m. This will also include our 7th Grade and New Student Orientation at 6:00 p.m. in C100.

Respectfully Submitted,
Shawn Kuhnke

9. Superintendent's report.

Braham Area Schools #314
Superintendent Report
August 19, 2019

1. District employees, board members, Isanti County Emergency Management, and several law enforcement agencies (Braham PD, Isanti County Sheriff's Dept., Kanabec County Sheriff's Dept.) met on July 23 to review and update the district's crisis plan.
2. Grandy Lions meeting highlights - August 5, 2019:
 - a. Routine business including financial reports and project updates
 - b. School related donations included \$1,500 to BEPO for classroom supplies/teacher requests
3. Isanti County Corrections Advisory Board meeting highlights - August 7, 2019:
 - a. Report on 'Circle of Security' - a course targeting parent education for at risk students
 - b. Update on 'Veterans Specialty Court' - coming soon to the PICK counties. Research clearly shows frequent check-in helps reduce unwanted recurring behaviors.
4. Proposed land sale update:
 - a. Closing date has been pushed back at least two months pending potential Braham city action on rezoning.
5. Braham Area Education Foundation meeting highlights - August 12, 2019:
 - a. A third round of grants are ready to be awarded. Applications are due September 15.
 - b. Opportunities to see the Foundation in action:
 - i. Braham Area Schools Open House on Wed., Aug. 28, 5:00 - 7:30 p.m.
 - ii. Tailgating at Braham Football - Friday, Sept. 6, 6:00 p.m.
 - iii. Twin Cities Alumni Social - Wednesday, Sept. 25, 5:00 p.m.
 - iv. Burgers at Braham Volleyball - Thursday, October 10, 5:00 p.m.
 - c. Foundation website is being updated. A link can be found on ISD #314's site.
 - d. Next meeting is Monday, September 9, at 5:00 p.m. in B100. All are invited.
6. Braham Area Chamber of Commerce meeting highlights - August 13, 2019:
 - a. Routine business (treasure's & secretaries reports) including review of survey results for the Business Expo and Garage Sale
 - b. Welcome bags will be provided to the new licensed staff of ISD #314

- c. Donated \$250.00 to BEPO
 - d. Set next meeting for Sept. 10 which will also serve as the Back-to-Business event.
7. RRSEC Executive Council highlights - August 14, 2019:
- a. Routine business including new hires, bill paying, resignations/terminations, and new contracts.
 - b. Update on lease levy actuals (FY '19) and projections for FY '20. RRSEC leases buildings for three level four sites; two in Cambridge and one in Milaca. Expect an increase in 2020 due to space increase in Milaca and safety upgrades in Cambridge.
 - c. Reviewed new special education funding formula.
 - d. Approved new insurance package (not health) for fiscal year '20 with PIA. Rate increase of about 1%.
8. The entire Braham community is invited to attend the annual **open house** from 5:00 - 7:30 p.m. on Wednesday, August 28. In addition to students and families meeting teachers and visiting classrooms, all guests are encouraged to tour the facilities and join us for a free light supper of hot dogs, chips, and water directly in front of the 4-12 building.
9. Summer projects/activities update:
- a. Roofing project on sections F1 & F2 of the HS is complete - on time and on budget.
 - b. Work continues to progress on the MDE School Safety Grant project.
 - c. Mike Thompson and I continue serving on negotiations teams with three bargaining groups within the RRSEC. One group has reached a tentative agreement and progress is being made with the other two groups. These negotiations are for two year deals (July 1, 2019 - June 30, 2021).
 - d. Updates to bathroom stalls in six locations in 4-12 building is complete.
 - e. Work is complete on new interior water line and water heater for the HS kitchen.
 - f. CTE exterior entrance foundation replaced along with a new rain diverter on east side of HS.
 - g. Over 160 sprinkler heads (irrigation system) have been replaced. Cause of failure still TBD.

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

Jeff Eklund, Tammi Johnson, Mike Thompson, Jonelle Klemz, Drew Klemz - ISD #314, Eric Baumgart, Kevin Stahl - Braham Police, Chad Meyer, Lance Olson - IC Sheriff's Dept., Brian Smith - Kanabec County Sheriff, Mari DeLage Bostrom - IC Emergency Management	Braham Area School District #314 would like to recognize you for volunteering your time to assist in reviewing the District Crisis Plan on July 23, 2019. Keeping students and staff safe is a critical piece of our district's mission and we appreciate your support in this review process.
Jeff Eklund, Shawn Kuhnke, Tammi Johnson, Jonelle Klemz, Chris Thielen, Kim Halvorson, Andrea DeRushia, Korey Sybrant, Emily Ludwig, Leah West	Braham Area School District #314 would like to recognize you for volunteering to serve on the newly formed 'Check and Connect' team devoted to increasing positive connections with at risk students. This is a great example of SERVICE and your work is appreciated!

11. **Department update from Technology Coordinator.**

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

13. Consider 2019-2020 Coaching and Fine Arts Assignments and volunteer workers.

COACHING ASSIGNMENTS 2019 – 2020

SPORT	HEAD COACH	ASSISTANT / JV	(JV) 9 TH GRADE	8 TH GRADE	7 TH GRADE
FOOTBALL 10-300-294-061-000-185	Shawn Kuhnke 9 th step	Chris Grote 9 th Step Nick Hohn 9th step	Per Gulbranson 2nd step	Jay Sparling 9 th step	Aitor Leniz 9 th step Volunteer - Eric Jones Zach Loy
VOLLEYBALL 10-300-296-064-000-185	Tammi Johnson 9 th step	Karen Leniz 9th step	Amie Shockman 1st step	Rikki Beaver 1st step	Carmen Gimpl 1st step
CROSS COUNTRY 10-300-294-069-000-185	Joe Rajkowski 9 th step	_____	_____	_____	_____
BOYS BASKETBALL 10-300-294-060-000-185	Jeff Eklund 9 th step	Korey Sybrant 5th step	Per Gulbranson 2nd step	Nick Hohn 9 th step	_____
GIRLS BASKETBALL 10-300-296-060-000-185	Zach Loy 1st step	Chris Grote 9 th step	Becky Swanson 9th step	Rikki Beaver 1st step	_____
WRESTLING 10-300-294-062-000-185	Jake Shockman 9 th step	Dan Loerzel Volunteer	_____	_____	_____
SOFTBALL 10-300-296-068-000-185	Becky Swanson 9 th step	Bryan Johnson 9 th step	_____	Chris Grote 9 th Step	Maddie Altendorf Volunteer
BASEBALL 10-300-294-067-000-185	Aitor Leniz 9 th step	Jay Sparling 9 th step	_____	David Blomdahl 9 th step	Nick Hohn Volunteer
GOLF 10-300-294-065-000-185 10-300-296-065-000-185	Lauren Kiesz 2nd step	Nicholas Schmidt 2nd step	_____	_____	_____
TRACK & FIELD 10-300-294-063-000-185 10-300-296-063-000-185	Amber Hoffman - Head Coach 6th step	Joe Rajkowski 9th step	_____	??? ?th step	Volunteers - Brea Schminski Jacob Fike Mike Dahlin Logan Leavey Mikailya Rutten Calvin Engberg
WEIGHT TRAINING 10-300-293-000-000-185	FALL None	WINTER None	SPRING None	SUMMER Per Gulbranson 5th step ALWAYS	_____

CO-CURRICULAR FINE ARTS & ACTIVITIES ASSIGNMENTS 2019 – 2020

SR. HIGH SPEECH: 10-300-298-077-000-185	Jennifer Lundin 9 th step
JR HIGH SPEECH:	None
PEP BAND: 10-300-298-075-000-185	Bryan Johnson 9 th step
ECHELON: 10-300-298-082-000-185	Darwin Nelson 9 th step
JAZZ: 10-300-298-083-000-185	Bryan Johnson 9 th step
SUMMER BAND: 10-100-259-000-000-185 10-300-259-000-000-185	Bryan Johnson 9 th step
ECHO (Yearbook): 10-300-298-085-000-185	Jennifer Lundin 9 th step
STUDENT COUNCIL: 10-300-298-092-000-185	Tammi Johnson 9 th step
MUSICAL DIRECTOR: 10-300-298-099-000-185	Bryan Johnson 9 th step
ASS'T MUSICAL DIRECTOR:	Tracy Fix 9 th step
MUSIC DIRECTOR - Pit Crew:	Andrea Downing 4 th step
TECHNICAL DIRECTOR:	Karl Fix 5 th step
• Volunteer - Nancy VanderHeyden	
ACADEMIC BOWL: 10-300-298-093-000-185	??? ?st step
SPRING PLAY DIRECTOR: 10-300-298-084-000-185	Tracy Fix 9 th step
ASS'T PLAY DIRECTOR:	Tammi Johnson 9 th step
TECHNICAL DIRECTOR:	Bryan Johnson 9 th step
ONE ACT DIRECTOR: 10-300-298-078-000-185	??? ? th step
PROM ADVISOR: 10-300-298-102-000-185	??? 5 th step ALWAYS
SENIOR ADVISORS: 10-300-298-101-000-185	Jennifer Lundin 5 th step ALWAYS Bryan Johnson 5 th step ALWAYS Beth Stone 5 th step ALWAYS
FFA: 10-300-298-007-000-185	Luke Becker: 9 th step
National Honor Society: 01-300-710-094-000-185	Beth Stone
Geography Bee: 01-005-218-050-388-185	Becky Swanson
Math Masters: 01-005-218-055-388-185	???
Spelling Bee: 01-005-218-040-388-185	Carmen Gimpl
Supermileage:	Luke Becker 7 th step

14. **Consider second of 2 readings of changes to Mentor Handbook.**
Handbook included in Board addendums. Action can be taken at this time

15. **Consider second of 2 readings of All Employee Handbook.**
Handbook included in Board addendums. Action can be taken at this time

16. **Consider cycle review of district policies for adoption. #410 Family & Medical Leave Policy; #413 School Board Policy Prohibiting Harassment & Violence; #414 Mandated reporting of child neglect or physical or sexual abuse; #415 Mandated reporting of maltreatment of vulnerable adults; #506 Student Discipline; #514 Bullying Prohibition Policy; #522 Student Sex Nondiscrimination; #524 Internet Use Policy; School District System Accountability; #902 Community Use of School Buildings. See policies in board addendums.**

17. **Reminder of School Board Regular School Board meeting September 16th, 6:30 pm in B100.**

18. **Adjourn.**
