

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the May 21 Working & Regular School Board meetings.
 - b. Approve the June bills.
 - c. Review and accept the June Treasurer's report.
 - d. Enrollment Analysis.
 - e. Personnel
4. Acknowledgement of Donations or Contributions
5. Open Forum.
6. Review Elementary Principal's report.
7. Review High School Principal - Activities Director report
8. Review Community Education Report.
9. Superintendent's Report.
10. Acknowledge Braham "HONORS" Recipients.
11. Review Student Council Representative's report. - **No report this month.**
12. School Board members' reports/updates.
13. Consider approval of MOU with BEA for leave of absence of a teacher.
14. Consider approval of leave of absence for a teacher.
15. Consider approval of the employment of School Board Member.
16. Consider adoption of water testing plan and schedule.
17. Consider membership renewal with Resources Training & Solutions.
18. Consider membership renewal in Schools for Equity in Education (SEE) for 2018-19.
19. Consider approval of FY19 Final Budget.
20. Consider adoption of the Resolution Calling Special Election regarding the General Education Revenue of the School District.
21. Consider approval of School District Referendum Revenue Authorization.
22. Consider adoption of the Resolution calling for special election to fill school board vacancy.
23. Consider adoption of the Resolution establishing dates for filing Affidavits of Candidacy for Special Election.
24. Consider first of 2 readings of All Employee Handbook
25. Consider first of 2 readings of Fiscal Compliance Procedures Manual as per MN Statute 471.35 - Uniform Municipal

26. Consider first of 2 readings of changes to Mentor Handbook
27. Consider first of 2 readings of changes to Faculty Handbook - No changes 2018-19
28. Consider first of 2 readings of changes to Paraprofessional Handbook - No changes 2018-19
29. Consider first of 2 readings of changes to Activities Handbook
30. Consider first of 2 readings of changes to HS Student Handbook
31. Consider first of 2 readings of changes to Elementary Student Handbook
32. Consider first reading of two policies.
33. Consider cycle review of district policies for adoption.
34. Consider setting the date for the Superintendent's annual performance review.
35. Reminder of the July School Board meeting.
36. 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 May 21 Working & Regular School Board meetings.

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

Working School Board Meeting
Monday, May 21, 2018
6:00 p.m. - BAHS Community Room

The working meeting was called to order by Chair Steve Eklund at 6:05 p.m.

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

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

Ehlers representatives, Greg Crowe and Barbie Doyle, presented information on a potential operating levy.
Discussion and questions followed.

Board member D. Davis presented a new format for viewing district financials.

Motion by A. Flowers, second by D. Klemz to adjourn. Carried.

The meeting adjourned at 7:01 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

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

Regular School Board Meeting
Monday, May 21, 2018
7:00 pm – BAHS Community Room

The regular school board meeting was called to order by Chair Steven Eklund at 7:02 p.m. The Pledge of Allegiance was recited.

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

Motion by T. Cuda, second by D. Klemz to approve the minutes of the April 26th regular and the May 1st special school board meetings. Approve the May bills \$188,874.43; accept the May Treasurer's report, and review the enrollment analysis. The board approved the following: 1) **Angela Bendickson and Courtney Robinson** as summer ESY para positions. They will work 3.5 hours daily as scheduled and be paid at para step 1. Their start date is June 19, 2018. 2) **Lauren Kiesz** as the 3rd grade LTS teacher for B. Schminski. She will be paid at BA, Step 1. Her start date is Aug., 27, 2018. 3) **Deb Thompson** as the LTS teacher for elementary special ed teacher C. Hanson. Her start date is Aug. 27, 2018. 4) **Julie Grell** as an ECSE ESY summer para. She will work 3.5 hrs per day as scheduled and be paid at para Step 3. Start date June 19, 2018. 5) **Lori Williams** an ECSE ESY summer para. She will work 3.5 hrs per day as scheduled and be paid at para Step 4. Start date June 19, 2018. 6) **Jay Sparling and Aitor Leniz** as temporary seasonal workers for grounds support from June 1 thru Oct. 31, 2018 as needed. Their combined hours are up to 20 per wk and may not exceed 240 hrs for the season. They will be paid \$13/hour. 7) **Per Gulbranson** as the high school art teacher. He will be paid at BA, Step 1. Start date Aug. 27, 2018. 8) **Sarah Johnston** as the 7th & 8th grade math teacher. She will be paid at BA+45, Step 3. Start date Aug. 27, 2018. 9) **Tammi Johnson** as the head volleyball coach for 2018-19. She will be paid at Lane 12, Step 9 of the "C" schedule. 10) **Nicole Zimpel**, food service worker, extension of her medical leave of absence without pay. She will return to work Apr. 30, 2018. 11) **Shawna Surdey**, high school special ed para, maternity leave from Nov.1, 2018 thru Jan. 1, 2019. The board accepted the resignation of: **Nichole Nelson** as prom advisor for fall 2018-19. Carried.

Motion by M. Thompson, second by A. Flowers to acknowledge the May 2018 donations for the purposes requested for: medical supplies \$300 from AAA; football program \$1,000 from CA Casualty; 5th & 6th grade playground \$138 from Arrowtank; band supplies \$100 from Cambridge Grad Band; School of Excellence Program \$1,000 from Grandy Lions; \$500 for summer youth theater from Grandy Lions; Kindergarten art project \$1,298.07 from BEPO; Supermileage \$4,500 from Shell Oil; and, supermileage & scholarships \$8,000 from Gene Haas Foundation. Carried.

Nothing was addressed under Open Forum.

PLC presentation from Kim Beidleman and Dayla McDonald representing 5th and 6th grades. Main focus for the year has been aligning math curriculum with standards. IXL and AR continue to be utilized to motivate students to achieve their goals and earn various rewards, including shopping at the AR store with money earned by reading. 5th & 6th grades are also looking into the middle school concept for scheduling next year.

PLC presentation by EC coordinator Lindsay Rasmussen. Preschool graduation was May 21 with 50 students graduating. PK registration is really high for this time of year. Having a PK facebook page seems to have really helped. 4th grade students are paired with EC kids as bus buddies. The PK and 4th graders will be having lunch together to continue encouraging "seeds of kindness".

Principal Eklund reviewed his written report. Special thank you going out to BEPO for providing special treats for the teachers everyday during Teacher Appreciation week. Board Chair congratulated Principal Eklund on the School of Excellence achievement.

Principal/AD Kuhnke reviewed his written report. Both softball & baseball teams received the #1 seed for 2018 playoffs. Awards night ran smoothly and was well attended.

The Community Ed report was reviewed. Summer Youth theater camp will be from June 4-8 & June 11-15. The cost is \$20 per student. Youth driver's ed will be offered in the fall.

Supt. Gagner's written report was reviewed. St. Francis became an associate member of ECMECC which will increase ISD #314's member fees. The Gala event hosted by BAEF raised approx \$27,000. Over 300 people attended. The buildings and grounds committee met on May 14 to review the long term facilities maintenance plan and other capital expenditures. Maintenance and replacement of building roofs continues to consume a large portion of the incoming maintenance revenue. Pine Tech & Comm College Kick Start program will make available one year free tuition plus a \$1,000 stipend to any 2019 graduate from Braham whose family was eligible for the free and reduced school meal program during their senior year to attend PTC.

Supt. Gagner congratulated the following staff, students, and community members for their accomplishments as "Braham HONORS" recipients. They are: Linda Thelin, Braham Covenant Church, Luke Becker, Julie Johnson, Connie Gelle, Mike Thompson, Luke Becker, Amanda Tessmer, Shawn Kuhnke, Teresa Person, Nickie Nelson, Jen Lundin, Bruce the Bug Guy, Jeff Tyson, U of MN Raptor Center, Sara Long, Donna Bryant, John Carter, Brant Johnson, Karl Fix, April White, Chandra Peter, Joan Schleicher, Tina Heidelberger, Dana Hendren, Chris Grote, Student Council, National Honor Society, Tammi Johnson, and Beth Stone.

The Student Council written report was reviewed. Ditch Cleanup was done on May 14th followed by a potluck lunch at the Shawn & Dawn Fiedler home. NHS and Student Council students went to "Feed My Starving Children" as one of their service projects. Chair Eklund expressed his appreciation for Alex Kurvers representation on the board for 2017-18.

School board members attended various events and meetings including: special and working school board meetings, RRSEC meeting, Braham Business EXPO, the FFA plant sale, Awards night, preschool graduation, buildings and grounds meeting, elementary track and field day, NHS induction program, and ECMECC Regional meeting.

Motion by M. Thompson, second by D. Klemz to eliminate a year round full time custodian and add a year round full time cleaner/sweeper position. Carried.

Motion by D. Klemz, second by D. Davis to renew membership in the MSHSL. Carried

Motion by A. Flowers, second by D. Davis to designate Supt. Ken Gagner as the district IOWA. Carried

Motion by D. Klemz, second by M. Thompson to participate in the Student Assurance Services, Inc. Carried

Motion by M. Thompson, second by T. Cuda to approve the amendment to the JPA with ECMECC. Carried

Motion by A. Flowers, second by M. Thompson to approve the contract between Isanti County Family Services and ISD #314 from July 1, 2018 to June 30, 2019. Carried

Motion by T. Cuda, second by A. Flowers to adopt the resolution approving the adjustments to the long-term facilities and maintenance plans for 2017-18 and 2018-19 to meet statutory requirements. Carried

Further reviewed the referendum revenue information provided by Ehlers representatives G. Crowe and B. Doyle. No action was required at this time.

Motion by M. Thompson, second by D. Klemz to adopt policies #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. Carried

Chair Eklund reminded all present of the Regular School Board meeting to be held on Monday, June 18, 2018 at 7:00 p.m. in B100 - Community Room.

Motion by A. Flowers, second by T. Cuda to adjourn the meeting. Chair Eklund adjourned the meeting at 7:42 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

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

	Sep 12	Oct 2	Nov 1	Dec 4	Jan 5	Feb 5	Mar 5	Apr 5	May 3	Last Day
K	53	53	54	49	52	52	53	52	52	54
1	63	63	64	63	64	64	64	63	63	61
2	65	65	68	66	65	65	66	66	66	66
3	46	46	45	44	45	46	46	46	46	48
4	64	63	64	64	64	63	63	63	63	65
5	51	52	54	54	54	54	54	54	54	54
6	65	64	64	65	65	65	65	65	65	66
7	56	56	59	59	59	59	59	60	60	61
8	49	49	48	48	49	50	49	48	49	49
9	64	62	63	62	62	62	61	62	62	62
10	48	50	46	47	49	49	49	49	49	49
11	49	49	48	49	49	49	51	53	51	51
12	53	52	52	52	51	51	51	50	50	50
K - 12 Sub-Total	726	724	729	722	728	729	731	731	730	736
ECSE	17	19	19	19	19	22	24	24	26	26
TOTAL K - 12 plus ECSE	743	743	749	741	747	751	755	755	756	762

e. Personnel

RECOMMENDATION

Jay Sparling, Emily Ludwig, Leah West have been recommended by Supt. Gagner as mentors for the new teachers Per Gulbranson (art), Sarah Johnston (7th & 8th math), and Marissa Stolan (5th & 6th gr special ed). They will be paid the stipend per the BEA contract.

Jodi Splittstoser, has been recommended by Head Custodian Campbell, for the full-time cleaner/sweeper position. She will be paid at Step 2 of the Custodian contract. Her start date in this position will be July 1, 2018.

JeanAnn Mattson, Kim Halvorson, and Nicole Wink are being recommended by Principal Eklund as the summer bomber boost teachers. They will teach 12 sessions of 3.5 hours, total of 42 hours each at \$30/hour. Start date is June 19, 2018.

Lindsay Rasmussen is being recommended by Principal Eklund as the reading corps internal coach for 2017-18. She will be paid a \$500 stipend.

Emily Ludwig is being recommended by Principal Eklund as the math corps internal coach for the 2017-18 school year. She will be paid a \$500 stipend.

Brady Yrjo, is being recommended by Principal/AD Kuhnke as the long term substitute for the PE/Health Teacher for the 2018-19 school year. He will be paid at BA Step 5. His start date will be Aug. 27, 2018.

C SCHEDULE RECOMMENDATION

Chris Grote is being recommended by Principal/AD Kuhnke for the Summer Weight Training position for the 2018 summer session. He will be paid Lane 4 Step 5 of the C schedule. Start date was June 4, 2018.

Brady Yrjo, is being recommended by Principal/AD Kuhnke for the Asst. Varsity Football Coach for the 2018-19 season. He will be paid Lane 10, Step 5 of the C schedule. His start date in this position is Aug.,13, 2018.

Sarah Johnston, is being recommended by Principal/AD Kuhnke for the JV Volleyball position for the 2018-19 season. She will be paid at Lane 10, step 1 of the C schedule. Start date in this position is Aug. 13, 2018.

Amber Zimpel, is being recommended by Principal/AD Kuhnke for the JH Volleyball Coach position for the 2018-19 season. She will be paid at Lane 5, step 1. Start date is Aug. 27, 2018.

Per Gulbranson, is being recommended by Principal/AD Kuhnke as the Asst FB Coach for 2018-19. He will be paid at Lane 9, Step 1 of the "C" Schedule. His start date in this position is Aug. 13, 2018.

Lane Correction

Sarah Johnston's pay will be paid at BA+45, Step 1. Her signed contract was correct.

RESIGNATION

Kim Beidleman, Title 1 teacher, submitted her letter of resignation May 24, 2018. Kim has been with the district for 9 years.

Micah Malamisuro, elem. special ed para, submitted his letter in Nov. 2017. His resignation was effective Nov. 30, 2017.



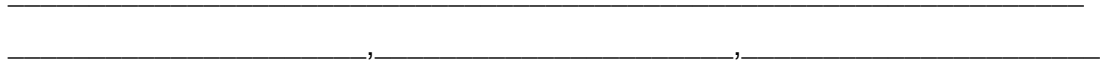
4. Acknowledgement of Donations or Contributions

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
B.A.C.K.	\$7,500.00	School irrigation project
Kanabec- Isanti Co. Farm Bureau	\$100.00	3rd Gr. Field Trip
Tim & Sandy Burton	\$238.99 value	Vacuum & bags
Doug Eklund	\$52.00 value	Flags for the district
Michelle Becker	\$275.00	Paint & supplies for BAES M/C
Jerry Struthers	\$100.00	Memorial for R. Backe
Sport Dimensions Inc	\$500.00	Super Mileage



5. **Open Forum.**

6. **Review Elementary Principal's report.**

Braham Area Elementary
June 2018 Board Report

1. Teacher Appreciation Week
 - Thank you to BEPO for all the food and prizes for our staff!
2. School of Excellence
 - Fantastic day!
 - Thanks to everyone that took part and volunteered to make the day special for our kids!
3. Building Update
 - Gym has been painted
 - Library has been painted (Michelle Becker, Crystal Small, Karen Leniz, and Chris Thielen)
 - Carpet is being installed
4. Congratulations to Nicole Wink. Nicole is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner!
 - Nicole has been a long term sub all year at the elementary school. She has worked in Mrs. Hohn's room and Mrs. Blomdahl's room for extended periods of time. Our staff and students have been lucky to have someone as AWESOME as Ms. Wink fill in this year! Thank you!

7. **Review High School Principal's/AD report.**

HS Principal / Activities Director
School Board Report
June 18, 2018

1. Congratulations to our May 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 8: Tristan Clemmer, Destry Hill, Kiera Hollenkamp, Shane Lund, Emma Wessel. Grade 9: Austin Ahmann. Grade 10: Houston Becker, Luke Bendickson, Ben Carlson, Jack Carlson, Vinny Graves, Ethan Lindquist and Reed Riesing. Grade 11: Joe Shreve.
2. I apologize for my not being able to attend the school board meeting this month. I have 26 football players and 2 coaches up at the UMD Football Team Camp June 18, 19 & 20.
3. Graduation for the class of 2018 went very well! Thank you to Steve, Angie and Allison for taking part in the ceremony.
4. The student and activity handbooks were reviewed and updated with the needed changes. A summary was submitted for your review.

5. Varsity schedules are nearly complete for next year, just need to add a couple for softball and baseball. All lower level schedules are done for fall and winter.

6. I have submitted to Mrs. Gelle the activities for the upcoming 2018-2019 school year for inclusion into the Community Calendar.

7. Congratulations to the Braham girls' golf team for winning the Section 7A championship and earning a trip to the state tournament! And congratulations to the Braham boys' golf team for placing 3rd at sections, and to Alex Kurvers for finishing in 2nd place as an individual (79-77) and Matt Yerke for placing 4th as an individual (81-84)--both earning a trip to the state tournament! The Class 1A state tournament was June 12-13 at Pebble Creek Golf Course in Becker.

8. Congratulations to Hannah Cornelius who finished in 1st place in the 100m, 200m and 400m at Sections and to Calvin Engberg who finished in 1st place in the 800m at Sections. The two advanced to compete in the State Tournament on Friday, June 8 and Saturday, June 9. Hannah Cornelius medalled in both the 200m and 400m runs. (fifth place in each.)

9. The softball team advanced to the sub-section semifinals before losing to Hinckley-Finlayson.

10. The baseball team finished the season with an overall record of 16-3, as Conference Co-Champions, Subsection runner up and advancing to the Section playoffs before losing to Pine River-Backus in the Section semifinals.

11. Many kids in the school with camps (basketball, volleyball, football, track & field), leagues, practices and summer workouts/training.

12. The following proposal was voted on and passed by 2/3 majority vote by the NEFD for the 2019 and 2020 football seasons. A schedule will now be developed from this alignment.

Red		White Sub		Blue		Silver	
Duluth East	1366	Mesabi East	251	Pine City	450	Hinckley-Finlayson	204
Grand Rapids	946	Virginia	407	Mora	421	Barnum	203
North Branch	817	Two Harbors	326	Esko	359	Deer River	182
Hermantown	636	Greenway/NK	326	Aitkin	289	Braham	180
Denfeld	632	International Falls	310	Crosby	282	East Central	180
Cloquet	602	Eveleth	255	MLWR	233	Chisholm	179
Proctor	487					North Woods	176
Hibbing	584					Rush City	230

- The numbers next to each school signify projected enrollment used by the MSHSL for the 2019-2020 seasons.

To summarize the notable changes for Braham:

The Silver subdistrict (conference) lost Mesabi East and gained North Woods.

Respectfully Submitted,

Shawn Kuhnke

8. Review Community Ed report.

Summer youth theatre had a large turnout of 26 kids for the Willy Wonka production. Special thanks to Tracy Fix for organizing again this year. Youth driver's ed. and adult defensive driver's classes will be scheduled this fall, watch the website for times and dates.

9. Superintendent's report.

1. On April 26, 2018, Governor Dayton signed into effect **new legislation that raises the limit for contracts** requiring competitive bidding to contracts with amounts estimated to exceed \$175,000 (the old limit was \$100,000). Also, contracts between \$25,000 and \$175,000 can be made by direct negotiation (obtaining two more bids) or competitive bidding. The new law is effective for contracts entered on or after 8/1/18.

2. ESSA Regional Information meeting - May 16, 2018:

- The *Every Student Succeeds Act* (ESSA) is the new federal legislation which replaced NCLB
- Summary of key points;
 - Focus on EQUITY:
 - Each student receives what they need, not necessarily treating each student the same.
 - Goals:
 - Close the achievement gap (in Braham this means Sp. Ed. & F/R)
 - Proficiency AND Academic Progress (growth) in reading and math
 - Most points a school can earn in academic progress is moving a student from 'Does not Meet' to 'Partially Meets'
 - English Language proficiency (NA to Braham at current time)
 - Graduation rates
 - Consistent student attendance (above 90%)
 - Schools will be identified annually for support and excellence
 - A new MDE accountability report card will go live in August. This first report will share progress on the goals shown above. In December, a section will be added which shows the percentage of students on F/R or an identified racial group, who are receiving instruction from inexperienced or unlicensed teachers. In December of 2019, fiscal reports will show district revenues, expenditures, and the average teacher salary.

3. ECMECC Operating Committee highlights - May 18, 2018:

- Routine updates on distance learning, professional development, ECCO, security, and curriculum
- Motion to apply for a RUS/DLT grant of approximately \$130,000. ECMECC would contribute about \$20,000 - which the organization has typically taken from the fund balance. If awarded, the funds would be used for capital upgrades.

4. RRSEC Governing Board highlights - May 22, 2018:

- Revised budget for the 2017-2018 school year was approved (increase of 3.83%)
- Proposed budget for the 2018-2019 school year was approved (increase of 1.36%)

5. SEE General Membership highlights - May 24, 2018:

- Rachel Berger and Rachel Deppa (Decoding Dyslexia Minnesota) spoke on the goals of the organization and successful practices. Dyslexia is defined in state statute and MDE has a specialist on staff. This organization states 17% of students have a form of dyslexia which makes reading difficult. The organization advocates

for early identification/intervention in addition to raising awareness and providing assistive technology supports.

- 2018-2019 budget was approved. Dues for Braham will increase \$26.02 (total dues \$2032.96)
- Election of executive board members - Steve Eklund was elected to a new three year term.

6. Grandy Lions meeting highlights - June 4, 2018:

- \$2,500 donation to the Braham Education Foundation
- Routine business

7. Isanti County Corrections Advisory Board meeting highlights - June 6, 2018:

- Business decisions were put on hold due to lack of meeting participants. Meeting time may be changed to 8:00 a.m. to encourage better attendance.

8. Legislative Update & School Legal Issues meeting highlights - June 11, 2018:

- Bonding bill included 25 million for school safety - given out in *competitive* grants. Applications are expected to be sent out July 15 and accepted Aug. 31. The pension bill also passed. District contributions will increase 1.25% (totaling 8.75% in 2024). Employee contributions will increase .25% (totaling 7.75% in 2024). Expect to see several items which were vetoed by the governor to make a return in the next legislative session.

9. Braham Education Foundation meeting highlights - June 11, 2018:

- Training was provided (Initiative Foundation) on awarding grants. Peter Hesselroth, Heather Sward, Stephanie White, Terry Turnquist, and Sue Riesing will serve on the grant sub committee.
- Foundation will be serving pie during Pie Day on August 3.
- A Braham Alumni event is being planned for Utepils Brewing (Minneapolis) on Tues. evening, July 31, starting at 5:00 p.m.. More information shared on the Foundation's Facebook page.
- Next meeting is Monday, July 23, at 5:00 p.m. in B100. All are invited.

10. Braham Chamber meeting highlights - June 12, 2018:

- A quorum (board members) was not present so no official business was conducted
- Tentative plans are to move the Business Expo to a Saturday in conjunction with the city wide garage sales in May of 2019
- Donations will likely be made to the Braham HS Jazz program and Fire Department (Appreciation Days) and also the Event Center.
- A new dental office will be opening in August.
- Next meeting is Aug. 14. A presentation on the upcoming ISD #314 operating levy will be on the agenda.

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

Amie Shockman, David Shockman	Braham Area School District #314 would like to recognize you for volunteering to improve the 5/6 playground. This is a great example of a SERVICE attitude!
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<p>Alex Kurvers, Matt Yerke, Ryan Ferrin, Britne Engelking, Emma Downing, Jenna Bostrom, Tessa Burmaster, Kyra Johnson, Amelia Laman</p>	<p>Braham Area School District #314 would like to recognize you for earning a trip to the 2018 MN State High School League Class 1A Golf Tournament. Students involved in quality extra curricular programming have high rates of success beyond high school and your commitment to excellence makes a difference. Congratulations!</p>
<p>Jen Lundin, Tammi Johnson, Jay Sparling, Beth Stone</p>	<p>Braham Area School District #314 would like to recognize you for your extra efforts in meeting student needs regarding graduation requirements. This is a great example of our district's commitment to service and excellence. Your work is appreciated!</p>
<p>Tracy Fix, JeanAnn Mattson, Jeff Eklund, Shandell Harvey, Katie Blomdahl, Donna Bryant, Becky Hesselroth, Heather Sward, Angie Beckman, Eric Jones, Ross Benzen, Shawn Fisher, Darwin Nelson, Marianne Benzen, Lori Auers, Braham Student Council, Frandsen Bank & Trust Employees, Braham National Honor Society</p>	<p>Braham Area School District #314 would like to recognize you for your leadership and/or support in organizing the May 22, 2018 School of Excellence Celebration. This special event showcased the wonderful work occurring at our school and is a great example of our district's commitment to service.</p>
<p>Braham Fire Department, Braham City Hall, Becky Anderson, Becky Cavallin, Cambridge American Legion Post 290, Becky & Terry Turnquist, Terry Lind, Ryan Hagfors, Gina Strelow, Courtney Strelow, Katie Sparling, Steph White, Bryan Johnson, Braham Jazz Band, JoJo Spencer Photography, Jon & Evette Wissler</p>	<p>Braham Area School District #314 would like to recognize you for your leadership and/or support in organizing the June 2, 2018 Braham Appreciation Days. Your volunteer service to our community is one of the reasons Braham is such a special place to live or visit. You are appreciated!</p>
<p>Jay Sparling, Aitor Leniz, Dave Blomdahl, Nick Hohn</p>	<p>Braham Area School District #314 would like to recognize you for your contributions in earning the 2018 Great River Conference Baseball Co-Championship and Section 5A Subsection Runner-up trophies. Students involved in quality extra curricular programming have high rates of success beyond high school and your leadership and commitment to excellence makes a difference. Congratulations!</p>
<p>Amber Hoffman, Brea Schminski, Joe Rajkowski, Jacob Fike, Michael Dahlin, Hannah Cornelius, Calvin Engberg.</p>	<p>Braham Area School District #314 would like to recognize you for your role in earning a trip to the 2018 MN State High School League Class 1A Track and Field Tournament. Students involved in quality extra curricular programming have high rates of success beyond high school and your commitment to excellence makes a difference. Congratulations!</p>
<p>Michelle Becker, Crystal Small, Karen Leniz, Elizabeth Aldrich, Jan Strohkirch</p>	<p>Braham Area School District #314 would like to recognize you for your donations and/or volunteer work to improve the elementary media center. This is a great example of a SERVICE attitude and your work is appreciated!</p>

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

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

13. **Consider approval of MOU with BEA for leave of absence of a teacher.**

A HS teacher has submitted a request for a one year leave of absence for 2018-2019. The BEA contract Article XIII Leaves of Absence (Long term) requires that these leaves be requested by April 1st. By signing this MOU the BEA and ISD #314 agree that this is a non-precedent setting arrangement.

14. **Consider approval of leave of absence for a teacher.**

Britne Engelking, HS Phy Ed/Health teacher, has submitted a request for a one year leave of absence for the 2018-19 school year.

15. **Consider approval of the employment of School Board Member.**

Mike Thompson has been employed as an on-call substitute teacher and test monitor in ISD #314 since April 2009. Based on M.S. 123B.195, a School Board member may continue to be employed by the School District if there is a reasonable expectation that the amount to be earned under that employment relationship will not exceed \$8,000.00 in that fiscal year. Your action to approve Mike Thompson's continuation as a substitute teacher/test monitor for the 2018-2019 school year, within the statute of limitations, is recommended.

16. **Consider adoption of water testing plan and schedule.**

MN State Statute 121A.335 Lead in School Drinking Water requires all districts to adopt the MN Dept of Health model plan or develop an alternative plan to accurately and efficiently test for presence of lead in water in school buildings serving PK thru grade 12 students by July 1, 2018. The plan must include these three components: 1) Sampling program development; 2) Conduct

first draw tap monitoring; and, 3) Communicate results. The plan requires complete testing to be done within 5 years. A copy of the recommended model plan and testing schedule which meets all statutory requirements is included in the board packets.

17. Consider membership to Central MN Resource Training & Solutions for 2018-19.

The Central MN Resource Training & Solutions provides services and programs in a variety of areas including staff development, gifted, curriculum, special education, educational effectiveness, grant assistance, the medical/Health Insurance Pool, etc. The board is asked to approve renewal of the membership for the 2018-19 school year for \$2,491.83.

18. Consider membership renewal in Schools for Equity in Education (SEE) for 2018-19.

The school district has been a member of SEE for a number of years. This organization has been very instrumental in obtaining legislation providing equity funding for school districts in the state. This funding has been, and continues to be, very critical for the district. The cost of membership for 2018-2019 is \$2,032.96. The following resolution will serve this purpose:

WHEREAS Braham, District #314, seeks professional assistance for the purpose of obtaining legislative information affecting schools and for legislative representative regarding legislative matters of interest to Braham,

BE IT THEREFORE resolved that the Braham District #314 joins the Schools for Equity in Education (SEE) effective July 1, 2018 for the 2018-2019 membership year and authorize payment for the membership in the amount of \$2,032.96.

19. Consider approval of FY19 Final Budget.

BRAHAM ISD# 314; FY19 PROPOSED BUDGET			
FUND		REVENUE	EXPENDITURES
GENERAL FUND:			
General -01		\$6,683,329	\$6,227,152
Transportation -03		495,675	576,453

Capital -05		298,368	298,368
Capital Reserve -05		156,953	0
Activities -10		69,500	455,324
TOTAL GENERAL FUND:		\$7,703,825	\$7,557,297
FOOD SERVICE -02		\$502,145	\$481,114
COMMUNITY ED -04		\$259,694	\$275,238
BUILDING CONSTRUCTION -06		\$100	\$23,000
DEBT REDEMPTION -07		\$773,574	\$854,280
TRUST (Scholarships) -08		\$27,000	\$44,000
POST-EMPLOY IRREVOCABLE TRUST- 45		\$200	\$58,456
OPEB DEBT SERVICE -47		\$156,214	\$150,720
TOTAL FY19 PROPOSED BUDGET		\$9,422,752	\$9,444,105

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-
20. **Consider adoption of the Resolution Calling Special Election regarding the General Education Revenue of the School District.**

**Extract of Minutes of
Meeting of School Board of
Independent School District No. 314 Braham, State of Minnesota**

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 314, Braham, State of Minnesota, was held in said school district on the 18th day of June, 2018, at 7 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION CALLING SPECIAL ELECTION
REGARDING THE GENERAL EDUCATION
REVENUE OF THE SCHOOL DISTRICT**

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

1. The Board hereby determines and declares that it is necessary and expedient for the School District to increase its referendum revenue authorization by seeking authority of \$460.00 per pupil. The revenue will be used to finance school operations. The proposed referendum revenue authorization, which would be effective for taxes payable in 2019, would be applicable for ten years unless otherwise revoked or reduced as provided by law.

2. The question of increasing the general education revenue of the district shall be submitted to the qualified electors of the district at a special election, which is hereby called and directed to be held on Tuesday, the 6th day of November, 2018, between the hours of 7:00 a.m. and 8:00 p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those precincts or parts of precincts located within the boundaries of the School District which have been established by the cities or towns located in whole or in part within the School District.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the County Auditor of each county in which the School District is located, in whole or in part, and to the Commissioner of Education at least 74 days before the date of said election. The notices shall specify the date of said special election and the title and language of the ballot question to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the School District at least ten (10) days before the date of said special election.

The notice of election so posted and published shall state the time of the election, the location of each polling place, and the question to be submitted to the voters as set forth in the form of ballot below.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said special election and to cause two (2) sample ballots be to posted in each polling place on election day. The sample ballot for a polling place or combined polling place shall reflect the offices and rotation sequence on the ballot used in that polling place.

The clerk is hereby authorized and directed to cause a notice of election to be mailed to each taxpayer in the district at least fifteen (15) but no more than (30) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, section 126C.17, subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Education and to the county auditor of each county in which the School District is located in whole or in part at least fifteen (15) days prior to the day of the election.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements with appropriate cities, towns and counties regarding preparation and distribution of ballots, election administration and cost sharing.

5. The clerk is further authorized and directed to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

SCHOOL DISTRICT BALLOT QUESTION

**INDEPENDENT SCHOOL DISTRICT NO. 314
BRAHAM
SPECIAL ELECTION
NOVEMBER 6, 2018**

To vote, completely fill in the oval next to your choice, like this:



To vote for a question, fill in the oval next to the word "YES" on that question.
To vote against a question, fill in the oval next to the word "NO" on that question.

SCHOOL DISTRICT BALLOT QUESTION

**APPROVAL OF SCHOOL DISTRICT
REFERENDUM REVENUE AUTHORIZATION**

The Board of Independent School District No. 314, Braham, has proposed to increase its referendum revenue authorization by \$460.00 per pupil. The proposed referendum revenue authorization would be effective beginning with taxes payable in 2019 and would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

YES

Shall the increase in the revenue proposed by the Board of Independent School District No. 314 be approved?

NO

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE.

5. Optical scan ballots must be printed in black ink on white material, except that marks not to be read by the automatic tabulating equipment may be printed on another color ink. The name of the precinct and machine-readable identification must be printed on each ballot card. Voting instructions must be printed at the top of the ballot card on each side that includes ballot information. The instructions must include an illustration of the

proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot card so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. If the School District will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract exceeding \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

7. The individuals designated as election judges for this special election shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other School District elections.

The motion for the adoption of the foregoing resolution was duly seconded by _____

and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

CLERK'S CERTIFICATE

STATE OF MINNESOTA)
)SS
COUNTY OF ISANTI)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. (), Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of a special election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 18th day of June, 2018.

BY ORDER OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Dated: June 18, 2018

Allison Londgren
CLERK OF THE SCHOOL BOARD

_____, _____, _____

21. **Consider Approval of School District Referendum Revenue Authorization.**

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 314
BRAHAM
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN, that a special election has been called and will be held in and for Independent School District No. 314, Braham, State of Minnesota, on Tuesday, November 6, 2018, for the purpose of voting on the following questions:

SCHOOL DISTRICT BALLOT QUESTION

**APPROVAL OF SCHOOL DISTRICT
REFERENDUM REVENUE AUTHORIZATION**

The Board of Independent School District No. 314, Braham, has proposed to increase its referendum revenue authorization by \$460.00 per pupil. The proposed referendum revenue authorization would be effective beginning with taxes payable in 2019 and would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

YES

Shall the increase in the revenue proposed by the Board of Independent School District No. 314 be approved?

NO

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE.

Passage of this referendum will result in an increase in your property taxes.

For agricultural property (both homestead and non-homestead), the taxes for the proposed referendum will be based on the value of the house, garage and surrounding one acre of land only. There will be no referendum taxes paid on the value of other agricultural lands and buildings. For seasonal residential recreational property (i.e. cabins), there will be no taxes paid for the proposed referendum.

The annual dollar increase for typical residential homesteads, agricultural homesteads, apartments, commercial-industrial properties and most other classes of property within the School District for taxes payable in 2019 are as follows:

<u>Referendum Market Value</u>	<u>2019 Proposed Authorization</u>
\$50,000	\$32
\$75,000	\$48
\$100,000	\$65
\$125,000	\$81
\$150,000	\$97

\$175,000	\$113
\$200,000	\$129
\$225,000	\$145
\$250,000	\$162
\$275,000	\$178
\$300,000	\$194
\$325,000	\$210
\$350,000	\$226
\$375,000	\$242
\$400,000	\$258
\$425,000	\$275
\$450,000	\$291
\$475,000	\$307
\$500,000	\$323
\$550,000	\$355

The precincts and polling places for this special election are those precincts or parts of precincts located within the boundaries of the School District which have been established by the cities, towns, or counties located in whole or in part within the School District.

Any eligible voter residing in the school district may vote at said election at the polling place designated above. The polls for said election will be opened at 7:00 a.m. and will close at 8:00 p.m. on the date of said election. A voter must be registered to vote to be eligible to vote in this election. An unregistered individual may register to vote at the polling place on election day.

Dated: June 18, 2018. BY ORDER OF THE SCHOOL BOARD

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

22. **Consider adoption of the Resolution calling for special election to fill school board vacancy.**

**Extract of Minutes of
Meeting of School Board of
Independent School District No. 314 Braham, State of Minnesota**

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 314, Braham, State of Minnesota, was held in said school district on the 18th day of June, 2018, at 7 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2020;

WHEREAS, the vacancy has occurred more than 90 days prior to the first Tuesday after the first Monday in November in the third year of the term of the seat;

WHEREAS, under these circumstances, Minn. Stat. § 123B.09, subd. 5b, requires that a special election be held no later than the first Tuesday after the first Monday in November in the year in which the vacancy occurs; and

WHEREAS, a person elected at the special election held pursuant to this resolution shall take office immediately after receiving the certificate of election, filing the bond, and taking the oath of office.

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

1. A special election shall be held to elect one (1) individual to fill a vacant seat on the School Board, the term of which shall expire on January 6, 2020.
2. The clerk shall accept affidavits of candidacy for this office between 84 and 98 days before the date of the special election.
3. The special election shall be held on Tuesday, the 6th day of November, 2018, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those precincts or parts of precincts located within the boundaries of the School District which have been established by the cities, towns, or counties located in whole or in part within the School District.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall include the date of said special election and the office to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said election.

The notice of election so posted and published shall state the time of the election, the location of each polling place, and the offices to be filled as set forth in the form of ballot below.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said election and to cause two sample ballots to be posted in each polling place or combined polling place on election day. The sample ballot for a polling place or combined polling place shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place or combined polling place on Election Day.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the ballot under the separate heading "Special Election for School Board Member to fill vacancy in term expiring January 1, 2020." Their names must be listed as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

6. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.

7. Language in substantially the following form shall be included on the election ballot for the school district special election on November 6, 2018:

**SCHOOL DISTRICT VACANCY
SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 314
BRAHAM AREA SCHOOLS**

NOVEMBER 6, 2018

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this:



**SPECIAL ELECTION FOR SCHOOL BOARD MEMBER
TO FILL VACANCY IN TERM EXPIRING JANUARY 6, 2020
VOTE FOR ONE**



CANDIDATE V



CANDIDATE W



CANDIDATE X



_____ write-in, if any

8. The school district clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 314 shall begin on July 31, 2018, and shall close on August 14, 2018. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 14, 2018, when the office will close.

2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district at least two (2) weeks prior to the first day to the affidavits of candidacy.

3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.

4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR SPECIAL ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 314
BRAHAM
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period of filing affidavits of candidacy for election by special election to the office of school board member of Independent School District No. 314 shall begin on July 31, 2018, and shall close at 5:00 o'clock p.m. on August 14, 2018.

The special election shall be held on Tuesday, November 6, 2018. At the special election, one (1) member shall be elected to fill a vacant seat on the School Board, the term of which will expire on January 6, 2020.

Affidavits of Candidacy are available from the school district clerk, Braham Area Schools, District Office, 531 Elmhurst Ave S, Braham, MN. The filing fee for the special election is \$2. A candidate for the special election must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the election, and is not a convicted sex offender.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 14, 2018.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

BY ORDER OF THE SCHOOL BOARD

Dated: June 18, 2018

/s/ _____
Allison Londgren, School District Clerk
Independent School District No. 314, Braham

24. **Consider first of 2 readings of All Employee Handbook.**
No action required at this time.

Edit pg 4:

ABSENCES / AESOP / VERITIME / PAYROLL

All new employees will receive a welcome letter from the Human Resources Department (Marie Sward) which contains login information for AESOP and VeriTime. If you are an hourly employee, you must clock in and out on VeriTime (**failure to do so may result in disciplinary action up to, and including termination**). Kiosks are in each of the building's main office, in the break room at the High School, and in the Special Education Dept. at the Elem. You can also access AESOP and VeriTime on the school website located under the **For Staff** tab. ***You must be on the school wifi to access VeriTime.***

All employee absences must be requested in the AESOP system. Whenever possible absences (AESOP) should be entered at least 72 hours in advance. Exceptions to this rule would be unexpected illness or other extraordinary events. When entering data into AESOP which will fall in the sick category we are asking you to provide information in the "Notes to Administrator." Examples of what may be entered include:

- illness
- dental appointment starting at 9:00 a.m.

Enter absence information in AESOP prior to 7:00 a.m. - make sure you receive a confirmation number (write it down) - OR you will be liable for any repercussions. If after 7:00 a.m. call Jan S. at 320-396-5180 (PreK-4) or Julie at 320-396-5201 (5-12). Special Ed Paras are also required to notify the special ed teacher they work most directly with of their absence. Support and questions can be answered by office staff or at the following link: http://help1.frontlinek12.com/?b_id=3397

For those of you who use VeriTime to clock in and out every day, please be sure to submit time sheets according to the payroll calendar. The payroll calendar is posted on the district website and **instances when the timesheet is not, or is incorrectly anything not submitted, approved, and reconciled by the deadline will not be included on the current payroll. may result in disciplinary action up to, and including termination.**

Add to pg 7:

403 (B)

ISD #314 utilized services of Employee Benefits Corporation, a third-party, to handle all employee 403(b) contributions. The list of approved vendors is as follows: 1) 403(b) ASP (ASPIre Financial); 2) American Funds; 3) Ameriprise Financial Services, Inc.; 4) Equitable; 5) ESI Education Minnesota; 6) Great West/Empower Financial; 7) Horace Mann; 8) PFS Investments; 9) Putnam (No Employer Contributions); 10) Thrivent Financial; and 11) VALIC.

Add to pg 8:

2018 DISTRICT TRAVEL AND MEAL ALLOWANCE

Each year the board adopts a mileage allowance/reimbursement rate. The current mileage allowance for district employees is 'reimbursement at the IRS allowable rate'. The district has been notified that effective January 1, 2018 the IRS mileage reimbursement rate for business miles is \$.545 cents per mile.

The current meal allowance for district employees is: Breakfast - \$8.50, Lunch - \$11.00, Supper - \$13.50; with allowable reimbursement at the registration set fee for workshops, meetings, etc., when such is the case. Itemized receipts must be submitted when requesting reimbursement.

These terms apply to reimbursement for all district employees, school board members, and non-district employees who may be on school business.

Edit and add to page 9:

PHYSICAL EXAMS

The School Board requires ~~that~~ all employees new to the district ~~shall~~ provide the Superintendent of Schools with a physical examination form from a physician indicating ~~that~~ the candidate is in good health.

USE OF SIGNATURE STAMPS

The School Board has approved the use of signature stamps for student transcripts and/or discipline reports, letters of employment or resignation, and donation acknowledgement letters. This may not be an exhaustive list, and at NO time will the signature stamps be used for the execution and issuance of instruments of payment including checks, vouchers, contracts, and other such negotiable instruments.

SOCIAL MEDIA

Employees should be aware that ISD #314 may observe content and information available on social media, that the information is public, and that the information - once posted - is almost always accessible. Social media use shouldn't interfere with employee responsibilities and subject to applicable law, online activity that violates applicable Codes of Conduct, Employee Handbooks, and any other company policy may subject an employee to disciplinary action or termination.

Online content sometimes generates press, incorrect information, negative attention, and/or legal questions. Employees should refer these inquiries immediately to authorized ISD #314 spokespersons.

Please refer specifically to district policies #524, #406, and #515 for additional information.

25. **Consider Fiscal Compliance Procedures Manual as per MN Statute 471.35 - Uniform Municipal.**

No action required at this time.

26. **Consider first of 2 readings of the Mentor Handbook.**

Add to Page 7:

Review the school year meeting schedule and add staff meetings to Calendar

Add to Page 11:

Discuss schedule for parent-teacher conferences and study lounge

Assist with Individual Growth & Development Plan

Add to Page 19

Assist with Individual Growth & Development Plan

Assist with completing Domains 1 and 4 on Teacher Evaluation

No action required at this time.

27. **Consider first of 2 readings of changes to Faculty Handbook - No changes 2018-19**

28. **Consider first of 2 readings of changes to the Paraprofessional Handbook -
No changes 2018-19**

29. **Consider first of 2 readings of changes to the Activities Handbook**
No action required at this time.

Activities Handbook:

Add: Head Coaches: Your complete responsibility of and for all the equipment of your activity including keeping an inventory via electronic document.

Change: All participation fees increase by \$10.

Add: Independent Contractor participants will pay a flat fee of \$10.00 per independent contractor activity. This fee is not eligible to be waived or reduced - all participants must pay. The fee does not count towards participation discounts for regular school activities.

30. **Consider first of 2 readings of changes to the HS Student Handbook**
No action required at this time.

Student Handbook:

Add: ISS = No practice/no competition in after school activities.

Change: Students must earn letter grades in at least 5 classes at Braham Area High School in order to be eligible for our honor roll. To: Students must earn letter grades in at least 5 classes at Braham Area High School (which does include ECCO classes) in order to be eligible for our honor roll.

Add: If a student is diagnosed with a concussion, phones and personal devices need to be submitted to the office upon arrival to school and can be picked up at the end of the school day. This shall continue until the doctor has cleared the concussion.

Add: Illness - All illnesses after 8 days will require a doctor's note or those days missed will be marked as an unexcused absence.

Dress Code:

Change: Spaghetti straps on tops or dresses (straps have to be 3" wide and no straps showing). To: Spaghetti straps on tops or dresses.

Add: No hoods are to be worn during the school day in the hallways.

Change: Skirts and shorts that are 4" are too short (administrative decision). To: Skirts and shorts that are too short (teacher or administrative decision).

Change: No outside clothing (hats, coats, mittens, etc.) will be allowed in the classroom. To: No outside clothing (hats, coats, mittens, etc.) will be allowed in the classroom (teacher discretion when temperatures in the classroom warrant)

Add:

Lunch Information and Expectations

Lunch Account Payments

Lunch account refers to an account that is used for breakfast, lunch, and milk. It is a prepaid, computerized program. When students bring in money, it is credited to his/her account. Parents can deposit lunch money electronically or in person. Deposits made in the cafeteria must include the student's full name, account number, and have the amount written on the check, or on the sealed envelope for check/cash deposits. Money may be sent by the week, month or longer. Lunch payments are collected every morning in the cafeteria from 7:40-8:00 am. Or High School: by submitting into a lock box at the high school (one is located outside of the high school office and the other is located in the high school cafeteria by the boys restroom.) For the Elementary School: Payments can be brought to the classroom and brought down daily with the lunch counts.

You may also pay online with my school bucks. www.myschoolbucks.com

Lunch Account Balances

You may check your child's lunch account balance at any time using the My School Bucks link on the school website. You will need to have your login name and password. This will also allow you to make online lunch payments to your child's account. This is the easiest and preferred method.

This will also allow you to receive low lunch account balance alerts.

Lunch Account Policy

Ala Carte is offered at our high school cafeteria only. Ala Carte is offered only to 7th – 12th grades students. If you wish to set restrictions of your student's ala carte purchases please send an email to dbryant@braham.k12.mn.us. High School Students who have accounts that have a negative balance will not be allowed to charge Ala Carte items on their account but will be able to receive a full reimbursable lunch. Grades 5 and 6 will not be offered Ala Carte as they are still considered elementary students. Students should memorize their account number and keep it confidential.

Please see our unpaid meal charge policy located on the schools website for further information regarding negative balances. www.braham.k12.mn.us

No accounts should be negative at the end of the year. Any balances left in accounts will rollover to the next school year.

Students that are graduating, balances will be rolled over to a siblings account for the next years use. If no siblings refunds will be mailed within 2-3 weeks after the school year has ended.

Free or Reduced Lunches

Free or reduced breakfasts and lunches are available for students of families meeting the criteria. **New Forms must be filled out each year.** Forms are mailed home prior to the start of the new school year and handed out on Orientation night, and given to families when registering a new student. All parents are encouraged to submit a form. If your financial situation changes during the school year, forms can be picked up at either one of the schools to be filled out at any time. Or you may visit our website and apply online brahamfoodservice.heartlandapps.com. Return completed forms to any school office. Qualifying for free/reduced does not negate any current negative balances, families are still accountable for those charges and these accounts should be paid as soon as possible.

Prices (subject to change):

Lunch \$2.60	Reduced Lunch \$0.00
Breakfast \$1.50	Reduced Breakfast \$0.00
Extra Lunch Milk \$0.40	Adult Lunch \$4.00
Second Entrée \$1.50	Adult Breakfast \$2.00
Second Lunch \$3.25	

Student Lunch Menus and Nutritional Values

Menus are published on the Braham Public School website <http://www.braham.k12.mn.us>

Student Cold Lunches

Parents are encouraged to send well-balanced lunches if the child is bringing cold lunch. Students or parents may not call in orders to have meals delivered to school.

Offer vs. Serve

Braham High School utilizes the "Offer versus Serve" method for meal service. This provision allows children to choose food items that are offered rather than requiring them to take all foods listed on the menu. Students must choose at least three of the five food categories offered at lunch. Students are required to select a minimum of a 1/2 cup fruit or vegetable with each meal. Using this method reduces unnecessary food waste, acknowledges students' independent nature and ability to choose, and allows students to try new food items without having to take the entire portion.

Braham Elementary offers all menu items to Pre-School – 4th grade.

It has been proven that parents who discuss food choices and encourage children to eat a variety of foods have a positive impact on a child's nutrient intake.

Breakfast Program

School breakfast is offered every school day from 7:40 am-8:00 am. It is available to all students. Those who qualify for free or reduced lunches are also eligible for free breakfast.

Expected Behavior

Our goal is to make the lunchroom a pleasant place where children can visit with friends and enjoy their lunch. We promote good manners and responsibility. Students are expected to wait patiently while in line, pay for what they take and clean up after themselves. Nothing should be thrown when in the cafeteria.

Students are to observe the following expectations when eating:

1. Take your place in line without 'butting'.
2. Pay for what you take.
3. Use positive and appropriate language, and appropriate volume.
4. Clean up after yourself.

Students may have the opportunity to eat their meals in areas outside of the traditional cafeteria, but no food or drink should be consumed in carpeted areas. This includes classrooms, music rooms, and the media center.

Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

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31. **Consider first of 2 readings of changes to Elementary Student Handbook**
No action required at this time.

Pg. 3

Students should arrive at school no earlier than 7:45 a.m. and must be picked up by 2:55 p.m. Students are released to the classrooms at 7:55 a.m. and classes begin at 8:10 a.m. Fifteen minutes is enough time for hanging up clothes and settling in. Although teachers arrive earlier, they are not supervising the playground or halls. Their time is spent in meetings, conferences and lesson preparation.

- **Students that arrive prior to 7:45 will be placed in BASK and families will be billed accordingly.**

Pg. 6

Bus drivers are in frequent contact with the principal about behavior on the bus. If the driver reports that a child has misbehaved on the bus, the following consequences ~~will~~ **could** apply:

- ~~1st Offense: Warning, 1-10 day suspension, meeting with parents, ISS, etc.~~
- ~~2nd Offense: up to a 3 day suspension from riding the bus.~~
- ~~3rd Offense: 3 to 5 day suspension from riding the bus.~~
- ~~4th Offense: 5 to 10 day suspension from riding the bus/meeting with parents.~~

* ~~Further offenses will be individually considered.~~ Students may be suspended for longer periods of time, including the remainder of the school year.

Pg. 7

Change **8:05 to 8:00**

Pg. 12

ADD

If your child is to stay inside for recess, please have a Dr.'s note explaining this.

Pg. 13

ADD

The only notes that go home from the health office occur when there is a contagious disease outbreak, ie: whooping cough, mumps, etc. This is recommended by MDH.

Pg. 15

ADD

School office hours are 7:30-3:30 p.m. **or by appointment.**

Pg. 18

If you pick your child up from school regularly please wait in the front **entryway at the K-4 building. At the High School please write a note and have your student meet you outside the activities door entrance.** ~~hall near the lost and found box entryway for the student to meet you.~~ If you want to go down to the room, please follow the policy of signing in at the office and getting a visitor's pass.

32. Consider first reading of two policies.

Consider first reading of #101.2 - Memorials; and, #404 - Background Checks. No action is required at this time.

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: September 16, 2018

#101.2 - MEMORIAL POLICY

I. PURPOSE

Braham Area Public Schools recognizes that the loss of a member of the school community has a great impact on students, staff, and families. Further, the district recognizes that decisions made about memorials immediately after traumatic events may not take into full consideration the potential impacts to students, staff, and community members. The purpose of this policy is to assist staff, students and families impacted by a death by providing guidelines for decision-making regarding memorials and memorialization activities.

II. GENERAL STATEMENT OF POLICY

The mission of Braham Area Schools is to provide high quality positive lifelong learning to nurture each individual's unique potential, talent, and self worth through fostering a high level of community commitment, creating increased opportunities for learning, encouraging open communication, recognizing that education is a cooperative responsibility, and building meaningful relationships with all stakeholders. With the utmost respect towards all those who may be grieving, and with the intention to provide support as possible, it is the policy of the district that school buildings and grounds not be used for permanent memorials. ISD #314 suggests gifts and recognitions in memory of an individual be in the form of student scholarships or donations to the Braham Area Education Foundation in the name of the deceased.

III. DEFINITIONS

A. "Memorials" mean objects or activities meant to remember an event or deceased person(s).

IV. MEMORIAL GUIDELINES

This policy will guide decisions moving forward from the date of first adoption and will not impact previous memorials. Persons who have questions, comments or concerns should contact the Superintendent in the District Office.

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

Adopted: January 22, 1996

Revised: April 20, 2015; March 20, 2017; **September 17, 2018**

#404 BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
 - 1. **Substitute employees will be required to have background checks done every three years effective July 1, 2019.**
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:

1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district shall require that individuals who apply to volunteer in positions that may place the individual in direct contact with students during the school day submit to a criminal history background check. Background checks shall be required for individuals who volunteer to provide services including, but not limited to, field trip supervision, assistance in community education activities and classroom events such as class parties. Background checks shall not be required for individuals who volunteer to provide services outside of the normal school day and/or at public events including, but not limited to, assistance at school carnivals or supervision or assistance at extracurricular activities. The opportunity to provide volunteer services where a background check is required shall be conditioned upon a determination by the Superintendent that an individual's criminal history does not preclude the individual from volunteering or providing services to the school district.

1. Background checks of this nature shall be considered valid for a period of three (3) years from date of issue. However, the district may choose to conduct additional background checks at any time if desired.

In addition, former employees may volunteer for a period of three years following their retirement unless the Superintendent requests one.

- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References:

INFORMED CONSENT FORM
BRAHAM AREA PUBLIC SCHOOLS - ISD #314
531 Elmhurst Ave S, Braham, MN 55006
320-396-3313

The following individual has made application with this School District to be employed as a(n)

_____.

Print Full First Name

Print Full Middle Name

Print Full Last Name

Date of Birth (Month/Day/Year)

Male or Female: _____

Driver's License Number

Maiden, Previous, Alias

I authorize Braham ISD 314 to request a criminal background check on me through the Minnesota Bureau of Criminal Apprehension or any other agency necessary to collect any available information, pursuant MN Statute 1998, 123B.03.

Conditional Hiring:

I understand that the School District may permit me to commence my employment duties pending completion of the criminal history background check and acknowledge and agree that my employment may be terminated based on the result of the background check.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant

Date

There is a \$15.00 fee for processing this form. Please attach your personal check payable to: Braham Area Public Schools.

RETURN THIS FORM, WITH CHECK ATTACHED, TO THE DISTRICT OFFICE -- (Attn: Nickie).

33. Consider cycle review of district policies for adoption.

The following policies are up for review: #206 - Public Participation in School Board meetings with Complaints about Persons at School Board Meetings & Data Privacy Considerations; #207 - Public Hearings; #208 - Development, Adoption, and Implementation of Policies; and # 209 - School Board Member - Code of Ethics. 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: May 16, 2016; **June 18, 2018**

#206 Public Participation in School Board Meetings/Complaints about Persons at School Board meetings and Data Privacy Considerations

I. PURPOSE

A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance

of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.

B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.

B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.

B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

D. "Educational data" means data maintained by the school district which relates to a student.

E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multi-member agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
4. right to a private hearing for licensed or non-licensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.

- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Citizens who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Citizens who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or

slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.

7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.

4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when citizens may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys’ fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)

- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)

- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

Braham Area Public Schools
Ind. School Dist. #314
Braham, MN 55006
Adopted: July 18, 2016; **June 18, 2018**

#207 - PUBLIC HEARINGS

I. PURPOSE

The school board recognizes the importance of obtaining public input on matters properly before the school board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. GENERAL STATEMENT OF POLICY

In order for the school board to efficiently receive public input on matters properly before the school board, the procedures set forth in this policy are established by the school board.

III. PROCEDURES

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. § 123B.51), education district establishment (Minn. Stat. § 123A.15), and agreements for secondary education (Minn. Stat. § 123A.30). Additionally, other public hearings may be held by the school board on school district matters at the discretion of the school board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the enabling legislation. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the school board.

C. Public Participation

The school board retains the right to require that those in attendance at a public hearing indicate their desire to address the school board and complete and file with the clerk of the school board an appropriate request card prior to the commencement of the hearing if the school board utilizes this procedure. In that case, any request to address the school board after the commencement of the hearing will be granted only at the discretion of the school board.

1. Format of Request: If required by the school board, a written request of an individual or a group to address the school board shall contain the name and address of the person or group seeking to address the school board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.
2. Time Limitation: The school board retains the discretion to limit the time for each presentation as needs dictate.
3. Groups: The school board retains the discretion to require that any group of persons who desire to address the school board designate one representative or spokesperson. In the event that the school board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the school board, except as otherwise determined by the school board.
4. Privilege to Speak: A school board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
5. Personal Attacks: Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the

school board.

6. Limitations on Participation: Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

Legal References: Minn. Stat. § 123A.15 (Education District Establishment)
Minn. Stat. § 123A.30 (Agreements for Secondary Education)
Minn. Stat. § 123B.51 (School Closings)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: September 21, 2015

Amended: August 22, 2016

Reviewed: **June 18, 2018**

#208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Policies shall be accessible to all members of the public on the school website.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is

authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)

Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: July 18, 2016

Reviewed: June 18, 2018

#209 - CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.

2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)

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

Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

34. **Consider setting the date for the Superintendent’s annual performance review.**

35. **Reminder of the July Regular school board meeting.**

The July Regular School Board meeting is set for Monday, July 16th, at **6:30 PM**, in B100 – Community Room.

36. **Adjourn.**
