

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, February 23, 2015
7:00 pm – BAHS Community Room

1. Regular meeting called to order by Chair. Pledge of Allegiance.
Roll call.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the January 26th Regular School Board meeting.
 - b. Approve the February bills.
 - c. Review and accept the February Treasurer's report.
 - d. Enrollment Analysis.
4. Acknowledgement of Donations or Contributions
5. Open Forum.
6. Review Student Council Representative's report.
7. Review Elementary Principal's report.
8. Review Assistant Principal/Activities Director report.
9. Consider request to start an MSHSL Clay Target League team.
10. Review High School Principal's report.
11. Review District Assessment Coordinator's report.
12. Review Community Education Director's report.
13. Superintendent's Report.
14. School Board members' reports/updates.
15. Consider Personnel items.
16. Consider FY 2013-2014 Revised Budget.
17. Consider approval of fundraisers from requesting groups.
18. Consider bids for Summer 2015 Roofing Project(s)
19. Consider District Policy FIRST READING of four policies.
20. Set a working school board meeting.
21. Reminder of the March School Board meeting.
22. 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 January 26th Regular School Board meeting.

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

Regular School Board Meeting
Monday, January 26, 2015
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: Steve Eklund, Robert Hughes, Zane Braund, Tony Cuda, Angie Flowers, Mike Thompson, Allison Londgren and Supt. Gregory Winter. Members absent: None.

Motion by T. Cuda, second by R. Hughes to adopt the agenda with the following additions: consider approval of MOU with Lighthouse Child and Family Services, LLC; and, add Ramona McAllister’s employee resignation.

Motion by M. Thompson, second by A. Flowers to approve the minutes of the December 10th Working, December 15th Regular, January 5th Organizational, January 5th Special and January 12th Working school board meetings; approve the January bills \$968,722.73 and accept the January Treasurer’s report. Carried. The board reviewed the current enrollment analysis.

Motion by A. Londgren, second by R. Hughes to acknowledge January 2015 donations for the purposes requested: for East Gym Scoreboard \$50 from Richard and Retta Nelson; \$50 from Bill Stello, \$50 from Dennis and Vicki Olson, \$50 from an anonymous donor; for the Angel Fund, \$200 from the Braham Auxiliary Post #6-1731; for SuperMileage \$325 value from C & S Trucking for delivery; and, \$500 from an anonymous donor. Carried

There was nothing addressed under Open Forum.

Natalie Bacon, Student Council representative reviewed their written report. Snow Daze will be 2/9 thru 2/13. They will be preparing a Spirit Basket to donate toward the Braham Ambassador program. Student Council will continue their ongoing projects.

Elementary Principal Jeff Eklund reviewed his written report. He has applied for additional reading and math corps tutors for 2015-16. BAES hosted a 6 week Rubik’s Cube Club for students in grades 2 - 6 to learn how to solve the cube using algorithms. Jump Rope for Heart Event for 2nd, 3rd, and 4th grade students will be held Feb. 5 & 6 as part of Heart Healthy Awareness month. Mr. Monson gave a presentation on the 1:1 implementation of a sample math lesson showing curriculum developed through ECMECC using CK12 Curriculum.

Activities Director/ Assistant Principal Shawn Kuhnke reviewed his written report. Congratulations to the 17 students who participated in the All-Conference Band and Choir event held on January 10th. Saturday, 1/17 the North East MN Band Director’s Association hosted a 6th -10th grade Honor Band event at BAHS. Over 200 students from 23 schools participated in rehearsal and an afternoon concert performance. Congratulations to 6th grader Garrett Engberg who won the local spelling bee on 1/23 and, to Zach Anderson as the runner up. The Annual Winter Jazz Dessert Concert will be

held on 2/9 at 8 p.m. Braham hosted the annual Boys Basketball Tournament on 1/24 & 25. There were 34 teams that competed throughout the 2 day event.

Motion by M. Thompson, second by A. Londgren acknowledging a \$411.97 grant from MSHSL which will be used to help defray athletic costs for low income students. Carried

Motion by R. Hughes, second by T. Cuda to add the lettering criteria for Supermileage and FFA to the Fine Arts Handbook. Carried.

High School Principal Matt Lattimore reviewed his written report. He informed the board there is a new mental health counselor, Rachel Nester working with Braham students. She is working through Lighthouse Child and Family Services, LLC under a grant they received. She will be with us for 3 ½ years. Local veterans have been invited to come for lunch with the students on 1/28. 15 Vets have accepted the invitation. ECMECC is continuing to develop curriculum for high school students using 1:1 implementation.

Motion by A. Londgren, second by A. Flowers to approve the Memorandum of Understanding between Braham Schools and Lighthouse Child and Family Services, LLC to provide school linked mental health services to persons who are between 0 & 21 years of age, who are enrolled in ISD #314 and have an Emotional Disturbance or Severe Emotional Disturbance. Carried.

Community Education Director Cheryl Arnold reviewed her written report. Winter brochures have been mailed and registrations are coming in. CE has a new FaceBook page. CE is continuing work on two surveys. One survey is for the ECFE program; the other survey will be focused more on adult interests. Early Childhood screening is Friday, 2/27. Open House for next year's Early Childhood programs is scheduled for March 12, 2015.

Sup't. Winter's report to the board included updates on recent meetings and conferences he attended which included: the MSBA conference; Sup't Regional meeting; RRSEC; and, the SCRED Legislative Forum. RRSEC is continuing discussion on the RRN decision for their building needs. Sup't Winter also reported that our current cross subsidy for special ed services is \$566,366.

Board members reported on individual meetings and activities attended. Many attended the Christmas Concerts, Boys and Girls Basketball games, and the Boys Basketball Tournament. M. Thompson, R. Hughes, and S.Eklund also attended the SCRED Legislative forum. M. Thompson, S. Eklund and Sup't Winter were at the MSBA Winter Conference where they went to some breakout sessions on bargaining basics, a concussion seminar, and Sup't evaluation processes.

Motion by M. Thompson, second by R. Hughes to adopt the Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore, If Needed. Carried. A copy of said resolution shall be a part of the official minutes.

Motion by A. Londgren, second by A. Flowers to approve the employment of:
Alyssa Jackson as an Early Childhood Teacher. Ms. Jackson will work 2 days a week on Mondays and Fridays. She will start at BA Step 1. Her start date was 12/1/14.
Katie Becker as an Early Childhood Special Ed Paraprofessional for 22 hours per week. Ms. Becker will start at Step 1 of the Sec/Para Contract. Her start date was 1/9/15.
Kelly Monson as an Early Childhood 1:1 Special Ed Paraprofessional for approx 4.5 hours per week. She will be placed on Step 1 of the Sec/Para Contract. Her start date was 1/12/15. Carried.

Motion by R. Hughes, second by A. Londgren to approve the following lane advancement requests:
Luke Becker, HS Vo/Ag, Industrial Tech teacher from BA Step 4 to BA+15 Step 4.
Roxanne Kirby, Elementary teacher from a MA+45, Step 11 to MA+60 Step 11.
Both lane advancements are effective the first day of the second semester of 2014-2015. Carried

Motion by A. Londgren, second by A. Flowers to accept the letter of retirement submitted by Robert Vaughan, high school social studies teacher effective the end of the 2014-15 school year. Mr. Vaughan has been with the district since September 1981. Carried. Chair Eklund stated "he has touched the lives of many of our kids. His kids attended school here. We wish him well in his retirement."

Motion by R. Hughes, second by M. Thompson to accept the letters of resignation from:

Lynette Simmons, HS Paraprofessional effective 12/30/14. Ms. Simmons has been with the district fifteen years. Ramona McAllister, Early Childhood Special Ed Paraprofessional. Ms. McAllister's last day of employment will be 2/6/15. She has been with the district 1 ½ years. Carried

Motion by M. Thompson, second by T. Cuda to accept the resignation of Sharon Pelovsky as a ½ ECHO yearbook advisor effective 12/1/14. Carried

Motion by A. Flowers, second by R. Hughes to hire Julie Johnson for the ½ ECHO Yearbook position beginning 12/11/14. Ms. Johnson will be placed on Lane 7, Step 7 of the "C" Schedule for 2014-15. Ms. Johnson will be sharing this position and will be paid according to her placement and start date divided by 2. Carried.

Motion by A. Londgren, second by A. Flowers to approve the SuperMileage Team fundraiser request to sell 3-D printed phone cases for 2014-15. Carried.

Motion by R. Hughes, second by T. Cuda to approve the request from the high school baseball team to travel to Florida in the spring of 2016 for a spring training experience. Carried. Baseball players, Jacob Ambrose and Avery Nystel thanked the board for the educational and playing opportunity this gives the baseball team.

Motion by R. Hughes, second by M. Thompson to approve the Memorandum of Agreement between Braham Schools and Anoka-Ramsey Community College to establish a clinical site for ARCC students in the Nursing program. Carried

Motion by M. Thompson, second by T. Cuda to adjust the 2015-2016 school year calendar by removing Friday, September 4th as a school day. Carried.

Information was presented to those present explaining the possible construction project and Bond Referendum with a Special Election to be held May 12, 2015. Sup't Winter stated "there is not enough funding in any school's deferred maintenance or capital funds to maintain all of the school facilities". He further stated "our buildings are in good shape but our grounds need update. Our students are the only ones in the area that don't have some of these facilities." Betsy Knoche from Ehlers explained the potential tax impact.

Chair Eklund stated, "The Resolution reads in part, 'BE IT RESOLVED by the School Board of Independent School District No. 314, Braham Area Schools, Minnesota as follows: The Board hereby determines and declares that it is necessary and expedient for the School District to borrow money in an aggregate amount not to exceed \$4,950,000, and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of such bonds, for the purpose of providing funds for the acquisition and betterment of school facilities, including to provide funds for improvements to athletic fields and facilities, a new sidewalk/trail, redesigning industrial arts rooms, multi-purpose room renovations, wrestling room renovations, entry modifications, and elementary bathrooms.'" The sample ballot was presented and read at the meeting. In further reading of the ballot, clarity was given on how a Yes vote and how a No vote would impact schools facilities and tax impact. The election will take place on Tuesday, the 12th of May, 2015, between the hours of 7 a.m. and 8 p.m. The combined polling place for the Special Election will be at the Braham Area High School Community Room (B100).

Motion by Z. Braund, second by T. Cuda to adopt the Resolution Relating to the Issuance of Bonds and Calling a Special Election. A roll call vote was taken and all board members voted yes passing the resolution unanimously. A copy of said resolution shall become a part of the official minutes.

Chair Eklund reminded all present that the Regular February school board meeting is set for Monday, February 23rd at 7:00 pm, BAHS Community Room.

Motion by A. Londgren, second by A. Flowers to adjourned the meeting at 8:05 p.m. Carried.

Zane Braund, Clerk

Attest: _____
Steve Eklund, Chair

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

d. Enrollment Analysis.

Grade	Sept 8	Oct 6	Nov 4	Dec 5	Jan 7	Feb 2
K	58	59	60	61	61	60
1	65	61	60	61	62	62
2	54	49	51	51	51	53
3	66	64	64	63	61	63
4	63	62	62	63	64	63
5	60	59	60	60	61	62
6	75	72	72	73	72	72
7	72	71	72	72	73	71
8	62	62	64	64	64	65
9	63	65	65	63	63	61
10	57	56	56	56	56	56
11	72	75	75	74	73	70
12	50	47	46	48	47	44
K - 12 Sub- Total	817	802	807	809	808	802
EC/SE	12	12	16	15	19	21
TOTAL K - 12 plus ECSE	829	814	823	824	827	823

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
Susan Bradford & Charles Larson	\$200	Angel Fund
Arlene Morgan	\$300	Angel Fund
Gordon Stone	\$1,000	Boys' Basketball Program
Gordon Stone	\$1,000	Girls' Basketball Program
Jim & Phyllis Londgren in memory of Bill Stello	\$25	Scoreboard E gym
Grandy Lions Club	\$1,020	Gr 4-6 Bowling Program
Braham Moose Lodge	\$340	Gr 4-6 Bowling Program
Fergus Falls Schools	\$500 Value	CNC Lathe IT & Vo Ag
Isanti Co MN Deer Hunters	\$250	Vo Ag Curriculum Box
Andy Englund & family	\$250	Vo Ag Curriculum Box
Craig Thielen	\$1,500 value	DeWalt batteries Power Mechanics
Cambridge Wal-Mart	\$100	Power Mechanics
Braham NAPA	\$150 in-store credit	Power Mechanics

Target	\$337.53	High School
Target	\$508.68	Elementary
Mel & Kendall Grell	\$20	Scoreboard E gym
Bill Stello Memorial	\$290	Scoreboard E gym
Anonymous	\$50	Scoreboard E gym

5. Open Forum.

6. Review Student Council Representative's report.

February, 2015

School Board Recognition Week

On behalf of our Student Council, we would like to recognize and thank our School Board for all of the hard work and dedication they put in to continually make our school a better learning environment.

Snow Daze

Student Council was in charge of organizing this year's Snow Daze dance and days of the week. The week was February 9 through the 13, with the dance on the night of February 13. The week was a lot of fun and ended with an enjoyable dance.

Braham Ambassador Spirit Basket

Former Braham students and current Braham Ambassadors Grace Zierden and Bethany Johnson asked if our Student Council would be willing to donate a basket of Bomber apparel for a fundraiser for the Ambassador program. We donated a basket of several clothing items to raise money for their wonderful cause.

Crush Cans

We once again delivered Crush Cans to students on Valentine's Day. Students purchased them for one dollar in the Commons during their lunch period and sended a can of Crush soda to whomever they choose. It was a huge success, with numerous cans sold.

Pennies for Patients

Pennies for Patients is once again in full swing. The class wars between advisories are going well, and Student Council will be collecting spare change from vehicles in the parking lot before school on February 18th and 24th.

Braham Chamber

The Braham Area Chamber of Commerce has asked if Student Council would be interested in partnering with them to sell clothing at select business locations. We will continue to look in to this excellent opportunity.

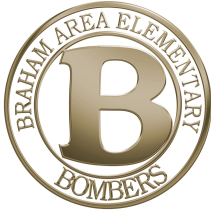
Bomber Apparel and Accessories

We will be selling clothing, etc. during most winter sports home games, and we have ordered and received new clothing that is ready to sell this year.

Recycling and Announcements:

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

7. Review Elementary Principal's report.



**Braham Area Elementary
February Board Report**

1. Teacher Observations

- Lots of good things going on in the classroom.
- Many engaging, hands-on activities.
- Students are being challenged at all levels within the classroom.

2. OLPA Testing Completed.

3. Geography Bee Winner

- LeSean Greer - 6th Grade

4. Spelling Bee Winner

- Garrett Engberg - 6th Grade

5. I Love to Read Month

- Thanks to Tammi Johnson, Nickie Nelson, and Dana Hendren for making this such a special month for our students.

6. Jump Rope for Heart

- Raised over \$5,000. (goal was over \$3,000) Pies for Ms. Tomczak, Ms. Pearson, and Mr. Eklund

7. Twitter

- BomberPRIDE@BrahamElem

8. Review Assistant Principal/Activities Director report.

**Activities Director
School Board Report
February 23, 2016**

1. A huge thank you to Mr. Bryan Johnson for all of his work in hosting the very successful All Conference Jazz Festival. I took the chance to drop in and watch our own Jazz Band at the beginning of the festival as well as the Honor Jazz Concert at the end of the day. Very well done!
2. The One Act Play subsections were hosted here in Braham on January 31. A big thank you to Jen Lundin, Tracy Fix, Nancy Vander-Heyden, and Lori Lemieux for making the event a successful one. The Braham One Act took 5th place in the event. The spring play is now up and running with tryouts done and practice started.
3. At the time of this submission, the playoff brackets have yet to be determined for boys and girls basketball. The first round games will be Feb. 26th for the boys and March 5th for the

girls.

4. At the time of this submission our Rush City-Braham wrestling team has finished their season, the individual tournaments are still ongoing, both Friday the 20th and Saturday the 21st in Virginia.
 5. In our upcoming spring activities, Softball and Track, start on March 9th and Baseball and Golf start on March 16th.
-

9. Consider request to start an MSHSL Clay Target League team.

On behalf of several Braham students, I am asking to start a MSHSL Clay Target League team for students grades 9 - 12. First and foremost safety is of paramount importance. Each student must have his or her firearm safety certificate, wear hearing/eye protection while at the range, and be able to demonstrate the safe operation of his or her firearm to be eligible to compete. The cost associated to the district is minimal. The league registration fee of \$30 per shooter provides them with access to the 9 week season as well as liability insurance for the shooter and coaches. In addition to fee the average cost for a season per student is \$250 including range fees and ammunition. We would shoot one night a week, to be worked out with the Braham gun club. They voiced their support last fall while the FFA Trap Team was preparing for their state meet. Regulations regarding safe handling of firearms and ammunition would be set for all shooting events including the state tournament. Several staff members have shown interest in coaching our team including, Miss Thies, Mr. Albright, Mr. Becker and Mr. Campbell. The team can compete this spring provided that there is school approval by March 1st and the team members are registered by March 15th.

Thank you, Luke Becker and Students

10. Review High School Principal's report.

**School Board Report
February 2015
Matthew Lattimore, Principal**

Veteran's Lunch

Was a complete success! The students and veteran's enjoyed their time together and there was a request from both to do it again next year. We were able to give tours to the veterans to showcase our programs and the one they really enjoyed was the 3D printer where Mr. Becker made them all plastic chain link products.

ECMECC Scheduling Meeting

I attended the ECMECC scheduling meeting and we will be offering the same amount of classes next year as we are offering this year to our students.

2015-16 Registration

Students are currently registering for next year classes. It has been a more intense process and we have utilized our advisory time for them to go through graduation requirements and post secondary planning. We will have total numbers by the end of the month for class wants by

students. We will then be building our master schedule and hope to have it completed by the first of April.

½ Day Curriculum

Staff were able to research different digital curriculum available to them. Special education staff was trained on updated federal mandates.

Employee Recognition Weeks

We had two groups of employees recognized for the contributions to the students of Braham. January 26th-30th was Paraprofessional recognition week and February 2nd-6th was Counselor recognition week. Both groups do so much for our students and should be recognized for the hard work they put in, day in and day out.

Teacher Observations

We have started the next round of teacher observations. Tenure teachers will be observed 4 times in a school year with 3 drop-in observations and one formal observation. Non-tenured teachers are observed with 3 drop-ins and 3 formal observations.

11. Review District Assessment Coordinator's report.

District Assessment Coordinator
School Board Report

Optional Local Purpose Assessment (OLPA)

As February draws to a close the students in grades 3-8 and 10 will be completing the last round of OLPA examinations in preparation for MCA testing. These assessments allow the students to become familiar with the testing program including layouts, tools, and question wording. Teachers are given access to test results in an effort to target areas of need before completing the Minnesota Comprehensive Assessments later in the school year.

Career Assessments: ACT

Students in grade 11 will be given the *Preparing for the ACT* preparation booklet that is provided by ACT as a means to prepare for the ACT examination on April 28th or May 12th. Students are encouraged to utilize this resource as well as online resources to prepare for this examination.

ACCESS for ELL's

The process has begun for students designated as English Language Learners to complete the ACCESS for ELL's examination. This test focuses on the five English Language Proficiency Standards of 1) social and instructional language, 2) language of language arts, 3) language of mathematics, 4) language of science and 5) language of social studies.

Respectfully Submitted,
Allison Marcus

12. Review Community Education Director's report.

Community Education Updates as of 2/16/15

Community Ed

-Registrations are coming in! Great Response!

Arm Knitting Craze- Full with 19 participants in adult class and 10 in youth class

CPR and First Aid Class- Full at 20 participants

Quick Chess for Youth- Full with 26 students

Upcoming-

Sexual Predator Presentation- Feb. 25th 6-8pm free

-Community Ed Marketing-

Continuing to work on marketing tools!

Marketing through- school community ed website, FaceBook, local papers, flyers

-Staff Development

Cheryl Arnold-

Attended MCEA Leadership Days- What Does Good Leadership Skills Look Like? Feb. 19 & 20

Community Ed Advisory Co. Meetings-

Next mtg will be March 19th at 6 pm. For more info. call 320-396-2677

Lots of focus on surveys and legislative proposals for next year- funding, universal preschool, etc.

ECFE (Early Childhood Family Education) Program-

-Weekly ECFE classes- going well

Story time and Open Play- continues back up week of Jan. 26th with children receiving free books to promote literacy.

Pajama Party and Story Hour Party Feb. 6th - Great Success! We had 20+ children and their families attend. Promote Literacy. Families brought in food for the Local Food Shelf. Free books and more! More Events coming up! Look in Brochure.

Preschool Program-

-All sections still Full.

Open House for 2015-2016 enrollment - Planned for March 12th

Early Childhood Screening- Friday February 27th Sign Up Now!

13. Superintendent's report.



Superintendent's Report for February '15

A. Some updates on meetings and conferences that I have recently attended:

ECMECC: The executive board of ECMECC (Superintendents) did approve a new 5-year lease for fiber to Midcontinent. The bids came in very competitive. The new contract will save our district \$1,593.80 per year. Also discussed were bills being debated in the current legislative session that would impact telecommunication aid.

Supt. Regional Meeting: One topic that took on much discussion was how social media is impacting our parents/athletes. Also brought into the discussion, is the impact it is having on

school boards, superintendents and other district administration. Our insurance carrier is looking into our policy to see what is covered in case of a lawsuit. Much discussion followed on the upcoming legislative session.

Update on Legislative Session/Facilities Planning:

14. School Board members' reports/updates.

15. Consider Personnel items.

Resolution #1:

Resolution Relating to the Termination and Non-renewal of the Teaching Contract of Probationary Teacher.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF **Alyssa Jackson**. A PROBATIONARY TEACHER

WHEREAS, **Alyssa Jackson** is a probationary teacher in Independent School District No. 314.

BE IT RESOLVED, by the School Board of Independent School District No. 314, that pursuant to Minnesota State Statute 122A, that the teaching contract of **Alyssa Jackson**, a probationary teacher in Independent School District No. 314, is hereby terminated at the close of the current **2014-2015** school year.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NONRENEWAL

Mr/Mrs _____

Dear Ms. Jackson:

You are hereby notified that at a **Regular** meeting of the School Board of Independent School District No. 314 held on February 23, 2015, a resolution was adopted by a majority vote to terminate your contract effective at the end of the current school year. Said action of the board is taken pursuant to

Minnesota State Statute 122A.

You may officially request that the school board give its reasons for the nonrenewal of your teaching contract.

Respectfully,
SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Clerk of School Board

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Resolution #2:

Resolution Relating to the Termination and Non-renewal of the Teaching Contract of Probationary Teacher.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF Shawnda Jibben. A PROBATIONARY TEACHER

WHEREAS, Shawnda Jibben is a probationary teacher in Independent School District No. 314.

BE IT RESOLVED, by the School Board of Independent School District No. 314, that pursuant to Minnesota State Statute 122A, that the teaching contract of Shawnda Jibben, a probationary teacher in Independent School District No. 314, is hereby terminated at the close of the current **2014-2015** school year.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NONRENEWAL

Mr/Mrs _____

Dear Ms. Jibben:

You are hereby notified that at a **Regular** meeting of the School Board of Independent School District No. 314 held on **February 23, 2015**, a resolution was adopted by a majority vote to terminate your contract effective at the end of the current school year. Said action of the board is taken pursuant to Minnesota State Statute 122A.

You may officially request that the school board give its reasons for the nonrenewal of your teaching contract.

Respectfully,
SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Clerk of School Board

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Resolution #3

Resolution Relating to the Termination and Non-renewal of the Teaching Contract of Probationary Teacher.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF **Brittany Lakeberg**. A PROBATIONARY TEACHER

WHEREAS, **Brittany Lakeberg** is a probationary teacher in Independent School District No. 314.

BE IT RESOLVED, by the School Board of Independent School District No. 314, that pursuant to Minnesota State Statute 122A, that the teaching contract of **Brittany Lakeberg**, a probationary teacher in Independent School District No. 314, is hereby terminated at the close of the current

2014-2015 school year.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NONRENEWAL

Mr/Mrs _____

Dear Ms. Lakeberg:

You are hereby notified that at a **Regular** meeting of the School Board of Independent School District No. 314 held on **February 23, 2015**, a resolution was adopted by a majority vote to terminate your contract effective at the end of the current school year. Said action of the board is taken pursuant to Minnesota State Statute 122A.

You may officially request that the school board give its reasons for the nonrenewal of your teaching contract.

Respectfully,
SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Clerk of School Board

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

_____, _____, _____

Resolution #4

Resolution Relating to the Termination and Non-renewal of the Teaching Contract of Probationary Teacher.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING

CONTRACT OF Joseph Lakeberg. A PROBATIONARY TEACHER

WHEREAS, Joseph Lakeberg is a probationary teacher in Independent School District No. 314.

BE IT RESOLVED, by the School Board of Independent School District No. 314, that pursuant to Minnesota State Statute 122A, that the teaching contract of Joseph Lakeberg, a probationary teacher in Independent School District No. 314, is hereby terminated at the close of the current **2014-2015** school year.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NONRENEWAL

Mr/Mrs _____

Dear Mr. Lakeberg:

You are hereby notified that at a **Regular** meeting of the School Board of Independent School District No. 314 held on **February 23, 2015**, a resolution was adopted by a majority vote to terminate your contract effective at the end of the current school year. Said action of the board is taken pursuant to Minnesota State Statute 122A.

You may officially request that the school board give its reasons for the nonrenewal of your teaching contract.

Respectfully,
SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Clerk of School Board

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Resolution #5

Resolution Relating to the Termination and Non-renewal of the Teaching Contract of Probationary Teacher.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF **Catherine Moos**. A PROBATIONARY TEACHER

WHEREAS, **Catherine Moos** is a probationary teacher in Independent School District No. 314.

BE IT RESOLVED, by the School Board of Independent School District No. 314, that pursuant to Minnesota State Statute 122A, that the teaching contract of **Catherine Moos**, a probationary teacher in Independent School District No. 314, is hereby terminated at the close of the current **2014-2015** school year.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NONRENEWAL

Mr/Mrs _____

Dear Ms. Moos:

You are hereby notified that at a **Regular** meeting of the School Board of Independent School District No. 314 held on **February 23, 2015**, a resolution was adopted by a majority vote to terminate your contract effective at the end of the current school year. Said action of the board is taken pursuant to Minnesota State Statute 122A.

You may officially request that the school board give its reasons for the nonrenewal of your teaching contract.

Respectfully,
SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Clerk of School Board

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Resolution #6

Resolution Relating to the Termination and Non-renewal of the Teaching Contract of Probationary Teacher.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF **Sharon Pelovsky**. A PROBATIONARY TEACHER

WHEREAS, **Sharon Pelovsky** is a probationary teacher in Independent School District No. 314.

BE IT RESOLVED, by the School Board of Independent School District No. 314, that pursuant to Minnesota State Statute 122A, that the teaching contract of **Sharon Pelovsky**, a probationary teacher in Independent School District No. 314, is hereby terminated at the close of the current **2014-2015** school year.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NONRENEWAL

Mr/Mrs _____

Dear Ms. Pelovsky:

You are hereby notified that at a **Regular** meeting of the School Board of Independent School District No. 314 held on **February 23, 2015**, a resolution was adopted by a majority vote to terminate your contract effective at the end of the current school year. Said action of the board is taken pursuant to Minnesota State Statute 122A.

You may officially request that the school board give its reasons for the nonrenewal of your teaching contract.

Respectfully,
SCHOOL BOARD OF

Clerk of School Board

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Request for Medical Leave

Karen Prigge, - HS Special Education Teacher

Karen Prigge, has requested a medical leave request under the Family Medical Leave Act. Her leave started January 5, 2015 until such time as she can return. Under the guidelines of FMLA her leave would be up to 12 weeks.

Employment Recommendations

Randy Christison - Part-time Special Ed Van Driver

AP / AD Shawn Kuhnke is recommending Randy Christison to be hired as a Special Education Van Driver for around 20-25 hours per week starting February 17, 2015. Mr. Christison will be compensated as per the Special Education Van Driver #2 Contract for 2014-2015.

Katie Becker - Early Childhood Special Ed. Paraprofessional

Elementary Principal Jeff Eklund is recommending Katie Becker be hired as an Early Childhood Special Ed. Program Para for 33.75 hours a week student contact days only. Ms. Becker will start at Step 1 of the Secretary/Para Contract. Ms. Becker's start date was Tuesday, Feb. 17, 2015. She previously served as a part time para in ECSE.

"C" Schedule Recommendations

Ashley Hanson – Head Boys and Girls Golf

AP / AD Shawn Kuhnke is recommending Ashley Hanson to be hired as the Head Boys and Girls Golf Coach starting spring 2015. Ms. Hanson will be placed on Lane Ten, Step 4 as per the "C" Schedule Contract for 2014-2015.

Britne Engelking – Assistant Golf

AP / AD Shawn Kuhnke is recommending Britne Engelking to be hired as the Assistant Golf Coach starting spring 2015. Ms. Engelking will be placed on Lane Eight, Step 9 as per the "C" Schedule Contract for 2014-2015.

Phil Olson – Spring Play Technical Director

AP / AD Shawn Kuhnke is recommending Phil Olson to be hired as the Spring Play Technical Director starting spring 2015. Mr. Olson will be placed on Lane Five, Step 9 as per the “C” Schedule Contract for 2014-2015.

Joe Lakeberg – Spring Weight Training

AP / AD Shawn Kuhnke is recommending Joe Lakeberg to be hired as the Spring Weight Training Coach starting spring 2015. Mr. Lakeberg will be placed on Lane Two, Step 5 as per the “C” Schedule Contract for 2014-2015.

16. Consider FY 2014-2015 Revised Budget.

The Revised FY 2014-2015 budget is being presented for consideration for adoption.

BRAHAM ISD# 314; FY15 REVISED BUDGET

FUND	REVENUE	EXPENDITURES
GENERAL FUND:		
General -01	\$7,018,977	\$7,010,825
Transportation -03	499,209	574,243
Capital -05	300,895	300,895
Capital Reserve -05	0	329,457
Activities -10	<u>50,125</u>	<u>436,647</u>
TOTAL GENERAL FUND:	\$7,869,206	\$8,652,067
FOOD SERVICE -02	\$424,621	\$472,742
COMMUNITY ED -04	\$255,162	\$227,630
BUILDING CONSTRUCTION -06	\$0	\$0
DEBT REDEMPTION -07	\$796,840	\$759,473
TRUST (Scholarships) -08	\$14,000	\$22,100
POST-EMPLOY IRREVOCABLE TRUST- 45	\$8,000	\$165,050
OPEB DEBT SERVICE -47	\$152,745	\$152,170
TOTAL FY15 REVISED BUDGET	\$9,520,574	\$10,451,232

17. Consider approval of fundraisers from three requesting groups.

The Softball Team has requested approval for a Schwan's fundraiser for 2014-15 for the Softball Program; the National Honor Society is requesting approval for a bake sale fundraiser that was held 2/13/15; and, the Theater Department is requesting approval for a concession stand on 3/21/15 during the spring play.

18. Consider bids for Summer 2015 Roofing Projects.

Consider bids received by WOLD Architects from Buysse Roofing of St. Cloud and Niemen Roofing on February 4, 2015 for re-roofing the portion of the roof above the High School entry.

19. Consider District Policy **FIRST READING** of four policies which are: #404 - Employment Background Checks, #421 - Gifts to Employees and School Board Members, #610 - Field Trips, and, #706 - Acceptance of Gifts. No action is required at this time.

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: January 22, 1996

Consider Update to MSBA #404

404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks

regarding current employees, applicants, or service providers without the consent of such individuals.

- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the individual executes a written consent form giving the school district access to the results of the check; and
 - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching

services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.

- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees. *This procedure will also apply to any volunteer who works within organized programs in the district or outside sponsored clubs or organizations that work in the district with Braham Students.*
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

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

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

Cross References:

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

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

_____.

Print Full First Name	Print Full Middle Name	Print Full Last Name
-----------------------	------------------------	----------------------

_____ Male or Female: _____
Date of Birth (Month/Day/Year)

_____ Maiden, Previous, Alias
Driver's License Number

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

Conditional Hiring:

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

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

_____ Date
Signature of Applicant

There is a \$15.00 fee for processing this form. Please attach your personal check payable to: Braham Area Public Schools.
RETURN THIS FORM, WITH CHECK ATTACHED, TO THE DISTRICT OFFICE -- (Attn: Connie).

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

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

_____.

Print Full First Name

Print Full Middle Name Print Full Last Name

Date of Birth (Month/Day/Year)

Male or Female: _____

Driver's License Number

Maiden, Previous, Alias

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

Conditional Hiring:

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

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

Signature of Applicant

Date

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

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

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

Adopted: May 26, 1998

Reviewed: March 19, 2003

Consider adoption of MSBA Policy #421

421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.

B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.

C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature. The superintendent has discretion to determine what value is "insignificant."

D. Teachers may accept from publishers free samples of textbooks and related teaching materials.

E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.

F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.

B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: August 20, 2001

Revised: December 15, 2003

Revised: **October 16, 2006**

UP FOR REVIEW 2/23/15, 3/16/15, and 4/20/15

610 FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest

groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

1. *Supplementary trip participants may miss no more than 3 school days.*
2. *Supplementary trips must have a minimum of 12 students participating.*
3. *The school administration or designee shall be responsible for providing more detailed procedures, including supervision, and such other factors deemed important and in the best interest of students such as the need for medical insurance coverage and certification of coverage inclusive of trip.*

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 2. An employee must obtain pre-approval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If pre-approval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.
- F. *All participating students' trip finances (expenses and revenues) will be processed through school accounts by the activities director and the business office.*

IV. CHAPERONES

- A. For trips that exceed 12 hours, at least two adult chaperones must be on a school trip, 1 female and 1 male when students of mixed genders are attending. There must be a minimum of 1 certified staff to accompany no more than 2 uncertified chaperones on any school sponsored trip. Partnership arrangements with other School Districts may be made to fulfill the male/female mix. The minimum number of chaperones will be at a ratio of 1 chaperone for up to 10 students for trips. This would be done without loss of personal leave by the teacher chaperone(s). The traveling group will pay all teacher sub costs, and the program/activity will bear the full contract cost, for supplementary or extended trips.
- B. All chaperones shall abide by all rules, regulations and laws, including a required background check, governing school grounds and activities.

V. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)
Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 423 (Employee – Student Relationships)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

TRIP REQUEST FORM

- I. Organization or Group Requesting Trip: _____
- II. Name(s) of staff requesting and willing to chaperone the trip: _____
- III. Destination: _____
- IV. Number of Students anticipated to participate on this trip: _____ Grade limits: _____
- V. Preliminary itinerary: _____

- VI. Departure date: _____ Return date: _____
- VII. Number of contract days certified staff is missing _____ x number of staff chaperones _____ x (approx. \$100 per day) = Total Cost _____
(The traveling group is responsible for the staff expense to the School district.)

- VIII. Mode(s) of transportation used:
 - A. _____
 - B. _____
 - C. _____

- IX. Anticipated cost per participant _____
- X. Date form submitted to Activities Director _____

Submitted by: _____

_____	_____	_____
Activities Director	Building Principal	Superintendent
_____	_____	_____
Date	Date	Date

District Policy #610 Form

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

Adopted: Consider MSBA Policy for Adoption

706 ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 465.03 (Gifts)

Cross References:

20. Set a working school board meeting.

_____, _____, _____

21. Reminder of the March school board meeting.

The March Regular School Board meeting is set for Monday, March 16th, 7:00 pm,
B100 – Community Room.

_____, _____, _____

22. Adjourn.

_____, _____, _____