

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

AGENDA  
REGULAR SCHOOL BOARD MEETING  
Monday, February 27, 2017  
7:00 pm – BAHS Community Room

1. Regular meeting called to order by Chair. Pledge of Allegiance.  
Roll call.
2. Adopt Agenda.
3. Consent Agenda:
  - a. Approve the minutes of the January 23rd Regular Board meeting.
  - b. Approve the February bills.
  - c. Review and accept the February Treasurer's report.
  - d. Enrollment Analysis
  - e. Personnel
4. Open Forum
5. Presentation by PLC Leadership Team.
6. Review Elementary Principal's report.
7. Review High School Principal - Activities Director report
8. Review Community Ed report.
9. Review Superintendent's report
10. Acknowledge "Braham Honors" recipients.
11. Presentation of certificates honoring school board members.
12. Review Student Council Representative's report.
13. School Board members' reports/updates.
14. Consider revised budget for FY17.
15. Consider authorizing payment from facilities bond to complete the flooring in the multi-purpose gym.
16. Consider providing a letter of support for Braham Schools to apply for Minnesota Safe Routes grant.
17. Consider authorizing modification of Honeywell Energy Guarantee Program service contract.
18. Consider SECOND reading and discussion of policy #404 - Employment Background Checks.
19. Consider cycle review of district policies.
20. Reminder of the March 20th Regular school board meeting.
21. Adjourn.

ADDENDUM

Regular School Board Meeting  
Monday, February 27, 2017  
7 p.m. - BAHS - Community Room

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

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Roll Call.

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2. Adopt agenda.

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3. Consent Agenda.

- a. Approve the minutes of the January 23rd Regular Board meeting.

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

Regular School Board Meeting  
Monday, January 23, 2017  
7:00 pm – BAHS Community Room

The regular school board meeting was called to order by Chair Steven Eklund at 7:00 p.m. The Pledge of Allegiance was recited.

Members present: S. Eklund, M. Thompson, T. Cuda, A. Londgren, A. Flowers, R. Wyganowski, J. Paitl and Supt. Gagner.

Motion by R Wyganowski, second by J. Paitl to adopt the agenda. Carried.

Motion by J. Paitl, second by M. Thompson to approve the minutes of the December 19th Regular and the January 9th Organizational School Board meetings, approve the January bills \$1,140,053.35; and, accept the January Treasurer’s report. The board approved the lane change requests for Beth Stone, HS math teacher from MA to MA+15, Step 10 and Andrea DeRushia, 2nd grade teacher, from BA+15 to BA+30, Step 10/ and accepted the resignation of Trista Kirchberg, HS special ed teacher, contingent upon hiring a suitable replacement.

Motion by M. Thompson, second by J. Paitl to acknowledge the January 2017 donations for the purposes requested: for clothes for BAES health room \$20 value from Tusen Tak; for supermileage \$2,000 from East Central Corn Growers; \$50 from Cambridge State Bank; \$100 from Yerigan Construction Co.; \$30 from Rocky’s H20; \$250 from Jerry Strothers; \$100 from Joyce & Gary Hunt Litchy; \$100 from Pizza Pub; \$25 from Northpost Inc.; \$250 from Isanti VFW; \$150 from East Central Electric; for FFA \$200 from Marion Larson, \$1,000 from an anonymous donor; and \$550 value of Greenhouse custom steel from Derek Becker; for the maintenance dept \$170 value of 2 Uscan lever locks from Bur-lock; and, for Angel Fund \$200 from Sue Bradford & Chuck Larson. Carried

No comments during Open Forum.

Alec Downing, Student Council Rep. reviewed their written report. Members volunteered to help set up the cots, greet donors, serve treats and many other jobs for the blood drive on January 12. The annual Pennies for Patients drive will be January 30 thru the 2nd week of February. They will offer many opportunities to students and others to donate. Student Council will be helping with a food drive during March to collect food from advisories. There will contests and prizes.

Tammi Johnson, PLC leader shared for the social studies/English group. This PLC has been looking at aligning curriculum, standard mapping and ways to improve MCA scores with an emphasis on reading. They are working on ways to prepare students for career investigation, creating their resumes and cover letters, applications, and possibly job shadowing and mock interviews.

Jeff Eklund, Elem Principal's, written report was reviewed. Congratulations to Kim Beidleman, ELL & reading teacher, for being chosen by her peers as the T.E.A.M. award winner for January. A "Donors Choose" page was created by Bryan Johnson. He has already raised enough funds to purchase an instrument for a needy student, and several boxes of reeds. He thanked Tracy Fix, Katie Blomdahl, Lori Lemieux and Candi Lund for their work on the School of Excellence application which is nearing completion.

Shawn Kuhnke, Principal/AD, reviewed his written report. Team Wrestling Sectional Tournaments begin in Rush City on February 14 and individual sectional wrestling tournaments on February 24th and 25th in Grand Rapids. The American Wrestling Federation will be in Braham on February 11th. He stated that the "Youth basketball tournament on January 21st and 22nd ranks right up there with the best."

The board reviewed the Community Ed report. Registrations are already coming in for upcoming classes. There will be two sessions of the Timberwolves and Lynx basketball clinics offered on March 25th. Pre-registration is required.

Supt. Gagner reviewed his written report. The 3rd Annual Braham Business Expo will be on April 27th from 11 a.m. to 7 p.m. The school will have a booth there. He attended the RRSEC Executive Board committee meeting on December 14th, Grandy Lions meeting on January 2nd, the Braham Chamber of Commerce meeting on January 10th, and the MSBA Leadership Conference on January 12th and 13th.

Supt. Gagner congratulated the following staff, students and community members for their accomplishments as "Braham HONORS" recipients. They are: Butch & Dixie Erickson, Lana Regal, Jaelle Walker, Marie Meyer, Ellen Cunningham, Marion Larson, Edie Kaunonen, Harriet Lidke, MerrieAnn Hesselroth, Cody Carlson, Lizzie Altendorf, Alec Downing, Amelia Fiedler, Amelia Laman, Chelsey Swanson, Montana Wagner, Liz Bombard, Nicole Brewer, Ashley Erbstoesser, Cody Carlson, Emma Downing, Josh Klingensmith, Zach Anderson, Emily Lindquist, Hunter Giffrow, Aex Kurvers, Isabelle Dorey, Destiny Roeschlein, Kaylie Paitl, Halie Jones, Lauren Kreyer, Jasper Taylor, Alec Downing, and Tyler Lanrain.

School board members attended various events including, basketball games, wrestling events, the retiree hosted Holiday Open House, Christmas concerts, All-Conference Band and Choir, SEE General Assembly, MSBA conference, and CEU committee meetings.

Motion by T. Cuda, second by A. Flowers to adopt the "Resolution Directing the Administration to Make

Recommendations for Reductions in Programs and Positions and Reasons Therefore, if needed. Carried. A copy of said resolution shall be in the official minutes book.

The board agreed by consensus for T. Johnson, Dean of Students and S. Kuhnke, Principal/AD to continue their research into a possible Washington D.C. trip for the 2018 - 7th and 8th grade students in June of 2018. They will be sending letters to all of this year's 5th and 6th grade parents inviting them to an informational meeting. This trip would be totally parent funded.

First reading of policy #404 - Employment Background checks.

Motion by M. Thompson, second by A. Flowers to adopt the following policies that were up for cycle review: #533 Wellness - Student, #601 Graduation Standards and #603 - Curriculum Development. Carried.

Motion by A. Flowers, second by A. Londgren to set a working board meeting for Wednesday, February 22nd at 6:15 p.m. for the purpose of discussing the budget; immediately followed by a special school board meeting for the purpose of conducting the semi-annual superintendent's performance review.

Chair Eklund reminded all present of the Regular School Board meeting to be held on Monday, February 27th at 7:00 p.m. in B100 - Community Room.

Motion by A. Flowers, second by M. Thompson to adjourn the meeting. Chair Eklund adjourned the meeting at 7:40 p.m.

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

Attest: \_\_\_\_\_  
Steven Eklund, Chair

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

Grade	change from Spr 16	Sept 13	Oct 3	Nov 1	Dec 1	Jan 4	Feb 1
K		61	61	62	61	61	61
1	-4	56	58	57	57	58	58
2	-5	47	47	47	47	47	47
3	4	62	64	63	65	65	66
4	-2	45	46	46	46	46	46
5	-2	62	63	62	62	62	62
6	-6	63	62	59	58	58	58
7	-5	51	51	51	51	52	50
8	-12	65	64	64	63	63	63
9	-10	56	55	54	55	55	53
10	-1	59	58	58	58	58	57
11	-6	50	50	50	50	51	50
12	-2	54	52	50	50	49	47
	-49						
<b>K - 12 Sub-Total</b>	<b>774</b>	<b>731</b>	<b>731</b>	<b>723</b>	<b>723</b>	<b>725</b>	<b>718</b>
ECSE	21	15	15	16	19	20	22
<b>TOTAL K - 12 plus ECSE</b>	<b>795</b>	<b>746</b>	<b>746</b>	<b>739</b>	<b>742</b>	<b>745</b>	<b>740</b>

e. Personnel

**RECOMMENDATIONS**

Leah West is being recommended by Shawn Kuhnke, Principal/AD, for the high school special education teacher position. She will be paid on Lane 1, Step 1 of the BEA contract. Her start date was January 26, 2017.

David Nelson, is being recommended by Jeff Campbell, District Head Custodian, as a cleaner/sweeper. Mr. Nelson's start date was February 13, 2017. He will be paid at Step 1 of the cleaner/sweeper lane on the custodian contract.

Katie Becker, Julie Grell, and Allyssa Mattson are being recommended by Jeff Eklund, Principal, as the Bomber Boost paras. Their start date was Jan. 31, 2017. Ms. Becker and Ms. Grell will each be paid at Step 2, Ms. Mattson at Step 1 of the para contract.

Andrew Shaw is being recommended by Jeff Eklund, Principal, as the ECSE para for 6 hours per day on Tuesdays and Thursdays at Step 1 of the para contract; and, as the ECSE teacher for 1 hour per day on Tuesdays and Thursdays at Lane 1, Step 1 of the teacher contract. His start date in both positions was Feb. 15, 2017.

**RESIGNATION**

David Nelson submitted his letter of resignation effective February 17, 2017. He has taken a position elsewhere.

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4. Open Forum.

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5. Presentations by PLC Leadership Team.

Presentations by Lori Lemieux for 3rd & 4th grade and Tracy Fix for 5th & 6th grade PLCs.

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6. Review Elementary Principal's report.

**Braham Area Elementary  
February 2017 Board Report**

**1. Bomber Boost**

- 70+ kids registered.
- Highest number we've had in 5 years!

**2. School of Excellence**

- Thanks to Tracy Fix, Katie Blomdahl, and Lori Lemieux for all their work on this.
- School survey has been sent out and results are being compiled

**3. Bomber PRIDE**

- Thank you to Jen Lundin, Korey Sybrant, Tracy Fix, Katie Blomdahl, and Lori Lemieux for all their work on the Bomber PRIDE Assembly.
- Lot of community support
- Student ambassadors gave tours of the elementary building

**4. Congratulations to Bryan Johnson a donors choose grant**

- Mr. J received a beginner line trumpet, 2 boxes of clarinet reeds, 1 box of alto sax reeds, 1 box of tenor sax reeds and 1 box of bari sax reeds. Total value: \$450
- The grant helped provide another instrument for a young band student to be able to participate in band and also allows him to give reeds out for free instead of the students having to buy them. This will help make sure that we can make the best quality music on our instruments all the time!
- Donations came from local community members, former students, anonymous donors, and even people from the Twin Cities and New York State!

**5. Congratulations to Nickie Nelson! She is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner**

- Nickie makes the library a fun and inviting place to visit. Ms. Nelson organized our “I love to read” month activities and decorated the library using props from “Beauty and the Beast”. She reads to students, helps staff with questions, and is helping to create a makerspace area in our media center. Thank you Mrs. Nelson!

**6. MESPA**

- Attended Feb. 1-3
  - Discussions included
    - Report cards (standards based vs non)
    - Makerspaces
    - Genius hour
    - Legal updates
- 

**7. Review High School Principal - Activities Director report.**

**HS Principal / Activities Director  
School Board Report  
February 27, 2017**

1. Congratulations to our January students of the month that are chosen by staff members based on contributions that students are making to our school to make it a better place. Some of the criteria for nominations are as follows: grades 7-12, academic excellence, display leadership, display BOMBER PRIDE, helping others and a significant improvement in any area. The January students of the month are: Grade 7: Hannah Olson, Grade 9: Cody Callahan, Grade 10: Emma Downing, Dylan Ramthun, Matt Yerke, Grade 11: Amelia Fiedler, Amelia Laman, Grade 12: Amber Beck, Veronica Coates x 2, Andi Nordby.
2. On Wednesday, January 25, Wayne Seiberlich and Alex Abrahamson from East Central Drug and Violent Offender Task Force came to speak to our 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> graders.
3. The Jazz Dessert Concert on February 13 was very well attended and provided for an evening of delicious cheesecake and an even better musical performance by our very own Jazz Band.

4. A huge thank you to Mr. Bryan Johnson for all of his work in hosting the very successful All Conference Jazz Festival on Wednesday, February 8. I took the chance to drop in and watch our own Jazz Band at the beginning of the festival as well as the Honor Jazz Concert at the end of the day. Congratulations to our very own All Conference Honor Jazz Band Members: Maddie Nelson on Alto Sax, Emma Downing on Tenor Sax, Alec Downing on Trumpet and Amelia Fiedler on Piano. Very well done!
5. Band Concert for grades 7-12 was held on Tuesday, February 21 and the Choir Concert for grades 7-12 is tonight, February 27 at 7:30 in C100.
6. AWF performed on Saturday, February 11 and we were able to fundraise just a little over \$2000 between the gate and concessions after all expenses paid.
7. Our Academic Bowl competed in the conference competition on Wednesday, February 22 at the First Lutheran Church in Rush City.
8. Aitkin has gone through the necessary procedures to officially leave the Great River Conference after the fall sports season of 2017. They will be joining the Mid-State Conference consisting of Crosby-Ironton, Detroit Lakes, Park Rapids, Pequot Lakes and Staples-Motley.
9. All Great River Conference Boys and Girls Basketball games will move the C-team and JV start time from 6:00 p.m. to 5:45 p.m. and the Varsity game will now start at approximately 7:15 p.m.
10. At the time of this submission our Rush City-Braham wrestling team has finished their team portion of the season with a loss to Chisago Lakes 40-37. The individual tournaments are still ongoing, both Friday the 19<sup>th</sup> and Saturday the 20<sup>th</sup> in Chisago Lakes. I will have the individual results for you at the meeting as well as some updates with our girls and boys basketball teams.
11. In our upcoming spring activities, Softball and Track, start on March 13 while Baseball and Golf start on March 20.

Respectfully submitted,  
Shawn Kuhnke

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8. Review Community Ed report.

**2/17/17**

**Community Ed-**

Our next advisory board meeting will be Monday, March 13th @ 6pm.

Our meeting will be going over summer activities. We are looking at running a play with Traci Fix for youth, Science Explorers - a 3 day class with two sessions, also offering youth classes with Cambridge Community Ed.

We need to pull in more children for the Timberwolves/ Lynx basketball camp in March. An ad has been submitted to the Isanti Co. News, as well as the Braham Journal. Facebook posts and twitter posts have gone out, as well as posting on the school website. Any help in getting families to sign up for this opportunity for the children is greatly appreciated! The camp is \$26, with a 50% discount to reduced lunch children.

We have added an ATV course for youth. It will run in May.

## Preschool & ECFE

- Early Childhood Screening was Tuesday, January 24th, 2017. We screened 12 students. Our next screening is October 2017.
  - ECFE Snowball Dance was Friday, February 10th. We had 21 children and 21 adults attend. “Pretty Awesome Appearances” was here and brought 2 princesses to join in the fun!
  - Kindergarten Round Up!
    - Come join us on Thursday, March 16th from 6 to 7 p.m. for Kindergarten Round Up. We’ll have registration materials, a chance to meet the Kindergarten teachers and Free Pizza! Children must be 5 years old by September 1st, 2017 to attend Kindergarten next year.
  - 2017-2018 Preschool Registration
    - Preschool Class Information will be available on Monday April 3rd, 2017 via the school website, social media and posted at both the Elementary and High School.
    - Registration for 17-18 Preschool classes will be online beginning at 8 a.m. on Monday, April 10th, 2017. The link for registration will be posted to the website and social media at 8 a.m. If you need assistance in registering online there will ipads available at the Elementary School in Room 1.
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## 9. Review Superintendent’s report.

1. SEE General Membership Meeting update (Jan. 20):
  - Information was shared on legislation being proposed to increase Innovation Zones across the state. These ‘zones’ would allow new initiatives to be tried which do not fall under current statutory requirements.
  - MN Senator Carla Nelson (chair of E-12 finance committee) and MN Senator Eric Pratt (chair of E-12 policy committee) discussed adding money to the formula and not adding more mandates to our plates.
2. RRSEC Executive Council Board Meeting update (Jan. 25):
  - Audit was reviewed. The Cooperative received an unmodified opinion (good).
  - Routine business including review of several policies.
  - A new fiscal management agreement was signed with our host district (Cambridge-Isanti). The two year agreement increases the fee paid to C-I from 4% to 5.5% starting July 1, 2017.
  - The revised budget came in 4.11% higher than proposed.
3. ECMECC meeting update (Jan. 27):
  - The 2017-2018 schedule is nearly complete. All districts have access and are using this tool to create next year’s student schedules.
  - The addition of a network security position is being studied. A decision is scheduled to be made in April. Adding this position would increase costs to member districts.
  - Enrollment in ECCO qualifies as concurrent enrollment.



5. Grandy Lions meeting update (Feb. 7):
  - The Cambridge and Grandy clubs met together as the District Governor was in attendance. Several members were recognized for the good work completed by the clubs.
  
6. RRSEC Executive Council Meeting update (Feb. 8):
  - Legislation was passed in the 2016 Minnesota legislative session allowing cooperatives to bill resident districts OUTSIDE the cooperative for unreimbursed services. The result of this action is that RRSEC will begin to bill for these services starting July 1, 2017.
  - Updated percentage of students receiving special education services:
    - MN State average: 15%
    - RRSEC range between the seven member districts: 13.05% - 21.41%
    - Braham: 16.98%
      - Goal is to lower percentage by providing outstanding instruction in the regular education classroom and targeting resources at our youngest learners. We must use the most effective instructional strategies and ensure the correct interventions are being used and used with fidelity.
  - Received word on projected special education revenue for the 2017-2018 school year. The information is used to increase budgeting accuracy.
  
7. ISD #314 participated in *SEE Day at the Capitol* on Feb. 16. Our group was able to see Sen. Michelle Benson, Rep. Cal Bahr, Sen. Mark Koran, Rep. Brian Johnson, and Speaker of the House Kurt Daudt. Community members in attendance included Carrie Davis, Becky Hesselroth, Duane Swanson, Mike Thompson, Tina Heidelberger, and Joan Schleicher. Topics included:
  - Increasing the basic formula by at least 2% each year of the biennium, increasing the special education cross subsidy, plans to meet the challenge of the TRA pension issue and increasing debt equalization factors for bonds and referendums
  
8. Braham Chamber Meeting update (Feb. 16):
  - Officers and board members were elected - yours truly will serve a two year term on the board of directors. Meal and entertainment was provided.
  
9. Bids for the snowmobile (\$3,559.76), trail groomer (\$150), and snowshoes were opened and accepted on February 21. The two major bids exceeded asking prices. 17 bids were submitted for the snowmobile.
  
10. A twelve person steering committee is in place and working on setting up the Braham Area Schools Education Foundation - a community group supporting the school district and students.
  
11. District Assessment Coordinator (DAC) update:
  - a. All OLPA's are complete. MCA testing will begin April 19.
  - b. Check assessment page on the district website for a list of resources/testing calendars.
  
12. Ongoing items:
  - i. The staff development committee met on February 22 to continue planning for the 2017-2018 school year. Next meeting is March 17.
  - ii. The process of teacher evaluations is in full swing.
  - iii. Progress continues on tasks related to an FFA plant sale this spring (new greenhouse)
  - iv. Planning for construction of the dugouts, electrical work, and completion of the baseball complex shed continue (Thanks BACK!)
  - v. Facilities Project - irrigation system will be restarted later this spring and expect continued work on various grass areas.

- vi. The District PLC Leadership team meets once each month while the entire PLC team meets twice monthly with the task of meeting WBWF goals. A member of each PLC team will share a brief report with the board following this schedule:
  - 1. March: Roxanne Kirby (PreK/K)
  - 2. April: Catie Hanson and Kelly Rud (SpEd)
  - 3. May: Dave Blomdahl (Math/Science)
  - 4. June: Bryan Johnson/Tiffany Flogel (CTE, Art, Business, Music, Counseling)
- i. Significant analysis has occurred regarding the budget for the 2017-2018 school year. Input has been sought from all employees and several leadership meetings (including the board's budget advisory team) have been held. The message is clear; the district must make budget corrections through a series of reductions and/or fee increases. The primary cause is reduced enrollment. A proposed list of cuts and revenue enhancements will be shared at the March 20 meeting for board action.

10. Acknowledge "Braham Honors" recipients.

1-24-17	Bryan Johnson	Braham Area School District #314 would like to congratulate you for being nominated (by your peers) for the 2016-2017 Schmitt Music Educator of the Year program. Nominees must teach in MN, eastern ND, eastern SD, eastern NE, northern MO, western IA, or western WI. Great Staff = Great School!
2-1-17	Eric Eskuri	Braham Area School District #314 would like to recognize you for signing a National Letter of Intent to play college football at Minnesota State University Moorhead. Your hard work and dedication in making the football team the best possible over the last 4 years at the varsity level is greatly appreciated. Congratulations!
2-1-17	Jacob Lindgren	Braham Area School District #314 would like to recognize you for signing a National Letter of Intent to play college football at the University of Wisconsin Stout. Your hard work and dedication in making the football team the best possible over the last 4 years at the varsity level is greatly appreciated. Congratulations!
2-16-17	Carrie Davis, Becky Hesselroth, Duane Swanson, Mike Thompson, Tina Heidelberger, and Joan Schleicher	Braham Area School District #314 would like to recognize you for your participation in visiting legislators as part of SEE Days at the Capitol on February 16. Grass roots involvement has a direct impact on opportunities for students in the Braham School District and we are grateful that you were willing to give up a day in support of our community and school.
2-17-17	Mike McCarty	Braham Area School District #314 would like to thank you for your technical assistance with the employee presentation on February 17th at the high school. You are a great example regarding our themes of service and excellence. Thank you!
2-21-17	Jen Lundin, Korey Sybrant, Tracy Fix, Katie Blomdahl, and Lori Lemieux	Braham Area School District #314 would like to thank you for your work and organization of our Bomber PRIDE community assembly. Being able to connect what is happening in the school to what is happening in our community is a true example of Bomber PRIDE! Thank you!

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

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12. Review Student Council Representative's report.

**BAHS Student Council  
School Board Report  
February 2017**

**Mentor Program:** Fourteen of our members are mentors for students in grades 7 and 8. The mentors meet with their mentees at least once a week and assist with homework, organizational skills, etc.

**Sno Daze 2017:** Sno Daze week was successful. The court consisted of 5 girls and 5 boys from the junior class; Amelia Fieldler, Grace Fisher, Alexis Hasser, Emily Lindquist, Paige Pass, Hunter Giffrow, Taite Shores, Grant Wilsey, Zack Zierden, and Josh Zimpel. Each day there was a different theme for dressing up. The week concluded with a home girls basketball game against the Aitkin Gobblers and a dance.

**Pennies For Patients:** We just started raising money for Pennies For Patients on January 30 and it will run till the end of February. On February 17th we will be taping Alex Sundly to a wall to help raise money. At lunch we have a jar filled with candy and each guess costs \$.50, that money will also go towards this cause. The elementary kids tend to bring in a lot of money because they are so competitive.

**Food Drive:** In March the student council will be helping with a food drive. People will be donating bowls and our goal will be to collect food from advisories. There will be a contest with 5<sup>th</sup> grade for a pizza party. The advisory with the most will receive a donut party.

**Upcoming:** Crush cans, ditch cleanup, and we will continue to sell clothing at home basketball games.

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

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13. School Board members' reports/updates.

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14. Consider revised budget for FY17.

<b>BRAHAM ISD# 314; FY17 REVISED BUDGET</b>			
<b>FUND</b>		<b>REVENUE</b>	<b>EXPENDITURES</b>
<b>GENERAL FUND:</b>			
General -01		\$6,894,696	\$6,516,629
Transportation -03		456,140	526,598
Capital -05		318,722	311,919
Capital Reserve -05		0	0
Activities -10		53,368	423,215
<b>TOTAL GENERAL FUND:</b>		<b>\$7,722,926</b>	<b>\$7,778,361</b>
FOOD SERVICE -02		\$493,752	\$463,701
COMMUNITY ED -04		\$249,560	\$271,138
BUILDING CONSTRUCTION -06		\$8,000	\$1,007,789
DEBT REDEMPTION -07		\$839,482	\$921,668
TRUST (Scholarships) -08		\$28,000	\$27,000
POST-EMPLOY IRREVOCABLE TRUST- 45		\$5,000	\$165,541
OPEB DEBT SERVICE -47		\$149,921	\$149,745
<b>TOTAL FY17 REVISED BUDGET</b>		<b>\$9,496,641</b>	<b>\$10,784,943</b>

15. Consider authorizing payment from facilities bond to complete the flooring in the multi-purpose gym.

Consider authorizing payment of \$7,847.22 from facilities bond to complete the flooring in the multi-purpose gym. Superintendent Gagner recommends this authorization.

16. Consider providing a letter of support for Braham Schools to apply for Minnesota Safe Routes grant.

Consider providing a letter of support of the Braham School District's application to the Minnesota

Safe Routes to School Planning Assistance grant. The district understands it is under no obligation to move forward pending the outcome of the grant process.

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17. Consider authorizing modification of Honeywell Energy Guarantee Program service contract.

- **Background:** ISD #314 started an energy project in 2008 (took effect June 1, 2011) which involved HVAC, lighting, and mechanical systems. The project includes an annual service contract (15 years; annually June 1-May 31) which in '17-'18 will cost approximately \$23,000.
- **Recommendation:** Sign a new service agreement effective June 1, 2017, with the following changes:
  - Change from one yearly measurement and verification analysis to two (summer and winter). This will allow the district to monitor both cooling AND heating systems.
  - Reduce identified services which are not beneficial.
  - Purchase a one time recommissioning study of the entire system. This would result in a 'punch list' of items needing repair or modification.
  - Changes in year one of the service agreement would result in a \$6500 savings, however - the district would need to spend all of that - and likely additional - to complete needed repairs/modifications. Service contract savings moving forward would be used to purchase services through *Harris* to better fit our needs and to make needed repairs.
  - Anticipated Service Agreement costs:

Period	TRS Price
June 1, 2017	\$16,700
June 1, 2018	\$11,101
June 1, 2019	\$11,517
June 1, 2020	\$11,950
June 1, 2021	\$12,400
June 1, 2022	\$12,862
June 1, 2023	\$13,345
June 1, 2024	\$13,846
June 1, 2025	\$14,365

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18. Consider SECOND reading and discussion of policy #404 - Background Checks.  
No action required at this time.

**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: January 22, 1996

Revised: April 20, 2015;

**#404 ~~EMPLOYMENT~~ 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.

- 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 may apply these procedures to other volunteers, independent contractors, or student employees. This procedure will also apply to any volunteer who works within organized programs in the district or outside sponsored clubs or organizations that work in the district with Braham Students.~~
- 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**  
**Administrative & Instructional Personnel**  
 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: Connie).**

**~~INFORMED CONSENT FORM~~**  
**~~Support, Substitute & Volunteer Personnel~~**  
**~~BRAHAM AREA PUBLIC SCHOOLS – ISD #314~~**  
**~~531 Elmhurst Ave S, Braham, MN 55006~~**



19. Consider cycle review of district policies for adoption.

The following policies are up for review: #202 - School Board Officers; #709 - Student Transportation Safety Policy; #710 - Extracurricular Transportation; and, #806 - Crisis Management Policy. 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

**#202 SCHOOL BOARD OFFICERS**

**I. PURPOSE**

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

**III. ORGANIZATION**

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

**IV. OFFICER'S RESPONSIBILITIES**

- A. Chair
  - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
  - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money

authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
  - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
  - b. make and transmit to the commissioner certified reports, showing:
    - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
    - (2) length of school term and enrollment and attendance by grades; and
    - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.

2. The superintendent shall perform the following:
  - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
  - b. recommend to the school board employment and dismissal of teachers;
  - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
  - d. superintend school grading practices and examinations for promotions;
  - e. make reports required by the commissioner; and
  - f. perform other duties prescribed by the school board.

**Legal References:** Minn. Stat. § 123B.12 (Finance)

Minn. Stat. § 123B.14 (Officers)

Minn. Stat. § 123B.143 (Superintendent)

Minn. Stat. § 126C.17 (Referendum Revenue)

Minn. Stat. Ch. 205A (School District Elections)

**Cross References:** MSBA/MASA Model Policy 101 (Legal Status of the School District)

MSBA/MASA Model Policy 201 (Legal Status of the School Board)

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

MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

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**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: September 15, 2008

Amended: **February 22, 2016**

**#709 STUDENT TRANSPORTATION SAFETY POLICY**

**I. PURPOSE**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

**II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

**A. School Bus Safety Week**

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

**B. Student Training**

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:

- a. transportation by school bus is a privilege, not a right;
- b. school district policies for student conduct and school bus safety;
- c. appropriate conduct while on the bus;
- d. the danger zones surrounding a school bus;
- e. procedures for safely boarding and leaving a school bus;

- f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.
  3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
  4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subds. 2 and 3.
  5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
  6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
  7. The school district may provide kindergarten students with school bus safety training before the first day of school.
  8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
  9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
  10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### **III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district

under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation or horseplay.
- j. No use of alcohol, tobacco or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K -6)

1st offense - warning

2nd offense - 3 school-day suspension from riding the bus/meeting with parent

3rd offense - 5 school-day suspension from riding the bus/meeting with parent

4th offense - 10 school-day suspension from riding the bus/meeting with

parent

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

(2) Secondary (7-12)

1st offense - warning

2nd offense - 5 school-day suspension from riding the bus/meeting with parent

3rd offense - 10 school-day suspension from riding the bus/meeting with parent

4th offense - 20 school-day suspension from riding the bus/meeting with parent

5th offense - suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.



#### **IV. PARENT AND GUARDIAN INVOLVEMENT**

- A. Parent and Guardian Notification  
The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.
- B. Parents/Guardians Responsibilities for Transportation Safety  
Parents/Guardians are responsible to:
1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
  2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
  3. Communicate safety concerns to their school administrators;
  4. Monitor bus stops, if possible;
  5. Have their children to the bus stop five minutes before the bus arrives;
  6. Have their children properly dressed for the weather; and
  7. Have a plan in case the bus is late.

#### **V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;
  5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a

parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.

- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

- 1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
- 2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

### **B. Evaluation**

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

- 1. Safely operate the type of school bus the driver will be driving;
- 2. Understand student behavior, including issues relating to students with disabilities;
- 3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
- 4. Know and understand relevant laws, rules of the road and local school bus safety policies;
- 5. Handle emergency situations; and
- 6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

## VII. OPERATING RULES AND PROCEDURES

### A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

### B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A Type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a Type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The Type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "Type III school bus" and "Type III Head Start bus" must not be outwardly equipped and identified as a Type A, B, C, or D bus.
7. Eight -lamp warning systems and stop arms must not be installed or used on Type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.

9. Any Type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any Type III vehicle used to transport students must not load or unload so that a pupil has to cross the road, except where not possible or impractical, then the driver or assistant must escort a pupil across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any Type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 1 OBC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as Type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to students with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents

- of misconduct appropriately;
  - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
  - (5) handling emergency situations;
  - (6) proper use of seat belts and child safety restraints;
  - (7) performance of pre-trip vehicle inspections;
  - (8) safe loading and unloading of students, including, but not limited to:
    - (a) utilizing a safe location for loading and unloading students at the curb, on the non-traffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
    - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
    - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
    - (d) placing the type III vehicle in “park” during loading and unloading;
    - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
  - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 45C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minn. Stat. §171.321, Subd.2.
- e. The operator’s employer requires pre-employment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
- g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver’s license is revoked under a

similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.

- h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
  - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with Class D Driver's License

- 1. The holder of a Class D driver's license, without a school bus endorsement, may operate a Type A-I school bus or a Multi-functional School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the eight-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
  - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h)- 2aU).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Preschool Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Part VI., above.
  - g. The bus has a gross vehicle weight of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.

2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

#### **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of pupils with disabilities, assist pupils with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition.  
The information shall state:
  1. the pupil's name and address;
  2. the nature of the pupil's disabilities;
  3. emergency health care information; and
  4. the names and telephone numbers of the pupil's physician, parents, guardians, or custodians, and some person other than the pupil's parents or custodians who can be contacted in case of an emergency.

#### **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

#### **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for pupil transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation

safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a Type A, B, C, or D school bus, Type III vehicle, or MFSAB with the National Driver's Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

## **XI. PUPIL TRANSPORTATION SAFETY COMMITTEE**

The school board may establish a pupil transportation safety committee. The chair of the pupil transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the pupil transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

**Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)

Minn. Stat. § 123B.03 (Background Check)

Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)

Minn. Stat. § 123B.88 (Independent School Districts; Transportation)

Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)

Minn. Stat. § 123B.90 (School Bus Safety Training)

Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)

Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)

Minn. Stat. Ch. 169 (Traffic Regulations)

Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)

Minn. Stat. § 169.02 (Scope)

Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)

Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)

Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)

Minn. Stat. § 169.454 (Type III Vehicle Standards)

Minn. Stat. § 169.4582 (Reportable Offense on School Buses)

Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)

Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)

Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)

Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)

Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)

Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)

Minn. Stat. § 171.321 (Qualifications of School Bus Driver)

Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)

Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)

Minn. Stat. Ch. 245C (Human Services Background Studies)

Minn. Stat. § 609.02 (Definitions)

Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)

49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)

49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)

49 C.F.R. § 383.5 (Transportation Definitions)

**Cross References:** MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 506 (Student Discipline)

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

MSBA/MASA Model Policy 707 (Transportation of Public Students)

MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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## **#710 EXTRACURRICULAR TRANSPORTATION**

### **I. PURPOSE**

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

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

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

### **III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION**

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved by a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation.

### **IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES**

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable. All vehicles used to transport students shall be properly registered and insured.

### **V. FEES**

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)  
Cross References: MSBA/MASA Model Policy 610 (Field Trips)

**Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: December 18, 2006

Revised: **August 17, 2015**

**#806 CRISIS MANAGEMENT POLICY**

**I. PURPOSE**

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

**II. GENERAL INFORMATION**

**A. The Policy and Plans**

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs.

The school district’s administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

**B. Elements of the District Crisis Management Policy**

1. **General Crisis Procedures.** The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the

method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. **Lock-Down Procedures.** Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
  - b. **Evacuation Procedures.** Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.
  - c. **Sheltering Procedures.** Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.
2. **Crisis-Specific Procedures.** The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
  3. **School Emergency Response Teams**
    - a. **Composition.** The building administrator in each school building will select a school

emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

### **III. PREPARATION BEFORE AN EMERGENCY**

#### **A. Communication**

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

#### **B. Planning and Preparing for Fire**

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building

and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

#### C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

#### D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because

computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

#### E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

#### F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

#### G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

#### H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

**IV. PROCEDURES TO BE INCLUDED IN THE SCHOOL DISTRICT'S PLAN**

The following various hazards/emergency procedures are to be part of the school district's adopted Crisis Management Plan:

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

**V. MISCELLANEOUS PROCEDURES**

- A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

- B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

- Legal References:** *Minn. Stat. Ch. 12 (Emergency Management)*  
*Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)*  
*Minn. Stat. § 121A.035 (Crisis Management Policy)*  
*Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)*  
*Minn. Stat. § 299F.30 (Fire Drill in School)*  
*Minn. Stat. § 326B.02, Subd. 6 (Powers)*  
*Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)*  
*Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)*  
*Minn. Rules Ch. 7511 (Fire Safety)*  
*20 U.S.C. § 1681, et seq. (Title IX)*  
*20 U.S.C. § 6301, et seq. (No Child Left Behind)*  
*20 U.S.C. § 7912 (Unsafe School Choice Option)*  
*42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)*

- Cross References:** *MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)*  
*MSBA/MASA Model Policy 413 (Harassment and Violence)*  
*MSBA/MASA Model Policy 501 (School Weapons Policy)*  
*MSBA/MASA Model Policy 506 (Student Discipline)*  
*MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)*  
*MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)*  
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

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21. Reminder of the March 20th Regular school board meeting.

The Regular School Board meeting is set for Monday, March 20th, 7:00 pm, in B100 – Community Room.

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22. Adjourn.

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