

1. Regular meeting called to order by Chair. Pledge of Allegiance.
Roll call.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the August 17th Regular, August 31st Special and September 4 Emergency School Board meetings.
 - b. Approve the September bills.
 - c. Review and accept the September Treasurer's report.
 - d. Enrollment Analysis
4. Acknowledgement of Donations or Contributions
5. Open Forum
6. Review Student Council Representative's report.
7. Consider acceptance of bids received by Braham Schools for the exterior facilities projects.
8. Review Elementary Principal's report.
9. Review Activities/Community Ed Director report.
10. Review High School Principal's report.
11. Review District Assessment Coordinator's report - **No report this month.**
12. Superintendent's Report
13. School Board members' reports/updates.
14. Consider Personnel items.
15. Consider adoption of Resolution of School Board Supporting Form A Application to MN State High School League Foundation.
16. Consider increasing salaries for election judges effective for the November 3, 2015 school board election.
17. Consider Resolution Appointing Election Judges for the November 3rd, 2015 General School Board Member Election.
18. Consider Bids received for lease agreement on school owned property (farm land).
19. Consider proposed property tax levy for 2015 Payable 2016
20. Announcement of date of Truth-In-Taxation Public Hearing.
21. Consider approval of fundraisers for requesting groups.
22. Consider Guidelines for Student Occupation of the Greenhouse as required by the Braham Building Inspector.
23. Consider THIRD reading of MSBA and district Policies for update and revision.
24. Consider setting Special School Board meeting.

25. Reminder of the October School Board meeting.
26. Consider Closing the School Board meeting for the purpose of negotiation strategies.
27. Adjourn.

ADDENDUM

Regular School Board Meeting
 Monday, September 21, 2015
 7 p.m. - BAHS - Community Room

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

Roll Call.

2. Adopt agenda.
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3. Consent Agenda.

- a. Approve the minutes of the Aug. 17th Regular and Aug. 31st Special and Sept. 4th Board meetings.

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

Regular School Board Meeting
Monday, August 17, 2015
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: S. Eklund, R. Hughes, T. Cuda, A. Flowers, A. Londgren, and M. Thompson
 Members absent: Z. Braund, Supt. Winter

Motion by T. Cuda, second by A. Flowers to adopt the agenda with an additional item #26 regarding Braham Planning Commission meeting notice to review the Conditional Use Permit (CUP) for exterior bond projects. Carried

Motion by M. Thompson, second by R. Hughes to approve the minutes of the July 20th Regular and July 27th, 29th and August 5th Special School Board meetings; approve the August bills \$356,638.33; and, accept the August Treasurer's report. Carried.

Under Open Forum - Nothing addressed.

Motion by A. Londgren, second by R. Hughes to acknowledge the August 2015 donations for the purposes requested: East Central Energy Round-Up \$1,000 for scoreboard in the East gym; from Toro 5- 10 HP engines valued at \$1,000 total and from Toro, twenty under 10 HP engines valued at \$2,000 total for Ag Science classes. Carried.

Elementary Principal Jeff Eklund reviewed his written report. KinderStep classes have 63 children registered for fall. He presented the MCA test scores comparing fall to spring to the board for elementary students and stated that our students are learning. Our teacher are doing a great job! He attended the Lake ECMECC conference and thanked M. Johnson and J. Larson for organizing it.

AD/CE Director Shawn Kuhnke reviewed his written report. The activities information evening on August 4 was well attended. Football, volleyball and cross country have all started practices. Participation numbers will be available at the next board meeting. The Community Ed fall brochure will be available in early September.

Motion by T. Cuda, second by A. Londgren to approve the 2015-16 Coaching and Fine Arts Assignments. Carried.

HS Principal Matt Lattimore's reviewed his written report. Principal Lattimore attended the Lake ECMECC conference with twelve HS staff members. The greenhouse project is moving ahead and should be completed by October 1st. Congratulations to Bryan Johnson who attended a music institute through Conn & Selmer Education Services for 4 days. Only 300 music educators from around the world were invited to attend. He brought back much information to share with students. New DAC Ursula Scheele attended the state assessment conference. There are many changes to the required testing requirements of the state this year. He also reviewed MCA test results with the board.

Motion by R. Hughes, second by A. Londgren to make the requested changes to the BYOD guidelines as requested by Principal Lattimore. Carried.

There were no Student Council, District Assessment Coordinator or Superintendent reports submitted.

Board members reported on individual meetings and activities attended. All attended the special board meetings held to interview the Superintendent candidates.

Motion by M. Thompson, second by A. Flowers to approve the contract between ISD #314 and new Superintendent Ken Gagner. Carried.

Motion by M. Thompson, second by R. Hughes to accept the resignation letter from Jill Pryor, part-time school district nurse. Carried.

Motion by R. Hughes, second by A. Londgren to approve the hiring recommendations of: Ursula Scheele as the 1.0 FTE High School Guidance Counselor and District Assessment Coordinator. Her start date will be 9/1/15. She will be placed on MA+30 Step 8 of the Teacher's Contract. Carried. Brianna Nelson as a 1.0 FTE Pre-K teacher. Ms. Nelson will be placed on BA Step 1 of the Teacher's contract. This is prorated to the hours/days she works.

Motion by A. Flowers, second by T.Cuda to approve the maternity leave request for Christine Moscho, elementary teacher. Ms. Moscho's request begins approximately 10/21/15 with a return date of 1/4/2016. Carried.

Motion by R. Hughes, second by M. Thompson to accept the resignation of Katie Ederer as the Junior High Track and Field Coach effective 8/6/15.

The board was notified of the lane change granted to K. Leniz from MA to MA+45 effective for the 2014-15 school year plus interest. No action was required.

Motion by R. Hughes, second by M. Thompson to approve the job descriptions for the Principal's Secretary/Office Manager (grades 5-12); Elementary Principal's Secretary; Attendance/Special Ed Secretary; Activities/Community Ed Secretary and the HS and Elem Media Center Secretary. Carried.

Motion by A. Londgren, second by T. Cuda to pass the Resolution Relating to the Election of School Board Members and Calling the School District General Election. A roll call vote was taken and passed unanimously by those present. Board member Z. Braund was absent. Carried. A copy of said Resolution will be part of the official minutes.

Motion by A. Flowers, second by M. Thompson to renewal the annual membership in MN School Boards Association for 2015-16 for \$4,402. Carried

Motion by R. Hughes, second by T. Cuda to authorize calling for bids for the lease agreement on the school owned property (farmland). Carried.

Motion by A. Londgren, second by R. Hughes to name new Supt. Ken Gagner as the Identified Official with Authority (IOWA) to authorize MDE user access. Carried.

Motion by M. Thompson, second by T. Cuda to approve the changes to the Parent/Student ChromeBook Agreement as presented. Carried.

Consider second reading of MSBA and district policies #208 Development, Adoption, and Implementation of Policies and #524 Internet Acceptable Use and Safety Policy. No action required at this time.

Motion by R. Hughes, second by A. Londgren to adopt the following policies: #410 Family and Medical Leave; #509 Non-resident Student Enrollment; #616 School District System Accountability and #806 Crisis Management Policy. In #806 the last two statements regarding living near a nuclear power facility will be removed. Carred.

Motion by T. Cuda, second by A. Flowers to set a Special School Board meeting as requested by WOLD Architects to review the Stadium/Field Renovation for Monday, August 31, at 7 p.m. in B100 - Community Room. Carried.

Reminder to all present of the September Regular School Board meeting set for Monday, September 21st, at 7 p.m. in B100 - Community Room.

Notice to all present of the Braham Planning Commission meeting on 8/25/15 at 6 p.m. for the purpose of holding a public hearing to consider the Conditional Use Permit (CUP) for the upcoming exterior bond projects. Chair S. Eklund, Dir. M. Thompson, Principals J. Eklund & M.Lattimore, and AD S.Kuhnke will attend with Supt. K. Gagner.

Motion by A. Londgren, second by A. Flowers to adjourn the meeting. Chair Eklund adjourned the meeting at 7:50 p.m.

Zane Braund, Clerk

Attest: _____
Steven Eklund, Chair

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

**Special School Board Meeting
Monday, August 31, 2015
7 P.M. - BAHS Community Room**

The Special meeting was called to order by Chair S. Eklund at 7:00 p.m.

Members present: S. Eklund, R. Hughes, Z. Braund, T. Cuda, A. Flowers, A. Londgren and M. Thompson

Members absent: NONE

Motion by M. Thompson, second by R. Hughes to adopt the agenda as printed. Carried.

Motion by A. Flowers, second by M. Thompson to approve the exterior complex. Carried.

Information was presented regarding the interior high school and elementary renovations. No action needed at this time.

Motion by A. Flowers, second by R. Hughes to approval the calling for bids for the exterior athletic projects.

Motion by A. Londgren, second by A. Flowers to adjourn the meeting.

Chair Eklund adjourned the special school board meeting at 7:34 p.m.

Zane Braund, Clerk

Attest: _____
Steven Eklund, Chair

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

Emergency School Board Meeting
Friday, September 4, 2015
7:30 A.M. - BAHS Community Room

The Emergency meeting was called to order by Chair S. Eklund at 7:30 a.m.

Members present: S. Eklund, R. Hughes, Z. Braund, T. Cuda, A. Flowers, A. Londgren, M. Thompson and Supt. K. Gagner

Members absent: NONE

Motion by T. Cuda, second by A. Londgren to adopt the agenda as printed. Carried.

Motion by T. Cuda, second by M. Thompson to accept the resignation of Shane Monson, 6th Grade Elementary teacher contingent upon the approval of his contract as Elementary Principal in Morris, MN. Carried.

Motion by A. Flowers, second by A. Londgren to adjourn the meeting.

Chair Eklund adjourned the emergency school board meeting at 7:36 a.m.

Zane Braund, Clerk

Attest: _____
Steven Eklund, Chair

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

d. Enrollment Analysis.

Grade	Last Day 2015	Sept 16
K	?	66
1	59	55
2	62	63
3	52	52
4	65	65
5	63	66
6	59	62
7	71	74
8	68	66
9	63	61
10	60	58
11	54	50
12	72	68
K - 12		
Sub-Total	748	806
EC/SE	26	26
TOTAL		
K - 12		
plus		
ECSE		832

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
MN Corn Growers	\$500.00	Power Mechanics
Chisago Farm Bureau	\$500.00	Greenhouse
CHS (Cenex Harvest State)	\$5,242.00	Greenhouse
Moose Lodge	\$500.00	Greenhouse
HAAS	\$1,700.00	Program Supporters
Deb Becker	\$83.34	Power Mechanics
Lutheran Women's League of St. Stephen's	\$50.00	School Supplies for students
Angel Squad	\$200.00	School Supplies for students
Calvary Lutheran Church VBS	\$100.00 value	School Supplies for students

5. Open Forum.
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6. Review Student Council Representative's report.

**BAHS Student Council
School Board Report
September 2015**

2015-2016 Officers:

Co-Presidents: Ryan Riesing and Connor Tschumper

Vice President: Hunter Richmond

Secretary: Shelby Maslow

Treasurer: Angela Bendickson

Public Relations Directors: Alexis Fix and RaeAnne Leaf

Advisor: Tammi Johnson

Our total number of students in Student Council this school year is 41. Our Public Relations Directors (Alexis and RaeAnne) will be attending the School Board meetings each month. We look forward to working with the Board members this school year.

Braham Chamber of Commerce: Our Student Council will be becoming a member of the Braham Chamber of Commerce this school year. Chamber members Shawn Sullivan, Becky Turnquist, and Katie Grundyson joined us at our first meeting to discuss their desire to connect our two groups, in order to form a relationship between the school district and community businesses. Our Public Relations Directors will be attending all of the monthly Chamber meetings held at the Braham Event Center. The Chamber members also gave all new members of the staff gift bags filled with all kinds of goodies donated by Braham businesses. Members of Student Council delivered these bags to the staff members.

Homecoming Week: October 5-9, 2015

- Coronation: Sunday, October 4th at 2:00 p.m.
- Dance: Friday, October 9th at 9:00 p.m.
- Homecoming buttons will be sold.
- Activities are currently being planned.

Bomber Apparel and Accessories:

We will be selling clothing, etc. at matches/games held at home.

Recycling and Announcements:

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

7. Consider acceptance of bids received by Braham Schools for the exterior facilities projects.

WOLD Architect, Eric Linner will be present at the meeting to review the bids received for the exterior facilities projects. The board is asked to accept the bid as recommended by Mr. Linner.

8. Review Elementary Principal's report.

**Braham Area Elementary
August 2015 Board Report**

1. **Early Childhood**
 - Up and running.
 - Working on making parent drop-off as easy as possible.
 2. **Curriculum review**
 - This year teachers are reviewing their curriculum and matching it to standards.
 - Our goal is to find areas of repetition and/or areas we are missing.
 3. **FAST Assessments**
 - CBMR, aReading, aMath assessments
 - These give us a baseline for each student.
 - Allows us to differentiate our teaching to meet the needs of all students.
 4. **Staffing**
 - We are in the process of hiring one more para
 5. **MMR**
 - Our MMR score of 53.93% makes us a celebration eligible school.
 - MMR is based on 75 pts. and a formula from the state.
 - 25 for proficiency
 - 25 for growth
 - 25 for achievement gap reduction
 6. **Minnesota School of Excellence**
 - Program sponsored by MESPA (MN Elementary Principal's Association)
 - 1-2 year program
-

9. Review Activities/Community Ed Director report.

**Activities/Community Education Director
School Board Report
September 21, 2015**

1. All fall activities are up and running smoothly.
2. Fall Participation numbers:

Football

7 & 8: 37 students

9-12: 43 students

Volleyball

7 & 8: 23 students

9-12: 33 students

Cross Country

7 & 8: 4 students

9-12: 11 students

Fall Musical

9-12: 33 students

7-8: 20 students

Equestrian

7-12: 11 students

3. Homecoming is set for the week of October 4-9.
 1. Dress up days and activities will be similar to what has happened in the past.
 2. Mrs. Johnson and Student Council are already working on the specific plans, including selling homecoming buttons, hiring a DJ, etc.
 3. Similar to last year, our Homecoming Coronation will be held at 2:00 in the afternoon on Sunday, October 4.

4. The Annual 8 Team Volleyball Tournament in Braham is set for Saturday, October 3, with the following teams attending: Albany, Princeton, Rush City, Walker-Hackensack-Akely, St. Cloud Apollo, Coon Rapids, Litchfield. WHA and Litchfield are the new entrants into the tournament replacing Kimball and Barnum.

5. Fall Musical tryouts have been held with cast and crew all set.

6. The Community Education brochure has been mailed out this week. There are a lot of fun and exciting classes to choose from!

7. Annual Halloween Party is set for Saturday, October 31 at BAES from 5:30 – 7:30 pm. We are still looking for donations and volunteers. Call our office if you, or someone you know, is willing to help out.

Respectfully Submitted,
Shawn Kuhnke

10. Review High School Principal's report.

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

East Central MN Learning Academy

We are working with ECMECC to create a program to offer ECMLA to our students. With the completion of this project, it will open up opportunities to ECMECC schools to offer our students the opportunity to take college level classes through other ECMECC districts. The goal is that students will be able to obtain 40 college credits by the time they graduate from high school. The goal is to have this up and running by next year.

Open House

Was a SUCCESS!!! We had a great turnout of parents and students. We opened it up more to all grades and we offered the handout of the chromebooks to students during the same time. We are looking at ways to enhance it for next year. A big thank you to the school board for cooking and serving 320 hotdogs that night!!

Start of School

First week has started smoothly. Students have had a positive attitude and staff has done a great job of welcoming them back. Lessons I have seen have been fun and engaging. I was able to hold class meetings the second week of school and covered the BYOD changes, reviewed the bullying policy and also covered some items from the student handbook.

Chromebooks

We have all but 90 students that are taking their chromebooks home with them. The checkout process went smooth. Since school has started those 90 students come down at the end of the day and have checked them back in with little to no issues. We have had many students who have been able to bring their own devices into the school that works similar to our chromebooks, which has freed up more chromebooks to be used in grade five. Staff has done a great job of incorporating them into their lessons. Students seem to be responding well. I cannot thank Dustin Hoeper enough for taking the lead on this initiative and making it as smooth as it has been.

Staff Development Days

Staff development days saw staff teaching staff. We used our in-house experts to train staff on incorporating reading complexity and the SAMR model to the K-12 teaching staff. Mr. Gagner addressed the staff and set the two pillars of our district with commitment to service and excellence.

Braham FFA chapter results

Ag Technology Show

19 Projects in the top 5 in class

5 class champions

2 grand champions out of 3 - Minnesota Sculpture and Ethanol Car

Best in show - Ethanol car 2nd year in a row

At the national HTEC Conference put on by HAAS Automation Braham HS won a simulator with student projects and Luke Becker was Elected to the National HTEC Board as a HS Teacher Rep.

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11. Review District Assessment Coordinator's report. - **No report this month.**
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12. Superintendent's report.
September 21, 2015
 1. The school year is off to a great start! Workshop days were very productive, open house was well attended, and students are quickly adapting to daily routines.
 2. ISANTI COUNTY CORRECTIONS ADVISORY BOARD update (Sept. 2):
 - Among other items was an interesting report regarding the area truancy program which serves the Cambridge-Isanti and Braham Districts.
 - Intervene on roughly 150 students in grades 7-12 each year
 - Program has drastically reduced the number of students needing to enter the court system
 - Braham had three student referred to the program in 14-15
 3. Tax Levy Workshop (Sept. 9):
 - Only major changes involve the new Long Term Facilities Maintenance Revenue and special education funding. The Sp. Ed. change *should* make the system more fair. Child counts (service provided) will be critical for this school year

4. RRSEC Executive Council (Sept. 16):
 - The seven Superintendents and executive director Bangma met during the regular monthly board meeting. Discussion centered on fiscal 2016 budget revisions, tuition costs for level 4 programs, and challenges in securing additional brailist hours - in addition to routine business.
5. ECMECC Board Meeting (Sept. 16) - Highlights:
 - Work continues on a 40 credit MN Transfer Curriculum; allows a student to be ¾ completed (AA Degree) acceptable at all MNSCU and UM - target date fall 2016
 - Bandwidth increased to 2.5 Gbps
 - MN Partnership for Collaborative Curriculum will have 40 courses available by winter
 - Currently offering 38 classes representing 24 different courses - 550+ students
6. Facilities Bond update:
 - Progress continues with bid opening for the exterior project on Sept. 17, and board consideration on Sept. 21. Bid approval would mean that starting on or about October 12 you can expect to see action on school grounds with several large earth moving machines. Site work will start on the current football and softball areas and on the field across Elmhurst for the new baseball complex. Work will continue as long as weather allows and should be completed by August of 2016. Interior projects will be bid later this fall with work starting next summer so as not to interfere with the educational process.

13. School Board members' reports/updates.

14. Consider Personnel items.

Letters of Resignation

Michelle Kamholz, Early Childhood Paraprofessional

Michelle Kamholz, EC Paraprofessional has submitted her letter of resignation effective the beginning of the 2015-2016 school year. Ms. Kamholz has been with the district since August 2013.

Kathleen Sutton, Title I Paraprofessional

Kathleen Sutton, Title I Paraprofessional has submitted her letter of resignation effective September 30, 2015. Ms. Sutton has been with the district since December 2005.

Employment Recommendations

Melissa Banks - Special Ed. Paraprofessional

Elementary Principal Jeff Eklund is recommending Melissa Banks be hired as a 1:1 Special Ed. Para for 33.75 hours a week student contact days only. Ms. Banks will start at Step 1 of the Secretary/Para Contract. Ms. Bank's start date was Sept. 9, 2015.

Audra Carter - Pre-K Teacher

Elementary Principal Jeff Eklund is recommending Audra Carter be hired as a .64 FTE Pre-K Teacher. Mrs. Carter will begin teaching in the fall of 2015. Mrs. Carter will start at BA Step 8/Lane

1 of the teacher contract. This is prorated to the hours/days she works. Mrs. Carter will also serve as our Parent/Family Educator. This salary will be added to her base teaching salary.

Amy Evans - ECSE Teacher

Elementary Principal Jeff Eklund is recommending Amy Evans be hired as a 1.0 FTE ECSE Teacher. Ms. Evans will begin teaching in the fall of 2015. Ms. Evans will start at BA Step 6 +15 of the teacher contract. This is prorated to the hours/days she works.

Jake Gagne - 6th Grade Teacher

Elementary Principal Jeff Eklund is recommending Jake Gagne be hired as a 1.0 FTE Teacher. Mr. Gagne will begin teaching in the fall of 2015. Mr. Gagne will start at BA Step 1 of the teacher contract. His start date will be Sept. 24, 2015.

Julie Grell - Early Childhood Paraprofessional

Elementary Principal Jeff Eklund is recommending Julie Grell be hired as a Early Childhood 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 September 14, 2015

Jessica Harstad- Part-time School Nurse

High School Principal Matt Lattimore is recommending Jessica Harstad be hired as the part-time School Nurse for the 2015-16 school year. Ms. Harstad will work 1 day/week, with a daily work period of 7 hours. Ms. Harstad will start at the hourly rate based on BA Step 1 of the Teacher's Contract.

Eric Jones - Special Ed. Paraprofessional

Elementary Principal Jeff Eklund is recommending Eric Jones be hired as a 1:1 Special Ed. Para for approximately 33.75 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 Sept. 9, 2015.

Ellen McKinney - Early Childhood 1:1 Special Ed. Paraprofessional

Elementary Principal Jeff Eklund is recommending Ellen McKinney be hired as a 1:1 Early Childhood Special Ed. Paraprofessional for 26.5 hours per week. Ms. McKinney will start at step 4 of the Secretary/Para Contract.

Kelly Monson - Early Childhood 1:1 Special Ed. Paraprofessional

Elementary Principal Jeff Eklund is recommending Kelly Monson be hired as a 1:1 Early Childhood Special Ed. Paraprofessional for approximately 15.5 hours a week. Ms. Monson will start at Step 2 of the Secretary/Para Contract. Ms. Monson's start date was Sept. 9, 2015.

Sheila Seibert- High School 1:1 Special Education Paraprofessional

High School Principal Matt Lattimore is recommending Sheila Seibert to be hired as 1:1 High School Special Education Paraprofessional. Ms. Seibert will be at 33.75 hours a week. Ms. Seibert has previous experience as a para in the Cambridge-Isanti School District. Ms. Seibert will start at Step 2 on the para scale of the Secretary/Paraprofessional Contract.

Korey Sybrant - 4th Grade Teacher

Elementary Principal Jeff Eklund is recommending Korey Sybrant be hired as a 1.0 FTE Teacher. Mr. Sybrant will begin teaching in the fall of 2015. Mr. Sybrant will start at BA Step 1 of the teacher contract.

Shawna Vanderberg- Long Term Substitute High School Special Education Paraprofessional

High School Principal Matt Lattimore is recommending Shawna Vanderberg to be hired as Long Term Substitute High School Special Education Paraprofessional. Ms. Vanderberg will start at Step 1 on the para scale of the Secretary/Paraprofessional Contract. Ms. Vanderberg will be with us until November 1st.

April White - BASK Coordinator

Elementary Principal Jeff Eklund is recommending April White be hired as our BASK Coordinator (Before and After School Kare). Mrs. White will begin Coordinating in the fall of 2015. This position is approximately 25-28 hours a week. Mrs. White will be paid at Step 1 of the secretary/para contract.

Increase in hours

Judy Bendickson, Part-time School Nurse will have an increase in hours from 6 hours per day to 7 hours per day. This increase in hours was part of the budget increase proposed in the spring of 2015.

Maternity Leave Request

Shandell Harvey, Elementary Teacher

Shandell Harvey, Elementary Teacher, has requested maternity leave beginning early November which is her expected due date. Mrs. Harvey is requesting the full 12 weeks allowed to her for maternity leave. Mrs. Harvey's return to work date would be early February depending on her actual delivery date.

Medical Leave Request

Edie Kaunonen High School Paraprofessional Medical Leave Request

Edie Kaunonen, a High School paraprofessional is requesting a medical leave, based on the Secretary/Paraprofessional Contract. Ms. Kaunonen had requested a leave effective May 4, 2015 and lasting for 4 weeks. She is now requesting the remaining 8 weeks of the 12 week medical leave based on the Secretary/Paraprofessional Contract, with an expected return date of November 1st, 2015.

Lane Advancement Requests

Webster Ford, HS Special Ed Teacher has submitted a request for lane advancement from BA

Step 1 to BA +15, Step 1. Mr. Ford has completed all necessary requirements to qualify for this lane advancement. Mr. Ford's 2015-2016 salary will be based on BA+15, Step 1.

Kearina Maher, HS Math teacher has submitted a request for lane advancement from BA+15, Step 6 to MA, Step 6. Ms. Maher has completed all necessary requirements to qualify for this lane advancement. Ms. Maher's 2015-2016 salary will be based on MA, Step 6.

Joe Lakeberg, HS Phy Ed/Health Teacher

Joe Lakeberg, HS Phy Ed/Health Teacher has submitted a request for lane advancement from BA+15, Step 3 to BA+30, Step 3. Mr. Lakeberg's 2015-2016 salary will be based on BA+30, Step 3.

"C" Schedule Recommendation

Ursula Scheele – National Honor Society Advisor

AD/CED Shawn Kuhnke is recommending Ursula Scheele to be hired as the National Honor Society Advisor starting fall 2015. Ms. Scheele will be compensated as per the "C" Schedule Contract for 2015-2016.

Web Ford – Technical Director (Fall Musical)

AD/CED Shawn Kuhnke is recommending Web Ford to be hired for the Technical Director (Fall Musical) starting fall 2015. Mr. Ford will be placed on Lane Eight, Step 1 as per the "C" Schedule Contract for 2015-2016. Mr. Ford will be sharing this position and will be compensated according to his placement divided by 2.

Karl Fix – Technical Director (Fall Musical)

AD/CED Shawn Kuhnke is recommending Karl Fix to be hired for the Technical Director (Fall Musical) starting fall 2015. Mr. Fix will be placed on Lane Eight, Step 1 as per the "C" Schedule Contract for 2015-2016. Mr. Fix will be sharing this position and will be compensated according to his placement divided by 2.

Amber Hoffman – Junior High Track and Field Coach

AD/CED Shawn Kuhnke is recommending Amber Hoffman to be hired as the Junior High Track and Field Coach starting spring 2016. Ms. Hoffman will be placed on Lane Four, Step 2 as per the "C" Schedule Contract for 2015-2016.

15. Consider adoption of Resolution of School Board Supporting Form A Application to MN State High School League Foundation.

FORM A

**RESOLUTION OF SCHOOL BOARD SUPPORTING
FORM A APPLICATION TO MINNESOTA
STATE HIGH SCHOOL LEAGUE FOUNDATION**

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District #314 School Board recognizes the value of students participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school district in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the _____ School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Date Board Chair

Date Board Clerk - Treasurer

16. Consider increasing salaries for election judges effective for the November 3, 2015 school board election.

Consider resolution to increase election judge salaries to be \$2 per hour over minimum wage. MN Statute #204B.31, Subd. 1 requires that school district election judges be paid a sum not less than the prevailing Minnesota minimum wage for each hour spent performing these election judge duties. MN minimum wage was increased in August to \$9 per hour. The current rate paid to judges for our school elections is \$9 per hour. This salary was set in 2001. Please see the survey in your board packet with some local township and school district salaries listed.

17. Consider Resolution Appointing Election Judges for the November 3rd, 2015 General School Board Member Election.

**EXTRACT OF MINUTES OF A MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314
(BRAHAM), STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a REGULAR meeting of the School Board of Independent School District No. 314 (Braham), State of Minnesota, was duly held in said school district on September 21, 2015, at 7:00 o'clock p.m. for the purpose, in part, of adopting a resolution appointing election judges.

Member _____ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES
FOR THE November 3rd, 2015
SCHOOL DISTRICT GENERAL SCHOOL BOARD ELECTION**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's school General School Board election on November 3, 2015 to act as such at the polling place listed on said exhibit.
2. The election judges shall act as clerks of election, count the ballots, cast and submit the results to the school board for canvass in the manner provided for all school district elections.
3. The clerk may arrange for substitute judges, if necessary.

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

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

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

Dated: September 21, 2015

Zane Braund, School Board Clerk
ISD #314 Braham
Braham, MN 55006

EXHIBIT A

LIST OF PROPOSED ELECTION JUDGES
General School Board Member Election 11-03-15

General School Board Member ELECTION
Tuesday, May 12, 2015 -- 10 a.m. - 8:00 p.m.
Braham Area High School - Community Room B100

Head Judge: Gary Skarsten - Braham - Trained Head Judge

Regular Judges:

- 1) Lorna Christenson - Braham
- 2) Duane Swanson - Royalton
- 3) Cindy Broman - Maple Ridge
- 4) Merrie Ann Hesselroth - Royalton

- Absentee Ballot Judges at 3 p.m.: 1) Edie Kaunonen - Braham
 2) Patricia Rydlund - Stanchfield

Alternates:

Head Judge: Duane Swanson - Royalton - THJ

- Regular Judges: 1) Kathy Fiedler - Stanchfield
 2) Edie Kaunonen - Braham

- **Absentee Ballot Board: 1) Teresa Person - Stanchfield
 2) Julie Johnson - Grass Lake
 3) Dana Hendren - Nessel

Each person has been contacted and has indicated that they are willing to serve if appointed. All are certified election judges, trained by their respective counties.

** These absentee ballot judges are deliberately different than the absentee ballot judges the day of the election. The training for this ballot board is handled by the district.

18. Consider Bids received for lease agreement on school owned property (farm land).

Bids were due by Wednesday, September 9, 2015, 2:00 p.m. and were opened Thurs, Sept. 10th. The land lease is for the 4.3 acres, located west of the Elementary School.

Name	Bid Amount	Bid Amount/acre
Richard Person	\$240.80	\$56.00
Mike C. Dennis, Jr	\$368.94	\$85.80
These were the only two bids received.		

19. Consider proposed property tax levy for the 2015 Payable 2016.

The school district Proposed Property Tax Levy for 2015 Payable 2016 **MUST** be certified by the school board and submitted to the county auditor by September 30, 2015.

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

20. Announcement of Truth-in-Taxation Public Hearing

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

Braham ISD #314's Truth in Taxation Public Hearing will be held as a part of the Regular December School Board meeting which is scheduled for Monday, December 14th, 7 pm, in the Braham Area High School Community Room.

21. Consider approval of fundraisers for requesting groups.

Fastpitch Softball is requesting to do a Schwan's fundraiser from now to June 30, 2016 and a concession stand fundraiser from now to March 2016 for softball equipment. Power Mechanics is requesting to do a donation request letter for Super Mileage contest fees. Baseball is requesting concession stand fundraiser from November 15 through March 2016. FFA is requesting a fruit, meat and nut sale November and December 2015 and a plant sale in May 2016. Cross Country is requesting the sale of Happenings Books from September 1 through the 18th and concessions from Aug 28, 2015 through March 20, 2016. Football is requesting the sale of Gold Cards in August 2015 and concession stand winter 2015-16.

22. Authorize designated district office personnel to have online banking access to the Braham Schools' accounts at the Frandsen Bank and Trust of Braham.

The Board is asked to authorize the Superintendent of Schools Ken Gagner and district office designees Judy Patzoldt, Business Manager and Marie Sward, Payroll Clerk, to have online banking access to the Braham Schools' accounts at the Frandsen Bank & Trust and the authority to have two signatures on all transactions with the CD's.

22. Consider Guidelines for Student Occupation of the Greenhouse as required by the Braham Building Inspector.

The Braham Building Inspector required that Becklin & Whitney review and stamp the print for our greenhouse structure. There are three conditions that they have asked the board to approve. The conditions are: 1) The greenhouse would not be occupied by students or staff if there is any snow on the roof; 2) The greenhouse would not be occupied by students or staff if wind speeds are gusting in excess of 45 MPH; and, 3) Greenhouse is not a permanent structure. Specifically, the plastic covering of the structure will likely deteriorate over time and need to be replaced. The exact life would be a question for the manufacturer.

23. Consider THIRD AND FINAL reading of MSBA and district Policies for update and revision.

These policies are being presented for the THIRD AND FINAL **reading**: #208 Development, Adoption, and Implementation of Policies replacing old policies BG, BGB, and BGBA and, #524 - Internet Acceptable Use and Safety Policy. These policies are being updated to meet the most current MN State requirements. No action is required at this time.

Adopted: MSBA/MASA Model Policy 208

Orig. 1995

Revised: Rev.2014

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.

B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.

C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.

B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.

C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the

policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.

D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

A. The superintendent shall be responsible for implementing school board policies and developing administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

B. Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.

C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.

D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.

E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: *Minn. Stat. § 123B.02, Subd. 1 (School District Powers)*
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: *MSBA/MASA Model Policy 305 (Policy Implementation)*

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: March 15, 1999

Revised: **November 17, 2014**

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
 - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook" or any other social media website currently present or developed in the future.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time. Any request to review or terminate a student's account shall be through the building principal in writing.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

~~C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement. All students will be granted access to the schools internet. If a parent or guardian does not want their child to have access to the internet in school, they will have to notify the school district in writing so their account can be shut down.~~

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or virtual servers, or for delays or changes in or interruptions of service or misdeliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or virtual servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system, school district devices, and of the Internet if the student is accessing the school district system from home or a remote location.

B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.

B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

E. The school district reserves the right to monitor all activity of the school network without prior notification to student, parents, guardian or school district staff.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnawaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (*Discipline, Suspension, and Dismissal of School District Employees*)
MSBA/MASA Model Policy 406 (*Public and Private Personnel Data*)
MSBA/MASA Model Policy 505 (*Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees*)
MSBA/MASA Model Policy 506 (*Student Discipline*)
MSBA/MASA Model Policy 515 (*Protection and Privacy of Pupil Records*)
MSBA/MASA Model Policy 519 (*Interviews of Students by Outside Agencies*)
MSBA/MASA Model Policy 521 (*Student Disability Nondiscrimination*)
MSBA/MASA Model Policy 522 (*Student Sex Nondiscrimination*)

MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Non-school Persons)

24. Consider setting Special School Board meeting.

25. Reminder of the October Regular school board meeting.

The October Regular School Board meeting is set for Monday, October 19th, 7:00 pm,
B100 – Community Room.

26. Consider Closing the School Board meeting for the purpose of discussing negotiation strategies.

27. Adjourn.
