

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, April 20, 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 March 16th Regular Board meeting.
 - b. Approve the April bills.
 - c. Review and accept the April 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. Review High School Principal's report.
10. Review District Assessment Coordinator's report. - No report this month.
11. Review Community Education Director's report.
12. Superintendent's Report.
13. School Board members' reports/updates.
14. Consider Personnel items.
15. Review FY 2015-2016 preliminary budget
16. Consider appointment of LEA Representative for Federal Programs.
17. Consider proposals received to provide the district's annual audit services.
18. Consider approval of a fundraiser from a requesting group.
19. Consider Adoption of District Policies after THIRD and FINAL READING of four policies
20. Set a working school board meeting.
21. Reminder of the May School Board meeting.
22. Adjourn.

ADDENDUM

Regular School Board Meeting
Monday, April 28, 2014
7 p.m. - BAHS - Community Room

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

Roll Call.

2. Adopt agenda.

3. Consent Agenda.

- a. Approve the minutes of the March 16th Regular School Board meeting.

Ind. School District No. 314	Regular School Board Meeting
Isanti, Pine, Chisago & Kanabec Counties	Monday, March 16, 2015
Braham, MN 55006	7:00 pm – BAHS Community Room

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

Members present: Steve Eklund, Robert Hughes, Tony Cuda, Zane Braund, Angie Flowers, Allison Londgren, Mike Thompson, and Supt. Gregory Winter.

Members absent: None.

Motion by R. Hughes second by M. Thompson to adopt the agenda with three additional items under Personnel #14. Carried.

Motion by M. Thompson second by R. Hughes to approve the minutes of the February 23rd Regular school board meeting; approve the March bills, \$152,929.82; and accept the March Treasurer’s report, and review the current enrollment analysis. Carried.

There was nothing addressed under Open Forum.

Motion by A. Londgren, second by A. Flowers to acknowledge the March 2015 donations for the purposes requested: \$92 from the Adult Evening VB Players for East Gym Scoreboard; \$500 from Braham Moose Lodge, \$100 from Bert’s Auto Body and, \$400 from East Central Corn Growers Assoc for Power Mechanics. Carried

Student Council representatives Natalie Bacon and Angela Bendickson reviewed the written report. The “Pennies for Patients” fundraiser was wrapped up. Student Council continues to work with the Braham Area Chamber of Commerce to partner with them to sell Braham clothing at select business locations. Members of Student Council and the Nat’l Honor Society will be participating in “Feed My Starving Children” soon.

Elementary Principal Jeff Eklund reviewed his written report. Mr. Eklund stated that they will have 5.5 Reading and Math Corps positions open for fall 2015. They are working on some special Earth Day and Arbor Day events for April 22nd in cooperation with BEPO and the Community. The elementary has opened a Twitter account.

Act Dir Shawn Kuhnke reviewed his written report, which included a review of recent activities and upcoming events. Congratulations to the Boys' Basketball Team for their GRC Championship for the 12th year in a row. Band and Choir participated in the all day MSHSL Large Group contest in Rush City on March 13th. The Choir received 3 excellent ratings; the band received 1 excellent rating and 2 good ratings. Spring Play will be on April 10th and 11th at 7 p.m. and April 12th at 2 pm. Braham is in Section 1A for all activities and athletics except for Girls and Boys Basketball and Wrestling which are in Section 2A.

HS Principal Matt Lattimore reviewed his written report. The teacher observations for winter are complete. Class registration and the master schedule are well underway for 2015-16. Our 7th and 8th grade students wrapped up their OLPA Math and Reading Testing and made great improvements.

District Assessment Coordinator Alli Marcus had no report this month.

Community Ed Director Cheryl Arnold reviewed her written report. CE is looking at a variety of sources to market their class offerings. A CE Adult and an ECFE survey will be available soon. Preschool Open House on March 12th went well. There were 30 plus families present. Preschool registration is open for fall 2015.

Sup't. Winter's report to the board included updates on recent meetings and conferences attended. Meetings included the MASA Spring Conference, the Isanti County Corrections Advisory Board (ICCAB), and an MSBA Negotiation Session. Sup't Winter, Business Mngr Patzoldt, and Payroll Clerk Sward attended a Health Insurance Transparency Act meeting. There will be more information on the bid process that school districts will use for obtaining bids from insurance carriers. The state is continuing to look at school funding during this session.

Board members reported on individual meetings and activities attended. Some attended the MSBA Negotiations seminar, Budget & Finance Committee meeting, and the Continuing Ed committee meeting. Congratulations were expressed to the wrestlers and the boys and girls basketball teams for their great season.

Motion by A. Londgren, second by R. Hughes to accept the letters of resignation from Kendell Proell, HS Phys. Ed./Health Teacher, effective at the end of the 2014-15 school year; and, Chandra Peter, Elem. Special Ed Paraprofessional effective Wednesday, March 11, 2015. Carried

Motion by M. Thompson, second by T. Cuda to accept the letter of retirement submitted by Mary Berry, elementary classroom teacher, effective at the end of the 2014-15 school year. Mrs. Berry has been with the district for 34 years. Chair Eklund thanked her for her time here in Braham and said she has touched many lives. Carried.

Motion by A. Flowers, second by R. Hughes to approve recommendations of:
Holly Olson as a HS Special Ed 1:1 Paraprofessional. Ms. Olson will work 33.75 hours per week/student contact days only. She will start at Step 2 on the para scale of the secretary/para contract. Her start date was December 3, 2014.
Joseph Lakeberg as a 1.0 FTE HS Physical Education/Health teacher for the 2015-16 school year. Mr. Lakeberg will start on BA Step 2 of the Teacher's Contract.
Echo Yerke as a 1:1 Special Ed Para for 33.75 hours per week student contact days only. She will start at Step 1 of the Secretary/Para Contract. Her start date was March 16, 2015.
Melissa Banks as a 1:1 Special Ed Para for 33.75 hours per week student contact days only. She will start at step 1 of the Secretary/Para contract. Her start date was March 16, 2015. Carried

Motion by M. Thompson, second by T Cuda to approve the lane advancement for Kearina Maher from BA to BA+15, Step 5 effective the beginning of 2nd semester. Carried

Motion by R. Hughes, second by T. Cuda to adopt the Resolution Appointing Election Judges for the May 12, 2015 Special Election. A copy of said resolution will become part of the official minutes. Carried.

Board Members Robert Hughes, Zane Braund and Mike Thompson volunteered to hand out diplomas at the 2015 Graduation Ceremony to on Friday, May 29, 2015 at 7 p.m. Board Clerk Zane Braund will “accept” the graduating class.

Motion by T. Cuda, second by A. Londgren to add the Summer Weight-Lifting Lettering guidelines to the Athletic Handbook. Carried.

The following four policies were presented for **SECOND READING** and discussion: #404 - Employment Background Checks, #421 - Gifts to Employees and School Board Members, #610 - Field Trips, and, #706 - Acceptance of Gifts. Action will be taken at the April Regular School Board meeting.

Sup't Winter will contact the members of the Meet and Confer Committee to set a meeting date.

Chair Eklund reminded all present that the Regular April school board meeting is set for Monday, April 20th at 7:00 pm, BAHS Community Room. The public will be given an opportunity to offer input on the World’s Best WorkForce (WBWF) at this meeting.

Chair Eklund also reminded those present of the upcoming Community Meeting about the Bond on Wednesday, March 25, 2015 at 7 p.m. in B100 (Community Room).

Motion by M. Thompson, second by R. Hughes to adjourn the meeting at 7:36 p.m. Carried.

Zane Braund, Clerk

Attest: _____
Steve Eklund, Chair

- b. Approve the April bills.
- c. Review and accept the April Treasurer’s report.
- d. Enrollment Analysis.

Grade	Sept 8	Oct 6	Nov 4	Dec 5	Jan 7	Feb 2	Mar 2	Apr 2
K	58	59	60	61	61	60	61	59
1	65	61	60	61	62	62	61	62
2	54	49	51	51	51	53	50	50
3	66	64	64	63	61	63	63	65
4	63	62	62	63	64	63	62	64
5	60	59	60	60	61	62	61	61
6	75	72	72	73	72	72	72	71
7	72	71	72	72	73	71	70	70
8	62	62	64	64	64	65	65	64
9	63	65	65	63	63	61	60	60
10	57	56	56	56	56	56	55	54
11	72	75	75	74	73	70	69	70
12	50	47	46	48	47	44	44	42
K - 12 Sub- Total	817	802	807	809	808	802	793	792
EC/SE	12	12	16	15	19	21	22	21
TOTAL K - 12 plus ECSE	829	814	823	824	827	823	815	813

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
Helen Nestrud	Towels \$50	Sports
Wed Night VB Players Donation	\$193	Scoreboard E gym
MN Corn Growers	\$1,600	Power Mechanics
VFW Rum River Post #2735	\$150	Power Mechanics

5. Open Forum.

6. Review Student Council Representative's report.

**BAHS Student Council
School Board Report
April, 2015**

Feed My Starving Children

The entire Student Council, along with members of National Honor Society, went down to Coon Rapids on Wednesday, March 25th to help the Feed My Starving Children organization. We worked for just under two hours, and had a lot of fun volunteering for such an inspirational cause.

Student Handbook Suggestions

The administrative staff has asked Student Council if we have any suggestions to add or alter to the existing Student Handbook. We will continue to discuss any changes that we will propose to administration.

Highway Ditch Clean Up

Student Council is once again in charge of cleaning up the trash along select portions of Highway 65. We have not set a date yet, but are hoping to get it in before the end of April or the beginning of May.

Bake Sale

Student Council had our annual bake sale during the third quarter conferences. It was a huge success, with lots of tasty treats sold.

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.

Recycling and Announcements:

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

7. Review Elementary Principal's report.

Braham Area Elementary

April Board Report

1. Earth Day Activities (April 24)

- Activities planned
 - Author
 - Tree planting
 - Building Bird Houses
- Fire Dept. will be helping
- Mr. Becker's Classes will be helping
- Thanks to Angie Londgren for coordinating this!
- Thank you to BEPO for funding this exciting afternoon.

2. Severe Weather Awareness Week

- This Thursday, April 16, 2015 we will be practicing our yearly tornado drill at 1:45.

3. MCA Testing

- Math
 - April 20th - April 24th
- Reading
 - April 27th - May 1st
- Science (5)
 - May 4th

4. Conferences

5. Schedule

- Working with Ms. Marcus to coordinate Elem. and H.S. schedules
- Started with Staff input. Staff will review rough schedule to make suggestions.

6. Art

- BEPO is looking into funding an ART activity involving clay sculpture for our KG students

7. ADSIS Grant

- Grant is completed.
 - Alternative Delivery of Specialized Instructional Services (ADSIS) is a bi-annual application process for districts and charter schools to apply for an intervention teacher at both the high school and elementary. The purpose of ADSIS is to provide instruction to assist students who need additional academic or behavioral support to succeed in the general education environment. The goal is to reduce the number of referrals to special education by providing supports early to struggling students. Districts are expected to align the ADSIS program within their existing continuum of supports and collect data as specified in the application and submit evaluation information to MDE each year to determine program impact.
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8. Review Assistant Principal/Activities Director report.

**Activities Director
School Board Report
April 20, 2015**

1. All Spring Sports are now up and running smoothly:

Spring Sports Participation:

9-12 Baseball - 20

7 & 8 Baseball - 13

9-12 Softball - 20

7&8 Softball - 15

7-12 Track - 43

7-12 Golf - 16

Spring Play - 34

Clay Target - 7

2. A huge thank you to Tracy Fix and the Spring Play cast and crew for their version of "Beverly Hillbillies" that was shown on April 10, 11 & 12.

3. Thank you to the Prom Committee and JeanAnn Mattson for all of their work in getting prom ready for Saturday, April 18. The festivities start with: Grand March at 4:30. Dinner at the Braham Event Center at 5:30 and also to include a performance from The Magic Maniac.

4. High School Band Concert will be held on Monday, April 27. High School Choir Concert will be held on Monday, May 4. Junior High Band and Choir Concert will be held on Monday, May 11. 5/6 Band and Choir Concert will be held on Monday, May 18.

5. Just a reminder, our Academic, Athletics & Arts night is scheduled for Thursday, May 7th at 7:00.

6. The SuperMileage competed in the national Shell Eco Marathon competition in Detroit. They won the Spirit of Competition Award and a check for \$2,000!

7. I attended the MnIAAA Conference in St. Cloud on March 24-26.

Respectfully Submitted,
Shawn Kuhnke

9. Review High School Principal's report.

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

Prom

Prom will be held on April 18th at the Community Center. Grand March starts at 4:30pm with the rest of the festivities to follow. Preparations have been in full swing and the theme this year is the "Great

Gatsby.” Students in 11th-12th grade will be seeing a presentation on making good decisions. There will be two different speakers, one is a victim of a drunk driving accident and the other is a state trooper giving his personal experiences on drinking and driving.

Testing

We will be taking the MCA tests starting on April 20th and wrapping up on May 8th. The grades will take the following tests: **7th**-Math and Reading, **8th**-Math, Reading, and Science, **10th**-Reading and Science, **11th**-Math and ACT.

Spring Conferences

Spring conferences went off well. We had a total of 102 families attend. Good conversations were had between the teachers and parents.

Hirings

We have been busy going through the hiring process over the past month. We have a few positions filled as you saw in the agenda and are still in the process with some others.

ADSIS Grant

We are currently applying for the ADSIS grant, which stands for Alternative Delivery of Specialized Instructional Systems. We are looking for the grant to provide an intervention teacher at both the high school and elementary. This grant would help the Response to Intervention program that has been implemented at the elementary school this year and will start moving to the high school in the coming years.

10. Review District Assessment Coordinator’s report. - **No report this month.**

11. Review Community Education Director’s report.

Community Education Updates as of 4/13/15

Community Ed-

Classes continue to fill from Winter/Spring brochure. Check out our final classes!

Sturgin Urgan - Interactive Video Conference coming in May for all ages!

Firearms - running now!

ATV - class starts May 2 (Full)

55+ Adult Driver Education - May 12th still openings, sign up!

Made In Minnesota Adult Field Trip - May 9th still openings, sign up!

Working on Summer Youth Camp. Donations are starting to come in to help out.

Important Events-

Week of the Young Child - April 12-18th - activities scheduled to celebrate!

Professional Staff Development- Annual E. Childhood Conference- April 15-17th

Super Hero and Princess Party - April 18th

End of the Year Early Childhood Celebration Event - May 14th

Community Ed Advisory Mtg. - May 7th working meeting at 6pm

ECFE Program-

Parent /Child classes going well - wrap up on May 5th
ECFE needs assessment survey done April 28th.
Looking at Summer Programming.

Preschool Program-

All classes wrap up by May 15th.
Conferences completed and recommendations made for who should move on to Kindergarten and who should continue with preschool.
Preschool Class Sections for 2015-16, including special ed spots needed, set for next year (subject to change due to enrollment changes)

Very busy month with reports/applications:

- Parent Aware Certification (re-certification) - completed
- S.Readiness Bi-Annual State Program Plan - completed
- Pathway II Grant (re-certification) - completed
- ECE Grant - completed
- Community Ed Adult Survey and ECFE State Required Survey - wrapping up 4/28/15

Submitted by Cheryl Arnold 4/13/15

12. Superintendent's report.



Superintendent's Report for April '15

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

HITA in Pine City: Judy P. and Marie S. attended another session on the process of going out for bids under the new Health Insurance Transparency Act (HITA). The Request for Proposal (RFP) has been sent out. We open bids on April 24 at 5 p.m. in B100.

RRSEC: Most of the discussion involved the budgeting process for FY16. Updates were given on the Level 4 EBD programs. In the updates, it was noted that the new Level 4 EBD program Rum River East (RRE) that was put in place for Grades 10-12 at the old Ace Hardware building is already near capacity. Plans for a new facility at Rum River North (RRN) have been put on hold for a year as Milaca Public School continues to plan on building a new facility that would house RRN.

ECMECC: Updates were given on next year's budget. There was also discussion on the development of the I35 consortium of schools that are looking at the development of offering college level courses through the use of ECMECC technology.

Collaborative Committee: The budget was discussed for the coming year. The Collaborative Committee is on a different budget cycle and they were considering the budget for the calendar year of 2016. Part of the discussion was the continual funding of the Chemical Dependency Counselor we share with Cambridge/Isanti Schools. It was agreed upon by the committee to continue the Collaborative Committee's funding for this position.

Community Bond Referendum Hearing: This meeting was well attended by interested community members. Following my presentation, there were many good questions that were asked by the community.

Braham City Council Presentation: I gave the Bond Referendum powerpoint presentation to the City Council. This presentation along with the notes from a previous meeting with city officials on coordinating the building project with upcoming city projects was discussed. Following the presentation, the city engineer gave a presentation on upcoming street improvements which would included S. Elmhurst. The city would then need to follow their process in having community meetings for their proposed city projects.

Update on Legislative Session/Bond Referendum:

- 13. School Board members' reports/updates.

- 14. Consider Personnel items.

Employment Recommendations

Julie Grell - Early Childhood Special Ed. Paraprofessional

Elementary Principal Jeff Eklund is recommending Julie Grell be hired as a 1:1 Early Childhood Special Ed. Para for 33.75 hours a week student contact days only. Ms. Grell will start at Step 1 of the para portion of the Secretary/Para Contract. Ms. Grell's start date was Monday, March 27, 2015.

Eric Jones - Early Childhood Special Ed. Paraprofessional

Elementary Principal Jeff Eklund is recommending Eric Jones be hired as a 1:1 Early Childhood Special Ed. Para for approximately 16 hours a week, student contact days only. Mr. Jones will start at Step 1 of the para portion of the Secretary/Para Contract. Mr. Jones' start date was Friday, Apr 10, 2015.

Kris Stull - Early Childhood Special Ed. Paraprofessional

Elementary Principal Jeff Eklund is recommending Kris Stull be hired as a 1:1 Early Childhood Special Ed. Para for 33.75 hours a week, student contact days only. This is a transfer from being a 5-6 Special Education Para. This is also a reduction in total yearly hours for Ms. Stull. Ms. Stull will remain at the same Step/Lane that she is currently at. The start date of this transfer was April 8, 2015.

Katie Becker - Elementary Special Ed. Paraprofessional

Elementary Principal Jeff Eklund is recommending Katie Becker be hired as a 1:1 Elementary School Special Ed. 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 start date for this position was April 13, 2015.

Webster Ford- Long Term Substitute Special Education Teacher

High School Principal Matt Lattimore is recommending Webster Ford be hired as the Long Term Substitute in Special Education. Mr. Ford has previous experience long term substitute teaching in Special Education. Mr. Ford started with us on March 6th and will be with us until the staff member returns from her Family Medical Leave.

Catie Warden

Elementary Principal Jeff Eklund is recommending Catie Warden be hired as a 1.0 FTE Special Education Teacher. Ms. Warden will start at BA Step 1 of the Teacher Contract. Ms. Warden will begin teaching fall of 2015.

Christina Moscho - Elementary Teacher

Elementary Principal Jeff Eklund is recommending Christina Moscho be hired as a 1.0 FTE Elementary Teacher. Ms. Moscho will begin teaching in the fall of 2015. Ms. Moscho will start at BA Step 1/Lane 1 of the teacher contract.

Katherine Laase- High School Special Education Teacher

High School Principal Matt Lattimore is recommending Katherine Laase be hired as the 1.0 FTE High School Special Education Teacher for the 2015-16 school year. Mrs. Lasse has just received her special education teaching license, but has previous experience as a Special Education Para in the Cambridge-Isanti School District. Mrs. Laase will start at BA 1 Step 1 of the Teacher's Contract.

Alissa Unertl - High School Art Teacher

High School Principal Matt Lattimore is recommending Alissa Unertl be hired as the 1.0 FTE High School Art Teacher starting in the Fall of 2015. Ms. Unertl has previous experience teaching art in Iowa at Cedar Falls Community School District. Ms. Unertl will start at BA Step 6 of the Teacher's Contract.

- 15. Review FY 2015-2016 preliminary budget

BRAHAM ISD#314; FY16 PROPOSED FPM BUDGET

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>
GENERAL FUND:		
General -01	\$ 7,169,938	\$ 7,081,690
Transportation -03	503,043	551,530
Capital -05	486,278	367,213
Activities -10	<u>50,125</u>	<u>444,567</u>
TOTAL GENERAL FUND:	\$ 8,209,384	\$ 8,445,000

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16. Consider appointment of LEA Representative for Federal Programs.

A Local Education Agency representative must be appointed on an annual basis to serve as the administrator of the Title I, Title II, Title VI, and the Assurance of Mastery programs. The person serving as the elementary principal has annually been appointed to serve in this capacity, and is currently serving as such. I recommend the district again appoint the elementary principal to continue to serve in this capacity for the 2015-2016 school year.

17. Consider proposals received to provide the district's annual audit services.

Please refer to the emailed tabulation of proposals that were received by the district to provide district audit services for Fiscal Years Ending in 2015, 2016 and 2017. The Superintendent is recommending acceptance of the low bid of \$9,180 for FY 2015, \$9,490 for FY 2016, and \$9,800 for FY 2017, submitted by Burkhardt & Burkhardt, LTD.

18. Consider approval of a fundraiser from a requesting group.

The JAZZ group is requesting approval for a cheesecake fundraiser sale.

19. Consider Adoption of District Policies after THIRD AND FINAL 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.

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
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_____ 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).

**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 May school board meeting.

The May Regular School Board meeting is set for Monday, May 18th, 7:00 pm,
B100 – Community Room.

22. Adjourn.
