

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

AGENDA  
REGULAR SCHOOL BOARD MEETING  
Monday, December 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 November 21 Regular Board meeting.
  - b. Approve the December bills.
  - c. Review and accept the December Treasurer's report.
  - d. Enrollment Analysis
  - e. Personnel
4. Acknowledgement of Donations or Contributions.
5. Open Forum
6. Presentation by PLC Leadership Team.
7. Review Elementary Principal's report.
8. Review High School Principal - Activities Director report
9. Review Community Ed report.
10. Review Superintendent's report
11. Acknowledge "Braham Honors" recipients.
12. Review Student Council Representative's report.
13. School Board members' reports/updates.
14. Consider the proposed Final 2016 Payable 2017 District 314 Property Tax Levy.
15. Consider approval of MOU with BEA for 2017-18
16. Consider approval of update to Transportation Contract with Braham Bus Company.
17. Consider adoption of the proposed 2017-2018 School Calendar.
18. Consider changes to Elementary Student Handbook.
19. Consider motion to accept donation with restrictions from B.A.C.K. (Braham Area Committee for Kids).
20. Consider cycle review of district policies.
21. Reminder of the January 9th Organizational and the January 23rd Regular school board meetings.
22. Adjourn.

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

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Roll Call.

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2. Adopt agenda.
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3. Consent Agenda.

- a. Approve the minutes of the November 21 Regular Board meeting.

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

Regular School Board Meeting  
Monday, November 21, 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, A. Flowers, R. Wyganowski, J. Paitl and Supt. Gagner.

Motion by R. Wyganowski, second by T. Cuda to adopt the agenda. Carried

Motion by M Thompson, second by A. Flowers to approve the minutes of the October 17th Regular and the November 14th Working School Board meetings, approve the November bills \$256,473.20 ; and, accept the November Treasurer’s report. The board accepted the resignation of **Alan Haggemiller** as elementary custodian effective Nov. 30,2016. The board approved the hiring of: **Micah Malamisuro** as a 33.75 hours per week special ed para. His start date is Nov. 21, 2016. He will be paid at Step 1 of the para contract. **Julie Merchlewicz** as a 1.5 hours per day lunchroom/recess para. Her start date is Nov. 8, 2016. She will be paid at Step 1 of the para contract. **Ryan Kedrowski** was hired as the Knowledge Bowl Advisor. His start date is Nov. 21, 2016. He will be paid on Lane 2 Step 1 of the “C” Schedule. **Josh Faulkner** was hired as the C-team boys’ basketball coach. His start date is Nov. 21, 2016. He will be paid on Lane 8, Step 1 of the “C: Schedule. **Amie Yerke** was hired as the C-team girls’ basketball coach. Her start date is Nov. 7, 2016. She will be paid on Lane 8, Step 1 of the “C” schedule.

Motion by J. Paitl, second by A. Flowers to acknowledge the November 2016 donations for the purposes requested: for wrestling mats \$905.60 from Braham Warriors; for district use \$800 from Jill & Ken Gagner; \$50 value of school supplies from Diane Bondeson for BAES; for EC carpet \$300 from Grandy Lions; 24 knit hats from Braham Knit Wits for student needs; chip rubber flooring for greenhouse \$3,060 value from

Monte Niemi; for HS Halloween party decorations from Donna Mann, gift cards & pop from Lindsay Rasmussen, treat bags from Olympac, pumpkins from Mike Grocery Store, \$75 from Walmart, 4 gift certificates from Pizza Pub, \$50 from Braham Chamber of Commerce, 3 gift certificates from Subway, food and prizes from Marie Sward and Teresa Person, food from Judy Patzoldt, Michelle & Greg Becker, Dana Hendren, Marlys Carlson, Jane Johnston and Connie Gelle; prizes from Dustin Hoeper; Bomber apparel from Tammi Johnson. Carried

Under Open Forum - A. Leniz stated concern over the fees proposed under Policy #902.

JeanAnn Mattson - 1st & 2nd grade PLC leader, was absent. She will share at the December meeting.

Jeff Eklund, Elem Principal reviewed his written report. There were 361 kids at the Halloween party. A huge thank you to Jonelle Klemz for her great organization. 97% of the parents attended elementary parent/teacher conferences. Lindsay Rasmussen shared fall early childhood progress information with the board. Principal Eklund stated "the teamwork these ladies show is seamless and they aim at 'what's best for kids?'" Member M. Thompson stated, "impressive progress has been made in just the first couple months". Andy Olson was chosen by fellow staff members as the November T.E.A.M. award winner.

Shawn Kuhnke's, Principal/AD, reviewed his written report. There was a nice turnout of Veterans at the high school for lunch on Veteran's Day. Thank you to the food service staff for a hearty meal and all the decorations. He announced this year's EXCEL award winners, Emily Lindquist and Hunter Giffrow. Congratulations to the students and staff involved in the production of the fall musical "*The Wedding Singer*".

The board reviewed the Community Ed report.

Supt. Gagner reviewed his written report. Forty-five students at Braham earned a total of 158 college credits from the U of MN during the 2015-16 school year. The total value, if the students paid regular tuition was \$74,382. The cost to the district was \$6,525. The interior and exterior projects are substantially complete.

Supt. Gagner congratulated the following staff, students and community members for their accomplishments as "Braham HONORS" recipients. They are: Mary Adam, Jeff Eklund, Bob Hughes, Shawn Kuhnke, Steve Eklund, Ken Lindgren, Allison Londgren, Trina Olson, Ursula Scheele, Mike Thompson, Jake King, Hunter Richmond, Alex Kurvers, Luke Becker, Chris Grote, Tammi Johnson, Becky Swanson, Jonelle Klemz, Tammi Johnson, Emily Lindquist, Taite Shores, Megan Gruba, Matt Rydland, Kaitlyn Dordal, Nick Hohn, Alex Sundly, Jay Sparling, Aitor Leniz, Bryan Johnson, Tracy Fix, Karl Fix, Andrea Downing, Amber Hoffman, Nancy VanderHeyden, Marie Sward, Dustin Hoeper, Darwin Nelson, Ms. Ludwig and Mr. Sparlings Advisory classes; Mr. Leniz, Mr. Sybrant and Ms. Harvey's 5th grade classes; Donna Bryant, Cindy Ledford, Terri, Stone, Gay Hagford, Sarah Tilkens-Rogstad, Erika Gould, Mary Rubink; Dawn Olson, Roger Lafontaine, JeanAnn Mattson, Nichole Nelson, Nick Jackson, Michael McAdams, Jack Mault, ody Carlson, Kyler Gustafson, Makailah Torsch, Jesse Anderson, Maria Hamlin Hunter Herman, and Jeremy Brown.

Alec Downing, Student Council representative, reviewed their report. Student Council held their fall bake sale at the high school and the elementary school. Thanksgiving food drive service project is underway. Snow Daze 2017 will be the week of January 30 - February 3.

School board members attended various football and volleyball games, the fall musical, conferences, working board meeting, band concert, halloween party, and the WBWF presentation.

Motion by A. Londgren, second by J. Paitl to accept the FY 2016 school district audit report as prepared by district auditors Burkhardt & Burkhardt. Carried.

Reviewed the annual Community Ed and compulsory attendance reports and the proposed 2017-2018 school calendar.

Motion by M. Thompson, second by T. Cuda to approve the addition and start of Snocross as an independent contractor activity to the list of co-curricular activities. Carried.

Motion by A. Londgren, second by R. Wyganowski to approve the 2015-16 World's Best WorkForce summary. Carried.

Motion by T. Cuda, second by J. Paitl to approve the 2016-2017 World's Best WorkForce Plan. Carried.

Motion by R. Wyganowski, second by J. Paitl to revise policy #902 - community use of school facilities/buildings. Six yes votes - S. Eklund, T. Cuda, A. Flowers, A. Londgren, R. Wyganowski, and J. Paitl. M. Thompson voted no. Carried

Motion by M. Thompson, second by R. Wyganowski to adopt the revision of policy #707 - Transportation of Public Schools Students. Carried.

Motion by J. Paitl, second by A. Flowers to adopt policies: #501 - School Weapons; #502 - Search of Student lockers, desks, personal possessions & student; #515 - Protection and privacy of pupil records; and, #516 - Student Medications. Carried.

Second reading of policy #701 - Establishment and adoption of school district budget.

Chair Eklund reminded all present of the December Regular School Board meeting to include the Truth-In-Taxation will be held Monday, December 19, 2016 at 7 p.m. in the Community Room at the high school.

Motion by M. Thompson, second by R. Wyganowski to adjourn the meeting. Chair Eklund adjourned the meeting at 7:44 p.m.

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

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

- b. Approve the December bills.
- c. Review and accept the December Treasurer's report.

d. Review enrollment analysis

Grade	change from Spr 16	Sept 13	Oct 3	Nov 1	Dec 1
K		61	61	62	61
1	-5	56	58	57	57
2	-5	47	47	47	47
3	3	62	64	63	65
4	-2	45	46	46	46
5	-2	62	63	62	62
6	-6	63	62	59	58
7	-4	51	51	51	51
8	-12	65	64	64	63
9	-8	56	55	54	55
10	0	59	58	58	58
11	-6	50	50	50	50
12	1	54	52	50	50
	-46				
<b>K - 12</b>					
<b>Sub-Total</b>	<b>774</b>	<b>731</b>	<b>731</b>	<b>723</b>	<b>723</b>
ECSE	21	15	15	16	19
<b>TOTAL</b>					
<b>K - 12 plus ECSE</b>	<b>795</b>	<b>746</b>	<b>746</b>	<b>739</b>	<b>742</b>

e. Personnel

**RECOMMENDATION**

**Brea Schminski** and **Amber Hoffman** are being recommended by Principal/AD Kuhnke as Co-Head Track & Field Coaches beginning March 13, 2017. The Head (Ln 10, Step 3) and Asst Coach (Lane 8 Step 3) salaries on the C-Schedule will be added together and divided by two and each will get their share.

**Andrew Shaw** is being recommended by Principal Eklund as the .5 FTE Early Childhood Teacher. His start date was Nov. 28, 2016. He will be paid at Lane 1 Step 1.

**Tim Burton** is being recommended by Jeff Campbell, District Head Custodian, for the open custodial position. This is full-time, year round. His start date in this position is Dec. 5, 2016. He will be paid at Step 2 of the custodial portion of the contract. Mr. Burton has been with the district as a cleaner/sweeper since Dec. 2013.

**Roxanne Kirby, Lori Lemieux, Dayla McDonald, JeanAnn Mattson, Dawn Olson,** are being recommended by Principal Eklund as the Bomber Boost teachers from Nov. 29, 2016 thru Mar. 21, 2017 for 28 sessions.

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4. Acknowledgement of donations or contributions.

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

Therefore, the Superintendent recommends the following resolution:

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

<b>Donor</b>	<b>Item and/or Amount</b>	<b>Purpose</b>
Williams Sound	\$2,992.00	Supermileage radios
Grandy Lions	\$750.00	Supermileage
Braham Motor Service	\$100.00	Supermileage
RMS Machining	\$50.00	Supermileage
Team Industries/Motek	\$300.00	Supermileage
Dale's Heating & Plumbing	\$75.00	Supermileage
Derek Becker	\$500.00	Custom steel for greenhouse
Gordon Stone	\$1,000.00	Boys' Basketball
Braham Auxiliary Post #6 1731	\$200.00	Angel fund - for needy family

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5. Open Forum.

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6. Presentation by PLC Leadership Team.

Presentation by JeanAnn Mattson for 1st and 2nd grade.

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7. Review Elementary Principal's report.

**Braham Area Elementary  
December 2016 Board Report**

**1. Bomber Boost**

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

**2. Christmas Concert**

- Thanks to Bryan Johnson and Katie Thies for all the work.

- Concert is December 22nd
- Parents can take students home after concert but must check out at office
- Concert Times
  - K: 10:00-10:20
  - 1: 10:30-10:50
  - 2: 11:00-11:20
  - 3: 11:30-11:50
  - 4: 12:00-12:20
  - 5: 12:30-1:15
  - 6: 1:30-2:15

**3. Hour of Code**

- Braham Elementary participating in a week of coding.
- Tracy Fix and Nick Hohn had the opportunity to stop into classes grades K-6 to help teach our kids about coding and technology.
- 6th grade students helped teach PreK and KG students
- Thanks to Chris Thielen for filling in as a teacher to make this happen.
- Hoping to continue this throughout the year.

**4. Congratulations to Tracy Fix! She is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner**

- Tracy has done an outstanding job not only just being the professional she is, but taking her own time in providing our students of this district with "Hour of Code."
- As a co-worker, she is a "go to" when we need advice for the classroom, especially Technology issues!!!! She is our hero!!!

**5. Congratulations to Lori Lemieux**

- Lori has been nominated as a teacher of the year candidate.
- Lori is a 4th grade teacher in our district.
- Mrs. Lemieux is incredible at building relationships with kids. Many times she checks in with students and families in 5th or 6th grade that she has had in class.
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**8. Review High School Principal - Activities Director report.**

**HS Principal / Activities Director  
School Board Report  
December 19, 2016**

1. Congratulations to our December students of the month that are chosen by staff members based on contributions that students are making to our school to make it a better place. Some of the criteria for nominations are as follows: grades 7-12, academic excellence, display leadership, display BOMBER PRIDE, helping others and a significant improvement in any area. The December students of the month are: Grade 7: Nate Fiedler. Grade 8: Hannah Cornelius. Grade 9: Hunter Hemmer. Grade 10: Mindy Campbell, Joanna Lindgren. Grade 12: Jesse Anderson, Jared Johnson, Caleb Kilman, Sophia Nelson, Amanda Otto, Vanessa Philipczyk, Brandon Wyganowski, Stephen Youngberg.
2. We hosted some future Ag Ed teachers from the U of M Twin Cities Campus Agriculture Education Department. They came to visit our Ag technology programs and see the great work that our students are producing. The students took them through a series of presentations, showing them the different programs that we have to offer. As the professor from the program said, "It was a good experience for our students to observe and participate in a student-directed approach to learning. The experience got our students to think

deeper about how they might teach in lab settings. Luke had a good plan to engage both groups of students in the teaching and learning process.” Congrats to Luke Becker and his students on a very successful day!

3. Winter Participation Numbers:

Activity	2015-2016	2016-2017
9-12 Boys Basketball	25	27
7-8 Boys Basketball	26	Not Available
9-12 Girls Basketball	17	20
7- 8 Girls Basketball	18	18
9-12 Wrestling	8	9
7-8 Wrestling	4	4

4. All winter sporting activities are up and running smoothly, with the exception of JH BBB, which will not start until January 3, 2017.
5. Congratulations to our AAA Award winners for this 2016-2017 school year, Alec Downing and Elizabeth Altendorf. To be eligible for the AAA Award a student must: Be a high school senior at the time of nomination, have a cumulative GPA of 3.0 or higher at the date of nomination, participate in League-sponsored athletics and fine arts activities, and comply with the MSHSL’s Student Code of Conduct. Applications are due to the MSHSL by January 11, 2017, but will be sent in before the Christmas break.
6. The Winter Concert Season is well underway, a big congratulations and thank you to Katie Theis and Bryan Johnson for the wonderful Holiday music.
7. The All-Conference Band/Choir will practice in Pine City on December 14 for their upcoming event on January 7 also in Pine City. This will be a wonderful opportunity to listen to some great local talent. The performance for community to attend starts at 6:00 pm.
8. The Spring Play under the directorship of Tracy Fix is in its beginning planning stages. This years Spring Play is entitled “*Sherlock Holmes.*”
9. I wish you all the best this holiday season!

Respectfully Submitted,  
Shawn Kuhnke

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9. Review Community Ed report.

**12/13/16**

**Community Ed-**

Our last class to run for kids. Holiday Gift Making will be Tue. Dec. 20. It will be held at the Elem building this year.

The brochure was finalized and sent to the printers on Tue. Dec. 13

The brochure will be sent out in the mail after Christmas break

**Advisory Council-**

Advisory Council was held on Monday, Dec. 12th @ 6pm.



Discussed classes that ran / didn't run.

Also, the possibility to apply for a grant to have Prairie Fire play company come to Braham for our youth.

**Preschool/ECFE-**

Grandparents Night was a HUGE success. We had 15 kiddos and 20 grandparents! We even had one family that brought both sets of grandparents!

Upcoming ECFE:

Last Storytime and Open play is Wednesday the 15th.

PJ Party 12/16 from 5:30-7:00 (7 kiddos are currently registered)

Open Gym 1/12 from 6-7

Snowball Dance/Sock Hop from 6-7 on 2/10

Preschool:

12 & 13th are gingerbread hunt through Elementary School.

MRC winter benchmarking starts 2nd week in January.

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10. Review Superintendent's report.

1. SEE General Membership Meeting update (Dec. 2):

- MDE Commissioner Brenda Casselluis spoke; believes there should not be a lot of policy changes with ESSA, encouraged districts to continue using their WBWF plans to drive decision making, Governor Dayton will likely continue his commitment to support education and will again lobby for early childhood programming.
- Legislative platform is complete - primary focus continues to be equitable funding.
- Dr. Clayton Cook (UM) spoke on the importance of positive teacher-student relationships as being one of the most powerful public health prevention strategies available today.

2. Grandy Lions Meeting update (Dec. 5):

- Several grants were awarded including \$500 to ISD #314 to support students in creating ceramic bowls for the 'Empty Bowls' event to be held March 9 to raise funds for the Braham Food Shelf. Lions are also considering donating funds to the Grandy Community Center to update their cooking trailer.

3. ECMECC Operating Committee Meeting update (Dec. 9):

- The 2017-2018 ECMECC class schedule was sent out Dec. 9. This is the earliest yet and will allow schools to more easily plan for the coming year. Braham is planning to offer a statistics class.
- The 40 MN credit college transfer program has a new name; ECCO (East Central College Options). We are excited to offer this to our students starting next fall.
- Discussion was held on the topic of Ransomware - *currently the most feared threat in technology* - and the steps ECMECC are taking to minimize this risk.

4. Facilities Project:

- Exterior:
  - Currently negotiating with Peterson Co. for a final payment with some retainage regarding spring grass growth.

- Interior:
    - Waiting on name plates for the electrical panels and a magnetic device for the entrance doors to the multipurpose room. Expect request for final payment soon.
  - Equipment:
    - Bids coming soon on purchase of track equipment.
  - Greenhouse
    - Waiting on electrical hook up - Mr. Becker will soon be installing tables. The goal is for the greenhouse to be operational in mid Feb. with a plant sale in May.
5. District Assessment Coordinator (DAC) update:
    - a. Check [assessment page on the district website](#) for a list of resources/testing calendars.
  6. Braham Area Schools will be in session on Thursday, December 22.
  7. A Meet and Confer meeting was held with representatives from the board and the Braham Education Association on December 7. Several topics were discussed including advisories, PLC meetings, task completion, and the proposed 2017-2018 school calendar.
  8. A representative from the Minnesota Fire Marshal's department visited the district on December 5 for a thorough review of our buildings and policies. The written reports indicate some rather common concerns which our Building and Grounds crew are addressing. Overall I would like to say 'Hats off' to Jeff Campbell and the entire Building and Grounds crew for their work, as well as the cooperation of all our employees.
  9. Ongoing items:
    - a. With the current staff development waiver in place, the committee will not meet again until January 20, 2017.
    - b. The process of teacher evaluations is in full swing.
    - c. The District PLC Leadership team meets once each month while the entire PLC team meets twice monthly with the task of meeting WBWF goals. A member of each PLC team will share a brief report with the board following this schedule:
      - i. January: Tammi Johnson (Social Studies/English)
      - ii. February: 5/6 PLC AND Lori Lemieux (3/4)
      - iii. March: Roxanne Kirby (PreK/K)
      - iv. April: Catie Hanson and Kelly Rud (SpEd)
      - v. May: Dave Blomdahl (Math/Science)
      - vi. June: Bryan Johnson and Tiffany Flogel (CTE, Art, Business, Music, Counseling)

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11. Acknowledge "Braham Honors" recipients

Emily Lindquist, Hunter Giffrow	Braham Area School District #314 would like to congratulate you in being selected as an ExCEL Award winner. ExCEL stands for Excellence in Community, Education and Leadership. It is a unique recognition program designed exclusively for Minnesota high school juniors who are active in school activities, who show leadership qualities, and who are model citizens. You exemplify all of these qualities. Congratulations Emily and Hunter!
Lizzie Altendorf	Braham Area School District #314 would like to recognize you for your accomplishment in reaching 1,000 career points during the team's 60-29 victory over Moose Lake Willow River on Tuesday, November 29, 2016. Congratulations Lizzie!
Lori Lemieux	Braham Area School District #314 would like to congratulate you for being nominated (only 125 of 55,000 MN teachers were nominated) for the 2016-2017 Teacher of the Year program. Great Staff = Great School!

Danika Dahlin	Braham Area School District #314 would like to recognize you for the excellent service you provide to this district as part of the Minnesota Reading Corps. Your dedication and positive attitude truly make a difference and we are so lucky to have you!
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12. Review Student Council Representative's report.

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

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

**Thanksgiving Food Drive Service Project:** With the help of students and teachers throughout the school, our advisories were able to put together several full baskets.

**Nate Johnson Benefit:** We had several members volunteer to help at the benefit for Nate Johnson. There was a lot of great help and the event was able to run smoothly and successfully.

**Santa Day:** We will be helping at Santa Day again this year. This event takes place December 10th from 9-2 held at the Community Center. We will be serving breakfast and taking pictures for families with their children and santa.

**Sno Daze 2017:** We have set Sno Daze 2017 for the week of January 30-February 3.

**Pennies For Patients:** We will be doing Pennies for Patients again this year. We will be doing this from January 30 until the second week in February. We have some good ideas on how we can raise more money this year. We will be bringing Blue Floyd around to basketball games as usual, to collect change.

**Upcoming:** Santa Day, candy grams, Pennies for Patients, Sno Daze 2017, and Clothing Sales at Bomber Sport Games.

**Recycling and Announcements:**

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

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13. School Board members' reports/updates.
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14. Consider the proposed Final 2016 Payable 2017 District 314 Property Tax Levy.

**It is important that at this point in the meeting, any district resident who may be in attendance and wishes to ask questions or to express an opinion on the proposed final levy being considered for adoption by the school board is given the opportunity to do so. The board is asked to take formal action to accept the Final 2016 Payable 2017 District 314 Property Tax Levy.**

Levy Certification

<https://w1.education.state.mn.us/LevyCertification/printCertified.jsf>

Minnesota Department of Education  
Levy Limitation and Certification Report  
2016 Payable 2017

District Number-Type: 0314-01  
District Name: BRAHAM PUBLIC SCHOOL DISTRICT  
Home County: ISANTI

Date Printed: 12/14/16  
Limits Updated: 12/2/16  
Certified Submitted: 12/14/16

	LIMIT	PROPOSED	CERTIFIED
<b>SUBTOTALS BY LEVY CATEGORY</b>			
GENERAL - RMV VOTER - JOBZ EXEMPT	3,868.57	3,868.57	3,868.57
GENERAL - RMV OTHER - JOBZ EXEMPT	334,653.64	334,653.64	334,653.64
GENERAL - NTC VOTER - JOBZ EXEMPT	0.00	0.00	0.00
GENERAL - NTC OTHER GENED - EXEMPT	5,698.69	5,698.69	5,698.69
GENERAL - NTC OTHER - JOBZ EXEMPT	259,156.16	259,213.85	259,156.16
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	51,861.49	52,205.24	51,861.49
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	749,028.57	749,028.57	749,028.57
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	92,942.83	92,942.83	92,942.83
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	151,003.43	151,003.43	151,003.43
<b>SUBTOTALS BY FUND</b>			
GENERAL FUND	603,377.06	603,434.75	603,377.06
COMMUNITY SERVICES FUND	51,861.49	52,205.24	51,861.49
GENERAL DEBT SERVICE FUND	841,971.40	841,971.40	841,971.40
OPEB/PENSION DEBT SERVICE FUND	151,003.43	151,003.43	151,003.43
<b>SUBTOTALS BY TAX BASE</b>			
REFERENDUM MARKET VALUE	338,522.21	338,522.21	338,522.21
NET TAX CAPACITY	1,309,691.17	1,310,092.61	1,309,691.17
<b>SUBTOTALS BY TRUTH IN TAXATION CATEGORY</b>			
VOTER APPROVED	752,897.14	752,897.14	752,897.14
OTHER	895,316.24	895,717.68	895,316.24
<b>TOTAL LEVY</b>			
TOTAL LEVY	1,648,213.38	1,648,614.82	1,648,213.38

The school district must submit the completed original of this form to the home county auditor by December 28, 2016. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 1500 Highway 36 West, Roseville, MN 55113, by January 7, 2017.

The certified levy listed above is the levy voted by the school board for taxes payable in 2017.

Signature of School Board Clerk

\_\_\_\_\_

Date of Certification

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15. Consider approval of MOU with BEA for 2017-18

BEA members voted on restructuring the four half-day curriculum days into two full days for curriculum writing. The board is asked to approve this MOU.

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16. Consider approval of update to Transportation Contract with Braham Bus Company.

BEA voted to restructure the four half days for curriculum writing into two full days which reduced student contact days from 172 to 170 days per year. The two day student contact decrease reduced the amount owed to the Braham Bus Company for the 2017-2018 school year. The board is asked to approve the updated change.

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17. Consider adoption of the proposed 2017-2018 School Calendar.

BRAHAM AREA SCHOOLS											
2017-2018 School Calendar - December 19, 2016											
M	T	W	TH	F		M	T	W	TH	F	
<b>AUGUST 2017</b>					28 - Teacher In-Service - 7:45 - 2:25 pm	<b>JANUARY 2018</b>					
14	15	16	17	18	29 - Teacher In-Service - 7:45 - 2:25 pm	1	2	3	4	5	1 & 2 - No School - Winter Break
21	22	23	24	25	30 - Work Day - 7:45 - 2:25 pm	8	9	10	11	12	
28	29	30	31		30 - Open House - 5:00 - 7:30 pm	15	16	17	18	19	18 - 2nd Qtr ends - 44 days
<b>SEPTEMBER 2017</b>					31 - No School	22	23	24	25	26	19 - Teacher Work Day
				1	1 - No school	29	30	31			29 - No School
4	5	6	7	8	4 - No School - Labor Day	<b>FEBRUARY 2018</b>					
11	12	13	14	15	5 - First day of school - Gr 1 - 12				1	2	
18	19	20	21	22	5 - 8 Kindergarten Orientation	5	6	7	8	9	
25	26	27	28	29	11 - First day - PK(MWF) & K	12	13	14	15	16	16 - Teacher In-Service - Curriculum
<b>OCTOBER 2017</b>					12 - First day - PK (TuTh)	19	20	21	22	23	19 - No School - President's Day
2	3	4	5	6	6 - Teacher In-Service - Curriculum	26	27	28			
9	10	11	12	13	19 - 20 - No School - MEA	<b>MARCH 2018</b>					
16	17	18	19	20				1	2		
23	24	25	26	27		5	6	7	8	9	
30	31					12	13	14	15	16	22- End of 3rd Qtr - 41 days
<b>NOVEMBER 2017</b>					3 - 1st Quarter ends - 41 days	19	20	21	22	23	23 - Teacher Work Day - No School
		1	2	3	6 - Teacher Work Day	26	27	28	29	30	30 - Spring Break
6	7	8	9	10	9 - K-12 Conferences - 3:30 - 7:30 pm	<b>APRIL 2018</b>					
13	14	15	16	17	14 - K-12 Conferences - 3:30 - 7:30 pm	2	3	4	5	6	2 - Spring Break
20	21	22	23	24	23-24- No School - Thanksgiving	9	10	11	12	13	3 - K-6 Conferences - 3:30 - 7:30 pm
27	28	29	30			16	17	18	19	20	5 - K-6 Conferences - 3:30 - 7:30 pm
<b>DECEMBER 2017</b>						23	24	25	26	27	
				1		30					
4	5	6	7	8		<b>MAY 2018</b>					
11	12	13	14	15	25 - 29 - No School - Winter Break	1	2	3	4	4 - No School	
18	19	20	21	22		7	8	9	10	11	25 - GRADUATION
25	26	27	28	29		14	15	16	17	18	28 - No School - Memorial Day
<b>KEY:</b>						21	22	23	24	25	30 - End of 4th Qtr - 44 days
No School						28	29	30	31		30 - Last day of School
No School (Teacher In-Service OR Work Day)											31 - Teacher Work Day
3:30 - 7:30 pm - Parent/Teacher conferences											
<b>End of 1st Trimester - 12/1/17 --- End of 2nd Trimester 3/2/18</b>											
*1st snow day make-up: January 2											
*2nd snow day make-up: January 29											
*3rd snow day make-up: April 2											
*4th snow day make-up: May 4											
*5th snow day make-up: May 31											
Adopted:											
						Qtr	Student Days	Tehr Work/ In-Service /Conference			
						1	41	1 - 3 - 0			
						2	44	1 - 0 - 1			
						3	41	1 - 1 - 0			
						4	44	2 - 0 - 1			
							170	5 - 4 - 2			

18. Consider changes to Elementary Student Handbook.

Principal Eklund is requesting the following changes submitted by Judy Bendickson, school nurse, to the elementary student handbook.

Top of page 10 - delete the sentence ... Four screenings are conducted...  
(we do V & H and EC screenings)

Page 10 - delete the word Fever at the bottom

Page 11 - Delete the heading Communicable Disease. This section is:

**Flu Symptom Screening Tool for parents and caregivers** this heading should be on the top of page 12, as page 12 is the tool for parents to use. The heading will be right above "Does your child Have:"

Page 12 middle - delete the Flu Symptom Screening tool..... It will be on top of page 12.

Page 12 - **Communicable diseases** (add this heading above the diseases listed)

Under ringworm - Exclude from school until treatment has been started.

- 
- 
19. Consider motion to accept donation with restrictions from B.A.C.K. (Braham Area Committee for Kids).

The board is being asked to consider a motion to accept the gift from Braham Area Committee for Kids (B.A.C.K.) in an amount not to exceed \$85,000. This money will be used to fund the following projects in the order listed until the projects are completed or this gift has been exhausted. If work remains to complete the list of projects, the unfinished projects will not be completed until Braham Area Public Schools receive additional gifts from B.A.C.K. or other sources to finish these projects.

The projects are:

- Softball storage building and gravel pad
- Fence guard and padding
- Baseball complex storage building
- Needed electrical hookups for ball fields
- Toro Sand Pro - infield grooming tractor and attachments
- John Deere 54" zero turn lawn mower
- Portable backstop
- Dugout roofs
- Hoses for watering
- Several small (typically less than \$400 per item) field maintenance items
- Refrigerator

- 
- 
20. Consider cycle review of district policies for adoption.

The following policies are up for review: #521 - Student Disability Nondiscrimination; #526 - Hazing Prohibition; #531 - Pledge of Allegiance; #532 - Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds. These policies can be revised as printed and adopted at

this one meeting, if the board chooses.

**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: February 22, 2016

Reviewed: December 19, 2016

**#521 STUDENT DISABILITY NONDISCRIMINATION**

**I. PURPOSE**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

**II. GENERAL STATEMENT OF POLICY**

A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.

B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

**III. COORDINATOR**

Persons who have questions or comments should contact the School Counselor, Braham Area High School, 531 Elmhurst Ave S, Braham, MN 55006, 320-396-5215. This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

**Legal References:** Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)

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

34 C.F.R. Part 104 (Section 504 Implementing Regulations)

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



**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: February 22, 1999

Amended: **February 22, 2016**

**Reviewed: December 19, 2016**

**#526 HAZING PROHIBITION**

**I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

**II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- D. “Remedial response” means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. “Student” means a student enrolled in a public school or a charter school.
- F. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades, work assignments, or educational or work environment.

- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

**VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in each school’s student handbook and in each school’s building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

*Legal References:* Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
*Cross References:* MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])  
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**Braham Area Public Schools**  
**Ind. School Dist. #314**  
**Braham, MN 55006**  
Adopted: July 21, 2014  
**Reviewed: December 19, 2016**

**#531 THE PLEDGE OF ALLEGIANCE**

**I. PURPOSE**

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

**II. GENERAL STATEMENT OF POLICY**

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher’s surrogate; or

- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

**III. EXCEPTIONS**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person’s right to make that choice.

**IV. INSTRUCTION**

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

*Legal References:* Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)  
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

*Cross References:*

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**Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: April 19, 2004

Reviewed: **February 22, 2016**

**Reviewed: December 19, 2016**

**#532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

**I. PURPOSE**

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

**II. GENERAL STATEMENT OF POLICY**

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district’s discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student’s behavior will be taken by staff when a student’s behavior violates the school district’s discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

### **III. DEFINITIONS**

For purposes of this policy, the following terms have the meaning given them in this section:

- A. “Student with an IEP” or “the student” means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. “Peace officer” means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term “peace officer” includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. “Police liaison officer” is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.
- D. “Crisis team” means a group of persons, which may include teachers and nonteaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation where immediate intervention is needed to protect a child or other individual from physical injury ~~or to prevent serious property damage.~~
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

### **IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

#### **A. Removal By Crisis Team**

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team

determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

#### B. Removal By Police Liaison Officer or Peace Officer

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator's designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

#### C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;



4. Denying or restricting a child's access to equipment and devices such as walkers, wheelchairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe, restricts or impairs a child's ability to communicate distress, places pressure or weight on a child's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen, or results in straddling a child's torso;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIP.

F. Effect of Policy in an Emergency; Use of Restrictive Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

G. Reporting to the Minnesota Department of Education (MDE)

Annually, stakeholders may recommend, as necessary, to the Commissioner of MDE (Commissioner) specific and measurable implementation and outcome goals for reducing the use of restrictive procedures. The Commissioner must submit to the Legislature a report on districts' progress in reducing the use of 532-6 restrictive procedures that recommends how to further reduce these procedures and eliminate the use of prone restraints. By June 30 of each year, districts must report summary data on the use of restrictive procedures to the MDE, in a form and manner determined by the Commissioner. The summary data must include

information about the use of restrictive procedures, including the use of reasonable force by school personnel that is consistent with the definition of physical holding or seclusion of a child with a disability.

**Legal References:** Minn. Stat. § ~~13.01~~, *et seq.* Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)

Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)

Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)

Minn. Stat. § 609.06 (Authorized Use of Force)

Minn. Stat. § 609.379 (Permitted Actions)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))

20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))

34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

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

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 806 (Crisis Management Policy)

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21. Consider **THIRD** reading of MSBA Policy for discussion, update and adoption.

The following policies are being submitted for their **THIRD** reading: #701 - Establishment and Adoption of School District Budget. **Motion to adopt if the board chooses.**

**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: **December 19, 2016**

## **#701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

*[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]*

### **I. PURPOSE**

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

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

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

### **III. REQUIREMENT**

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

### **IV. IMPLEMENTATION**

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure

organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).

- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

**Legal References:** Minn. Stat. § 123B.10 (Publication of Financial Information)

Minn. Stat. § 123B.76 (Expenditures; Reporting)

Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

Minn. Stat. § 126C.23 (Allocation of General Education Revenue)

**Cross References:** MSBA/MASA Model Policy 701.1 (Modification of School District Budget)

MSBA/MASA Model Policy 702 (Accounting)

MSBA Service Manual, Chapter 7, Education Funding

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- 22. Reminder of the January 9th Organizational and the January 23rd Regular school board meetings.

The January Organizational meeting is Monday, January 9th at 7:00 p.m. and the Regular School Board meeting is set for Monday, January 23rd, 7:00 pm, in B100 – Community Room.

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- 23. Adjourn.
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