

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the June 19th Regular School Board meeting.
 - b. Approve the June bills.
 - c. Review and accept the July Treasurer's report.
 - d. Personnel
4. Acknowledgement of Donations or Contributions
5. Open Forum.
6. Presentation by PLC Leadership Team. - **No report this month.**
7. Review Elementary Principal's report.
8. Review High School Principal - Activities Director report
9. Review Community Ed report. - **No report this month.**
10. Superintendent's Report.
11. Acknowledge Braham "HONORS" Recipients.
12. Review Student Council Representative's report. **No report this month.**
13. School Board members' reports/updates.
14. Consider Donald Olson Scholarship and Education Foundation Agreement
15. Review Teen Focus and Isanti County Collaborative contract.
16. Consider acceptance of the 2017 Local Literacy Plan
17. Consider resolution Reauthorizing a previously authorized board approved referendum authority.
18. Consider MN School Boards Association membership renewal for 2017-2018.
19. Consider membership to Central MN Resource Training & Solutions for 2017-2018.
20. Consider Long-term Facilities Maintenance Revenue Plan.
21. Consider Health and Safety Policy #807, as it currently exists.
22. Consider approval of Indoor Air Quality Maintenance Plan (IAQMP).
23. Consider second of 2 readings of All Employee Handbook
24. Consider Fiscal Compliance Procedures Manual as per MN Statute 471.35 - Uniform Municipal
25. Consider second of 2 readings of changes to Mentor Handbook
26. Consider second of 2 readings of changes to Faculty Handbook
27. Consider second of 2 readings of changes to Paraprofessional Handbook

28. Consider second of 2 readings of changes to Activities Handbook
29. Consider second of THREE readings of changes to the HS Student Handbook
30. Consider second of 2 readings of changes to Elementary Student Handbook
31. Consider SECOND reading of new policy #534 - Unpaid Meal Balances
32. Consider cycle review of district policies for adoption.
33. Reminder of the July School Board meeting.
34. Adjourn.

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

Roll Call.

2. Adopt agenda.

3. Consent Agenda:

- a. Approve the minutes of the June 19th Regular School Board meeting.

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

Regular School Board Meeting
Monday, June 19, 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 and Supt. Gagner.
Members absent: R. Wyganowski, J. Paitl

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

Motion by M.Thompson, second by A. Londgren to approve the minutes of the May 15th Regular and the May 22nd, 2017 meetings, approve the June bills \$157,463.79; and, accept the June Treasurer’s report. The board approved the resignations of: 1) **Jennifer Lundin** as the Spelling Bee Coordinator effective for the 2017-18 school year; 2) **Robert Wyganowski** from the School Board effective 06-01-17; and, 3) **Tiffany Flogel** from her HS Business teacher position effective June 15, 2017. The board approved the hirings of : 1) **Alex Sundly** as the 5th & 6th grade special education teacher for 2017-18. He will be paid at Lane 1, Step 2; 2) **Nicole Zimpel** as the junior high volleyball coach. Her start date is 08-28-17. She will be paid on Lane 5, Step 6 of the C-schedule; 3) **Jay Sparling and Aitor Leniz** as temporary seasonal grounds support from June 1 thru Aug 25, 2017. The combined hours are up to 20 per wk and will not exceed 200 hours for the season; 4) **Brea Schminski, JeanAnn Mattson, Tracy Fix, and Jonelle Klemz** as Bomber Boost teachers for summer 2017. They will work 12 sessions each beginning 06-13-17; 5) **Rebecca Swanson** as the .5 FTE long-term science teacher from 8-28 thru 11-03-17. They approved the change of hours for food service workers: 1) **Heidi Hecht**, from 2.5 up to 2.75 hours per day; 2) **Melinda Husnick** from 5.75 down to 5.5 hours per day; 3) **Sarah Tilkens-Rogsted** up from 5.75 to 6 hours per day.

There was no Student Council report. Chair Eklund thanked Alec Downing for serving as student school board member and announced Alex Kurvers will be the new student school board member for 17-18.

No comments during Open Forum.

Motion by A. Flowers, second by T. Cuda to acknowledge the June 2017 donations for the purposes requested: for the BAES Climbing wall \$1,000 from Cambridge Medical Center and Allina Health; and, for HS activities posters \$1,280 from an anonymous donor. Carried.

Bryan Johnson, PLC representative for Art, music, technology and counseling, shared with the board that they are working on curriculum alignment. They also use the “Red Dot” activity to help identify students who have or have not connected with a staff member.

The board reviewed the report submitted by Jeff Eklund, Elem Principal. Bomber PRIDE final assembly was May 31st. It was well attended. Fifty students are enrolled in Bomber Boost which started June 13th.

The board reviewed the report submitted by Shawn Kuhnke, Principal/AD. Twenty-two players and two coaches attended the UMD Football Team Camp 06-19 to 06-21-17. Varsity schedules are nearly complete for 17-18. Braham Supermileage stock car finished in 3rd place with a best run of 481 miles per gallon. The ethanol class car finished 4th at 183 miles per gallon and won the Quality and Craftsmanship award. Congratulations to Hannah Cornelius who placed 5th overall in the state track meet in the girls 400M. Congratulations to: 1) golfers Alex Kurvers, Hunter Richmond and Emma Downing for advancing to the state tournament; 2) to the softball team who advanced to section semifinals. Many students will participate in basketball, volleyball and football leagues, practices and summer workouts and training.

The board reviewed the Community Ed report. Many students are registered in the musical theater camp from 6-19 to 6-30 for kids which is funded partly through a grant from the East Central Regional Arts Council and an appropriation from the MN State Legislature. Students are also registered in the Extreme Chemistry... Mystery and Science Explorer’s Super STEM Sampler classes will be held July 25-27.

Supt. Gagner reviewed his written report. Braham Education Foundation community survey is still open for responses. Officers elected are Chair Tim Nelson, V-Chair Terry Turnquist, Treasurer Kelby Jennissen, Secretary Stephanie White. The RRSEC has hired Tanya Tacker as their new Director. Negotiations are underway with the union groups: BEA, Custodians, Secretaries & Paras, and Food Service.

Supt. Gagner congratulated the following staff, students and community members for their accomplishments as “Braham HONORS” recipients. They are: Lee Kreyer, Eli Dean, Luke Becker, Jane Goodson, Alec Downing, Luke Bendickson, Zach Anderson, Josh Klingensmith, Lauren Kreyer, Isabelle Dorsey, Savannah Clifford, Destiny Roeschlein, Halie Jones, Kiya Moske, Ashley Davis, Elenore Taylor, April White, Becky Hesselroth, Candy Hart, arrie Davis, DeeAnna Schmakel, Heather Ruppert, Heather Sward, Jennifer Ollestad, Joan Schleicher, Julie Merchlewicz, Lisa Bremer, Sara King, Sue Riesing, Tina Heidelberger, Tracy Erickson, Amelia Fiedler, Emma Downing, Samantha Hansen, Alex Kurvers, Emma Downing, Hunter Richmond, Hannah Cornelius, and Robert Wyganowski.

School board members attended various events including: special board meeting, negotiations, class field trips, graduation, year end staff and recognition breakfasts, outdoor facilities walk through, 4th grade state project display, track & field days, and class field trips.

Motion by A. Londgren, second by A. Flowers to approve the FY18 Final budget. Carried.

Motion by M. Thompson, second by A. Flowers to renew the membership in Schools for Equity in Education (SEE) for 2017-18 at a cost of \$2,006.94. Carried

Motion by T. Cuda, second by A. Flowers to approve the hiring of board member M. Thompson as a substitute teacher and test monitor for 2017-18 as allowed by M.S. 123B.195. M. Thompson abstained from the vote. Carried

Motion by A. Londgren, second by T. Cuda to approve the resolution to sell school owned real estate at the corner of 3rd St S and Elmhurst Ave S. Carried. A copy of said resolution shall become part of the official minutes.

Motion by A. Flowers, second by M. Thompson to approve the Resolution Relating to the Election of School Board Members and Calling for the School District General Election. Carried. A copy of said resolution shall become part of the official minutes.

Motion by A. Londgren, second by T. Cuda to approve the Resolution Calling Special Election to Fill School Board Vacancy. Carried. A copy of said resolution shall become part of the official minutes.

Motion by A. Londgren, second by A. Flowers to approve the Resolution Establishing Dates for Filing Affidavits of Candidacy for the School Board Member General and Special Election. Carried. A copy of said resolution shall become part of the official minutes.

Motion by M. Thompson, second by T. Cuda to approve Resolution for the Non-Appropriation of Funds or Budgeting Funds for the Lease-Purchase of HP Chromebooks for 2017-18. Carried. A copy of said resolution shall become part of the official minutes.

Motion by A. Flowers, second by M. Thompson to increase the PK-12 student breakfast to \$1.50 and lunch to \$2.60 and to increase adult breakfast to \$2.00 and lunch to \$4.00. Carried

Motion by A. Londgren, second by T. Cuda to approve the Resolution Announcing Availability of Position. Carried. A copy of said resolution shall become part of the official minutes.

Motion by M. Thompson, second by T. Cuda to approve the Resolution Filling School Board Vacancy by Appointment. Carried. A copy of said resolution shall become part of the official minutes.

Motion by T. Cuda, second by A. Flowers to appoint Robert Hughes to fill the open school board seat. Motion carried unanimously. Carried

The following handbooks and changes were presented to the board for the first of two readings: All Employee, Fiscal Compliance Procedures Manual, Mentor, Faculty, Paraprofessional, Activities, HS Student, and Elementary Student. No action required at this time.

The following seven job descriptions were reviewed by the board: HS Principal's Secretary, Elementary Principal's Secretary, HS Guidance Office Secretary, HS Activities and Community Ed Secretary, Media Center Secretary, Food Service Helper Server / Salad Bar; and Helper Server/Dishwasher. No action required.

Motion by M. Thompson, second by A. Londgren to adopt Policy #533 - Wellness. Carried

Motion by A. Londgren, second by A. Flowers to adopt the following policies up for cycle review: #508 - Extended School Year for Certain Students with IEP's; #509 - Enrollment of Nonresident Students; #520 - Student Surveys; and #528 - Student Parental, Family and Marital Status. Carried

Policy #534 - Unpaid Meal Balances was presented for its first reading. No action required at this time.

Motion by M. Thompson, second by A. Flowers to adjourn the meeting. Chair Eklund adjourned the meeting at 7:30 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

- b. Approve the July bills.
- c. Review and accept the July Treasurer’s report.
- d. Personnel

RESIGNATION

Dustin Hoeper, District Technology Coordinator, has submitted his letter of resignation effective June 30, 2017.

Lori Lemieux, 2nd grade teacher, has submitted her letter of resignation effective at the end of the 2016-17 school year.

Nick Hohn, Asst Varsity FB coach, has submitted his letter of resignation effective immediately as the Ass. V FB Coach.

RECOMMENDATIONS

Eric Jones and Katie (Rieff) Becker are being recommended by Principal Eklund as Summer ESY Paras on Tues & Wed. Mr. Jones is for 24 hours summer 2017. Ms. Becker is for 42 hours summer 2017. Both will paid on Step 2.

Kim Beidleman is being recommended by Principal Eklund as the English Language Learners teacher for 2017-18. This position is 1 to 4 hours per week and starts fall 2017. She has been serving in this position already and will continue at her current Lane & Step.

Cydney Bettendorf is being recommended by Principal Eklund as the long-term first grade substitute teacher from Aug. 28 - Nov. 3, 2017. She will also come for conference evenings on Nov. 9th & 14th. She will be paid on Lane 1, Step 1.

Amanda Tessmer is being recommended by Principal Kuhnke as the .5 FTE school counselor plus 4 full days. Her start date will be Aug. 28, 2017. She will be paid at Step 1 Lane 5.

4. Acknowledgement of Donations or Contributions

Minnesota Statute 123B.02 permits school boards to “...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof.”

Therefore, the Superintendent recommends the following resolution:

“BE IT RESOLVED by the School Board of Independent School District No.314 that the School Board accepts with appreciation the following contributions and permits their use as designated by the donors.”

Donor	Item and/or Amount	Purpose
Initiative Foundation	\$1,550.00	School Board mini-retreat
Braham Education Association	\$576.00	GTI Theater ad
Kula Foundation	\$1.37	HS account

5. Open Forum.

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

7. Review Elementary Principal's report.

**Braham Area Elementary
July 2017 Board Report**

1. Hiring

- 1.0 FTE Elementary Teaching position
- .4 Early Childhood position
- We still have openings for reading corps tutors.
 - If you know of someone that is interested have them contact the office.

2. Bomber Boost/ESY

- Continues to go well
- Consistent attendance

3. Classroom switches

- Should be completed by the end of the month.
-

8. Review High School Principal - Activities Director report.

**HS Principal / Activities Director
School Board Report
July 17, 2017**

1. Activities Night is scheduled for Tuesday, August 8, 2016 at 8:00 pm in the High School West Gym. This event has been strongly encouraged by the Minnesota State High School League and is a great way for parents and participants to meet their coaches or directors and gather more activity specific information. It also provides a great opportunity for participants to finish all the needed paperwork prior to the start of the season, including: updated physicals, MSHSL Eligibility Forms, Insurance Waivers and participation fees.

2. Several Camps and Lessons and leagues taking place over this summer to further develop our students on their athletic and musical talents. Camps/lessons/leagues currently running, coming up or have been completed include: Volleyball, Softball, Baseball, Cross Country, Baseball, Football, Boys Basketball, Girls Basketball, Wrestling, Musical and band.

3. We have the official start of the Cross Country, Football and Volleyball seasons set for Monday, August 14.

4. Our 2017-2018 schedules are ready to view. They can be found by going to the following website:
www.greatriverconference.org.

Respectfully Submitted,

Shawn Kuhnke

9. Review Community Ed report. **No report this month.**

10. Superintendent's report.

1. Braham Education Foundation committee update:

- Over 115 responses were turned in from the community survey. Data is being used to select initial priorities, refine the mission, etc.
- Next meeting is July 24 at 5:00 in HS Media Center. Anyone interested invited to attend.

2. RRSEC Executive Council Meeting update (June 14):

- Group will explore setting up a new fiscal host arrangement with SCRED. A decision will be made by Jan. 1. Other options may be examined as well.
- Director's contract offer approved, other personnel action, bills paid, etc.

3. ECMECC Operating Committee Meeting update (June 23):

- 130 people currently signed up for Lake ECMECC on Aug. 9.
- ECMECC Director evaluation signed and reviewed - *first in at least 10 years.*
- Presentation by ISD #314 to ask for discussion on potential reimbursement for serving as physical host. ECMECC has been housed at #314 since 1983 without cost. There was consensus that this was reasonable and proposals were asked to be shared at the next meeting. Any agreement would take effect July 1, 2018.

4. Negotiations currently taking place with the four bargaining units:

- BEA
- Custodians
- Secretaries/Paras
- Food Service

5. Community Engagement Council meeting update (July 11):

- Discussion continued on use of teen tobacco in Isanti County. Isanti has the highest usage rates in the area and one of the highest in the state with more students using E-cigs than any other form of tobacco. Feedback gathering continues with a recommendation coming prior to end of year.

6. District Assessment Coordinator (DAC) update:

- a. Official results scheduled to be released to the district on Aug. 4 and publicly Aug. 7.

7. Ongoing items:

- i. Work continues in all departments on collecting data to determine progress towards fulfilling goals outlined in the World's Best Workforce plan.
- ii. Land sale update: The district has hired an appraiser and surveyor to get an estimated value and legal description for the land. Once this information is in hand the property will be split from the current parcel at which point the district will formally list for sale.
- iii. The MN legislature approved new preschool funding (*New School Readiness Plus*) during the 2017 legislative session. These funds are available for two years. ISD #314 applied (thanks Lindsay Rasmussen) and awaits word from MDE. Funding criteria is based on:
 1. free and reduced lunch concentration of students in K as of October 1 of the previous fiscal year;

2. proximity of a three-star or four-star Parent Aware rated program; and
 3. whether the district has implemented a mixed delivery program
- iv. Facilities Project update;
1. Varsity dugouts for softball fields are still in progress
 2. The final payment for the exterior project was made to Peterson Companies. All grounds and facilities are now under district control.
 3. Various summer maintenance projects taking place (inquire for a detailed list), including:
 - a. Install 4 roof exhaust fans at HS
 - b. Install two steel doors on junior high locker rooms
 - c. Honeywell recommissioning; June 19-23
 - i. Still working with Harris Controls to ensure software and hardware are synced correctly
 - d. Install low voltage strobe lights in several areas (safety)
 - e. Install four drinking fill stations (3 in 5-12 / 1 in PreK-4)
 - f. Fiber optic cable [DONE] and camera to fb/track complex
 - g. Construct new ticket booth near entrance to fb/track complex
-

11. Acknowledge Braham “HONORS” Recipients.

Peter Hesselroth	Braham Area School District #314 would like to recognize you for volunteering to remove the downed trees on district property, thus helping ensure the safety of our staff, students and community. This is a great example of a SERVICE attitude in action and we are grateful!
BEA	Braham Area School District #314 would like to recognize the Braham Education Association for your work in promoting our school through your generous financial contribution to fund advertising efforts on behalf of the district. These efforts, combined with all the other work you do on a daily basis, are shining examples of a commitment to service and excellence. We appreciate your support!

12. Review Student Council Representative’s report. - No report this month.

13. School Board members’ reports/updates.

14. Consider Donald Olson Scholarship and Education Foundation Agreement

On the 17th day of July, 2017, this Agreement is made by Braham Area Schools, ISD 314 (the Donors”) and the Initiative Foundation, a Minnesota nonprofit corporation with headquarters at Little Falls, Minnesota, (“the Foundation”) to evidence the absolute and irrevocable transfer by the Donors of \$100,000 to the Foundation for its charitable purposes. Such property shall be the initial property of a component fund of the Foundation named the “Donald F. Olson Scholarship Fund”, a sub-fund of the Braham Area Education Foundation. The complete Initiative Foundation Agreement will be sent to the board members by email for review. A motion is requested.

_____, _____, _____

15. Review Teen Focus and Isanti County Collaborative contract.

Teen Focus provides drug dependency counseling services to our students. The contract is between Teen Focus and Isanti County Collaborative. The contract will be emailed to board members for review. No action is required.

16. Consider acceptance of the 2017 Local Literacy Plan.

The 2017 Local Literacy Plan is on the district website under World’s Best WorkForce under the District tab.

_____, _____, _____

17. Consider resolution Reauthorizing a previously authorized board approved referendum authority.

Reauthorization of Board Approved Referendum Authority

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 314
(BRAHAM PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: July 17, 2017

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 314 (Braham Public Schools), State of Minnesota, was held in said school district on Monday, July 17, 2017, at 7 o'clock p.m.

The following members were present:
and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION REAUTHORIZING A PREVIOUSLY AUTHORIZED
BOARD APPROVED REFERENDUM AUTHORITY**

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

1. The Board has previously authorized a Board approved referendum authority in the amount of \$300 per adjusted pupil unit pursuant to Minnesota Statutes, Section 126C.17, Subd. 9a. That authority expires after taxes payable in 2018. The Board hereby re-authorizes that authority for 5 years, beginning with taxes payable in 2019. The Board may subsequently re-authorize the Board approved referendum authority in increments of up to five years.

2. The clerk is authorized and directed to submit a copy of the adopted resolution to the Minnesota Department of Education as soon as reasonably practicable after its adoption, but in no event later than September 30, 2017.

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

On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
COUNTY OF ISANTI)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 314 (BRAHAM PUBLIC SCHOOLS), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to

adopting a resolution reauthorizing a previously authorized Board approved referendum authority, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 17th day of July, 2017.

Clerk

18. Consider MN School Boards Association membership renewal for 2017-2018.

Minnesota statutes provide that individual school boards, by a two-thirds vote, may join MSBA. This membership provides benefits to member schools in the way of negotiations policy and election support, legal advice and seminars for members and general school management. The premium for the 2017-2018 school year is \$4,472.00 and is based on our average daily membership of students served in 2016-17.

19. Consider membership to Central MN Resource Training & Solutions for 2017-2018.

The Central MN Resource Training & Solutions provides services and programs in a variety of areas including staff development, gifted, curriculum, special education, educational effectiveness, grant assistance, the medical/Health Insurance Pool, etc. The board is asked to approve renewal of the membership for the 2017-2018 school year.

20. Consider Long-term Facilities Maintenance Revenue Plan.

Laws 2015, 1st Special Session, Chapter 3, Article, 6 sections 1-4 and 14 (2015 Education Act), establish a Long-term Facilities Maintenance Revenue Program for school districts, intermediate districts, other cooperatives and charter schools. The program replaces the old Health and Safety Revenue, Deferred Maintenance Revenue and Alternative Facilities Bonding and Levy programs, began FY 2017. Revenue increases for school districts who were not originally eligible to participate in the Alternative Facilities Bonding and Levy program are phased-in over three years, from FY 2017 to FY 2019. Plans must be received by July 31, 2017 by MDE. The plan, revenue spreadsheet, and Statement of Assurance will be sent in the board packet for review.

21. Consider Health and Safety Policy #807, as it currently exists.

The subdivision of Minn. Stat. §123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2018. The provisions of this policy substantially reflect statutory requirements. This policy needs to be reviewed annually along with the Long-term Facilities Maintenance Revenue application above.

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: **March 21, 2016**

#807 HEALTH AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard
 - 14. Electrical Safety
 - 15. First Aid/CPR/AED
 - 16. Food Safety Inspection
 - 17. Forklift Safety
 - 18. Hazardous Waste
 - 19. Hearing Conservation

20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Aboveground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and

procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employee's job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

- Legal References:* Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

- Cross References:*
MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

_____, _____, _____

22. Consider approval of Indoor Air Quality Maintenance Plan (IAQMP).

Consider approval of the IAQMP as provided by MacNeil Environmental. A copy of the current plan will be sent via email for board review and approval.

_____, _____, _____

23. Consider second of 2 readings of All Employee Handbook.

If the board so desires a motion to approve is requested.

**ALL EMPLOYEE
HANDBOOK**

**BRAHAM AREA SCHOOLS / ISD #314
BRAHAM, MINNESOTA**

2017-2018

***THIS HANDBOOK IS NOT INTENDED TO CONSTITUTE A NEGOTIATED AGREEMENT WITH
STAFF OR ANY TYPE OF LEGAL OBLIGATION FOR THE SCHOOL DISTRICT***

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WELCOME

This handbook was prepared as a way to communicate several of the ISD 314 policies, benefits, and practices. It is important that employees be familiar with the contents of this handbook. Employees should feel free to discuss the contents of this handbook with their supervisor or the superintendent. Please note the your individual contract may supersede information found in the handbook. It is YOUR responsibility to understand your individual contract rights. Copies of current contracts may be found on the employee information section of the school website (found under district tab).

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

It is Independent School District #314’s policy to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district’s internal procedure for addressing complaints of harassment, please refer to the school district’s policy on harassment and violence. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment. It is the responsibility of every school district employee to follow this policy. Any person having any question regarding this policy should discuss it with the Superintendent.

IMPORTANCE OF WHAT YOU DO

The chief responsibility of this school district is to educate the hundreds of children that attend school in our district. To do this task satisfactorily, it is necessary to have all employees understanding and working toward this goal.

EXPECTATIONS

SERVICE / EXCELLENCE: Employees should strive to provide an effective and efficient service to the school district and the community AND do so at the very highest level.

INTEGRITY: Employees should be courteous, just, and professional in all relations with administrators, office personnel, pupils, teachers, various employees, and visitors to the school. Personnel need to avoid voicing unfavorable criticism of other school employees, unless that criticism is formally and discretely presented to a school official for the welfare of the school.

SKILLS: Employees should perform assigned duties with efficiency, quality, and enthusiasm. They should improve skills by attending workshops when possible and keeping abreast of new procedures and methods in handling their duties.

FUNDRAISING /GRANTS

The principal and the superintendent must approve any solicitation of businesses, or grant requests, on behalf of the school or school activities in advance. Per board policy #706, all gifts must be accepted by the school board prior to use.

- Grants: Turn in a copy of the grant request (prior to submission) to your building administrator.

- Fundraisers: Complete a *Fundraiser Planning Sheet & Request Form* and submit to your building administrator prior to start.

PUBLIC RELATIONS

The job of the employee is a diversified, challenging, and responsible one - approach it with enthusiasm. The employee should learn the responsibilities of their job and perform them in a manner that is a credit to them and their profession. They should be loyal to their job, co-workers, and themselves. There are continuously evolving changes and improvements in school procedures and the employee should follow the trends and stay up-to-date.

Keep in mind that you may be the first person with whom the public comes in contact. The impression made at the initial contact is important. You should serve people courteously, efficiently, and promptly. A greeting, pleasant smile, and perhaps the words “May I help you?” will make visitors feel welcome. Numerous personal contacts take place each day and the importance of good communication skills cannot be over-emphasized. This is the only contact some people have with the school.

If an employee has a thorough knowledge of the building, the educational program and personnel, and of the general policies of the Braham Area Schools, they can do much to help the public understand the schools. In contacts with the public, they represent the school district and what is said is regarded as authoritative.

Confidentiality is very important; consequently, it is never appropriate to discuss a child’s situation with school personnel or anyone in the presence of the child or another pupil – this is a violation of student/parent data privacy and something we must all strive to avoid. Confidential records and information should be treated accordingly. Do not leave confidential information accessible to pupils, visitors, or others.

PERSONAL APPEARANCE

The school district takes pride in its professional reputation. Each of us plays a role in either building that reputation or contributing to it in a negative way. Your personal appearance not only reflects on you, but also on the school district and the professional image we wish to maintain. Employees are expected at all times to present a professional, appropriate image to students, staff, and the public.

Dress – All staff are expected to dress in an appropriate fashion at all work times commensurate with the staff member’s position. Attire should be neat and clean and should reflect the staff member’s role in providing a high-quality education to the learners in this District. Attire or other articles that convey obscene messages or messages that are designed to or actually serve to incite hostilities in other staff members, students or visitors are prohibited while the employee is at work.

Conduct – All staff are expected to conduct themselves in a professional manner while on duty. While off duty, staff members are expected to refrain from conduct that would have a negative impact on the staff member’s effectiveness in his or her position, or that would call into question the integrity of the district. This requirement is not intended to limit a staff member’s first amendment rights in any manner insofar as the conduct does not negatively impact the staff member’s work performance or effectiveness.

Political activities – Employees of this district are public employees and are recognized to likely have a vested interest in political decisions and events. Employees are encouraged to express their political voices and participate in the political process as their own interests and values guide them. However, while on active duty time, employees must not engage in any political activity that could create the impression to the public that the School District as a public body endorses any particular candidate, party or position, or that the School District as a public body encourages or discourages voting in a particular fashion.

POLICY REVIEW

A complete list of school district policies is available on the school website. These policies are typically reviewed on a three year annual cycle unless extenuating circumstances occur. Your input is welcome should you have any suggestions to improve district policy.

REPORTING PROCEDURE

An employee who believes a policy has been violated should immediately report the incident to their supervisor or the superintendent. The employee may be asked to put the facts surrounding the alleged policy violation in writing. Thereafter, an investigation may include interviews with the employee making the charge a policy was violated and other personnel involved in the incident. Any employee who believes he or she has been subject to harassment of any sort should report the incident to their supervisor or the superintendent. The employee reporting the negative behavior may be asked to put the facts surrounding the offensive conduct or communication in writing. Thereafter, an investigation may include interviews with the employee making the charges, the accused employee, and appropriate witnesses, depending upon the individual circumstances of the matter. Determination of whether prohibited harassment occurred will be made on a case-by-case basis, depending upon the circumstances of the matter, including the type of harassment alleged, the context in which the alleged harassment occurred, and any other facts deemed relevant. The employee making the complaint will be advised of the final disposition of the matter.

PERSONNEL RECORDS

A record of payroll and personnel actions pertaining to your employment is maintained in the district office. It contains such items as performance reviews, course requests, and payroll action requests. Employees are encouraged to keep their file up to date by informing their supervisor of any changes in marital status, address, or phone number changes.

PROBATIONARY PERIOD

Many employees shall serve a probationary period (see length in your contract) during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employees.

ABSENCES / AESOP / VERITIME / PAYROLL

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

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

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

Enter absence information in AESOP prior to 7:00 a.m. - make sure you receive a confirmation number (write it down) - OR you will be liable for any repercussions. If after 7:00 a.m. call Jan S. at 320-396-5180 (PreK-4) or Julie at 320-396-5201 (5-12). Special Ed Paras are also required to notify the special ed

teacher they work most directly with of their absence. Support and questions can be answered by office staff or at the following link: http://help1.frontlinek12.com/?b_id=3397

For those of you who use VeriTime to clock in and out every day, please be sure to submit time sheets according to the payroll calendar. The payroll calendar is posted on the district website and anything **not submitted, approved, and reconciled** by the deadline will not be included on the current payroll.

Payday is twice a month, usually the 15th and end of the month to accommodate 18 pay periods by May 31st and 24 pay periods by August 31st. Consult your specific contract to determine if you are eligible for 24 pay periods. There will be a Payroll Calendar posted to our school website for your convenience.

Check your individual work agreement or contract for the number of allowable days for illness, personal leave, bereavement, etc. **Only under extenuating circumstances, i.e. non-recurring nature, limited or special circumstances, and with prior written approval from the superintendent, will employees be allowed to miss work without leave available or utilizing some type of leave.**

To Use VERITIME

- Enter USER ID (usually your phone number)
- Enter PIN (If you are an employe AND a substitute, please remember to use the corresponding PIN)
- Click on “Log In”

Submitting Time Sheets (at least once each week for hourly employees)

- Login in AESOP (USER ID and PIN same as VeriTime)
- Click on VeriTime Tab
- Click on Timesheet
- Review timesheet (make sure you are in the right time period and enter comments if needed)
- Click on “Submit” button (Upper right corner)

LEAVE INFORMATION (current as of approval, however contract language always supercedes this handbook).

Administrators: 15 days per year up front every year

- Sick days, medical/dental appts, bereavement and personal leave are all subtracted from this bank.

Teachers: 15 days per year up front the first year

- Sick days, medical/dental appts, bereavement and personal leave are all subtracted from this bank. After the first year, days are accrued at 1.66 days per month (Sept - May) and must be earned before they can be used. Teachers earn 3 personal leave days per year and may carry over a maximum of 4. A maximum of 6 days may be used at one time.

Secretaries & Paras: 12 days per year up front the first year

- Sick days, medical/dental appts, bereavement and personal leave are all subtracted from this bank. After the first year, days are accrued at 1.33 days per month (Sept - May) and must be earned before they can be used. A day is equal to the number of hours that employee works. Secretaries and paras can use 2 personal leave days per year or they can be banked to a total of 5 personal leave days.

Custodians: 12 days per year up front the first year

- Sick days, medical/dental appts, bereavement and personal leave are all subtracted from this bank. After the first year, days are accrued at 1 day per month (year round) and must be earned before

they can be used. A day is equal to the number of hours that employee works. Custodians can use 3 personal leave days per year. Personal leave is not cumulative.

Food Service: 12 days per year

- Sick days, medical/dental appts, bereavement and personal leave are all subtracted from this bank. Days accrue at 1.33 days per month and must be earned before they can be used. A day is equal to the number of hours employee works. Food Service workers can use 2 personal leave days per year or they can be banked to a total of 5 personal leave days.

FAMILY MEDICAL LEAVE ACT (FMLA)

Employees may be eligible for leave under the Family and Medical Leave Act. Eligible employees have:

- Worked for employer for at least 12 months - which need not be consecutive;
- Worked at least 1,250 hours for employer during 12 months preceding leave;

Employees are entitled to a total of 12 weeks of unpaid leave per year in connection with the birth or adoption of a child or for a serious health condition or to care for an ill or injured minor child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Leave may also be granted for themselves or a relative (as listed above) to provide or receive assistance because of sexual assault, domestic abuse or stalking. (M.S. §181.9413). If you have questions about FMLA, contact the U.S. Department of Labor at (612) 370-3341 or www.dol.gov/whd/fmla.

DRUG FREE WORKPLACE

Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school locations, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy. An employee who has properly been prescribed medication by a qualified healthcare provider, which may impair the employee's work performance or safety or the safety of others, is required to inform his or her supervisor of the potential impairment, prior to reporting for work.

TOBACCO FREE ENVIRONMENT

It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district, or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

CHILD ABUSE/NEGLECT

It is the policy of the school district to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused within the preceding three years.

EMPLOYEE RIGHT TO KNOW

It is the policy of the school district to provide information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent or infectious agent.

SECURITY BADGES / KEYS / DOORS

Security badges must be worn at all times when an employee is in any part of a school building. Any staff member who sees another person in a school building who is wearing neither a security badge nor a visitor's pass shall direct that person to the principal's office. If the person does not proceed to the office, the staff member shall alert the office immediately. If the person presents an imminent threat, the staff member should take immediate action to implement the building's emergency procedures and Crisis Plan. Please make sure all doors are securely locked behind you.

VIDEO SURVEILLANCE

Independent School District #314 uses internal & external video surveillance in district facilities.

FRINGE BENEFITS

Each August you will be contacted by Human Resources (Marie Sward) regarding your benefits package (check your contract or work agreement to determine which benefits you are eligible for). This email will require you to complete paperwork in the SmartER system (online) and submit to Human Resources by the Friday prior to Labor Day. If you are a new employee, this information will be given to you prior to your first day of work and must be submitted within ten days.

WORKER'S COMPENSATION

The district recognizes that the safety, health, and well-being of its employees is important. To this end, a priority will be placed on the prevention of accidents and occupationally-incurred illnesses. It is the responsibility of every employee to work in a safe manner and to intervene when others are performing in an unsafe manner.

All on-the-job accidents and injuries or occupationally incurred illnesses should be reported immediately to the supervisor and to the school nurse. Something seemingly minor today, CAN wind up to be more serious than anticipated.

Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the school district, under the provisions of the Worker's compensation Act, M.S.A. Chapter 176, the school district will pay the difference between the compensation received pursuant to the Worker's compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave. The employee will turn in a copy of their compensation check(s) to the district.

A deduction shall be made from the employee's accumulated sick leave accrual time according to the pro-rated portions of days of sick leave time which is used to supplement worker's compensation.

Such payment shall be paid by the school district to the employee only during the period of disability.

In no event shall the additional compensation paid to the employee by virtue of sick leave result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

FACILITY USE REQUEST

All requests for building usage AFTER SCHOOL HOURS are to be submitted to the Community Education office (Nickie Nelson) during the school year and to the District office (Connie Gelle) during the summer months.

- Requests for usage DURING SCHOOL HOURS (regular school year) are to be submitted to Jan in the Pre K-4 building or Nickie in the 5-12 building.
- IEP meetings will be scheduled through Michelle Becker in the Elementary Media Center.
- Requests for usage are due a minimum of five days in advance
- Reference District Policy #902 if you have questions

BUILDING AND GROUNDS PROTOCOLS

Should you have a specific request regarding building and grounds you are asked to access the Employee Information section of the school website - found under the district tab - complete the appropriate columns, and submit to your immediate supervisor. Your supervisor will approve/disapprove and forward to Jeff Campbell. You may ask your supervisor to check progress.

CRISIS PLAN

Please familiarize yourself with the crisis plan located in the **Employee Information** section of the school website - found under the **District** tab.

SCHOOL MESSENGER

Emergency (and other) important information will be sent through the School Messenger system. Please contact the district office (Connie Gelle @ 320-396-5199 or cgelle@braham.k12.mn.us) to ensure we have your most current information.

MEALS

Staff meals may be purchased in both cafeterias. Breakfast is \$2.00 per meal. Lunch is \$4.00 per meal. You may also sign up online with “My School Bucks” to receive access to online payments and low balance alerts. Please see the Food Service Director for more information. **It is required by MDE that all adult meals purchased are paid in full and do not run a negative balance.*

PERSONAL ITEMS

All personal items brought into the workplace must meet federal and state safety standards and fit within all district policies and guidelines. Unless these items are formally donated to the district they are under the full responsibility of the employee - including disposal.

PHYSICAL EXAMS

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

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

Consider second of two readings of the following:

It is the intention of the Braham, RRSEC and its member districts to comply with all federal, state, and local fiscal laws. The regulatory citations covering fiscal management practices are:

- IDEA 34
- EDGAR
- UGG/2 CFR- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Minnesota Statute 471.35- Uniform Municipal Contracting Law

It is also the intention of Braham, RRSEC and its member districts to ensure special education expenditures are necessary, reasonable and allowable. The procedures and practices used to accomplish these tasks are outlined in this manual. It is the goal of the management of Braham, RRSEC and its member districts to ensure these practices and procedures are followed.

Braham’s staff is expected to review this manual to gain familiarity and understanding of Braham’s fiscal procedures and practices. If you have questions regarding the implementation of these procedures, contact the RRSEC Director or Braham’s Business Manager.

The procedures and practices will be reviewed and updated annually.

A copy of the full Fiscal Compliance and Procedure Manual and Appendices will be emailed to the board for review. Board action is requested.

25. Consider second of 2 readings of the Mentor Handbook.

Consider second reading of Mentor Handbook. It is the mission of the Braham Area School District Mentoring Program to provide information, support, and encouragement for the success of educators new to the District. A copy of complete Mentor Handbook will be sent to the school board for review. Board action is requested.

26. Consider second of 2 readings of changes to Faculty Handbook

Board action is requested.

STAFF HANDBOOK:

Update the times / dates / years throughout document when necessary.

Due to fire safety restrictions ceiling panels are not to be altered in any fashion (no painting, etc.).

Add:

The principal and the superintendent must approve any solicitation of businesses, or grant requests, on behalf of the school or school activities in advance. Per board policy #706, all gifts must be accepted by the school board prior to use.

- Grants: Turn in a copy of the grant request (prior to submission) to your building administrator.
- Fundraisers: Complete a ***Fundraiser Planning Sheet & Request Form*** and submit to your building administrator prior to start.

Add: Study Lounge - Staff must check in the same as students on days they work at the after school Study Lounge.

Add: Field trips: Staff must notify the attendance secretary, food service director and staff at least 1 week in advance of the students that are going to be gone. Also, update the day of to the attendance secretary the students that did not show for the field trip.

Add: Data privacy - School business should not be discussed under social media.

For Meeting Schedule - Delete the current Meeting Schedules information.

Add: A meeting schedule will be sent out prior to the first week of school.

27. Consider second of 2 readings of changes to the Paraprofessional Handbook

Consider review of the Paraprofessional Handbook. A copy with the change has been sent by email to board members for review. Please note change on Page 9 - Dress for Success. Board action is requested.

28. Consider second of 2 readings of changes to the Activities Handbook

Board action is requested.

ACTIVITIES HANDBOOK:

Add: Students who choose to work toward, and earn credit recovery, over the summer will gain eligibility at the beginning of the very next fall. That same student will be put on an automatic mid-quarter check during the first quarter and must be passing all of their classes to remain eligible. If the student is failing a single class or more, that student shall remain ineligible until they are passing all of their classes.

29. Consider second of THREE readings of changes to the HS Student Handbook

Update the times / dates / years throughout document when necessary.

HIGH SCHOOL STUDENT HANDBOOK

Page 3: Add Dean of Students job title to descriptions.

Page 14: Beginning in 9th grade, the students will begin exploring career options and then creating an individual learning plan for graduation and post-secondary options.

Page 16: Add ECCO as a bullet point.

Page 18: Add: Share Braham Honor Roll with the Kanabec Times and Braham Journal.

Page 22: Add: Tardiness:

3 tardies	Lunch detention
6 tardies	Lunch detention
9 tardies	1 day of ISS
Each subsequent 3 tardies after 9	1 day of ISS

Page 23: Add Chromebooks and blankets to things not allowed through the lunch line.

Page 24: Under Dress and Appearance: Add bullet point - No blankets allowed.

Change 4" to shorts / skirts that are too short (administrative decision).

Remove - Pants that are torn 6" above the knee: (This is covered by another bullet point within Dress and Appearance).

Page 24: Change: Clothing which is related to or offensive in regard to a contemporary sensitive issue will not be tolerated.

To: Clothing (or other items found on school grounds) which are related to or offensive in regard to a contemporary sensitive issue will not be tolerated.

Page 25: Add: Students wanting a visitor during the school day must be in good academic and behavioral standing. This means passing all classes and no discipline reports within the current school year.

Page 31: Change After School Detention to Lunch Detention.

Page 32: After 2nd offense: Add - 3rd and subsequent offense - Cell phone or electronic device will be confiscated for 5 days.

Page 33: Replace "will also" to "may be".

Page 35: Tobacco and Drug Use: Add a minimum of 3 sessions with the Chemical Dependency Counselor.

Page 46: Add: Students who choose to work toward, and earn credit recovery, over the summer will gain eligibility at the beginning of the very next fall. That same student will be put on an automatic mid-quarter check during the first quarter and must be passing all of their classes to remain eligible. If the student is failing a single class or more, that student shall remain ineligible until they are passing all of their classes.

30. Consider second of 2 readings of changes to Elementary Student Handbook

Highlighted area is additional. Board action is requested.

Student Handbook

Update the times / dates / years throughout document when necessary.

Pg. 4 - Truancy - Following ***seven unexcused absences*** the child is considered "***habitually truant***". The school is required to report that the student is in violation of compulsory attendance laws. ~~The school will send a letter home on the 3rd unexcused absence.~~

Pg. 3 - Arrival Time - Add - *5/6 students can walk or ride a bike to school with a parent note.*

Pg. 5 - Bicycles - Add - *with a parent note*

Pg. 6 - Cell Phones - Delete - *Students are not allowed to have cell phones in their possession from the time classes start in the morning until after the dismissal bell at 3:00 pm. If a phone call needs to be made during the school day, the teacher may choose to have the student use the classroom phone, or teachers may send students to the office to make the phone call. Parents can also call the office and leave a message*

Add - *Using a cell phone to take pictures in a locker room **or bathroom** could result in detention or suspension depending on the incident.*

Pg. 8 - School Closings - Add - *SchoolReach will also be used to notify staff and parents of school closures, late starts, and early dismissals.*

Pg. 9 - Fidgets, Stress Balls, Etc. - *Some students require the need for outside stimulus to help them maintain focus. Some students can benefit from stress balls and fidgets as a coping mechanism. Likewise, some students can benefit from keeping their hands busy and off other students and objects. However, these tools can be a distraction to the rest of the class as well. If you feel your child needs to have one of these items, please schedule a meeting with your child's teacher. The school reserves the right to request a Dr.'s note prescribing the need for one of these items.*

Pg. 15 - Reporting Student Progress - Delete current grading scale. Change to:

- 95 – 100% = A
 - 94 – 90% = A-
 - 89 – 86% = B+
 - 85 – 83% = B
 - 82 – 80% = B-
 - 79 – 76% = C+
 - 75 – 73% = C
 - 72 – 70% = C-
 - 69 – 66% = D+
 - 65 – 63% = D
 - 62 – 60% = D-
 - 59% - = F
-
-

31. Consider SECOND reading and discussion of new policy #534 - Unpaid Meal Balances

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: August 21, 2017

#534 UNPAID MEAL CHARGES

[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a “policy” or “standard practice.” Although this document is styled as a “policy,” school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. The High School has 2 deposit boxes if paying by cash or check. One is located by the High

School Office and the other is located in the Cafeteria under the menu board. Both of these deposit boxes will be emptied at 9:30 a.m. and ready for use in the lunch account that day.

- Please write student name(s) and lunch numbers on payments.
 - We encourage all high school students to deposit their monies in the locked safe box as this will assure a faster lunch line and allow students more time to eat.
- B. Elementary School: Please give your teacher your lunch money. Please write student name(s) and lunch numbers on payments.
- C. You may also pay online with “My School Bucks”.
- To access this service:
 - Go to the district website at www.braham.k12.mn.us
 - Click the District Tab then scroll to Food Services news and updates.
 - Click the mySchoolBucks link. (More detailed instructions available under this line.)
 - From this website you can create your account and add money to your child’s school meal account and receive low balance alerts. All you need is your child’s name, school, and student ID number.
- D. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- E. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- F. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student’s account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (\$2.60) will be charged to the student’s account or otherwise charged to the student.
- G. When a student has a negative account balance, the student will not be allowed to charge a snack item, or be allowed to purchase any ala carte items, but will be allowed to have a reimbursable meal through the regular lunch line(s).
- H. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the student’s accounts. If not specified, Food Service Personnel will divide to each sibling as they see fit.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Reminders for payment of outstanding student meal balances will not demean or stigmatize

any student participating in the school lunch program.

- The parent/guardian of all PreK-12 students will be notified when the student account is at \$10.00 or less with www.myschoolbucks.com Automatic e-mails are sent out daily when balances are low. Parents that do not have email accounts will be sent weekly notifications.
- Students will be given verbal notification in line each day their account is \$10.00 or less.
- If the student account is less than adequate (-\$13.00) or 5 days of meals to pay for breakfast and/or lunch, the student will be given an alternative meal. When the account is negative, the Braham Food Service Department will call the family. If the household cannot be reached, another letter will be sent home either by mail or email.
- After the third consecutive day of offering the alternative breakfast and lunch, the building principal/assistant principal will contact the household and review with them their responsibility to provide meals for their child(ren).
- Assistance from county social services may be requested by the school social worker for possible neglect when above procedures are unsuccessful.
 - Alternative Meal: A milk and grain item will be offered at breakfast when the account balance is negative. A PB or cheese sandwich, vegetable, fruit and milk will be offered at lunch. (While schools are not obligated to provide meals to children who forget their lunch money, the United States Department of Agriculture (USDA) encourages schools to be flexible in this area; particularly with young children and children with disabilities who may be unable to take full responsibility for their money.)

IV. UNPAID MEAL CHARGES

- A. Braham Area School District recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- B. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- C. Households may apply for free/reduced meals anytime during the school year. Applications are mailed out to all households in the school district prior to the school year and are included in enrollment packets. In addition, applications are available at both the elementary and high school food service departments.
- D. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- E. When a student has a zero or negative balance, the student will not be allowed to purchase ala carte, but will be allowed to have a reimbursable meal through the regular lunch lines.
- F. Negative balances of more than \$30.00, not paid prior to *the end of every month*, will be

turned over to the Food Service Director for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be available to the public on the district Website.

Legal References: Minn. Stat. § 124D.111, Subd. 4

42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)

7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)

USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)

USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)

USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

32. Consider cycle review of district policies for adoption.

The following policies are up for review: #608 - Instructional Services Special Ed; #611 - Homeschooling; #211 - Criminal or Civil Action against School district, School Board Member, Employee or Student; #212 - Board Member Development; #213 - School Board Committees: and, #301 - Administrative Evaluation. There are no substantive changes to these policies. The board may choose to adopt at this time.

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: April 18, 2016

Reviewed: July 17, 2017

#608 - INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

A. The school board accepts its responsibility to identify, evaluate, and provide special education and related services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.

B. The school district shall ensure that all qualified disabled children are provided special education and related services which are appropriate to their educational needs.

C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (Definition of Child with a Disability)
Minn. Stat. §§ 125A.027, 125A.03, 125A.08, 125A.15, and 125A.29 (District Obligations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

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

Adopted: December 17, 2007
Revised: May 16, 2016
Reviewed: July 17, 2017

#611 HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

III. CONDITIONS FOR HOMESCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a homeschooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of homeschooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will provide textbooks, individualized instructional materials, and standardized tests and loan or provide them for use by a homeschooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a homeschooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (where five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A homeschooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

- A. Activities
 - 1. Minnesota State High School League sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
- b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
- c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.

2. Non-Minnesota State High School League activities where six or more students receive instruction in the home school.

A homeschooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, homeschool students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a homeschooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (School Boards May Require Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

Braham, MN 55006

Adopted: July 18, 2016

Reviewed: **July 17, 2017**

#211 CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.
- C. Data Practices

Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government

Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas

It is the policy of the school district that its officers and employees will normally not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. It is the policy of the school district to cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
 Minn. Stat. § 123B.25(b) (Actions Against Teachers)
 Minn. Stat. § 466.07, Subd. 1 (Indemnification)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 42 U.S.C. § 1983 (Civil Action for Depriving Rights)
 Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
 Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Braham, MN 55006

Adopted: July 18, 2016

Reviewed: July 17, 2017

#212 - SCHOOL BOARD MEMBER DEVELOPMENT

I. PURPOSE

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: July 18, 2016

Revised: July 17, 2017

#213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, to facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Budget Advisory
 - 2. Building and Grounds.
 - ~~3.~~ ~~Central MN Serv Co-op/ Resource Training Solutions~~
 - ~~4.~~ 3. Community Education Advisory Council¹²
 - ~~5.~~ 4. Donald F.Olson Scholarship
 - ~~6.~~ 5. ECMECC
 - ~~7.~~ 6. World's Best WorkForce
 - ~~8.~~ 7. Isanti County Human Rights Commission
 - ~~9.~~ ~~Isanti Co. Interagency Collaborative~~
 - ~~10.~~ 8. Legislative (Schools for Equity in Education SEE)
 - ~~11.~~ 9. Meet & Confer
 - ~~12.~~ 10. MN State HS League
 - ~~13.~~ 11. Policy.
 - ~~14.~~ 12. RRSEC Joint Powers Agreement
 - ~~15.~~ 13. Technology
 - ~~16.~~ 14. Negotiations Committee(s) for various employee groups.
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.

The board may consider clarifying these two sections:

- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: 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 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: October 16, 1978

Amended: February 21, 1995; August 22, 2016

Reviewed: July 17, 2017

#301 - SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services.

- B. The school board expects all activities related to the operation of the school district to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Minn. Stat. § 123B.147 (Principals)

Cross References: MSBA Service Manual, Chapter 3, Superintendent of Schools

33. Reminder of the August Regular school board meeting.

The August Regular School Board meeting is set for Monday, August 21st, at 7:00 pm, in B100 – Community Room.

34. Adjourn.
