

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consent Agenda:
  - a. Approve the minutes of the April 16th Regular and May 1st Special School Board meetings.
  - b. Approve the May bills.
  - c. Review and accept the May Treasurer's report.
  - d. Enrollment Analysis.
  - e. Personnel
4. Acknowledgement of Donations or Contributions
5. Open Forum.
6. Presentation by PLC Leadership Team.
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 realignment of custodial department positions.
15. Consider renewal of MSHSL membership.
16. Consider Designation of Identified Official with Authority to authorize MDE user access.
17. Consider Student Assurance Services, Inc.
18. Consider Amendment to Joint Powers Agreement with ECMECC
19. Consider Contract between Isanti County Family Services and Braham Area Schools.
20. Consider resolution authorizing the Superintendent of Schools to make appropriate adjustments to the Long-term Facilities and Maintenance plan, as needed.
21. Review information regarding Authorizing Resolution Relating to Conducting a Referendum Revenue Authorization Election in 2018.
22. Consider cycle review of district policies for adoption.
23. Reminder of the June School Board meeting.
24. Adjourn.

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

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**Roll Call.**

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2. **Adopt agenda.**

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3. **Consent Agenda:**

- a. Approve the minutes of the April 16th Regular and May 1st Special School Board meetings.

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

Regular School Board Meeting  
Monday, April 16, 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, A. Londgren, D. Davis, D. Klemz, Supt. Gagner and Student Rep A. Kurvers. Absent: T. Cuda, A. Flowers.

Motion by M. Thompson, second by A. Londgren to approve the minutes of the March 19 regular school board meeting. Approve the April bills \$173,616.90; accept the April Treasurer’s report, and review the enrollment analysis. The board approved the following: 1) Nickie Nelson as the 12 month secretary. She will continue current secretary Step 4 salary. Her start date will be July 1, 2018. The board accepted the following resignations: 1) Lindsey Atchison, special ed para; effective May 9, 2018. 2) Kearina Maher, high school math teacher, effective the end of the 2017-18 school year. The board approved the following requests for leave: 1) Nicole Zimpel, food service worker, has submitted a request for a medical leave of absence without pay as of April 2nd. Her return date is expected to be April 26th. 2) Brea Schminski, 3rd grade teacher, is requesting a 12 week maternity leave August 27, 2018 thru November 16, 2018. She will return to work on November 19, 2018. 3) Shawna Bobo, van support para, has submitted a letter requesting leave from her afternoon van support para hours effective Monday, April 16 through the end of the school year. The board accepted the following retirement; Connie Gelle, Supt Secretary, has submitted her retirement letter. Her retirement date will be June 30, 2018. She has been with the district since the fall of 1987. Carried.

Motion by A. Londgren, second by D. Klemz to acknowledge the April 2018 donations for the purposes requested: for Healthy School Staff \$3,920 from Allina Health- Neighborhood Health Connection. For Supermileage \$500 from Walmart, \$400 from Janet Niemi, \$500 value for parts from Roxanne Bromiley, \$500 parts value from Heleen Bromiley, \$250 from MN Utilities & Excavating, \$ 500 from Isle Automotive Inc., and \$300 from Kevin Wojahn. Carried.

Open Forum. Becky Swanson, Head Girls Softball Coach, thanked the school board for allowing the 2018 Softball Team to travel to Florida for a spring training trip. 13 girls and 3 coaches went on the trip from March 28-April 3.

Three scrimmages were played against teams from all over the United States.

PLC presentation this month was from Kindergarten teachers Lori Auers, Roxanne Kirby and Dawn Olson. These 3 Kindergarten teachers are meeting weekly to review student data, reevaluating student needs & shifting students between learning groups, as needed. WIN time for Kindergarten is divided into 3 groups; math, phonics & handwriting. They are also linking standards to report cards & reviewing curriculum. Chair Eklund thanked all 3 teachers on behalf of the school board for all their hard work and dedication to the district over their many years of service.

Principal Eklund reviewed his written report. School of Excellence Celebration will take place May 22 at 11 am with student presentations. Earth Day Celebration on Friday, April 13 was a wonderful day for all the Elementary students with presentation from Bruce the Bug Guy, Birds of Prey and the Audubon Center. Thank you to BEPO for organizing and coordinating this special day for the students. Field trips are scheduled for the following places 1st- Como Zoo, 2nd- History Center, 3rd- Day at the Farm and Science Museum, 4th- Duluth Aquarium, 5th- University of MN, Valleyfair, 6th- Fur Post, Conservation Day.

Principal/AD Kuhnke reviewed his written report. MCA testing is running smoothly and will be completed on time. Spring sports are eagerly awaiting the snow to melt so they can get outside for practice and games. MSHSL is approving 1 umpire for games, 5 inning games, and double headers, as needed to get conference games completed before playoffs need to start. FFA plant sales will be in May, hanging baskets, tomatoes and peppers will be available for purchase.

The Community Ed report was reviewed. Youth Driver's Ed was well attended with 27 students. ECFE Big Truck day was cancelled due to weather on April 14. Youth summer theater will be offered again this summer.

Supt. Gagner's written report was reviewed. ECMECC Committee is waiting to see if St. Francis will become an associate member which will impact the member fees for the next school year. RRSEC executive council has resolved the long standing HRA insurance issue. RRSEC will become its own fiscal agent with its own employees on July 1, 2018. He attended the Grandy Lions and Braham Chamber of Commerce meetings. The Braham Education Foundation held its first annual Gala on April 13, the event had a large crowd, Bob Vaughan was inducted into the Braham Hall of Fame, and a special evening was had by all. ACT make up day will be April 24. 4th Annual Braham Business Expo will be May 3, at the Event Center. The district will host an informational booth.

Supt. Gagner congratulated the following staff, students, and community members for their accomplishments as "Braham HONORS" recipients. They are: Brea Schminski, Karen Leniz, Judy Bendickson, Dr. Troy Mork, Bryan Johnson, Tracy Fix, Nancy VanderHeyden, Andrea Downing, Darwin Nelson, Susan Severson, Julie Anderson, Roberta Kopel, Katie Kunshier, Tammi Johnson, Katie Sparling, Shelley Kay, Aaron Knutsvig, Nickie Nelson, Steve Eklund, Kyla Rippey, Jan Strohkirch, Jeff Eklund, Lindsay Rasmussen, Roxanne Kirby, Dawn Olson, Lori Auers, Danae Shaw, Steve Eklund, Mike Thompson, Deb Thompson, Joe Rajkowski, Gary Skarsten, Amanda Tessmer, Dawn Price, Joan Schleicher, Lauren Kreyer, Megan Lanhart, Tyler Lancrain, Pen Sullivan, McKenna Grams, Megan Gruba, Heather Ruppert, Alex Kurvers.

Alex Kurvers, Student Council representative, reviewed their written report. They held a food drive from March 5 - 28 for the local food shelf, food was delivered to the Braham Food Shelf. The bake sales at the elementary on parent teacher conference raised \$206. Student Council will be joining NHS to volunteer at Feed My Starving Children on May 4th.

School board members attended various events including: NHS ceremony, Braham Education Foundation Gala, 'Alice's Adventures in Wonderland' play, Meet & Confer, elementary conferences, Capitol visits.

Motion by D. Klemz, second by D. Davis to hold Building and Grounds Meeting on May 14 at 4 p.m. Carried.

Motion by D. Davis, second by D. Klemz to approve the Resolution for Discontinuing and Reducing Educational Programs and Positions with regards to two paraprofessional positions; A roll call vote was taken and carried unanimously. A copy of said resolution shall be part of the official minutes.

Motion by M. Thompson, second by D. Davis to approve release of Crystal Sundermeyer at then of the 2017-18 school year. A roll call vote was taken and carried unanimously. A copy of said resolution shall be part of the official minutes.

Motion by A. Londgren, second by M. Thompson to approve release of Heather Hanson at then of the 2017-18 school year. A roll call vote was taken and carried unanimously. A copy of said resolution shall be part of the official minutes.

Motion by D. Klemz, second by D. Davis to approve the preliminary budget. Carried.

Motion by A. Londgren, second by D. Klemz to appoint Jeff Eklund as LEA Representative for Federal Programs. Carried.

Motion by M. Thompson, second by A. Londgren to approve the agreement with ECMECC for ECMECC to purchase from Braham a .5 FTE (plus full time fringe benefits) of the school counselor position for the 2018-19 school year as the East Central College & Career Options (ECCO) Coordinator. Carried

Motion by M. Thompson, second by D. Klemz to approve Amanda Tessmer as the ECCO coordinator for the 2018-19 school year. This will be a 1.0 FTE contract (.5 TOSA and .5 counselor) with .5 FTE and fringe benefits reimbursed by ECMECC. Ms. Tessmer will be paid at MA, Step 2. Her start date in this position will be August 27, 2018. Carried

Motion by D. Klemz, second by D. Davis to approve adding a Fishing team under the independent contract activity policy. Korey Sybrant will supervise. Discussion was held regarding the age requirements, liabilities ins., student fees and that the events will take place in the summer months as to not impact our current athletes numbers currently enrolled in a sporting events. Carried.

Motion by D. Davis, second by A. Londgren to approve the 2018- 2019 baseball trip to Florida. Carried.

Motion by A. Londgren, second by D. Klemz to approve the Memorandum of Understanding (MOU) with SEIU pertaining to the ten month secretarial position being converted to a twelve month position. Carried.

Motion by M. Thompson, second D. Klemz to adopt policies #103 - Complaints - Students, Employees, Parents, Other Persons; #104 Independent School District #314 School Philosophy & Mission Statement; and, #201 - School Board Legal Status. carried.

Chair Eklund reminded all present of the Regular School Board meeting to be held on Monday, May 21, 2018 at 7:00 p.m. in B100 - Community Room. A working school board meeting will be at 6 p.m. immediately preceding the regular board meeting.

Motion by M. Thompson, second by D. Davis to adjourn the meeting. Chair Eklund adjourned the meeting at 7:41 p.m.

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

Attest: \_\_\_\_\_  
Mike Thompson, Vice-Chair

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

Special School Board Meeting  
 Tuesday, May 1, 2018  
 7:00 a.m. - BAHS Community Room

The Special meeting was called to order by Vice-Chair Mike Thompson at 7:00 a.m.

Members present: M. Thompson, A. Londgren, A. Flowers, D. Davis, D. Klemz, Supt. Gagner and student council rep. A. Kurvers

Members absent: S. Eklund, T. Cuda

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

During Open Forum four staff members, several students and a parent expressed their support of Ryan Kedrowski, high school art teacher. His connection with students, calm manner, and creativity were mentioned.

Vice-Chair Thompson read the Resolution for Non-renewal of Teaching Contract for Probationary Teacher, Ryan Kedrowski. Motion by M. Thompson, second by D. Davis for said resolution. A roll call vote was taken. All members present voted yes to non-renewal the teaching contract of R. Kedrowski. Two board members were absent. The motion was carried with five yes votes.

Motion by A. Flowers, second by A. Londgren to accept the resignation of Bonnie Swanson, high school custodian. Carried.

The meeting adjourned at 7:24 a.m.

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

Attest: \_\_\_\_\_  
 Mike Thompson, Vice-Chair

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

	Sep 12	Oct 2	Nov 1	Dec 4	Jan 5	Feb 5	Mar 5	Apr 5	May 3
K	53	53	54	49	52	52	53	52	52
1	63	63	64	63	64	64	64	63	63
2	65	65	68	66	65	65	66	66	66
3	46	46	45	44	45	46	46	46	46
4	64	63	64	64	64	63	63	63	63
5	51	52	54	54	54	54	54	54	54
6	65	64	64	65	65	65	65	65	65
7	56	56	59	59	59	59	59	60	60
8	49	49	48	48	49	50	49	48	49
9	64	62	63	62	62	62	61	62	62
10	48	50	46	47	49	49	49	49	49
11	49	49	48	49	49	49	51	53	51
12	53	52	52	52	51	51	51	50	50
<b>K - 12</b>									
<b>Sub-Total</b>	<b>726</b>	<b>724</b>	<b>729</b>	<b>722</b>	<b>728</b>	<b>729</b>	<b>731</b>	<b>731</b>	<b>730</b>
<b>ECSE</b>	<b>17</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>22</b>	<b>24</b>	<b>24</b>	<b>26</b>
<b>TOTAL</b>									
<b>K - 12</b>									
<b>plus</b>									
<b>ECSE</b>	<b>743</b>	<b>743</b>	<b>749</b>	<b>741</b>	<b>747</b>	<b>751</b>	<b>755</b>	<b>755</b>	<b>756</b>

e. **Personnel**

**RECOMMENDATION**

**Angela Bendickson and Courtney Robinson** are being recommended by Principal Eklund for the summer ESY para positions. They will work 3.5 hrs daily as scheduled. They will be paid at para step 1. Start date June 19, 2018.

**Lauren Kiesz** is being recommended by Principal Eklund for the 3rd grade long-term substitute teacher position. Start date Aug. 27, 2018 - end date Nov. 16th, 2018. She will be paid at BA, Step 1.

**Deb Thompson** is being recommended by Principal Eklund for the Sped Teacher Long Term Substitute. Start date Aug. 27, 2018 - end date Nov. 5, 2018. She will be paid at BA, Step 1.

**Julie Grell** is being recommended by Principal Eklund for an EC Spec Ed ESY summer para position. Start date is June 19, 2018. She will work 3.5 hrs daily as scheduled. She will be paid at step 3.

**Lori Williams** is being recommended by Principal Eklund for an ECSE ESY summer para position. Start date is June 19, 2018. She will work 3.5 hrs daily as scheduled. She will be paid at para step 4.

**Jay Sparling and Aitor Leniz** are being recommended by Supt. Gagner as temporary seasonal workers for grounds support from June 1 thru Oct. 31, 2018 on an as needed basis. All duties must be approved in advance by J. Campbell, buildings and grounds supervisor. Their combined hours are up to 20 per week and may not exceed 240 hours for the season. They will be paid \$13 per hour.

**Per Gulbranson** is being recommended by Principal Kuhnke as the high school art teacher. He will be paid at BA, Step 1. Start date is August 27, 2018.

**Sarah Johnston** is being recommended by Principal Kuhnke as the 7th & 8th grade math teacher. She will be paid at BA+45, Step 3. Start date is August 27, 2018.

**C SCHEDULE RECOMMENDATION**

**Tammi Johnson** is being recommended by Shawn Kuhnke for the Head Volleyball coach position for the 2018-2019 season. She will be paid Lane 12 Step 9 of the C schedule.

**RESIGNATION**

**Nickie Nelson** has submitted her letter of resignation as the Prom Advisor effective April 16, 2018 for the 2018-19 school year. Mrs. Nelson has coordinated prom since 2017.

**LEAVE REQUEST**

**Nicole Zimpel**, food service worker, has submitted a request for an extension of her medical leave of absence without pay. Her new return date is expected to be April 30th.

**Shawna Surdey**, high school special ed para, has submitted her request for maternity leave from Nov. 1, 2018 - Jan. 1, 2019.

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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.”

<b>Donor</b>	<b>Item and/or Amount</b>	<b>Purpose</b>
AAA	\$300.00	Medical Supplies
California Casualty	\$1,000.00	Football Program
Arrowtank	\$138.00	5th & 6th Gr. Playground
Cambridge Grad Band	\$100.00	Band Supplies
Grandy Lions	\$1,000	School of Excellence Program
Grandy Lions	\$500.00	Summer Youth Theatre
BEPO	\$1,298.07	Kindergarten Northern Clay Project
Shell Oil	\$4,500.00	Supermileage
Gene Haas Foundation	\$8,000.00	Supermileage & Scholarships

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5. **Open Forum.**

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6. **Presentation by PLC Leadership Team.**

Presentation by Kim Beidleman and Dayla McDonald for the 5th & 6th Gr. PLC.  
Presentation by Lindsay Rasmussen for Early Childhood.

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7. **Review Elementary Principal’s report.**  
**Braham Area Elementary**  
**May 2018 Board Report**

1. **Teacher Appreciation Week**
  - Thank you to BEPO for all the food and prizes for our staff!
2. **School of Excellence**
  - All school celebration May 22.
  - Schedule is on the website.
  - Thank you to Tracy Fix, Katie Blomdahl, JeanAnn Mattson, and Shandell Harvey for organizing.
  - Thanks to the Grandy Lions for the donation.
3. **MCA Testing**
  - Completed!
  - Very impressed with how hard our students worked.
  - Preliminary scores look good!
  - Teachers should be proud!

**4. Schedule and Staffing are completed**

- We will be running a modified middle school model for 5/6 next year.

**5. Field Trip**

- 1st Grade - Como Zoo
- 2nd Grade - Children's Museum
- 3rd Grade - Day at the Farm and Science Museum
- 4th Grade - Duluth Aquarium
- 5th Grade - University of MN, Valleyfair
- 6th Grade - Fur Post, Conservation Day,

**6. Congratulations to Tracy Fix, Katie Blomdahl, JeanAnn Mattson, and Shandell Harvey They are our Elementary T.E.A.M. (Together Everyone Achieves More) Award winners**

- Tracy, Katie, JeanAnn, and Shandell have done an incredible amount of work to make our SOE celebration a reality! Thank you for all the hard work to make this day special for our students and community!
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**8. Review High School Principal's report.**

**HS Principal / Activities Director  
School Board Report  
May 21, 2018**

Congratulations to our April 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 April students of the month are: Grade 7: Ella Doble, Terrance Jolly, Alex McFarlen, Mykenna Schroeder, Moses Stich, Leah Thoreson. Grade 8: Hannah Klepsa. Grade 9: Adelia Pierson, Carson Shockman. Grade 10: Savannah Kunshier. Grade 11: Josh Mankie, Kate Tomlinson. Grade 12: Amelia Fiedler, Mackenzie Warner.

2. Awards night was on Thursday, May 10. The event was held in C100 and was a great night for our students as we were able to recognize them for their many accomplishments and hand out several of scholarships.
3. Softball will begin their Sub-Sections at a site to be determined on Monday, May 21. More information at the meeting.
4. Baseball will begin their Sub-Sections at a site to be determined on Thursday, May 24. More information at the meeting.
5. Boy & Girls Golf has the Section 7A meet at Virginia Golf Course on Wed., May 23 and Thurs. May 24.
6. Track and Field Subsections are going to be held at Pine City on Tuesday, May 22 and Sections are at St. John's on Wednesday, May 30.
7. I attended the Spring MSHSL meeting in Brooklyn Park. Some of the main discussion points had to do with Cooperative Sponsorship Classification, Bylaw Review / General Eligibility, Classification/Tournament Format and Emerging Sports.
8. Congratulations to Josh Klingensmith for being selected as an alternate to the 2018-19 Minnesota All-State Band!



9. Thank you to Beth Stone for putting on the induction ceremony for the new members of the Braham Chapter of the National Honor Society. The new members include: Zachary Anderson, Luke Bendickson, Benjamin Carlson, Haley Horbul, Kyra Johnson, Joshua Klingensmith, Savannah Kunshier, Amaya Leniz, Abigail Olson, Leah Wickeham and Meegan Wickeham.

10. We had two more of our seniors sign their National Letters of Intent to further their education and playing careers. On Wednesday, April 11 Colton Schusted, signed his NLOI to Presentation College in Aberdeen, South Dakota for baseball. On Tuesday, April 17, Levi Wylie signed his NLOI to Park University in Parkville, Missouri for basketball.

Respectfully, Shawn Kuhnke

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## 9. **Review Community Ed report.**

Community Ed. is wrapping up their final classes of the year. Looking ahead to next year and scheduling Youth Driver's Ed classroom instruction in the Fall of 2018. Summer Youth theatre camp will run for two weeks June 4-8 and June 11-15 with the final performance on June 15 at 2 pm. Students can sign up with Tracy Fix if interested, the cost is \$20.00 per student.

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## 10. **Superintendent's report.**

### 1. Meet and Confer Meeting update (April 11):

- Communication is ongoing. Topics discussed included:
  - Progress on previous issues
  - Appropriate lesson plans for substitute teachers
  - Second chance breakfast review
  - Building maintenance timelines and protocols
- Next meeting is December 5, 2018

### 2. ECMECC Governing Board highlights - April 18, 2018:

- A motion was made to approve St. Francis as an associate member. This decision will impact member fees for the 2018-2019 school year with ISD #314's increase approximately \$4,700.
- Preliminary budget was approved for the 2018-2019 school year.
- The annual summer professional development opportunity (Lake ECMECC) will be held Thursday, August 9, at Milaca Public Schools.

### 3. RRSEC Executive Council/Governing Board meeting highlights - April 25/May 7, 2018:

- Actions were taken to approve school nutrition contracts with C-I and Milaca, accept a workers compensation insurance quote, and to authorize individual procurement cards.
- Steve Smith from National Insurance Services reviewed a total benefits package for employees effective 7/1/18. All rates (other than dental) will remain the same or drop significantly.
- Discussion continued on the need to prepay (July 1, 2018) expenses in order to have adequate cash flow when RRSEC no longer has access to C-I funds. Close out with C-I will actually occur February 1, 2019 after all final revenue, bills, clean up, etc. from 2017-2018.
- Discussion was held on options for a fund balance. A recommendation will be given to the executive council in March, 2019.
- Expect C-I to make a final decision on membership before June 30, 2018.

4. General SEE meeting highlights - April 20, 2018:

- Sue Abderholden (NAMI) spoke on the topic of mental illness. 50% of students develop mental health needs prior to age 14 - waiting for treatment until adulthood is not an option.
- A proposed 2018-2019 budget was shared. The board is recommending a 2% increase in fees. Our membership dues are scheduled to increase by \$26.02. Action on the budget May 24.
- Neither of the scheduled legislative speakers (Senator Carla Nelson, Representative Jenifer Loon) were able to attend. Director (SEE) Brad Lundell gave an update on legislative activity. Topics included pensions, school safety - including mental health, telcom aid, and the cross subsidy.

5. Grandy Lions meeting highlights - May 7, 2018:

- Donations tied to Braham Area Schools:
  - Trap team (donation to Braham VFW) - \$3,000
  - School of Excellence celebration May 22 - \$1,000
  - Summer theater program - \$500
- 246 people attended the pancake feed on May 6
- Change to one meeting per month (first Monday at 7:00 p.m.) starting in June, 2018

6. Braham Education Foundation highlights - May 7, 2018:

- Discussion on April 13 Gala - what to keep, change, etc. **Date set for Gala #2 April 12, 2019.** Final amounts are not yet available but it appears around \$27,000 was raised and over 300 people attended. The Foundation is targeting \$100,000 in the endowment fund prior to awarding grants.
- Potential ideas moving forward include:
  - Tailgating at two football games
  - Information tables at May 22 SOE Celebration and fall Open House (Wed., Aug. 29)
  - Parade entry for Braham Appreciation Days on Saturday, June 2
  - Serve at Pie Day on Friday, August 3
  - Twin cities event for alumni / July or August
- Next meeting is Monday, June 11, at 5:00 p.m. in B100. All are invited.

7. Alina Health Community Engagement Council highlights - May 8, 2018:

- Review Neighborhood Health Connection Grant winners (ISD #314 was award \$3920)
- 126 bikes were given away at the *Free Bikes for Kidz* event
- Updates on substance abuse prevention, dementia grant, and hospital/public health review process

8. Braham Chamber meeting highlights - May 8, 2018:

- Braham Appreciation Days - June 2: parade starts at 3:30, free meal, bounce house, dunk tank, bingo, two bands, etc.
- Business Expo - possible move to a Saturday in 2019, same weekend as community garage sales
- Pie Day will be Friday, August 3

9. The Building and Grounds Committee (S. Eklund/T. Cuda/A. Londgren/K. Gagner/J. Campbell) met on May 14, 2018, to review the long term facilities maintenance plan and other capital expenditures. Interested citizens are encouraged to contact the Superintendent for specific details. Summary:

- Significant Challenges:
  - Ongoing maintenance and replacement of building roofs continues to require well over 60% or all incoming maintenance revenue
  - There are potential issues regarding water entering building foundations due to poor (negative) slope and the deteriorating condition of downspouts and concrete rain diverters

- Areas of concern exist in parking lots/sidewalks regarding uneven and damaged surfaces. There is also a concern with available space for parking near the PreK-4 building.
- Three older wooden bridges exist on school property which need removal or maintenance
- Various repairs (brick repair, paint) are needed to exterior building surfaces
- Larger projects for completion summer of 2018:
  - Paint Elem. gym, and kitchen hoods in the HS/Elem
  - Replace carpet in elementary media center
  - Install three roof exhaust fans at HS
  - Connect entire irrigation system to district well
  - Renovate blue shed to permit storage of both school vans
  - Per Minnesota Statutes, Section 121A.335, ISD #314 will conduct lead testing of drinking water

10. District Assessment Coordinator (DAC) update:

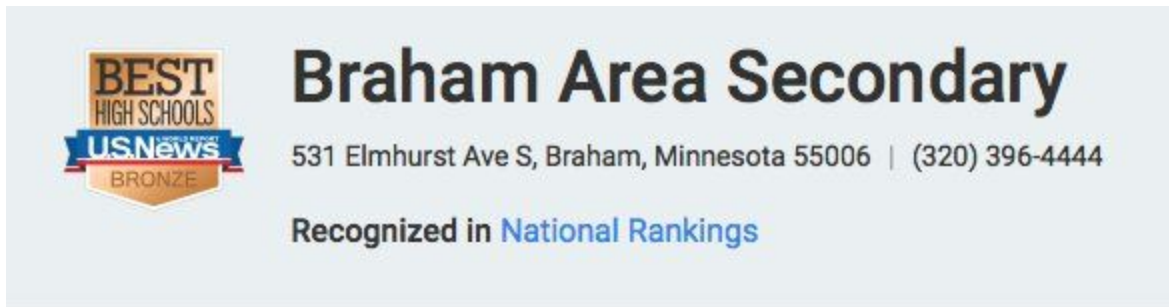
- All state assessments are complete. Official results will be released in late July.

11. **Good News!**

1. Kick-Start offer from Pine Technical & Community College:

- *Portion of letter sent to 2019 graduating class from Pine Tech:* “Dear Class of 2019 Students and Parents, Congratulations!! An undisclosed private family foundation has generously offered to support one year of free tuition plus a \$1,000 stipend to attend Pine Technical and Community College. The “Kick-Start” offer is being extended to any 2019 graduate in the following districts whose family was eligible for the Free and Reduced School Meal Program during their senior year. Braham, East Central, Hinckley-Finlayson, Mora, and Pine City”

2. Congratulations to the students and staff of Braham Area High School being recognized by U.S. News and World Report as a nationally ranked "Best High School". [#BrahamProud @USNewsEducation](#)



11. **Acknowledge Braham “HONORS” Recipients.**

Linda Thelin, Braham Covenant Church	Braham Area School District #314 would like to express our appreciation regarding your efforts to enable the successful continuation of the 'Backpack' program for the students of our district. This is a perfect example of commitment to service and part of the attitude that sets Braham apart. You are appreciated!
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Luke Becker	Braham Area School District #314 would like to recognize you for your leadership with both Super Mileage and FFA activities. We recognize the extra efforts this takes and the benefits it provides to our students.
Julie Johnson, Connie Gelle, Mike Thompson, Luke Becker	Braham Area School District #314 would like to recognize you for your volunteer service to the Braham Business Expo held on May 3, 2018. This was a great opportunity to promote our district and share good news with our community. Thanks!
Amanda Tessmer, Shawn Kuhnke, Julie Johnson, Teresa Person, Nicole Nelson, Jen Lundin	Braham Area School District #314 would like to thank you for your extra efforts in planning the 2018 Academic, Athletics, and Arts Awards program. Your work in recognizing our students increases motivation and helps build a strong school/community partnership - known to be a key component of a successfully operated school district. We appreciate your work!
Bruce the Bug Guy, Jeff Tyson - Audubon Center of the North Woods, U of MN Raptor Center, Luke Becker & students, Sara Long, Donna Bryant, John Carter, Brant Johnson, Karl Fix, April White, Chandra Peter, Joan Schleicher, Tina Heidelberger	Braham Area School District #314 would like to thank you for your volunteer efforts to celebrate "Earth Day 2018" with our elementary students. Your efforts helped to provide many hands on opportunities. You are appreciated!
Dana Hendren, Chris Grote	Braham Area School District #314 would like to recognize you for your leadership in securing the \$1,000 grant for the Braham football program. We recognize the extra efforts this takes and the benefits it provides to our students and staff. You are appreciated!
Student Council, National Honor Society, Tammi Johnson, Beth Stone	Braham Area School District #314 would like to thank you for participating in various community service projects including programs such as, 'Feed my Starving Children' and/or the clean up of Highway 65. Your commitment to service is appreciated!

12. **Review Student Council Representative's report.**

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

**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.

**March Food Drive:** The March Food Drive took place from March 5th through the 28th. We had made flyers and put them up around town, at local businesses, and in the schools. Whatever had been collected is going to be dropped off at the Braham Food Shelf.

**Ditch Cleanup:** It's that time of year again! On Monday, May 14th, our group is going to do our annual Adopt-A-Highway project on highway 65. We will be cleaning the ditches from Stanchfield corners all the way to the 107 and 65 intersection. Every year we do this, and we pick up a lot of trash. Afterwards, we will be heading to Amelia Fiedler's house to have a potluck lunch.

**Volunteering in the Community:** The group has been asked for volunteers at many different events. These events include the Education Foundation Gala, the Allina Banquet, the Mother's Day Brunch, and passing out cookies for the School of Excellence celebration. We have had many members volunteer, and the community is very thankful.

**Feed My Starving Children:** On Friday May 4th, we joined with the National Honor Society group and went down to Coon Rapids to do the service project, Feed My Starving Children. Everyone had a great time and we fed 49 children for a year, our groups were proud of our results.

**Recycling and Announcements:** We will continue to read announcements and collect recycling on Fridays.

Respectfully submitted by,  
Abby Olson, Co-Secretary  
5/13/18

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

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14. **Consider realignment of Custodial Department Positions.**

Jeff Campbell, District Head Custodian, is recommending the elimination of a year round full time custodian position and the addition of a year round full time cleaner/sweeper position to better serve the custodial department.

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15. **Consider renewal of MSHSL membership.**

Every year the district must renew its membership in the Minnesota State High School League in order to be eligible to participate in league-sponsored activities/events.

Minnesota State High School League  
2100 Freeway Boulevard  
Brooklyn Center, MN 55430-1735  
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2018-2019 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number \_\_\_\_\_, County of \_\_\_\_\_, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Braham Area High School  
531 Elmhurst Ave S.  
Braham, MN 55006

is/are authorized by this, the Governing Board of said school district or school to:

1. \_\_\_\_\_ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): \_\_\_\_\_  
OR:  
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

~~FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's Official Handbook, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.~~

**Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared common language as it relates to the value of these said programs.**

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.*

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: \_\_\_\_\_  
Clerk/Secretary - Local Governing Board

Date: \_\_\_\_\_

Allison Lundgren

Signed: \_\_\_\_\_  
Superintendent or Head of School

Date: \_\_\_\_\_

Ken Gagner

District Office Address, City, Zip: 531 Elmhurst Ave S., Braham, MN 55006

School Superintendent's Phone: 320-396-5199

School Superintendent's Email: kgagner@braham.k12.mn.us

**RETURN ONE COPY TO THE MSHSL NOT LATER THAN AUGUST 31, 2018**  
Retain one copy for the school files.

**2018-2019 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

The following is taken from the MSHSL Constitution:

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

**One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the schools membership in the MSHSL.

Please complete and return this form with your school's 2018-2019 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Braham Area High School

Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

Steven L. Eklund

Designated School Board Member  
(Please Print)

Ken Gagner, Superintendent

Designated School Representative  
(Please Print)

Steveneklund@braham.k12.mn.us

Email Address

kgagner@braham.k12.mn.us

Email Address

**208.02 ACTIVITY REPRESENTATIVES**

Shawn Kuhake

Boys' Sports  
(Please Print)

Shawn Kuhake

Girls' Sports  
(Please Print)

Jennifer Lundin

Speech  
(Please Print)

Bryan Johnson

Music  
(Please Print)

Ken Gagner, Superintendent

\*Mailing Representative (Please Print)

\* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

\_\_\_\_\_  
Board Member (Please Print)

\_\_\_\_\_  
Student (Please Print)

\_\_\_\_\_  
Parent (Please Print)

\_\_\_\_\_  
Faculty Member (Please Print)

16. **Consider Designation of Identified Official with Authority to authorize MDE user access.**

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external users access to the MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Ken Gagner, Superintendent, to act as the Identified Official with Authority for the ISD #314 Braham Area Schools.

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17. **Consider Student Assurance Services, Inc.**

The school district has participated in this program for a number of years. It provides district parents an opportunity to purchase insurance through Student Assurance Services, Inc. of Stillwater, MN to provide coverage for their children for accidents and other purposes. This type of insurance is designed to supplement those high deductibles, copays, and families with students who do not carry health insurance because of high premiums. The board should take formal action if it wishes to authorize Student Assurance Services to continue to offer insurance to parents for students in the Braham School District for the 2018-2019 school year.

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18. **Consider Amendment to Joint Powers Agreement (JPA) with ECMECC.**

The ECMECC Board voted at the April 18th meeting to allow St. Francis ISD #15 to be removed as a full board member and be reinstated as an Associate member. ECMECC has made revisions to their JPA to reflect these changes which can be found on the bottom of page 2 under V. Parties and VI. Associate Parties. The board is asked to take action on the revisions and have the board chair and clerk sign the last page of the JPA (page 14). A copy of the JPA is included in the addendum information sent to the board. An official copy of the signature page is in the folder.

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19. **Consider Contract between Isanti County Family Services and Braham Area Schools.**

Isanti Co. Family Services and Braham Area Schools as members of the Collaborative, enter into this agreement for the period from July 1, 2018 to June 30, 2019. Braham Area Schools counselor and school social worker will be providing the services. The contract supersedes previous contracts for this service.

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20. **Consider resolution authorizing the Superintendent of Schools to make appropriate adjustments to the Long-term Facilities and Maintenance plan, as needed.**

The following resolution, if approved by the school board, accomplishes this purpose:  
RESOLVED, that the school board authorizes the Superintendent of Schools to make appropriate (meeting statutory requirements) adjustments to the Long Term Facilities and Maintenance plan as needed for the 2017-2018 and 2018-2019 school years.

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21. **Review information regarding Authorizing Resolution Relating to Conducting a Referendum Revenue Authorization Election in 2018.**

Greg Crowe and Barbie Doyle, Ehlers representatives presented information about a levy referendum to the board at a working board meeting immediately before the regular meeting today. No action is needed at this time.

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22. **Consider cycle review of district policies for adoption.**

The following policies are up for review: #203 - Operation of the School Board - Governing Rules; #203.1 - School Board Procedures; Rules of Order; #203.2 - Order of the Regular School Board Meeting; and, #203.5 - Agenda Preparation and Dissemination. These policies can be revised as printed and adopted at this one meeting, if the board chooses.

**Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: July 18, 2016;

**Reviewed: May 21, 2018**

**#203 - OPERATION OF THE SCHOOL BOARD – GOVERNING RULES**

**I. PURPOSE**

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

**II. GENERAL STATEMENT OF POLICY**

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

### III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota Statutes; and
- C. *Robert's Rules of Order, Revised* (latest edition) where not inconsistent with A. and B., Above.

**Legal References:** Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)  
Minn. Stat. § 123B.14 (Officers)

**Cross References:**

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#### **Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: July 18, 2016

Reviewed: **May 21, 2018**

### **#203.1 - SCHOOL BOARD PROCEDURES; RULES OF ORDER**

#### **I. PURPOSE**

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

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

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

### III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.
- J. The order in which names will be called for roll call votes will be determined by the school board.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to adjourn, to recess or to take measures to obtain a quorum.

Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)  
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)  
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)  
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)  
Minn. Stat. § 471.88 (Exceptions)

**Cross References:** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 207 (Public Hearings)

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**Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: July 18, 2016

Reviewed: **May 21, 2018**

**#203.2 ORDER OF THE REGULAR SCHOOL BOARD MEETING**

**I. PURPOSE**

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

**III. ORDER**

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Approval of agenda.
3. Consent agenda.
4. Acknowledgement of gifts/donations.
5. Open Forum
6. Reports
  - Student Council Representative
  - Elementary Principal
  - Activities/Community Ed Director
  - High School Principal / **Activities Director**
  - ~~District Assessment Coordinator~~
  - Superintendent
7. Acknowledge Braham HONORS recipients.
- 8. Student Council Representative**
- ~~9.~~ **9.** Board Members reports
- 9. 10.** Action items
- ~~10.~~**11.** Reminder of next board meeting
- ~~11.~~**12.** Adjournment.

B. Items in this order may be considered as part of a consent agenda.

- C. The school board may depart from the order of business with the consent of the majority of members present.

**Legal References:** Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

**Cross References:** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

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**Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: May 16, 2016

Reviewed: **May 21, 2018**

**#203.5 SCHOOL BOARD MEETING AGENDA**

**I. PURPOSE**

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

**III. PROCEDURES**

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person’s name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.
- C. The tentative agenda and supporting documents shall be sent to the school board members four to five (4 to 5) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to

materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

**Legal References:** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)

Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

**Cross References:** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

MSBA/MASA Model Policy 207 (Public Hearings)

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23. Reminder of the June Regular school board meeting.

The June Regular School Board meeting is set for Monday, June 18th, at 7:00 pm, in B100 – Community Room.

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24. Adjourn.

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