

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, September 19, 2016
7:00 pm – BAHS Community Room

1. Regular meeting called to order by Chair. Pledge of Allegiance.
Roll call.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the August 22nd, 2016 School Board Meeting.
 - b. Approve the September bills.
 - c. Review and accept the September Treasurer's report.
 - d. Personnel
4. Acknowledgement of Donations or Contributions
5. Open Forum
6. Review Student Council Representative's report.
7. Review Elementary Principal's report.
8. Review Community Ed report.
9. Review High School Principal-Activities Director report.
10. Superintendent's Report
11. Acknowledge Braham "HONORS" Recipients.
12. School Board members' reports/updates.
13. Consider proposed property tax levy for 2016 Payable 2017
14. Announcement of date of Truth-In-Taxation Public Hearing.
15. Consider approval of Memorandum of Understanding adding Title One to the Paraprofessional/Secretary bargaining Unit.
16. Consider **THIRD** reading and adoption of MSBA Policy. - Pg 14
17. Consider **review of** district policies for discussion, update & revision if needed. - Pg 27
18. Reminder of the October School Board meeting.
19. 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 August 22, 2016 School Board Meeting.

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

Regular School Board Meeting
Monday, August 22, 2016
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 given.

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

Motion by M. Thompson, second by A. Londgren to adopt the agenda. Carried

Board Member R. Wyganowski requested removal of Chris Grote teaching and FB coach recommendation from the consent agenda. Teaching recommendation was moved to 5A. Coaching recommendation was moved to 16A.

Motion by A. Londgren, second by T. Cuda to approve the minutes of the July 19th Regular School Board meeting, approve the August bills \$978,632.86; and, accept the August Treasurer’s report. The board accepted the step correction for **Tim Burton**, cleaner/sweeper from Step 2 to Step 3; and, the resignation of **Christina Moscho**, 3rd grade teacher, effective the end of the 2015-16 school year.

The board approved the following recommendations:

Shawn Kuhnke as the HS Principal/Activities Director. His start date was August 1, 2016. He will be paid on the Braham Administrator’s contract. **Tammi Johnson** as a .5 FTE Dean of Students and .5 FTE Social Studies teacher. Her start date is August 1, 2016. She will be paid at her current rate of pay MA+45, Step 11 of the teacher’s contract, plus 5 days. **Becky Swanson** as a 1.0 FTE Social Studies teacher. Her start date will be August 29, 2016. She will continue to be paid at MA, Step 11. **Jane Johnston** as a 1.0 FTE Special Ed teacher. Her start date will be August 29, 2016. She will be paid at MA Step 5. **Andrea DeRushia**, 2nd grade teacher request for lane advancement from BA Step 10 to BA+15, Step 10. Her 2016-17 salary will be based on BA+15, Step 10. **Audra Carter**, ECFE teacher increase from .64 FTE to 1.0 FTE beginning fall 2016. **April White**, decrease in 10.5 EC para hours. **Danielle Baudhuin-Peter** decrease in hours from 17 to 14 hours per week.

Motion by J. Paitl, second by M. Thompson to acknowledge the August 2016 donations for the purposes requested: for elementary and high school three MIA & three US flags value of \$150 from Doug Eklund and the VFW; and, for SuperMileage a \$1,000 value for radio rental from . Carried.

Under Open Forum - Several community members spoke in favor of hiring Chris Grote as an elementary teacher and coach. They commented on his passion for kids, conscientiousness, experience, expertise, and forward thinking.

Motion by A. Londgren, second by T. Cuda to hire Chris Grote as an elementary classroom teacher with a two year probationary period. His start date is August 29, 2016. He will be paid at MA+45, Step 5. There were 5 yes votes: S. Eklund, M. Thompson, T. Cuda, A. Londgren, J. Pail. One no vote: R. Wyganowski. Brd Member A. Flowers was absent. Carried.

There were no reports from Student Council or DAC this month.

Jeff Eklund, Elem Principal reviewed his written report. There will be a separate EBD and LD room for special ed. He attended a PK-3 Principal Leadership Series meeting.

Shawn Kuhnke, AD/CE Director's written report was reviewed. Football, volleyball and cross country fall season have started. The fall musical will be "The Wedding Singer" and practices will soon be underway. He participated in the safety meeting to work on our crisis protocols.

Supt. Gagner updated the board on the exterior and interior projects. World's Best WorkForce committee will meet after the MMR reports from the state have been reviewed.

Supt. Gagner congratulated the following staff, students and community members for their accomplishments as "Braham HONORS" recipients. They are: Aitor Leniz, Deb Shockman, Edie Kaunonen, Becky Anderson, Jim Londgren, Bill Hellser, Brian Eklund, Jake Shockman, Jake Schroeder, David Shockman, Matt Shockman, JD Coolidge, Joel Schleicher, Shane Pierce, Luke Becker, Mike Thompson, Beth Stone, Bob Wyganowski, Amber Hoffman, Jen Lundin, Jonelle Klemz, Shawn Kuhnke, Chad Meyer, Marie Sward, and Frandsen Bank & Trust.

School board members had a quiet month. They attended construction meetings, youth football games, summer league volleyball games, activities night, the summer MSBA meeting, and interviews for HS Principal/Activities Director and Dean of Students.

Motion by R. Wyganowski, second by J. Paitl to authorize calling for bids for lease agreement on the 4.3 acres of school owned farmland property for the 2017 growing season. Carried

Motion by M. Thompson, second by J. Paitl to authorize the Superintendent to request legal counsel for construction related issues from Rupp, Anderson, Squires, & Waldspurger, P.A. Carried

Motion by R. Wyganowski, second by A. Londgren to approve the Coaching and Co-curricular Fine Arts and Activities Assignments for 2016-17. Carried

Motion by J. Paitl, second by T. Cuda to approve the hiring of Chris Grote as the Asst Varsity Football

Coach. There were 5 yes votes: S. Eklund, M. Thompson, T. Cuda, A. Londgren, J. Pail. One no vote: R. Wyganowski. Brd Member A. Flowers was absent. Carried.

Motion by A. Londgren, second by T. Cuda to authorize calling for bids for snow plowing for the 2016-17 and 2017-18 school years. Carried

Motion by M. Thompson, second by A. Londgren to adopt the following policies: #201 - Legal Status of the School Board; #208 - Development, Adoption & Implementation of Policies; #209 - Code of Ethics; #301 - School District Administration; #302 - Superintendent; #303 Superintendent Selection; #304 - Superintendent Contract, Duties, and Evaluation; #305 - Policy Implementation; #306 - Administrator Code of Ethics; #511 Student Fundraising; #513 - Student Promotion, Retention, and Program Design; #518 - DNR-DNI Orders; #519 Interviews of Students by Outside Agencies; #602 - Organization of School Calendar & School Day; #606 - Textbooks & Instructional Materials; #901 - Community Education; #903 - Visitors to School District Buildings & Sites. Carried

The following policy was submitted for its SECOND reading: #721 - Uniform Grant Guidance Policy regarding Federal Revenue Sources. There was no discussion. No action required at this time.

Motion by R. Wyganowski, second by A. Londgren to review and approve the following policies which require annual review: #410 Family and Medical Leave Policy; #413 Harassment and Violence; #414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; #415 Mandated Reporting of Maltreatment of Vulnerable Adults; #506 Student Discipline; #514 Bullying Prohibition Policy; #522 Student Sex Nondiscrimination; #524 Internet Acceptable Use and Safety Policy; #616 School District System Accountability; and #806 Crisis Management Policy. Carried

Chair Eklund reminded all present of the September Regular School Board meeting to be held Monday, September 19, 2016 at 7 p.m. in the Community Room at the high school.

Motion by A. Londgren, second by J. Pail to adjourn the meeting. Chair Eklund adjourned the meeting at 7:32 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

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

PROBATIONARY EMPLOYEES RELEASED

Rochelle Bergwick, Title One Para, has been released from employment with Braham Area Schools under Article VI - Discipline Discharge and Probationary Period, Section I.

Danielle Baudhuin-Peter, EC Para, has been released from employment with Braham Area Schools under Article VI - Discipline Discharge and Probationary Period, Section I.

RESIGNATIONS

Carla Maslow, special ed van driver, has submitted her letter of resignation from this part-time position effective September 6, 2016.

Mirinda Johnson, Lunchroom/Recess Para, has submitted her letter of resignation from her part-time para position effective September 6, 2016.

Lucy Pinataro, Special Ed Para, has submitted her letter of resignation from her para position effective September 16, 2016. Ms. Pinataro has been here since March 2014.

RECOMMENDATIONS

Amber Hoffman, is being recommended by Principal/AD Kuhnke as the Girls Basketball Head Coach. She will be placed on Lane 12, Step 3 of the "C" Schedule. Her start date in this position will be November 14, 2016.

Allyssa Mattson is being recommended by Principal J Eklund as the kindergarten paraprofessional. This position is 30 hours per week. Her start date was September 6, 2016. She will be paid on Step 1 of the para contract.

April White is being recommended by Principal J Eklund as the .4 technology teacher with a variance. Her start date is 9-6-16. She will be paid at BA Step 1.

Korey Sybrant is being recommended by Principal/AD S Kuhnke as the JV Boys basketball coach beginning Nov. 21, 2016. He will be placed on Lane 10, Step 2 of the "C" Schedule.

Alex Sundly is being recommended by Principal/AD S Kuhnke as the Weight Training Coach for Fall, Winter and Spring seasons of 2016-17. Fall start date is 10-24-16. He will be paid at Lane 2, Step 5. Winter start date is 11-7-16 at Lane 3, Step 5. Spring start date is 3-6-17 at Lane 2, Step 5.

LANE CHANGE REQUEST

Katie Thies, K-12 Vocal Music Teacher has submitted a request for lane advancement from BA Step 4 to BA +15, Step 4. Ms. Thies has completed all necessary requirements to qualify for this lane advancement. Her 2016-2017 salary will be based on BA+15, Step 4.

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
Salvation Army		School supplies
Thrivent Financial		School supplies
New Hope Community Church		School supplies
Jess & Paul Olson		School supplies
Grandy Lions	\$2,000.00	School Improvement

5. Open Forum.

6. Review Student Council Representative's report.

**BAHS Student Council
School Board Report
September 2016**

2016-2017 Student Council Officers:

President(s): T.J. Husnick and Matthew Rydlund

Vice President(s): Lizzie Altendorf and Amelia Fiedler

Secretary: Kaylie Paitl

Treasurer: Alexis Hasser and Emily Lindquist

Public Relations Director: Megan Gruba

School Board Representative: Alec Downing

Total Members: 40 (grades 8-12)

Advisor: Tammi Johnson

We look forward to working alongside all of you during this school year. Thank you for your continued support!

Braham Chamber of Commerce:

We will continue to partner with the Chamber. Megan Gruba will be our representative participating in these meetings.

Homecoming:

We are currently planning all details for Homecoming 2016. Coronation will be held on Sunday, September 25th at 2:00 p.m. in C-100. Homecoming week will be held Monday, September 26th-Friday, September 30th. The Homecoming Dance will be held on Saturday, October 1st from 9:00-Midnight. Further details will be shared with you as they become available and included in the October report.

Recycling and Announcements:

We will continue to do recycling and read announcements on Fridays.

7. Review Elementary Principal's report.

**Braham Area Elementary
September 2016 Board Report**

1. Open House

- Great turn out!
- Consensus was 3 hours might be a little long.
- Possibility of 2 hours next year???

2. Teacher Totes

- Thank you to East Central for bringing school supplies to our teachers!
- This continues a great relationship our school has with ECE.

2. Congratulations to Brooke Hohn on her new carpet.

- Mrs. Hohn earned the funding at DonorsChoose.org for a classroom project called "Creating A Comfortable Learning Area."

3. Congratulations to Lori Lemieux our first Elementary T.E.A.M. (Together Everyone Achieves More) Award winner

- Lori was nominated by her fellow staff members.
- “Lori is an expert teacher who works tirelessly to include highly effective teaching strategies in her classroom each and every day. In addition to her strengths as an educator she is also an incredible caretaker for her students and our staff. The care and concern she shows her students makes her classroom a welcoming, safe place for them to be. But she doesn't stop there. She cares deeply for the members of our teaching staff and is quick to drop an encouraging note (or piece of candy) to brighten someone's day. Lori willingly gives up her time to help others out. I could go on about how she spent her time this summer working on Bomber Pride lessons and the time she puts in to RTI but I will sum it all up by saying Lori is an incredible asset to our staff and we are a better learning community because of her!!!!”

4. Bomber PRIDE Assembly

- Monday, September 19th, 2016

5. Title I

- Chris Thielen is our new Title Coordinator

6. Thanks to Jan Strohkirch

- Jan does so many behind the scenes things to make our school AMAZING!
 - FAST Roster upload
-

8. Review Community Ed report.

9/12/16

Community Ed Brochure-

The brochure was sent out 9/1/16. Many families are calling and signing up for classes, from adult to ECFE classes.

Preschool Updates:

Enrollment for 3's: AM - 16 & PM - 9 Total: 25

Enrollment for 4's: MWF all day - 18; TTH all day - 19; MWF PM - 11 Total: 47

Open house went very well. Great attendance! We really enjoy getting a chance to connect with parents before the first day.

Scholarships: We receive funding for scholarships through the Minnesota Department of Education's Pathway 2 program. These scholarships allow parents needing assistance to access high-quality programs. As of September 12th, 20 families have been awarded scholarships to pay for their child's preschool tuition. We still have additional funds available.

ECFE Update:

Weekly classes begin Oct. 12th on Wednesday mornings. Our first open gym/family fun night was Thursday Sept 15th. We had great success with our "Family Fun Night" format last year and are looking forward to those events again this year!

Early Childhood Screening is Wednesday October 5th. Typically we screen about 20 - 30 students each screening date. An additional screening will take place January 24th, 2017.

Advisory Council-

Sarah is sending out a Survey Monkey survey for days and times that work best for the Advisory Board to meet. She will then set the meeting.

Annual Halloween Party-

Will be held Oct. 31st at the Elem. from 5:30 -7:30
Letters have been sent out for donations.

9. Review High School Principal - Activities Director report.

**HS Principal
Activities Director
School Board Report
September 19, 2016**

1. Open House was a huge success! We had a great turnout of parents, students and families. We opened it up to all grades and we offered the handout of the chromebooks to students during the same time. 7th grade and new student orientation was held. Students, parents and families took advantage of looking at our final projects both inside and out. A big thank you to the school board for cooking and serving nearly 700 hot dogs that night!
2. The first week of school has started smoothly. Students have had a positive attitude and the staff has done a great job of welcoming them back. The lessons I have seen have been fun and engaging. I held an All School Meeting on the first day of school and gave them encouraging words and challenged them to 3 tasks: being a leader, to display a random act of kindness at least once a week and most importantly to strive for academic excellence.
3. All fall activities are up and running smoothly.

Fall Participation numbers:

Football

7 & 8: 31 students

9-12: 40 students

Volleyball

7 & 8: 21 students

9-12: 30 students

Cross Country

7 & 8: 10 students

9-12: 8 students

Equestrian

7-12: 6 students

Fall Musical

Numbers available at the end of the week.

Jazz Band

15 students

4. Homecoming is set for the week of September 25-October 1.
 1. Dress up days and activities will be similar to what has happened in the past.
 2. Mrs. Johnson and Student Council are already working on the specific plans, including selling homecoming buttons, hiring a DJ, etc.
 3. Similar to last year, our Homecoming Coronation will be held at 2:00 in the afternoon on Sunday, September 25.

5. Fall Musical tryouts have been held with cast and crew all set. They will be performing "The Wedding Singer" on November 5, 6, 11, 12 and 13.

6. FFA - We competed in the FFA Ag technology show at the state fair. Our car was entered in the Power Technology Class and not only won the class, but was the Overall Reserve Grand Champion (second best project in the competition).
 - 3 SMC cars were entered in total and 2 fully restored tractors.
 - The cars were brought down and presented as is (no one had to speak).
 - We obtained a result of 224 mpg with our street legal car in Detroit last year.

Overall, Braham entered 19 projects:

One Reserve Grand Champion

Two champion projects: The Car and a fishing pole created by Michael McAdams and Nick Jones.

Honorable mention on the clock tower project.

A first place in class finishes.

Respectfully Submitted,
Shawn Kuhnke

10. Superintendent's report.
 1. The school year is off to a great start! Workshop days were very productive, open house was well attended, and students are quickly adapting to daily routines.
 2. Braham Chamber update (Sept. 13):
 - Back-to-Business social and regular business meeting
 - School update included information to include community in Bomber Pride character education programming and Trista Kirchberg spoke regarding Work Based Learning.
 3. MASBO Tax Levy Meeting update (Sept. 13):
 - a. Judy Patzoldt and I attended. A few key dates:

- i. School Board must certify proposed levy by Sept. 30
- ii. Public meeting must be held between Nov. 24 - Dec. 28
- iii. Final levy must be adopted by Dec. 28

4. A few comparisons from last day of 2015-2016 and first day of 2016-2017:

	K-12 Enrollment	FTE's Teachers	Total Staff	Bus routes	K-6 avg. class size*	7-12 avg. class size
2015 - 2016	774	62.4	121	11	18.6*	21.0
2016 - 2017	731	53.4	107	11	21.0*	20.1

*Average class size does NOT taken into account 'specials', i.e. music, PE, Sp. Ed., Tech., etc.

5. Facilities Project: There are a few small items left on the punch lists but overall we have reached the level of **substantial completion**.

- Interior:
 - door hardware / locking mechanisms
 - replacement saw in CTE area
 - check sensors and manual flush valves in elementary restrooms
 - gutter/downspout install
- Exterior:
 - A longer gate to better protect irrigation control system for baseball complex
 - Check operational status of new football/track lights, sound system, scoreboards
 - Continued monitoring of grass areas

6. District Assessment Coordinator (DAC) update:

- a. I have created an **assessment page on the district website** which contains resources such as the testing calendar and important links. Assessment requirements for the state of MN have changed little under the new ESSA and MN legislation. Assessments are given in:
 - i. MCA Reading Grades 3-8, 10 Spring State Requirement
 - ii. MCA Math Grades 3-8, 11 Spring State Requirement
 - iii. MCA Science Grades 5, 8, 10 Spring State Requirement
 - iv. ACT Grade 11 April 19 State Requirement
 - v. FAST K-6 F, W, S Local Requirement
 - vi. IGDl's PreK F, W, S Local Requirement

7. The auditing firm of Burkhardt, Burkhardt, Ltd. was in the district Aug. 29-31. Expect preliminary results in October with a final report in November.

8. Ongoing items:

- a. Work continues in all departments on fulfilling goals outlined in the district's World's Best Workforce plan. We are seeking staff and community members to serve on this committee with a first meeting scheduled for October 12. The tentative schedule is for a 2015-2016 progress report and 2016-2017 revised plan to be shared at the November 21 meeting. Those interested in serving should contact the district office.
- b. The staff development committee will meet on September 23.
- c. Teacher evaluations will be conducted by the three administrators and start the week of Sept. 26.

- d. The District PLC Leadership team had their first meeting August 23 and will meet again on October 6. PLC teams meet twice monthly with the task of meeting WBWF goals - particularly tied to student achievement. A member of each PLC team will share a brief report with the board following this schedule:
- i. October: Sue Pearson (Phy-Ed)
 - ii. November: JeanAnn Mattson (1/2)
 - iii. December: Lori Lemieux (3/4)
 - iv. January: Tammi Johnson (Social Studies/English)
 - v. February: 5/6 PLC
 - vi. March: Roxanne Kirby (PreK/K)
 - vii. April: Catie Hanson and Kelly Rud (SpEd)
 - viii. May: Dave Blomdahl (Math/Science)
 - ix. June: Bryan Johnson and Tiffany Flogel (CTE, Art, Business, Music, Counseling)
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11. Acknowledge Braham "HONORS" Recipients.

Lori Lemieux, Jonelle Klemz, Dave Blomdahl, Emily Ludwig, Ursula Scheele, Jennifer Lundin, Roxanne Kirby	Braham Area School District #314 would like to recognize you for the time and talent you provided in developing the new PreK-12 character education program. Promoting a district wide common message is a proven strategy to improve school climate and culture. Your efforts will make a difference in the district's mission to provide a first class educational experience for our students.
Joe Rajkowski, Steve Eklund	Braham Area School District #314 would like to express our sincere appreciation to you for volunteering time to assist in efforts to correctly stripe the new track. You are appreciated!
Steve Eklund, Angie Flowers, Art Kaunonen, Edie Kaunonen, Darwin Nelson, Eric Jones, Bob Wyganowski, Bob Vaughan, Kelly Monson, Connie Gelle, Judy Patzoldt, Dustin Hoeper, Marie Sward, Merideth Coleman, Donna Bryant, Tammy Johnson, Cindy Ledford, Terri Stone, Gay Hagford, Jill Gagner	Braham Area School District #314 would like to express our sincere appreciation for your extra efforts in preparing for the Open House on August 31st Strong school/community partnerships are a key factor in successful school districts. You are appreciated!
Bob Wyganowski	Braham Area School District #314 would like to recognize you for volunteering to review financial documents as part of fiscal oversight for the district. We appreciate your 'service attitude' and it's overall impact on the success of the district.
Gary Shaw & Friendship Assembly of God	Braham Area School District #314 would like to express our appreciation to you for providing rolls and juice for our in-service day this fall. For several years your contribution has helped to make it a special morning here at Braham Schools! Thank you!
Target in Cambridge	Braham Area School District #314 would like to sincerely express our appreciation for the generous donation in providing us with the red TARGET bags to help us organize our "Crisis Plan" Teacher Totes. Thank you.
BEPO	Braham Area School District #314 and especially the elementary staff want to thank you for you "ah-Mason Year" gift jars given to them the first week of school. Thank you for everything you do to help them feel appreciated!

ECE	Braham Area School District #314 would like to express our appreciation to you for the donation of Teacher Totes for our Elementary Teachers. These supplies are very much appreciated. Thank you!
Chief Bob Knowles	Braham Area School District #314 would like to express our appreciation to you for your willingness to come to the school at a moment's notice to help keep our students safe. Thank you!
Jan Strohkirch	Braham Area School District #314 would like to express our appreciation to you for a great start to the school year. Your willingness to put in extra time (FAST roster upload) and do all the behind the scenes things make Braham Elementary a Special Place! Thank you!
Teresa Person, Ursula Scheele	Braham Area School District #314 would like to sincerely express our appreciation for the extra work you put in to get the student schedules ready and waiting for them before school started. Thank you!
Julie Johnson, Dustin Hoeper	Braham Area School District #314 would like to express our appreciation to you for your "above and beyond the call of duty" work in creating and implementing the online student emergency form and download capability. It will definitely streamline the process of getting the student emergency information into the PowerSchool program. Thank you!
Judy Patzoldt	Braham Area School District #314 would like to recognize you for your extra efforts in ensuring an efficient budgetary process - specifically with BASK. We appreciate your 'service attitude' and it's overall impact on the success of our students.
Braham Fire Department	Braham Area School District #314 would like to express our appreciation to you for welcoming the elementary students back to school for the 2016-17 school year. Your presence helped create excitement in the students to start off another great year. Thank you.
Kaylie Paitl	Braham Area School District #314 would like to recognize you for your recent achievement earning your SECOND Academic All American honor while playing AAU volleyball. We are proud of both your academic and athletic commitments!

12. School Board members' reports/updates.

13. Consider proposed property tax levy for the 2016 Payable 2017.

The school district Proposed Property Tax Levy for 2016 Payable 2017 **MUST** be certified by the school board and submitted to the county auditor by September 30, 2016.

The school board is asked to authorize the district to **levy the maximum allowable**. The official paperwork will follow.

14. Announcement of Truth-in-Taxation Public Hearing

The following announcement is to be made at the Regular September board meeting for Public Information.

Braham ISD #314's Truth in Taxation Public Hearing will be held as a part of the Regular December School Board meeting which is scheduled for Monday, December 19th, 7 pm, in the Braham Area High School Community Room.

15. Consider approval of Memorandum of Understanding adding Title One to the Paraprofessional/Secretary bargaining Unit.

The original is in the signature file.

Memorandum of Understanding
Between
Braham Area Schools
And
SEIU Local 284

The parties listed above have a current Collective Bargaining Agreement titled "Paraprofessional/Secretarial Unit". A separate group of district employees, who work for the school district as Title Paraprofessionals will be added to the group of employees covered under the Agreement listed above, beginning with the 2016-17 school year. The wage scale for Title I Coordinator duties is as listed. These duties and hours will be designated by the elementary principal.

2016-2017 Title I Coordinator

2016-2017

Step 1.	16.13
Step 2.	16.68
Step 3.	17.11
Step 4.	17.63
Step 5.	18.15

These wages will be in effect until the next contract is settled, and during negotiations the wage scale will be incorporated into the CBA listed above. All other benefits will be as listed in the current CBA.

Seniority Date for Title Paras:

For the purposes of benefits or step advancement: The employees actual hire date will be the recognized date.

For the purposes of layoff and recall: The date of entrance of this group of employees to this unit will be assigned to all Title Paras, and the subsequent date on the para seniority list will reflect this date.

This MOU will be added to the CBA listed above in the next negotiations and after that point will sunset.

For the District

Date: _____

For the Union

Lucie Hammer, CO

Date: 8/1/2016

16. Consider THIRD reading and adoption of MSBA Policy.

This policy was just added by MSBA and is being submitted for its third reading and adoption.

#721 - Uniform Grant Guidance Policy Regarding Federal Revenue Sources (replaces old DDA)

Adopted: MSBA/MASA Model Policy 721

Orig. 2016

Revised:

#721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[Note: School districts are required by the federal Uniform Grant Guidance regulations, 2 C.F.R. Part 200, to have the policies which establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. The United States Office of Management and Budget published the final regulations December 26, 2013. The Uniform Grant Guidance is effective for new and continuation federal grant awards issued on or after December 26, 2014. The regulations do not affect grant funds awarded prior to December 26, 2014, unless funds made available under those grants are carried forward into a new federal fiscal year or a continuation grant. 2 C.F.R. § 200.110.]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

A. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[Note: All of the requirements outlined in this policy apply to both direct grants and state-administered grants.]

- B. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- C. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 1.
 - a. The federal financial assistance that a non-federal entity receives directly from

- a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability); or
- b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 C.F.R. § 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- D. “Contract” means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 C.F.R. Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- E. Procurement Methods
1. “Procurement by micro-purchase” is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$3,000, except as otherwise discussed in 48 C.F.R. Subpart 2.1 or as periodically adjusted for inflation).
2. “Procurement by small purchase procedures” are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$150,000 (periodically adjusted for inflation).
3. “Procurement by sealed bids (formal advertising)” is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. “Procurement by competitive proposals” is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. “Procurement by noncompetitive proposals” is procurement through solicitation of a proposal from only one source.
- F. “Equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
- G. “Compensation for personal services” includes all remuneration, paid currently or accrued,

for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 C.F.R. § 200.431 (Compensation - Fringe Benefits).

- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 C.F.R. § 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

- A. Employee Conflict of Interest. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.
- B. Organizational Conflicts of Interest. The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.
- C. Disclosing Conflicts of Interest. The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policy.

IV. ACCEPTABLE METHODS OF PROCUREMENT

- A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- H. Methods of Procurement. The school district must use one of the following methods of procurement:
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 - 3. Procurement by sealed bids (formal advertising).
 - 4. Procurement by competitive proposals. If this method is used, the following requirements apply:
 - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most

- e. advantageous to the program, with price and other factors considered; and
 - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
- I. Competition. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
- 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to

subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 C.F.R. § 180.215.

V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

- A. Property Standards. The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 C.F.R. §§ 200.311, 200.314, and 200.315.

B. Equipment

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

VI. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.
- B. Payment. The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district

in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

- C. Internal Controls. The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States, or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with federal statutes, regulations, and the terms and conditions of the federal award.

The school district must also evaluate and monitor the school district’s compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must also take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

- A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. “Allowable cost” means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. “Education Department General Administrative Regulations (EDGAR)” means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. “Omni Circular” or “2 C.F.R. Part 200s” or “Uniform Administrative Requirements,

Cost Principles, and Audit Requirements for Federal Awards” means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

4. “Advance payment” means a payment that a federal awarding agency or pass through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

C. Allowable Costs. The following items are costs that may be allowable under the 2 C.F.R. Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;
10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law. 2 CFR Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 CFR Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;

8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 C.F.R. § 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
 - a. Necessary for the proper and efficient performance or administration of the program.
 - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
 - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
 - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
 - e. Adequately documented. A recipient must maintain proper documentation so

as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

- G. Program Specific Fiscal Rules. The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.
1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
 2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
 3. Auditors generally presume supplanting has occurred in three situations:
 - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local Laws.
 - b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
 - c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.
- H. Approved Plans, Budgets, and Special Conditions
1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district’s grants.
- I. Training
1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
 2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.
- J. Employee Sanctions. Any school district employee who violates this policy will be subject to

discipline, as appropriate, up to and including the termination of employment.

VIII. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entitywide policies and practices concerning the permissible extent of professional services that can be provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
 - b. The costs are equitably allocated to all related activities, including federal awards; and
 - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 C.F.R. § 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
 3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
 4. Pension plan costs may be computed using a pay-as-you-go method or an

acceptable actuarial cost method in accordance with the written policies of the school district.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.
 6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.
- C. Insurance and Indemnification. Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.
- D. Recruiting Costs. Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:
1. Critical and necessary for the conduct of the project;
 2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
 3. Consistent with the school district's cost accounting practices and school district policy; and
 4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.
- E. Relocation Costs of Employees. Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

[Note: Noncompliance. If a school district fails to comply with federal statutes, regulations, or the terms and conditions of a federal award, the DOE or MDE may impose additional conditions, as described in 2 C.F.R. § 200.207 (Specific Conditions). If the DOE or MDE determines that noncompliance cannot be remedied by imposing additional conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: 1) Temporarily withhold cash payments pending correction of the deficiency by the school district or more severe enforcement action by the DOE or MDE; 2) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; 3) Wholly or partly suspend or terminate the federal award; 4) Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); 5) Withhold further federal awards for the project or program; and/or 6) Take other remedies that may be legally available.]

Legal References: 2 C.F.R. § 200.12 (Capital Assets)

- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
- 2 C.F.R. § 200.212 (Suspension and Debarment)
- 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.305(b)(1) (Payment)
- 2 C.F.R. § 200.310 (Insurance Coverage)
- 2 C.F.R. § 200.311 (Real Property)
- 2 C.F.R. § 200.313(d) (Equipment)
- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
- 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
- 2 C.F.R. § 200.338 (Remedies for Noncompliance)
- 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
- 2 C.F.R. § 200.430 (Compensation – Personal Services)
- 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
- 2 C.F.R. § 200.447 (Insurance and Indemnification)
- 2 C.F.R. § 200.463 (Recruiting Costs)
- 2 C.F.R. § 200.464 (Relocation Costs of Employees)
- 2 C.F.R. § 200.473 (Transportation Costs)
- 2 C.F.R. § 200.474 (Travel Costs)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

- MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
- MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)
- MSBA/MASA Model Policy 412 (Expense Reimbursement)
- MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
- MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
- MSBA/MASA Model Policy 702 (Accounting)
- MSBA/MASA Model Policy 703 (Annual Audit)

17. Consider **review of** district policies for discussion, update & revision if needed.

There has been a three year review cycle established. The new process will require only one reading UNLESS a board member feels there is an issue that needs to be addressed. Individual policies can be removed from this section so it will get a second reading the following month. This month the first five policies to be reviewed and approved are: #102 Equal Educational Opportunity; #214 Board Member Expenses; #401 Equal Employment Opportunity; #402 Disability Nondiscrimination Policy; and, #406 Public and Private Personnel Data.

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: July 20, 1998

Revised: February 22, 1999; March 21, 2016

Review: September 19, 2016

#102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.

B. 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 violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.

C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

D. Every school district employee shall be responsible for complying with this policy conscientiously.

E. Any student, parent or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

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

Adopted: March 21, 2016

Reviewed: September 19, 2016

#214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

II. GENERAL STATEMENT OF POLICY

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board’s approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: March 21, 2016

Reviewed: September 19, 2016

#401 EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is 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, gender, 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.

B. 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 procedures for addressing complaints of harassment, please refer to the school district’s policy on harassment and violence.

C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with the Superintendent of Schools.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran’s Preference)

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: March 21, 2016

Reviewed: September 19, 2016

#402 DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.

D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the school counselor, the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

29 U.S.C. 794 *et seq.* (Rehabilitation Act of 1973, § 504)

42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)

29 C.F.R. Part 32

34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: July 21, 2014

Reviewed: September 19, 2016

#406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. “Confidential” means the data is not available to the subject.
- D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;

5. terms and conditions of employment relationship;
6. contract fees;
7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of timesheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:

- a. name;
- b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
- c. education and training;
- d. employment history;
- e. volunteer work;
- f. awards and honors;
- g. prior government service;
- h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
- i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected or maintained by the school district to administer employee assistance programs are private.

D. Parking space leasing data are private.

E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.

F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
3. a court, law enforcement agency, or prosecuting authority.

H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

K. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.

L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation

of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.

O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.

P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.

Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data. If you have any questions, contact [*him/her*].

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 13.39 (Civil Investigation Data)

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)

Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)

Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)

P.L. 104-191 (HIPAA)

45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

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

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

MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

18. Reminder of the October Regular School Board meeting.

The September Regular School Board meeting is set for Monday, October 17, 2016, 7:00 pm, B100 – Community Room.

19. Adjourn.
