

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, January 22, 2018
7:00 pm – 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 Dec. 18, 2017 Regular and Special and the Jan. 8, 2018 Organizational School Board meetings
 - b. Approve the January bills
 - c. Review and accept the January Treasurer's report
 - d. Personnel
 - e. Enrollment
4. Acknowledgement of Donations or Contributions
5. Open Forum
6. Presentation by PLC Leadership Team - No presentation this month.
7. Review Elementary Principal's report
8. Review High School Principal - Activities Director report
9. Review Community Ed report
10. Superintendent's Report
11. Acknowledge Braham "HONORS" Recipients
12. Review Student Council Representative's report
13. School Board members' reports/updates
14. Consider Resolution Directing the Administration to Review Revenue and to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore, If Needed.
15. Consider Approval of Superintendent's Evaluation document.
16. Consider proposal to provide the district's student transportation services.
17. Consider approval of updated Secretary-Para Contract.
18. Consider first reading of district policy #401.1 - Substitute Employee Compensation. - Page 16
19. Consider cycle review of district policies for adoption - Page 17
20. Reminder of the February 26th Regular school board meetings
21. Adjourn

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

Roll Call.

2. Adopt agenda.

_____, _____, _____

3. Consent Agenda:

- a. Approve the minutes of the December 18, 2017 Special and Regular and the January 8th Organizational School Board meetings

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

Special School Board Meeting
Monday, December 18, 2017
5:00 p.m.. - BAHS Community Room

The Special meeting was called to order by Chair Steve Eklund at 5:00 p.m.

Members present: S. Eklund, M. Thompson, A. Londgren, T. Cuda, A. Flowers, newly elected D. Davis,
and newly appointed D. Klemz.

Members absent: Supt. Gagner

Katie Klanderud from Minnesota School Boards Association was present to facilitate a board retreat. She introduced herself and her background as a former school board member and employee of MSBA. The purpose of the retreat was to open up dialogue between the board members and review board functions. She stated that everything the board and the Superintendent does is driven by student achievement.

There was discussion about social media and the positive and negative impact it can have on a school district, school board use of email, specific types of school board meetings, and the basic role of a school board member.

The meeting closed at 7:58 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

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

Regular School Board Meeting
Monday, December 18, 2017
8:15 pm – BAHS Community Room

The regular school board meeting was called to order by Chair Steven Eklund at 8:15 p.m. The Pledge of Allegiance was recited.

Members present: - S. Eklund, M. Thompson, T. Cuda, A. Londgren, A. Flowers, R. Hughes, and Student Rep A. Kurvers. Absent: - Supt. Gagner

Motion by A. Londgren, second by R. Hughes to adopt the agenda as printed. Carried.

Motion by M. Thompson, second by T. Cuda to approve the minutes of the November 20th Regular meeting, approve the December bills \$169,691.15; accept the December Treasurer's report, and review the enrollment analysis. The board accepted the resignation of: 1) **Alex Sundly** from his V FB special team coach effective Nov. 28, 2017; and, 2) **Peter Duvernay** from his special ed van driving hours effective Dec. 13, 2017. The board approved the following hirings: 1) **Terri Stone** as the high school head cook effective Dec. 15, 2017. She will be paid at level 4 of the cook's scale, plus \$.80 per hour as head cook and \$.50 per hour for level 1 certification.

2) **Dawn Olson and JeanAnn Mattson** as Bomber Boost teachers 2.5 hours for 27 sessions each. Their start date was Dec. 5, 2017. 3) **Dayla McDonald, Nicole Wink, Karen Leniz, and Korey Sybrant** as Bomber Boost teachers for 2.5 hours for 13 to 14 sessions each. Their start date was Dec. 5, 2017. 4) **Heather Hanson** as a special ed para 33.75 hours per week. Her start date will be Jan. 3, 2018. The board approved **Kalyn Heitkamp's** lane advancement request from MA to MA+15. Her 2017-18 second semester salary will be based on MA+15 Step 5. Carried

Motion by R. Hughes, second by T. Cuda to acknowledge the December 2017 donations for the purposes requested: for football \$1,000 from MN Vikings; for Supermileage from Braham Moose Lodge \$500, Yergan Construction \$500, Cambridge State Bank \$50, Dale's Heating and Plumbing \$100, East Central Energy \$150, North Post \$25, Bert's Auto Body \$75, and Anonymous \$1,000 for Supermileage. Carried

No comments during Open Forum.

Jen Lundin presented on behalf of the English PLC. Their emphasis has been on updating curriculum for their new classes. Students are applying skills to their fiction reading but struggling with applying the same skills to their non-fiction reading. Non-fiction reading is more frequent in other curriculum areas so they will be addressing this with those PLC's.

Motion by R. Hughes, second by A. Flowers to levy the maximum allowable for the Final 2017 Payable 2018 School District 314 Property Tax Levy. Carried. A copy of the signature page of said Levy shall be a part of the official minutes.

Principal Eklund reviewed his written report. Bomber Boost has 70 kids registered. They are looking for more Bomber Boost teachers and paras. He attended the Central MN Principal's meeting. Congratulations to Jonelle Klemz as the elementary T.E.A.M. award winner for December.

Principal/AD Kuhnke reviewed his written report. Thank you to Drew Klemz for syncing our r-school activities calendar, which updates hourly, to the district calendar. This is one step in merging calendars to the website. Congratulations to Hunter Giffrow and Amelia Fielder as the AAA award winners for 2017-18. All sporting event scores are on the daily bulletin Monday - Friday which is visible under quick links on the website. Varsity scores are also posted on MSHSL and MN Scores.

The Community Ed report was reviewed. 2018 winter/spring brochure will be mailed out in early Jan. 2018. Registration and payments for B.A.S.K. (Before and After Schools Kids) will be available online in 2018.

Supt. Gagner's written report was reviewed. Custodial protocol, financial status of the district, renovation of the varsity boy's locker room and the 2018-19 school calendar were discussed at the Meet and Confer meeting held on Nov. 15th. He attended the SEE General membership and RRSEC Executive council meetings.

Chair Eklund congratulated the following staff, students, and community members for their accomplishments as "Braham HONORS" recipients. They are: Megan Gruba, Jody Baker, Teresa Person, Dana Hendren, Nickie Nelson, Julie Johnson, Tony Davidson, Emily Lindquist, and Hunter Giffrow.

Alex Kurvers, Student Council representative, reported student council members were busy with WE day, community center youth meeting, mentor program, parent-teacher conference night's bake sales, November blood drive and Santa Day. Snow Daze is Feb. 5 - 9th. Due to financial constraints they will not be opening a year round clothing website. They will be working with the January blood drive. Pennies for Patients is being planned and is a very rewarding activity.

School board members attended various events including: Supt. evaluation meeting, building gingerbread houses during "Buddy Day" at the elementary, basketball and wrestling events, meet and confer, retiree hosted open house, the school board retreat, and the SEE general meeting. Chair Eklund took this time to present a certificate to Bob Hughes and thanked him for his service on the board. He stated, "Bob is our money guy. He calls the business manager if he has questions."

Motion by M. Thompson, second by T. Cuda to approve the FY17 School District Audit report as presented in November by Burkhardt and Burkhardt Auditors. Carried

Motion by A. Londgren, second by R. Hughes to adopt the 2018-2019 School Calendar. Carried

Reviewed the MDE Compulsory Attendance report which shows there are 55 homeschool students in ISD #314.

Motion by A. Flowers, second by A. Londgren to approve the elimination of the 6.25 hour per day assistant cook position and add a 6 hour per day helper/server position to food service. Carried

Motion by R. Hughes, second by T. Cuda to approve lease agreement with Verizon. Carried

Motion by M. Thompson, second by A. Flowers to adopt the Resolution to Fully Fund Special Education Services - Minnesota version. Carried

Motion by R. Hughes, second by T. Cuda to adopt the Resolution to Fully Fund Special Education Services - Federal version. Carried

Chair Eklund provided the board members with the proposed Superintendent Evaluation document for their review. Action will be taken at the January 22, 2018 board meeting.

Motion by M. Thompson, second by A. Londgren to approve the 2018-2021 Superintendent's contract. Carried

Motion by R. Hughes, second by A. Flowers to add the Braham Snappers town baseball team to the not-for-profit group to policy #902 - Community Use of School Facilities and Buildings. Carried.

Motion by A. Londgren, second by A. Flowers to adopt MSBA policies #427 - Workload Limits for Certain Special Education Teachers; #706 - Acceptance of Gifts; #708 - Transportation of Nonpublic School Students; and, #807 - Health and Safety Policy. Carried

Chair Eklund reminded all present of the Organizational School Board meeting to be held on Monday, January 8, 2018 and the Regular School Board meeting to be held on Monday, January 22nd. Both meetings will be at 7:00 p.m. in B100 - Community Room.

Motion by A. Flowers, second by R. Hughes to adjourn the meeting. Chair Eklund adjourned the meeting at 8:48 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

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

ORGANIZATIONAL School Board Meeting
Monday, January 8, 2018
7:00 p.m. – BAHS Community Room

The 2018 Organizational School Board meeting was called to order by Acting Chairperson Steven Eklund at 7:00 p.m. The Pledge of Allegiance was recited.

Members present: S. Eklund, M. Thompson, T.Cuda, A. Londgren, A. Flowers, D. Davis, D. Klemz and Sup't. Ken Gagner. Members absent: None.

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

Acting Chair Eklund performed the ceremonial oath of office with newly elected board members: Darrin Davis, Allison Londgren, Mike Thompson, and Steven Eklund and appointed board member Dan Klemz.

Acting Chair Eklund called for nominations for the office of school board chair for 2018.

D. Klemz, nominated Steven Eklund, second by T. Cuda. After three calls, nominations ceased. Acting Chair stated: "Steven Eklund is the only candidate nominated for the office of chair, and I hereby declare him elected by acclamation and direct the acting clerk to so record in the minutes."

Chair Eklund called for nominations for the office of school board vice chair for 2018. A. Londgren nominated Mike Thompson, second by D. Klemz. After three calls, nominations ceased. Acting Chair stated: "Mike Thompson is the only candidate nominated for the office of vice-chair, and I hereby declare him elected by acclamation and direct the acting clerk to so record in the minutes."

Chair Eklund called for nominations for the office of school board clerk for 2018. T. Cuda nominated Allison Londgren, second by M. Thompson. After three calls, nominations ceased. Acting Chair stated: "Allison Londgren is the only candidate nominated for the office of clerk, and I hereby declare her elected by acclamation and direct the acting clerk to so record in the minutes."

Chair Eklund called for nominations for the office of school board treasurer for 2018. M. Thompson nominated Tony Cuda, second by A. Flowers. After three calls, nominations ceased. Acting Chair stated: "Tony Cuda is the only

candidate nominated for the office of treasurer, and I hereby declare him elected by acclamation and direct the acting clerk to so record in the minutes.”

Motion by A. Flowers, second by A. Londgren that “school board salaries remain the same as 2017 at \$800 for officers, \$600 for directors; \$75 for regular monthly school board meetings; for other meetings up to 4 hours - \$50; for meetings of 4 to 8 hours - \$75; and, \$125 for any other meetings over 8 hours in 1 day, contingent upon filing of claim form. There is no cap.” Carried

Motion by D. Klemz, second by A. Londgren to change the time to 6:30 p.m. beginning with the July 16, 2018 Regular meeting and to set the regular school board meetings for July 2018 through June 2019 on the following dates:

Mon., July 16, 2018	Mon., Nov. 19, 2018	Mon., Feb. 25, 2019 (4th Mon)
Mon., Aug 20, 2018	Mon., Dec. 17, 2018	Mon., Mar. 18, 2019
Mon., Sep. 17, 2018	Mon., Jan. 7, 2019	Mon., April 15, 2019
Mon., Oct. 15, 2018	Mon., Jan. 28, 2019 (4th Mon)	Mon., May 20, 2019
		Mon., June 17, 2019 Carried.

Motion by A. Londgren, second by M. Thompson to adopt the following resolution designating official depositories for 2018:

“RESOLVED, that the Frandsen Bank & Trust of Braham and the Bremer Bank, Lake Elmo, MN be designated as official depositories for 2018 and that funds of this school district deposited in said banks be subject to withdrawal upon checks, notes, drafts, bills of exchange, acceptances, under-taking of other orders for the payment of money when signed on behalf of this school district by three of its officers to wit: Chair, Clerk and Treasurer”. Vote 6 in favor with D. Davis abstaining. Carried

Motion by D. Klemz, second by T. Cuda to authorize the Superintendent of Schools and district office designees to have online banking access to the Braham Schools’ accounts at the Frandsen Bank & Trust and Bremer Financial Services. Carried.

Motion by M. Thompson, second by A. Flowers to adopt the following resolution:

“RESOLVED, that the Minnesota School District Liquid Asset Fund (MSDLAF+) be designated as the official depository for State Funds due to the district.” Carried.

Motion by T. Cuda, second by D. Klemz to authorize the Superintendent of Schools and designees to make electronic transfers of District 314 monies. Carried.

Motion by A. Londgren, second by T. Cuda to adopt the following operating procedure for collateral as it relates to investment of district funds and to designate the Superintendent of Schools to approve collateral as per these guidelines:

Acceptable Collateral: U.S. Treasury Notes or Bonds Securities and other federal agency
Bonds pledged as collateral: The market value of the securities pledged as collateral must be greater than 110% of the deposits with the corresponding institutions. Carried.

Motion by A. Londgren, second by A. Flowers to adopt the following resolution:

“RESOLVED, that the school board desires to use facsimile signatures on all district checks to eliminate the need to have board officers sign each check issued. The Superintendent of Schools shall provide for this procedure. The board also directs the current facsimile signatures to be used.” Carried.

Motion by M. Thompson, second by D. Davis to adopt the following resolution:

“RESOLVED, that the school board desires to have the Superintendent of Schools, or his designee, make investments of school district funds when balances are present. The board also desires that the Superintendent, or his designee, perform the duties of clerk and treasurer.” Carried.

Motion by A. Flowers, second by A. Londgren to adopt the following resolution:

“RESOLVED, that the school board desires to have the Superintendent of Schools properly authorized to enter into leases on behalf of the board, and to purchase and contract for goods and services within general budget categories.” Carried.

Motion by T. Cuda, second by D. Klemz to adopt the following resolution:

“RESOLVED, that the school board wishes to take advantage of payment discounts on purchases and recognize the terms of contracts, purchase orders and vendors. The school board authorizes the superintendent of schools and/or the school board clerk to pay claims against the district prior to a regularly scheduled board meeting if the claim addresses the conditions mentioned in this resolution.” Carried.

Motion by A. Londgren, second by A. Flowers to adopt the following resolution:

“RESOLVED, that the school board wishes to appoint legal counsel for 2018 and that legal counsel shall be the firm of Ratwik, Roszak and Maloney.” Carried.

Motion by M. Thompson, second by A. Flowers to appoint the *'Isanti County News'* to serve as School District 314's official publication for 2018. Carried.

Motion by A. Flowers, second by A. Londgren to set the mileage and meal allowance for all district employees for 2018 as follows:

Mileage: 'reimbursement at the IRS allowable rate' which is \$.54.5 per mile; and,
Meals: Breakfast - \$8.50, Lunch - \$11.00, Supper - \$13.50; with allowable reimbursement at the registration set fee for workshops, meetings, etc., when such is the case. Carried.

School board committee membership assignments for 2018 were discussed and set as listed below.

<u>Committee Assignment</u>	<u>2018 School Board Representative(s):</u>
Budget Advisory	S. Eklund, M. Thompson, D. Davis
Buildings/Grounds & Transportation	S. Eklund, T. Cuda, A. Londgren
Comm. Educ. Advisory Council	A. Londgren
Donald F. Olson Scholarship	S. Eklund, A. Londgren, T. Cuda
ECMECC	S. Eklund
Legislative (SEE)	S. Eklund
Meet & Confer	A. Flowers, M. Thompson, D. Davis
MN State H.S. League	S. Eklund /alt. A. Londgren
Policy Review	T. Cuda, A. Flowers, D. Klemz
RRSEC Joint Powers Agreement	M. Thompson
World's Best WorkForce	A. Londgren, alt. M. Thompson
Negotiating Committees:	
Superintendent	S. Eklund, M. Thompson
Administration	A. Flowers, D. Klemz
Teachers	T. Cuda, S. Eklund, M. Thompson
District Office	S. Eklund, A. Londgren
Custodians	T. Cuda, S. Eklund
Secretaries/Paras	T. Cuda, A. Flowers
Food Service	A. Flowers, A. Londgren

Motion by T. Cuda, second by A. Flowers to accept the committee assignments as listed. Carried.

Reminder of the next Regular School Board meeting scheduled for Monday, January 22, 2018 at 7:00 p.m. in the Community Room (B100) at the high school.

Motion by A. Flowers, second by M. Thompson to close the organizational meeting at 7:26 p.m.. Carried.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

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

	Sep 12	Oct 2	Nov 1	Dec 4	Jan 5
K	53	53	54	49	52
1	63	63	64	63	64
2	65	65	68	66	65
3	46	46	45	44	45
4	64	63	64	64	64
5	51	52	54	54	54
6	65	64	64	65	65
7	56	56	59	59	59
8	49	49	48	48	49
9	64	62	63	62	62
10	48	50	46	47	49
11	49	49	48	49	49
12	53	52	52	52	51
K - 12 Sub-Total	726	724	729	722	728
ECSE	17	19	19	19	19
TOTAL K - 12 plus ECSE	743	743	749	741	747

e. Personnel

RECOMMENDATIONS

Sherry Campbell is being recommended by Supt. Gagner as a special ed van driver for two to three hours per day on an as needed basis. She will be paid at Step 1 of the para portion of the para contract. Her start date was Jan. 3, 2018.

Crystal Sundermeyer is being recommended by Principal Eklund as an elementary special ed para. This position is 33.75 hours per week, student contact days. She will be paid at Step 1 of the para contract. Her start date was Jan. 5, 2018.

MATERNITY LEAVE REQUEST

Mariah Olson, has submitted her request for 6 weeks of maternity leave beginning approximately May 3, 2018.

Catie Hanson, elementary special ed teacher, has submitted a request for maternity leave for first quarter of the 2018-19 school year, Aug. 27 through Nov. 5, 2018.

LANE CHANGE REQUEST

Catie Hanson, elementary special ed teacher, has submitted a request for lane advancement from BA to BA+15. Mrs. Hanson has completed all necessary requirements to qualify for this lane advancement. Her 2017-18 2nd semester salary will be based on BA+15, Step 3.

Alex Sundly, special ed teacher, has submitted a request for lane advancement from BA to BA+15. Mr. Sundly has completed all necessary requirements to qualify for this lane advancement. His 2017-18 2nd semester salary will be based on BA+15, Step 3.

4. 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."

Donor	Item and/or Amount	Purpose
Ron & Helen Nestrud	\$500.00 value	Paper donation
Anonymous	\$3,000.00	Elementary climbing wall
Rock Creek Lions	\$1,000.00	Elementary climbing wall
Target	\$10.00	High School
Braham Napa	\$150.00 (in store credit)	Supermileage
Braham VFW Auxiliary #1731	\$200.00	Angel Fund
Grandy Lions	\$1,400.00	Elementary bowling program
Aurelius Manufacturing	\$242.76 value of 6 dial calipers	BAHS Industrial tech shop

5. Open Forum.

6. Presentation by PLC Leadership Team. - No presentation this month.

7. Review Elementary Principal's report.

**Braham Area Elementary
January 2018 Board Report**

1. Bomber Boost

- Almost 70 kids registered
- Looking for extra teachers and paras

2. Christmas Concert

- Went great! Thanks to Katie Thies and Bryan Johnson.
- Thanks to the volunteers that helped out during the day.
- Thoughts schedule/time?

4. **School of Excellence**
 - Celebration November 17
 - All school celebration May 22.
 5. **Technology**
 - Hour of Code.
 - Lots of students learning how to code through fun activities in the classroom
 6. **Thank You Parents!**
 - Friday, December 15, 1st grade had their annual gingerbread building. Thanks to parents, grandparents, and others for volunteering their time to make this memorable for kids!
 - Craft day in 3rd Grade December 18. Lots of great creations made!
 7. **Northern Clay Center**
 - February 5 & 8 the Northern Clay Center will be coming to the Elementary to create projects with our KG students.
 8. **Congratulations to Lindsay Rasmussen! She is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winners**
 - Mrs. Rasmussen is a prek teacher in our district as well as our early childhood coordinator. She does a great job communicating with families as they enter our district for the first time. Lindsay works tirelessly to make sure the needs of ALL our early childhood students are met! She is a wonderful example of Bomber PRIDE for our students and staff! Thank you!
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8. Review High School Principal - Activities Director report.

HS Principal / Activities Director School Board Report January 22, 2018

1. Congratulations to our December students of the month that are chosen by staff members based on contributions that students are making to our school to make it a better place. Some of the criteria for nominations are as follows: grades 7-12, academic excellence, display leadership, display BOMBER PRIDE, helping others and a significant improvement in any area. The December students of the month are: Grade 11: Grace Butenhoff, Madalynn Nelson and Grace Schultz. Grade 12: Zach Carlson, Hazel Pautsch and Lawton Rude.
2. Junior High Girls Basketball was the only winter activity not started as of the last board meeting. We have 21 7th and 8th grade girls with Becky Swanson and Maddie Altendorf coaching them. They will have a full schedule through the end of February.
3. The All Conference Band and Choir event happened on Saturday January 7th. Many of our band and choir students were able to practice and perform with some of the best in the area. The Braham All Conference Band and Choir students were: Amelia Fiedler, Amelia Laman, Montana Wagner, Lauren Kreyer, Irene Oquist, Ashely Erbstoesser, Nicole Brewer, Liz Bombard, Josh Klingensmith, Emily Lindquist, Sierra Giffrow, Megan Lanhart, Abby Olson, Zach Anderson, Lilia Anderson, Emma Downing, Tyler Lancrain, Connor Rowland, Cody Hansen, Tyler Warner, Mac Warner, Emma Wessel, Lydia Nelson, Vanessa McFarlen, Madison Kreyer and Ashley Davis. Congratulations to all participants!

4. We have a Band Concert Monday, January 22 at 7:30 p.m. in C100.
5. The annual Geography Bee was held in C100 on Wednesday, January 10 at 1:30 p.m. Congratulations to our winner Ed Oquist.
6. The annual Spelling Bee was held in C100 on Friday, January 12 at 1:00 p.m. Congratulations to our winner Jaiden Pearson.
7. Senior High Knowledge Bowl is now beginning their season. The first Knowledge Bowl meet will be in North Branch H.S. on February 3. Ryan Kedrowski has been coaching these participants.
8. One Act Play has begun their preparation for the sub-section competition on Saturday, January 27 in Pine City. They will be performing, "My Gypsy Robe: A Broadway Legacy" by Tim Kelly.
9. Auditions for the Spring Play, *Alice's Adventures in Wonderland*, will be taking place on Monday, January 22, Tuesday, January 23, and Wednesday, January 24. Performances are set to take place on March 23, 24, and 25. More information to follow.
10. Team Wrestling Sectional Tournaments begin in Deer River on Saturday, February 17. Individual Wrestling Sectional Tournaments are scheduled for February 23 and 24 in Cass Lake.
11. The students and staff will celebrate Snow Daze Week February 5 – February 9. With the very traditional events of the week which will also include the Sno Daze Dance on Friday, February 9.
12. We will be hosting the All-Conference Jazz Festival on Wednesday, February 7 beginning at 8:30 a.m. A more detailed schedule will be released and put on the school website as we get closer to the date.
13. The Annual Winter Jazz Dessert Concert is also coming up on Monday, February 12 at 8:00 p.m. and will be held at Weise Auditorium at KBEK in Braham.

Respectfully Submitted,
Shawn Kuhnke

9. Review Community Ed report.

Community Ed. Winter/Spring 2018 Brochures were mailed out the first week of January. A variety of new classes and some golden oldies are available for all ages in this brochure. We have quilting classes back in the brochure for adults and also the Timberwolves Basketball Camp for the Youth in the morning on Friday, Feb. 16th when the students have the school day off.

ECFE is preparing for Early Childhood screening on Feb. 15th. Open Play & Story Time continue through the winter & spring months. We also had a Preschool Open Gym on Jan. 16th.

10. Superintendent's report.

1. Promotional video for Braham Public Schools, Braham Educational Foundation, & Initiative Foundation:
<https://www.youtube.com/watch?v=5pXbC1JNgNs&feature=youtu.be>

2. ECMECC Operating Committee meeting highlights (Dec. 15):

- Work is underway on the distance learning schedule for the 18-19 school year.
- ECMECC was awarded a \$99,000 grant from MDE to expand the ECCO (East Central College & Career Options) program - especially to increase CTE opportunities.
- St. Francis School District passed a resolution to move from full membership to the level of associate as of 7/1/18. This will have a significant impact on the ECMECC budget and clarification will be needed as to what services ECMECC would provide. Additional information is being collected on available options and action will eventually be required.
- Two scholarships (12 total given) were awarded to Braham teachers Jen Lundin and Tracy Fix to attend a national technology conference (International Society for Technology in Education) to be held in June of 2018. Scholarships cover the cost of transportation and lodging. Tracy and Jen will present at the Lake ECMECC conference in August.
- A motion was made and passed to approve an office rental agreement with our district for \$425.00 per month starting 7/1/18. ECMECC currently uses approximately 700 square feet of office space located in two areas of the 5-12 building. ECMECC has been in the building since 1981 without any such agreements.
- New two year contract agreements (2017-2019) were reached with Marc Johnson, Jon Larson, and Jennifer Gilman.

3. Isanti County Corrections Advisory Board meeting highlights - Jan. 3, 2018:

- Update from Jeremie Reinhart on the North Star Family Advocacy Center. This agency is located in the newly renovated former Allina Health Care Clinic in Braham. The agency will provide services to child or vulnerable adult victims of sexual/physical abuse.
- Update from Brenda Skogman on the Sexual Assault Interagency Council (SAIC). This group coordinates services to improve responses for all victims of sexual assault.

4. RRSEC Executive Council meeting highlights (Jan. 9, 2018):

- The RRSEC Operating Committee (all seven superintendents of the participating schools) met Jan. 9 and will meet again on Jan. 22 to vote on whether or not RRSEC should become its own fiscal agent effective 7/1/18. I will share a presentation created by the RRSEC Director which lays out the foundation for the fiscal agent decision. If the vote on Jan. 22 is positive, the RRSEC Governing Board (board members from each participating school - Mike Thompson represents Braham) will be asked to take action on the proposal at their Jan. 23 meeting.

5. January 22-26 is Paraprofessional Recognition Week. Hats off to all the wonderful work these people do with our students on a daily basis.

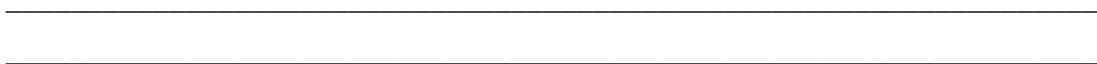
6. Braham Education Foundation highlights - Jan. 15, 2018:

- Planning continues for the 1st Annual Braham Education Foundation Gala to be held Friday, April 13 (mark your calendars). The Gala will include honoring all past Braham Hall of Fame winners as well as announcing the 2018 awardee.
- Next meeting is Monday, Feb. 12 (5:00 p.m.) at the HS. Anyone interested is invited to attend.

7. Reminder: An omission was recently noticed on the 2017-2018 Community Calendar. **Friday, February 16, should be listed as NO SCHOOL for students.** This is a teacher inservice day. Please spread the word.

11. Acknowledge Braham “HONORS” Recipients.

Sarah Panzau Evans	Braham Area School District #314 would like to recognize you for sharing your message with our 9-12th grade Braham students that poor choices can have drastic consequences. Thank you for your powerful, impactful message! Your efforts are greatly appreciated.
Joan Schleicher, Carrie Davis, Tony Cuda, Becky Hesselroth, Harriet Lidke, Dawn Price, Stephanie White	Braham Area School District #314 would like to recognize you for volunteering to greet family and friends who attended the Elementary Holiday Concerts on Friday, December 22, 2017. Your efforts assisted with school safety and ensuring a well run event. Thank you for sharing your time with us!
Michelle Becker, Danae Shaw, Kelly Monson, Tricia Maile	Braham Area School District #314 would like to recognize you for volunteering to clean and organize the elementary media center store room. Efficient and effective use of district resources helps meet our commitment to excellence. Your efforts are greatly appreciated!
Marlys Carlson	Braham Area School District #314 would like to recognize you for your additional time and leadership while the department head was out on leave. Your efforts allowed the district to continue a high level of service to the staff, students, and community of Braham. You are appreciated!
Student Council	Braham Area School District #314 would like to recognize the Braham Student Council for your work in creating and stocking a student supply closet. These efforts, combined with all the other work your organization does on an annual basis, are a shining example of a commitment to service. You are appreciated!



12. Review Student Council Representative’s report. -

**BAHS Student Council
School Board Report
January 2018**

Clothing Website: We decided as a group that we should sell some of the older clothes before we order new ones. Some of the clothes were not selling at the prices we had, so recently we’ve been having a sale on the variety of items in the student council locker. Clothing has really picked up in sales.

Winter Service Project: We collected personal hygiene products and non-perishable food items. We had a really good turnout when it came to hygiene products. Advisories that participated were put into a drawing for a breakfast party and two advisories received those parties on Friday, January 12th.

Community/Event Center Youth Meeting: Megan Gruba sent out the survey to teens in our school. Even though there were few responses, the most popular idea people liked was the ice rink. Megan might send out another survey, so we can get more input on what teens would like in the community.

Mentor Program: Our mentoring program is going well! Each group has 2-3 seventh and eighth grade students in them, with one high schooler helping them with subjects they are struggling in. The holiday party before break was a success and people really enjoyed themselves.

Santa Day: Santa Day had a really good turnout this year! Student Council Members also did more than just taking pictures like previous years. We could help serve food, take pictures, and even wash dishes. Our help was greatly appreciated from the people in the community.

January Blood Drive: On January 25th, we will be having a community blood drive. The school isn't organizing this one, but Student Council is volunteering to help. It is being held in C100.

Sno Daze: We have set sno daze week to be February 5-9 and the dance will be held that Friday. Mr. Johnson is going to be the DJ that evening, playing songs that students suggest. The group was also thinking about not charging so much money at the doors. It may bring in more people.

Pennies for Patients: Emma Downing and Lilia Anderson are taking the lead for Pennies for Patients and are coming up with some good ideas for fundraising. We are going to push Blue Floyd around at home basketball games and tape a teacher to the wall like we did last year. We also had an idea about pieing Dean in the face, but we still need to look into that. :)

Recycling and Announcements:

We will continue to read announcements on Fridays. We are considering moving our recycling pickup to Mondays to prevent being stuck with full bins on Fridays.

Respectfully submitted by,
Abby Olson, Co-Secretary
1/16/18

13. School Board members' reports/updates.

14. Consider Resolution Directing the Administration to Review Revenue and to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore, If Needed.

This resolution is presented each year at the Regular January school board meeting for consideration of adoption. Reductions in programs and positions cannot be considered or made without this resolution first being adopted.

Member _____ introduced the following resolution and moved it adoption:

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFORE, IF NEEDED.

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, there has been a reduction in student enrollment, and

WHEREAS, this reduction in expenditures and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 314, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

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 January 22, 2018.

Dated: January 22, 2018

BY ORDER OF THE SCHOOL BOARD

/s/ _____

Allison Londgren
School District Clerk
Independent School District No. 314, Braham
State of Minnesota

15. Consider approval of Superintendent’s Evaluation document.

Chair Eklund has shared with the board the proposed evaluation document and is asking for action.

16. Consider proposal to provide the district’s student transportation services.

Please review the proposal from Braham Bus Company to be considered for providing student transportation services for the 2018-2019 and the 2019-2020 school years. A copy is in the signature file for review, if desired.

17. Consider approval of updated Secretary-Para Contract.

The bereavement language was inadvertently deleted from the Secretary-Para contract that was approved at the August school board meeting. The board is asked to approve the updated contract with the bereavement language reinstated.

18. Consider first reading of district policy #401.1 - Substitute Employee Compensation.

Consider **FIRST** reading of district policy for update and revision. #401.1 - Substitute Employee Compensation. **NO ACTION IS REQUIRED AT THIS TIME.**

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

Adopted: February 23, 1982

Modified: September 24, 1989; July 20, 1998; February 22, 2016; **March 19, 2018**

#401.1 SUBSTITUTE EMPLOYEE COMPENSATION

Casual Substitute teachers:

Each department head shall be responsible for securing the services of substitute teachers. All teaching substitutes employed by the school district are required to have valid teaching certificates. The rate of pay for casual substitute teachers shall be determined by School Board action.

Casual Departmental Substitutes:

Substitutes for paras, secretaries, Title One paras, cleaner/sweepers, custodians and food service employees shall be paid at based on Step 1 of the correct position on the appropriate contract. **EXCEPTION: Per the Food Service contract, if a current employee subs for an employee in a higher classification they will be paid at their current step, but at the absent employee’s classification scale.**

Casual subs for other positions:

Substitutes for van drivers shall be based on Step 1 of the para contract.

Substitutes for superintendent’s secretary shall be based on Step 1 of the secretary contract.

Substitutes for Payroll/MARSS, Business Manager, Technology Coordinator, District Head Custodian, Nurse, and/or other administration shall be determined by the Superintendent.

Long Term Substitutes:

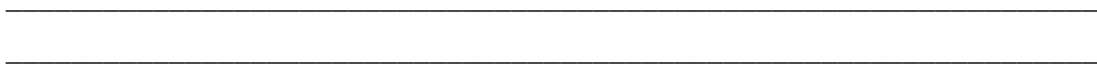
Substitute teachers who are employed on a long term basis, defined as the completion of 20 consecutive days for the same teacher, shall be paid at a salary determined by the BA, Step 1 on the teacher salary schedule, depending upon preparation of the teacher. Experience may also be taken into consideration in determining the salary when approved by the Superintendent of Schools.

Fringe Benefits:

Casual substitutes shall have no fringe benefits with the exception of workers compensation and liability protection as are offered to all faculty.

Long term substitutes shall be eligible for single coverage under the school district health insurance plan ~~with the district paying the premium~~ as per the fringe benefit language in the BEA contract. **Benefits shall be prorated based on actual length of employment.** This option shall be available to long term substitutes whose employment is expected to exceed 90 school days.

Long term substitutes may earn sick leave provided their assignment exceeds 20 school days. Sick leave may be earned by long term substitutes in the amount of one (1) day per month proportionate to the amount of time worked, i.e., a long term sub working two (2) hours per day earns sick leave at the rate of two (2) hours per month; a long term sub working a full school day earns a full school day of sick leave per month.



19. Consider cycle review of district policies for adoption.

The following policies are up for their cycle review: #711- Video Recording on School Buses; #712 - Video Surveillance Other Than on Buses; and, #801 - Equal Access to School Facilities. There are no substantive changes to these policies. The board may choose to adopt at this time.

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: July 18, 2016

Reviewed: January 22, 2018

#711 VIDEO RECORDING ON SCHOOL BUSES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Placement

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

B. Use of Video Recordings

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

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

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

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

Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)

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

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

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

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

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

MSBA/MASA Model Policy 506 (Student Discipline)

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

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

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

MSBA Service Manual, Chapter 2, Transportation

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: November 17, 2014

Reviewed: **January 22, 2018**

#712 VIDEO SURVEILLANCE OTHER THAN ON BUSES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Placement

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

B. Use of Video Recordings

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

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices

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

2. The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

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

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

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

Minn. Stat. § 609.746 (Interference with Privacy)

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

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

Cross References:

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

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

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

MSBA/MASA Model Policy 506 (Student Discipline)

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

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

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

MSBA Service Manual, Chapter 2, Transportation

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: February 22, 2016

Reviewed: **January 22, 2018**

#801 EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during non-instructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which non-curriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the wellbeing of students and faculty, and to assure that attendance of students at meetings is voluntary.

- E. In adopting and implementing this equal access policy, the school district will NOT:
1. influence the form or content of any prayer or other religious activity;
 2. require any person to participate in prayer or other religious activity;
 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 5. sanction meetings that are otherwise unlawful;
 6. limit the rights of groups of students based on the size of the group;
 7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. “Limited open forum” means that the school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.
- B. “Secondary school” means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. “Sponsorship” includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. “Meeting” includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. “Non-instructional time” means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Non-school persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must ~~provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.~~ **provide to the principal a thoroughly completed Facilities Use Application at least five business days in advance of the event.**
- D. The School Administration has responsibility to:
1. Keep a log of application information.
 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Non-school persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.

- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)
Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
MSBA Service Manual, Chapter 13, School Law Bulletin "O" (Equal Access Act)

20. Reminder of the February 26th Regular School Board meeting.

The Regular School Board meeting is Monday, February 26th. The meeting will be held at 7:00 p.m., in B100 Community Room at the high school.

21. Adjourn.
