

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, February 26, 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 January 22nd Regular School Board meeting
 - b. Approve the February bills
 - c. Review and accept the February Treasurer's report
 - d. Personnel
 - e. Enrollment
4. Acknowledgement of Donations or Contributions
5. Open Forum
6. Presentation by PLC Leadership Teams
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. Presentation of certificates honoring school board members in recognition of their service.
14. School Board members' reports/updates
15. Consider approval of lease agreement with ECMECC for school years 2018-19, 2019-20 and 2020-21.
16. Consider revised budget for FY18.
17. Consider addition to the 2017-18 Activities Handbook.
18. Consider Memorandum of Understanding between ISD #314 and Braham Police Department.
19. Consider second reading of district policy #401.1 - Substitute Employee Compensation.
20. Consider cycle review of district policies for adoption. - Page 14
21. Reminder of the March 19, 2018 regular school board meeting
22. 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 January 22nd Regular School Board meeting

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

Regular School Board Meeting
Monday, January 22, 2018
7:00 pm – BAHS Community Room

The regular school board meeting was called to order by Chair 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, Supt. Gagner and Student Rep A. Kurvers.

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

Motion by M. Thompson, second by D. Davis to approve the minutes of the December 18th Regular and Special meetings and the January 8, 2018 Organizational meeting; approve the January bills \$1,123,509.87; accept the January Treasurer’s report, and review the enrollment analysis.

The board approved the following: 1) **Sherry Campbell** as special ed van driver for 2 to 3 hours per day on an as needed basis. She will be paid at Step 1 of the para contract. Her start date was Jan. 3, 2018. 2) **Crystal Sundermeyer** as an elementary special ed para. This position is 33.75 hours per week and she will be paid at Step 1 of the para contract. Her start date was Jan. 5, 2018. 3) **Erica Gould** as a FS helper/server at the high school. She will be paid at Step 1. Her start date was Jan. 22, 2018. 4) **Mariah Olson’s** maternity leave for 6 weeks beginning approximately May 3, 2018. 5) **Catie Hanson’s** maternity leave from Aug. 27 thru Nov. 5, 2018. 6) **Catie Hanson’s** lane change request from BA to BA+15. Her 2017-18 second semester salary will be based on BA+15, Step 3. 6) **Alex Sundly’s** lane change request from BA to BA+15. His 2017-18 second semester salary will be based on BA+15, Step 3.

Motion by D. Klemz, second by A. Londgren to acknowledge the January 2018 donations for the purposes requested: for students a paper donation valued at \$500 from Ron and Helen Nestrud; for elementary climbing wall \$3,000 from anonymous and \$1,000 from Rock Creek Lions; for high school needs \$10 from Target; for Angel Fund \$200 from Braham VFW Aux Post #1731; for Supermileage from Braham NAPA \$150 (in-store credit); for BAHS Shop \$242.76 (value of 6 dial calipers) from Aurelius Mfg; for BAES bowling \$1,400 from Grandy Lions. Carried

Open Forum. Deb Shockman stated there are ten sixth graders currently in Warriors Wrestling who may join the wrestling team as 7th graders in the fall of 2018. She is asking the board to consider hiring an assistant wrestling coach for JV wrestling for the 2018-19 season. This would allow JV wrestlers more opportunities to participate in age appropriate tournaments.

Principal Eklund reviewed his written report. Elementary Christmas concerts were held during the day to allowing all students to be part of the concerts. It does create some difficulty for parents to attend. Kindergarteners, 1st graders and 3rd graders enjoyed clay projects, gingerbread building, and craft day thanks to many volunteers. Congratulations to Lindsay Rasmussen as the elementary T.E.A.M. award winner for January.

Principal/AD Kuhnke reviewed his written report. Congratulations to spelling bee winner Jaiden Pearson, geography bee winner Ed Oquist, the All Conference Band & Choir, and the high school Bomber Pride students of the month. Winter activities are well underway. *Alice's Adventures in Wonderland* is the spring play for March 23, 24, and 25.

The Community Ed report was reviewed. Board members Cuda and Eklund commented on the colorful, nicely done brochure and the upcoming offerings.

Supt. Gagner's written report was reviewed. A rental agreement was reached with ECMECC beginning July 1, 2018 for their office space in the Braham High School. He shared information from RRSEC Director Tanya Tacker regarding whether or not RRSEC should become its own fiscal agent effective July 1, 2018. Cambridge-Isanti is currently the fiscal agent. A fee is paid by each of the seven member districts to cover the cost of these services. A vote will be taken at the RRSEC Governing Board meeting on Tuesday, Jan. 23, 2018. The board agreed by consensus they would like RRSEC to be its own fiscal agent. A new joint powers agreement would need to be approved by each of the seven member districts following that action.

Chair Eklund congratulated the following staff, students, and community members for their accomplishments as "Braham HONORS" recipients. They are: Sarah Panzau Evans, Joan Schleicher, Carrie Davis, Tony Cuda, Becky Hesselroth, Harriet Lidke, Dawn Price, Stephanie White, Michelle Becker, Danae Shaw, Kelly Monson, Tricia Maile, Marlys Carlson, and Student Council.

Alex Kurvers, Student Council representative, reported their collection of hygiene and non-perishable food items went well. Members who helped with Santa Day took pictures, served food and washed dishes. Sno Daze will be Feb. 5 - 9.

School board members attended various events including: basketball games, the organizational meeting, holiday concerts, and MSBA Phase I & II training.

Motion by A. Flowers, second by M. Thompson to adopt the resolution directing the administration to review revenue and to make recommendations for reductions in programs and positions and reasons therefore, if needed. Carried

Motion by T. Cuda, second by A. Londgren to approve the new Superintendent's Evaluation document. Carried

Motion by A. Londgren, second by A. Flowers to accept the 2018-2019 and 2019-20 transportation services contract with Braham Bus Company with an option to renew for two additional years if both parties agree. Carried

Motion by D. Klemz, second by M. Thompson to approve the updated Secretary-Para contract. Carried.

The board received policy #401.1 Substitute Employee Compensation for its first reading. There was a question about fringe benefits eligibility for long term substitutes. This will be looked into before second reading and discussion in February.

Motion by D. Klemz, second by A. Londgren to adopt MSBA policies #711 - video Recording on School Buses; #712 - Video Surveillance Other Than on Buses; and, #801 - Equal Access to School Facilities. Carried

Chair Eklund reminded all present of the Regular School Board meeting to be held on Monday, February 26, 2018 at 7:00 p.m. in B100 - Community Room.

Motion by A. Flowers, second by A. Londgren to adjourn the meeting. Chair Eklund adjourned the meeting at 8:12 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

- b. Approve the February bills
- c. Review and accept the February Treasurer's report
- d. Personnel

RECOMMENDATIONS

Kelly Monson was recommended by Principal Eklund for 3 hours per day on Tues. and Thurs. effective Sept. 5, 2017 as an early childhood para. She was paid at Step 4 of the para contract.

Ryan Ferrin, HS business teacher, is being recommended by Principal/AD Kuhnke as the head boys and girls golf coach. The start date is March 19, 2018. He will be paid at Lane 10 / Step 5.

Alyssa Thom is being recommended by Principal Eklund as the afternoon BASK coordinator. This position is five days per week approximately 15-17 hours per week, her start date was Feb. 20, 2018. She will be paid at Step 1 of the para contract.

Shawna Bobo, is being recommended by Principal Eklund as an early childhood special ed para 6.25 hours per day on Tues. and Thurs. Her first day was Feb. 16, 2018. She will be paid at Step 1 of the para contract.

RESIGNATIONS

Kelly Monson, 1:1 early childhood special ed para and afternoon BASK coordinator, has submitted her letter of resignation effective Jan. 26, 2018. Ms. Monson has been with the district since March 2014.

Britne Engelking submitted her letter of resignation from her head volleyball coach position effective Feb. 16, 2018. She has been the head VB coach since 2009.

LEAVE OF ABSENCE REQUEST

Mariah Olson, Early Childhood Special Ed teacher, is requesting a .40 FTE unpaid leave of

absence for the 2018-19 school year. This would be an extension of her .40 FTE leave of absence from the 2017-18 school year.

e. Enrollment Analysis

	Sep 12	Oct 2	Nov 1	Dec 4	Jan 5	Feb 5
K	53	53	54	49	52	52
1	63	63	64	63	64	64
2	65	65	68	66	65	65
3	46	46	45	44	45	46
4	64	63	64	64	64	63
5	51	52	54	54	54	54
6	65	64	64	65	65	65
7	56	56	59	59	59	59
8	49	49	48	48	49	50
9	64	62	63	62	62	62
10	48	50	46	47	49	49
11	49	49	48	49	49	49
12	53	52	52	52	51	51
K - 12						
Sub-Total	726	724	729	722	728	729
ECSE	17	19	19	19	19	22
TOTAL						
K - 12 plus ECSE	743	743	749	741	747	751

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
Target	\$700.00	6th Grade Fur Post Field Trip
Target CyberGrants	\$10.00	BAHS needs
Cambridge Isanti Redbirds, Inc	\$1,000.00	BAES Climbing Wall
Grasston Lions Club	\$300.00	BAES Climbing Wall
Jim & Lois Falk	\$200.00 total value	for two 4 x 8 whiteboards

5. Open Forum.

6. Presentation by PLC Leadership Teams. -

Becky Swanson will present on behalf of the high school social studies PLC team.

Karen Leniz and Brea Schminski will present on behalf of the third grade PLC team.

7. Review Elementary Principal's report.

Braham Area Elementary

February 2018 Board Report

1. MESPA

- Attended MESPA
- Talked about Makerspace stations. Plan to visit a couple school before the end of the year.
- Received our SOE award. Thanks to Katie Blomdahl, Tracy Fix, and Ken Gagner for attending!

2. Box Tops

- Thank you to Brooke Hohn and Sue Pearson for collecting.
- If you have any, please turn in to the elementary office.

4. School of Excellence

- Celebration November 17
- All school celebration May 22.
- Lots of great grade level ideas are being thrown around.

5. Winter Olympics

- Classes are choosing a country to learn about. We will be doing a medal tracker throughout the Winter Olympics.

6. War of the Currents - Bakken Museum/East Central

- Presentation on February 6 at 1:00. Grades 4,5, & 6 learned about electricity!

7. Northern Clay Center

- February 5 & 8 the Northern Clay Center came to the Elementary to create projects with our KG students.

8. I Love to Read Month

- Thanks to Michelle Becker and Dana Hendren for all the planning.
- Thank you to the many volunteers for coming in and reading to classes. They LOVE it!!!

9. Congratulations to Katie Becker! She is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner

- Mrs. Becker is a Special Education Para in our district. She does a phenomenal job working with the students in her department. Katie is a true team player. She is always offering to help out when staff are out sick. Mrs. Becker also helps out after school with our BASK program. Her selfless actions help to make our school special. She is a wonderful example of Bomber PRIDE for our students and staff! Thank you!

8. Review High School Principal - Activities Director report.
HS Principal / Activities Director
School Board Report
February 26, 2018

1. Congratulations to our January 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 January students of the month are: Grade 7: Malachi Carlson, Chloe Lucht, Alex McFarlen, Grade 9: Margrette Henneman, Jordan Johnson, Jordan Leaf, Hayden Lee, Sara Piatz, Charles CJ Smith, Hanna Sterling, 11: Steven Kellum, Joey Marks, Brody Marthaler, Helena Vazquez, Grade 12: Tyler Lancrain.
2. The Jazz Dessert Concert on February 12 was very well attended (sold out) at KBK and provided for an evening of delicious cheesecake and an even better musical performance by our very own Jazz Band.
3. A huge thank you to Mr. Bryan Johnson for all of his work in hosting the very successful All Conference Jazz Festival on Wednesday, February 7. I took the chance to drop in and watch our own Jazz Band at the beginning of the festival as well as the Honor Jazz Concert at the end of the day. Congratulations to our very own All Conference Honor Jazz Band Members: Maddie Nelson on Alto Sax, Emma Downing on Tenor Sax, Amelia Fiedler on Piano, Zach Anderson on Guitar, Josh Klingensmith on Bari Sax and Luke Bendickson on trumpet. Very well done!
4. Choir Concert for grades 7-12 will be held on Monday, February 26 at 7:30 in C100.
5. Our Academic Bowl competed in the conference competition on Wednesday, February 21 at the First Lutheran Church in Rush City.
6. At the time of this submission our Rush City-Braham wrestling team has finished their team portion of the season with a loss to Chisago Lakes 40-37. The individual tournaments took place at Cass Lake - Bena High School on Friday, February 23. I will have the individual results for you at the meeting as well as some updates with our girls and boys basketball teams.
7. In our upcoming spring activities, Softball and Track, start on March 12 while Baseball can also start on March 12 with only conditioning practices and Golf will start on March 19.
8. Congratulations to Amelia Fielder who was selected as the Triple A Subsection 18 girls Champion!
9. We held an academic pep fest on the morning of Friday, February 9 to honor so many of our academic achievements to this point of the school year. Some recognitions announced included: Foreign Exchange Student Introduction and Welcome, Individual Recognition by Department (Band, Choir, Jazz, Phy. Ed., Art, English, Guidance, Math, Social Studies), Students of the Month, AAA Award, Student sworn into the Army National Guard, Honor Society, Perfect Attendance, A & B Honor Roll and College Acceptance Announcements.
10. We had four of our seniors sign their National Letters of Intent to further their education and playing careers. On Friday, February 2 Emily Lindquist signed her NLOI to the University of Jamestown for Volleyball. On Wednesday, February 7 Tom Baker, Hunter Giffrow and Zach Zierden all signed their NLOI to Presentation College for Football.

Respectfully submitted,

9. Review Community Ed report.

Community Education Board Report February 2018

Community Education Winter Classes are in full swing. We had our Babysitting Safety class on Friday, February 16. This was a day off for our students and many enjoyed the morning safety class and learned safe babysitting techniques. Yoga class is running this month also, and is always a favorite for our Youth.

Preschool Screening was held on Feb. 15. We screened 14 students that morning. Preschool and ECFE staff along with nursing students from Anoka-Ramsey ran the screening. The whole screening process ran very smoothly.

10. Superintendent's report.

1. RRSEC Governing Board meeting highlights - Jan. 23:

- Board voted 7-0 on each of two motions:
 - Motion to not renew the fiscal management services contract between the RRSEC and Cambridge-Isanti Schools for FY 19 (begins July 1, 2018).
 - Motion for RRSEC to become its own fiscal entity and hires its own employees beginning July 1, 2018.
- The Governing Board will meet March 1 to vote on changes to the Joint Powers Agreement. These changes, if approved, will then come back for action from each member district.

2. Heather Hislop (Lighthouse Child and Family Services) has been approved for a third day of school based mental health services in Braham (M, T, Th) at no cost to our district.

3. SEE General Membership meeting highlights - Feb. 9, 2018:

- Presentation on Concurrent Enrollment Options (college credit for HS students). All teachers must meet criteria (Master's Degree in content area or 18 graduate credits in content area) by Sept. 1, 2022. (Robert Lowe - Normandale Community College, Jessica Espinosa - MNSCU, Michael Werner - Mounds View Public Schools)
 - 18 Online program (MSU-Moorhead) - Legislature provided funds for teachers to access this free program to earn the 18 needed credits in the designated content area.
 - A portfolio option may be available to earn *some* of the needed credits.
 - Some schools (Mounds View) offer financial incentives for teachers to gain credentials
- Educational Policy Priorities in 2018 (Sen. Eric Pratt, Rep. Sondra Erickson)
 - A variety of bills impacting education (ESSA/WBWF, teacher licensure and re-licensure, equalization, school trust lands, TRA funding, special education cross subsidy, & student discipline) were discussed and will be brought forward this legislative session. We'll watch carefully and see if anything gains bipartisan support. Both were confident no additional education funding will be made available this session:(
- Routine business included a presentation on a possible push for a 1% sales tax to support school districts. Please see me for a handout if interested.

4. Isanti County Children's Collaborative meeting highlights - Feb. 12, 2018:

- Motion made to pay ISD #314 directly for in-house supportive services to reduce chemical dependency. The district will end our current agreement with Teen Focus on June 30, 2018.

5. Braham Education Foundation meeting highlights - Feb. 12, 2018:

- Foundation has \$33,100 in the endowment fund (target of \$100,000)
- Extensive planning for the 1st Annual Gala/HOF Banquet to be held April 13 at the Event Center
- Next meeting is Monday, March 5, at 5:00 p.m. in B100. All are invited.

6. Braham Chamber meeting highlights - Feb. 13, 2018:

- Welcome new board members:
 - President – Angie Rysdam (Braham Pizza Pub)
 - Vice President – Jon Wissler (Edina Realty)
 - Secretary – Courtney Strelow (Park Café)
 - Board Member – Terry Lind (Tusen Tack/Braham Event Center)
- Recognize current board members:
 - Treasurer – Becky Anderson (Frandsen Bank & Trust)
 - Marketing Director – Sherry Lunneborg (Farm Bureau Financial Services)
 - Board Member – Ken Gagner (Braham Schools)
- Thank outgoing board members:
 - Shawn Sullivan, President (KBK)
 - Jaci Butcher, Vice President (Lighthouse Holistic Healing)
 - Becky Turnquist, Secretary (Frandsen Bank & Trust)
 - Kyla Rippey, Board Member (Bearded Acres Farm)

7. Significant analysis has occurred regarding the budget for the 2018-2019 school year. Input has been sought from all employees and several leadership meetings (including the board’s budget advisory team on two occasions) have been held. It is recommended the district make budget adjustments of \$250,000 through a series of reductions and/or fee increases. A proposed list of cuts and revenue enhancements will be shared at the March 19 meeting for board action. The full board will also host a working meeting on Monday, March 5, @ 6:30 p.m. to discuss these items. Potential cuts include teachers, secretaries, administration, supplies, custodial, counseling, and coaching.

11. Acknowledge Braham “HONORS” Recipients.

Sue Pearson	Braham Area School District #314 would like to recognize you for your dedication and leadership in bringing a climbing wall to the students of our district. This is a great example of a SERVICE attitude in action and we are grateful!
City of Braham	Braham Area School District #314 would like to recognize you for your efforts in communicating with the school during the recent water main break. Communication between the school and community is vital! Your thoughtfulness is appreciated!

Braham Covenant Church Youth	Braham Area School District #314 would like to recognize the students and staff of Braham Covenant Church Youth Group for your politeness and extra efforts to leave the building in better shape than when you entered on January 23, 2018. This is a great example of service, something we promote at ISD #314. You are appreciated!
Jane Johnston, Billy Pierce, Paulette Weisz, Leah West	Braham Area School District #314 would like to recognize you for your leadership in planning and preparing a recognition luncheon for your department paras. Helping others to feel appreciated is always important. Great Staff = Great School!
Bryan Johnson	Braham Area School District #314 would like to recognize you for your leadership in planning/organizing the Feb. 12, 2018 Jazz Dessert Concert at Wiese Auditorium. The unique venue/event helped create a special atmosphere and is a great example of our district's commitment to excellence. Great Staff = Great School!
Pauline Bangma, Tanya Tacker, Tracy Wells, Judy Patzoldt	Braham Area School District #314 would like to recognize you for your dedication, service, and attention to detail during our recent MDE audit of special education services. Your work resulted in a report indicating 100% compliance in one of the most complex systems in education. You are appreciated!

12. Review Student Council Representative's report. -

**BAHS Student Council
School Board Report
February 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 the winning advisories of Becker and Ludwig 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. We are waiting for further communication from the event center.

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.

January Blood Drive: On January 25th, we held a community blood drive. Student council volunteered at this event, and despite a setback with the truck breaking down, it ended up being a successful blood drive.

Sno Daze: Sno Daze week was held between February 5-9. We had successful dress up days all week and handed out prizes at the academic pep fest on February 9. Mr. Johnson was our DJ. We were able to hold the dance for free, and had an improved turnout.

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 have been pulling Blue Floyd at home games, as well as having collection boxes in advisories. On February 23, the last day, we will be taping Mr. Sundly to the wall. Students can buy a piece of tape for \$1 in their advisory.

Chamber Meeting: At the next chamber meeting, Mrs. J will be accompanying Kate Tomlinson to discuss the possibility of chamber businesses sponsoring a parade to be held during Homecoming 2018. We would have one float per grade, and a sponsor for each.

Mitten Tree: Mimi and Megan collected items from the Elementary Mitten Tree and brought them to the food shelf.

Academic Pep Fest: Student Council members volunteered to help read student recognitions at the academic pep fest held on February 9.

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,
Emma Downing, Co-Secretary
2/15/18

13. Presentation of certificates honoring school board members in recognition of their service.

14. School Board members' reports/updates.

15. Consider approval of lease agreement with ECMECC for school years 2018-19, 2019-20 and 2020-21.

A copy of the lease agreement with ECMECC for school years 2018-19, 2019-20 and 2020-21 will be sent to the board members. A copy is in the signature file for review, if desired.

16. Consider revised budget for FY18.

BRAHAM ISD# 314; FY18 REVISED BUDGET			
FUND		REVENUE	EXPENDITURES
GENERAL FUND:			
General -01		\$6,668,171	\$6,386,157
Transportation -03		482,069	559,980
Capital -05		410,563	312,923
Activities -10		68,185	435,158
TOTAL GENERAL FUND:		\$7,628,988	\$7,694,218
FOOD SERVICE -02		\$506,577	\$491,403
COMMUNITY ED -04		\$263,155	\$266,884
BUILDING CONSTRUCTION -06		\$600	\$29,272
DEBT REDEMPTION -07		\$899,685	\$928,530
TRUST (Scholarships) -08		\$28,000	\$44,000
POST-EMPLOY IRREVOCABLE TRUST- 45		\$200	\$135,030
OPEB DEBT SERVICE -47		\$151,084	\$150,470
TOTAL FY18 REVISED BUDGET		\$9,478,289	\$9,739,807

17. Consider addition to the 2017-18 Activities Handbook.

Principal/AD Kuhnke is requesting the following addition to the Activities Handbook: All participation and eligibility in trap will follow the specific guidelines of the Policies and Procedures manual as governed by the Minnesota State High School Clay Target League.

18. Consider Memorandum of Understanding between ISD #314 and Braham Police Department.

Consider approval of MOU with Braham Police Department supporting enforcement of district policies regarding appropriate use of parking lots and other district property. A copy of the MOU is in the signature file for review and will be placed in the official minutes book.

19. Consider second reading of district policy #401.1 - Substitute Employee Compensation.

Consider **SECOND** reading and discussion 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, 1 Step 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~~ **exceeds 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.

20. Consider cycle review of district policies for adoption.

The following policies are up for their cycle review: #713 - Student Activity Accounting; #802 Disposition of Obsolete Equipment and Material; and, #805 - Waste Reduction and Recycling. 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: April 18, 2016

Reviewed: February 22, 2018

#802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. “Contract” means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. “Official newspaper” is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$100,000

1. If the value of the equipment or materials is estimated to exceed \$100,000, sealed bids shall be solicited by two weeks’ published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may re-advertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are

private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$100,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$100,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling

or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment by conveying the property and title to:

1. another school district;
2. the state department of corrections;
3. the board of trustees of Minnesota State Colleges and Universities; or
4. the family of a student residing in the district whose total family income meets the federal definition of poverty.

Legal References: Minn. Stat. § 13.591 (Business Data)

Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)

Minn. Stat. § 123B.29 (Sale of School Building at Auction)

Minn. Stat. § 123B.52 (Contracts)

Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)

Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: April 18, 2016

#805 - WASTE REDUCTION AND RECYCLING

I. PURPOSE

The purpose of this policy is to establish a resource recovery program to promote the reduction of waste, the separation and recovery of recyclable and reusable commodities, the procurement of recyclable commodities and commodities containing recycled materials, the disposition of waste materials and surplus property, and the establishment of a program of education to develop an awareness of environmentally sound waste management. (Minn. Stat. § 115A.15, Subd. 1)

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to comply with all state laws relating to waste management and to make resource conservation an integral part of the physical operations and curriculum of the school district.

III. DEFINITIONS

- A. "Lamp recycling facility" means a facility operated to remove, recover, and recycle for reuse

mercury or other hazardous materials from fluorescent or high intensity discharge lamps. (Minn. Stat. § 116.93, Subd. 1)

B. “Mixed municipal solid waste” means garbage, refuse, and other solid waste that is aggregated for collection but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural wastes, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams. (Minn. Stat. § 115A.03, Subd. 21)

C. “Packaging” means a container and any appurtenant material that provide a means of transporting, marketing, protecting, or handling a product and includes pallets and packing such as blocking, bracing, cushioning, weatherproofing, strapping, coatings, closures, inks, dyes, pigments, and labels. (Minn. Stat. § 115A.03, Subd. 22b)

D. “Postconsumer materials” means a finished material that would normally be discarded as a solid waste having completed its life cycle as a consumer item. (Minn. Stat. § 115A.03, Subd. 24b)

E. “Rechargeable battery” means a sealed nickel-cadmium battery, a sealed lead acid battery, or any other rechargeable battery, except certain dry cell batteries or a battery exempted by the Commissioner of the Pollution Control Agency (PCA) (Commissioner). (Minn. Stat. § 115A.9157)

F. “Recyclable commodities” means materials, pieces of equipment, and parts which are not reusable but which contain recoverable resources. (Minn. Stat. § 115A.15, Subd. 1a(a))

G. “Recyclable materials” means materials that are separated from mixed municipal solid waste for the purpose of recycling or composting, including paper, glass, plastics, metals, automobile oil, batteries, source-separated compostable materials, and sole source food waste streams that are managed through biodegradative processes. Refuse-derived fuel or other material that is destroyed by incineration is not a recyclable material. (Minn. Stat. § 115A.03, Subd. 25a)

H. “Recycling” means the process of collecting and preparing recyclable materials and reusing the materials in their original form that do not cause the destruction of recyclable materials in a manner that precludes further use. (Minn. Stat. § 115A.03, Subd. 25b)

I. “Resource conservation” means the reduction in the use of water, energy, and raw materials. (Minn. Stat. § 115A.03, Subd. 26a)

J. “Reusable commodities” means materials, pieces of equipment, parts, and used supplies which can be reused for their original purpose in their existing condition. (Minn. Stat. § 115A.15, Subd. 1a(b))

K. “Source-separated compostable materials” means materials that:

1. are separated at the source by waste generators for the purpose of preparing them for use as compost;
2. are collected separately from mixed municipal solid waste and are governed by state licensing provisions;
3. are comprised of food wastes, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable because the Commissioner has determined that no

- other person is willing to accept the paper for recycling;
4. are delivered to a facility to undergo controlled microbial degradation to yield a humus-like product meeting the PCA's class I or class II, or equivalent, compost standards and where process rejects do not exceed 15 percent by weight of the total material delivered to the facility; and
5. may be delivered to a transfer station, mixed municipal solid waste processing facility, or recycling facility only for the purposes of composting or transfer to a composting facility, unless the Commissioner determines that no other person is willing to accept the materials. (Minn. Stat. § 115A.03, Subd. 32a)

L. "Waste reduction" or "source reduction" means an activity that prevents generation of waste or the inclusion of toxic materials in waste, including:

1. reusing the product in its original form;
2. increasing the lifespan of a product;
3. reducing material or the toxicity of material used in production or packaging; or
4. changing procurement, consumption, or waste generation habits to result in smaller quantities or lower toxicity of waste generated. (Minn. Stat. § 115A.03, Subd. 36b)

IV. WASTE DISPOSAL

A. The school district will attempt to decrease the amount of waste consumable materials by:

1. reduction of the consumption of consumable materials whenever practicable;
2. full utilization of materials prior to disposal;
3. minimization of the use of non-biodegradable products whenever practicable.

B. Each school district facility shall also collect at least three recyclable materials, such as, but not limited to, the following: paper, glass, plastic, and metal. (Minn. Stat. § 115A.151)

C. The school district will transfer all recyclable materials collected to a recycler and, to the extent practicable, cooperate with, and participate in, recycling efforts being made by the city and/or county where the school district is located. (Minn. Stat. § 115A.151)

D. Prior to entering into a contract for the management of mixed municipal solid waste, the school district will determine whether the disposal method provided for in the contract is equal to or better than the waste management practices currently employed in the county or district plan in the county where the school district is located and whether the contract is consistent with the solid waste plan. If the waste management method provided for in the contract is ranked lower than the waste management practices employed by the county or district, the school district will:

1. determine the potential liability to the school district and its taxpayers for managing waste in this manner;
2. develop and implement a plan for managing the potential liability; and
3. submit the information in (1) and (2) above to the PCA.

If the contract is inconsistent with the county plan or if the school district's waste management activities are inconsistent with the county plan, the school district should obtain the consent of the county prior to entering into a binding contract or developing or

implementing inconsistent solid waste management activities. (Minn. Stat. § 115A.46, Subd. 5; Minn. Stat. § 115A.471; Minn. Stat. § 458D.07, Subd. 4)

E. The school district may not knowingly place motor oil, brake fluid, power steering fluid, transmission fluid, motor oil filters, or motor vehicle antifreeze (other than small amounts of antifreeze contained in water used to flush the cooling system of a vehicle after the antifreeze has been drained and does not include de-icer that has been used on the exterior of a vehicle) in or on:

1. solid waste or solid waste management facilities other than a recycling facility or household hazardous waste collection facility;
2. the land unless approved by the PCA; or
3. the waters of the state, an individual sewage treatment system, or in a stormwater or wastewater collection or treatment system unless:
 - a. permitted to do so by the operator of the system and the PCA;
 - b. the school district generates an annual average of less than 50 gallons of waste motor vehicle antifreeze per month; and
 - c. the school district keeps records of the amount of waste antifreeze generated, maintains these records on site and makes the records available for inspection for a minimum of three years following generation of the waste antifreeze.

(Minn. Stat. § 115A.916)

F. The school district may not place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in solid waste; or
2. in a wastewater disposal system.

(Minn. Stat. § 115A.932, Subd. 1(a))

G. The school district may not knowingly place mercury or a thermostat, thermometer, electric switch, appliance, gauge, medical or scientific instrument, fluorescent or high-intensity discharge lamp, electric relay, or other electrical device from which the mercury has not been removed for reuse or recycling:

1. in a solid waste processing facility; or
2. in a solid waste disposal facility.

(Minn. Stat. § 115A.932, Subd. 1(b))

H. The school district will recycle a fluorescent or high-intensity discharge lamp by delivery of the lamp to a lamp recycling facility or to a facility that collects and stores lamps for the purpose of delivering them to a lamp recycling facility, including, but not limited to, a household hazardous waste collection or recycling facility, retailer take-back and utility provider program sites, or other sites designated by an electric utility under Minn. Stat. § 216B.241, Subds. 2 and 4. (Minn. Stat. § 115A.932, Subd. 1(c))

I. The school district may not place a lead acid battery in mixed municipal solid waste or dispose of a lead acid battery. The school district also may not place in mixed municipal solid waste a dry cell battery containing mercuric oxide electrode, silver oxide electrode, nickel-cadmium, or sealed lead-acid that was purchased for use or used by the school district. The school district also may not place in mixed municipal solid waste a rechargeable battery, a rechargeable battery pack, a product with a nonremovable rechargeable battery, or a product powered by rechargeable batteries or rechargeable battery pack, from which all batteries

or battery packs have not been removed. (Minn. Stat. § 115A.915; Minn. Stat. § 115A.9155, Subd. 1; Minn. Stat. § 115A.9157, Subd. 2)

J. The school district may not place yard waste:

1. in mixed municipal solid waste;
2. in a disposal facility;
3. in a resource recovery facility, except for the purposes of reuse, composting, or co-composting; or
4. in a plastic bag unless exempt as specified in Minn. Stat. § 115A.931(c), (d), or (e). (Minn. Stat. § 115A.931)

K. The school district may not place a telephone directory:

1. in solid waste;
2. in a disposal facility; or
3. in a resource recovery facility, except a recycling facility. (Minn. Stat. § 115A.951, Subd. 2)

L. The school district may not:

1. place major appliances in mixed municipal solid waste; or
2. dispose of major appliances in or on the land or in a solid waste processing or disposal Facility. (Minn. Stat. § 115A.9561)

M. The school district may not place in mixed municipal solid waste an electronic product containing a cathode-ray tube. (Minn. Stat. § 115A.9565)

N. The school district, on its own or in cooperation with others, may implement a program to collect, process, or dispose of household batteries. The school district may provide financial incentives to any person, including public or private civic groups, to collect the batteries. (Minn. Stat. § 115A.961, Subd. 3)

V. PROCUREMENT OF RECYCLED COMMODITIES AND MATERIALS

A. When practicable and when the price of recycled materials does not exceed the price of non-recycled materials by more than 10 percent, the school district may purchase recycled materials. In order to maximize the quantity and quality of recycled materials purchased, the school district may also use other appropriate procedures to acquire recycled materials at the most economical cost to the school district. (Minn. Stat. § 16C.073, Subd.3(a))

B. When purchasing commodities and services, the school district will apply and promote waste management practices with special emphasis on the reduction of the quantity and toxicity of materials in waste. (Minn. Stat. § 16C.073, Subd. 3(b))

C. Whenever practicable, the school district will:

1. purchase uncoated copy paper, office paper, and printing paper unless the coated paper is made with at least 50 percent post-consumer material;
2. purchase recycled content copy paper with at least 30 percent post-consumer material by

- weight and purchase office and printing paper with at least 10 percent post-consumer material by weight;
- 3. purchase paper which has not been dyed with colors, excluding pastel colors;
- 4. purchase recycled content copy, office, and printing paper that is manufactured using little or no chlorine bleach or chlorine derivatives;
- 5. Use reusable binding materials or staples and bind documents by methods that do not use glue;
- ~~6.5.~~ use soy-based inks;
- 7. Purchase printer or duplication cartridges that:
 - a. have 10 percent post-consumer material; or
 - b. are purchased as remanufactured; or
 - c. are backed by a vendor-offered program that will take back the printer cartridges after their useful life, ensure that the cartridges are recycled, and comply with the definition of recycling in Minn. Stat. § 115A.03, Subd.25b;
- ~~7.8.~~ produce reports, publications, and periodicals that are readily recyclable;
- ~~8.9.~~ purchase paper which has been made on a paper machine located in Minnesota; and
- ~~9-10.~~ print documents on both sides of the paper where commonly accepted publishing practices allow. (Minn. Stat. § 16C.073, Subd. 2)

D. The school district may not use a specified product included on the prohibited products list published in the State Register. (Minn. Stat. § 115A.9651)

E. In developing bid specifications, the school district will consider the extent to which a commodity or product is durable, reusable or recyclable, and marketable through applicable local or regional recycling programs and the extent to which the commodity or product contains post-consumer material. (Minn. Stat. § 16C.073, Subd. 3(b))

F. When a project involves the replacement of carpeting, the school district may require all persons who wish to bid on the project to designate a carpet recycling company in their bids. (Minn. Stat. § 16C.073, Subd. 3(b))

VI. OTHER

The policy of the school district is to actively advocate, where appropriate, for resource conservation practices to be adopted at the local, regional, and state levels.

Legal References: Minn. Stat. § 16C.073 (Purchase and Use of Paper Stock; Printing)

Minn. Stat. § 115A.03 (Definitions)

Minn. Stat. § 115A.15 (State Government Resource Recovery)

Minn. Stat. § 115A.151 (State and Local Facilities)

Minn. Stat. § 115A.46 (Requirements)

Minn. Stat. § 115A.471 (Public Entities; Management of Solid Waste)

Minn. Stat. § 115A.915 (Lead Acid Batteries; Land Disposal Prohibited)

Minn. Stat. § 115A.9155 (Disposal of Certain Dry Cell Batteries)

Minn. Stat. § 115A.9157 (Rechargeable Batteries and Products)

Minn. Stat. § 115A.916 (Motor Vehicle Fluids and Filters; Prohibitions)

Minn. Stat. § 115A.931 (Yard Waste Prohibition)

Minn. Stat. § 115A.932 (Mercury Prohibition)

Minn. Stat. § 115A.951 (Telephone Directories)
Minn. Stat. § 115A.9561 (Major Appliances)
Minn. Stat. § 115A.9565 (Cathode-Ray Tube Prohibition)
Minn. Stat. § 115A.961, Subd. 3 (Household Batteries; Collection, Processing, and Disposal)
Minn. Stat. § 115A.9651 (Listed Metals in Specified Products, Enforcement)
Minn. Stat. § 116.93, Subd. 1 (Lamp Recycling Facilities)
Minn. Stat. § 216B.241, Subds. 2 and 4 (Energy Conservation Improvement)
Minn. Stat. § 458D.07 (Sewage Collection and Disposal)
National Solid Waste Management Ass'n v. Williams, et al., 966 F.Supp. 844 (D. Minn. 1997)

Cross References:

21. Reminder of the March 19th Regular School Board meeting.

The Regular School Board meeting is Monday, March 19th. The meeting will be held at 7:00 p.m., in B100 Community Room at the high school.

22. Adjourn.
