

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, May 19, 2014
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 April 28th Regular Board meeting.
 - b. Approve the May bills.
 - c. Review and accept the May 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.
11. Review Community Education Director's report.
12. Superintendent's Report.
13. School Board members' reports/updates.
14. Consider Personnel items.
15. Consider bids for Summer 2014 roofing project (s).
16. Consider bids for Summer 2014 High School Toilet Remodeling project.
17. Consider proposal(s) received to provide the district's student transportation services.
18. Consider renewal of MSHSL membership.
19. Consider Student Assurance Services, Inc.
20. Consider Joint Powers agreement with RRSEC.
21. Consider Resolution Approving the Transfer of Bond Proceeds from the Construction Funds to the Debt Redemption Fund.
22. Review District Policies.
23. Set a working school board meeting.
24. Reminder of the June School Board meeting.
25. Adjourn.

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 April 28th Regular School Board meeting,

Ind. School District No. 314

Regular School Board Meeting

Isanti, Pine, Chisago & Kanabec Counties

Monday, April 28, 2014

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 2 changes. First change, employment acceptance for a 1:1 paraprofessional; second change, employee resignation. Carried.

Motion by A. Londgren, second by A. Flowers to approve the minutes of the March 17th Regular school board meeting; approve the April bills, \$219,022.19; and accept the April Treasurer’s report. The board also reviewed the current enrollment analysis. Carried.

“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
Jeff Campbell	Machining tools \$1,200.00	Vocational IT/Ag
Tractor Supply Co	Misc hardware & dog treats \$2,200.00	Vocational IT/Ag
Mike Leibel	Bridgeport Mill & kurt vice \$2,000.00	Vocation IT/Ag
Peter Hesselroth	\$100.00	FFA Scholarship
Braham Hardware	In-store credit \$50.00	Super Mileage Challenge
Bert’s Auto Body	\$100.00	Super Mileage Challenge
Dave Gimpl	Misc golf equipment, balls, clubs, etc \$1,175.00	Golf team

Open Forum: Loren Brabec presented each board member and the Superintendent with the book he had written highlighting the girl’s and boy’s basketball season for 2013-2014. He made special note that both varsity teams had 24 wins and the JV

teams combined only had 3 losses. He also mentioned that many of the basketball players are honor students. He thanked the students, coaches and parents for a great season. Chair Eklund thanked Mr. Brabec for the many hours spent attending games and compiling this memory book for the season.

The Student Council written report was reviewed by Jenna Winter and Stormy Husnick. Student Council went on a field trip to the Mall of America to participate in "CSI: The Experience". The program was good. They used forensic analysis as part of the event. Annual highway clean-up will be in May. New officers for 2014-15 were elected. Co-Presidents are Angela Bendickson and McKenzie Larson; V Pres is Thomas Warner; Secretary is Hunter Richmond and the Treasurer is Natalie Bacon. Chair Eklund expressed his appreciation for all their hard work

Elementary Principal Jeff Eklund reviewed his written report. Elementary MCA testing schedule will begin on April 29th and wrap up May 15th. 93% of the parents attended parent-teacher conferences in April. Letters were sent home to parents for the gifted and talented program. Field trips are planned for 1st through 6th grade students in May. Field Day for grades 1 - 4 is Wednesday, May 14th; and, 5th and 6th grade Fun Day is Tuesday, May 20th. Thank you to Sue Pearson and Cassie Tomczak for all the hard work that goes into planning these two events. Next year's schedule is ready. The Response to Intervention (RTI) should be in place by the end of the school year. Volunteers are needed for Cub Scouts/Boy Scouts. A full time literacy tutor for grades K - 4, a part-time literacy tutor for Pre-K and a full time math tutor for grades 5 - 8 will be hired for fall 2014.

Activities Director/Asst Principal Tim Malone reviewed his written report. Student participation in spring sports is good and up and running. He expressed a huge thanks to Tracy Fix for the spring play "All I Need to Know I Learned in Kindergarten". Prom went off without a hitch and the students were very respectful of the Braham Community Center and the chaperones. Special note was made of many upcoming concerts and award programs. Mr. Malone explained the need for a new scoreboard in the East gym and asked the board's permission to begin to fundraise since the cost will be more than \$16,000. Consensus of the board was yes. Becky Swanson gave the board an update on the girl's softball trip to Florida. There were 15 students and chaperones that went. They had a great time and since this was the fifth trip there they were presented with a trophy for attendance. On behalf of the team and herself, Ms. Swanson expressed her appreciation for the opportunity the trip gave the team. The kids put a lot of effort into fundraising for this to take place.

High School Principal Justin Sawyer reviewed his written report. Parent/Teacher conferences had low attendance, but parents he spoke with have stated they are using PowerSchool to stay informed on their child's grades. Mr. Sawyer expressed a huge thank you to Ross Benzen and all the volunteers he arranged for to present the Mock Crash to the 10 - 12th grade students the day before prom. The National Guard brought in an obstacle course which the students really enjoyed being part of. Luke Becker, FFA Advisor, introduced Kole German to the board. Kole is the President elect of the Braham FFA chapter for 2014-15. Braham's FFA Charter was signed at the state FFA convention last week. There are 17 FFA members who have competed, done fundraising or attended an FFA workshop. Alexis Fix qualified for the State FFA Band.

District Assessment Coordinator Tracy Fix reviewed her written report. Math and reading MCA tests for grades 7, 8, 10 and 11 are finished. The high school Science MCA will be in May. Grades 3 through 6 will begin reading and math assessments on 4/29. The testing process has run very smoothly.

Community Education Director Cheryl Arnold reviewed her written report. The summer community ed program will be four days of activities with a 5th day for some possible field trips. Preschool Open House was April 10th. Following the Open House registration for the two days per week for four and five year olds extended day (8:15 a.m. to 2:45 p.m.) and the two days per week half day (9 - 11:30 a.m.) for three year olds classes are almost full. There are openings available in the three day per week extended day for four and five year olds and the three day per week (11:45 a.m. to 2:45 p.m.) class for mixed ages, which is available to three to five year olds. Braham's preschool continues to have a 4 star rating from the state and our reading program is at a 92 or 93 with 95 being the highest possible score. May 15th is the end of year celebration for early childhood. There will be a free meal and opportunity to meet with the kindergarten teachers.

Sup't. Winter's report to the board included updates of RRSEC, Friends of the Library, SEE, and ECMECC Governance meetings. Mr. Winter told the board that the legislature has closed the donut hole for all school districts which means that if the board chooses to, Braham would be eligible for up to \$149 more per student. There will be more discussion at upcoming working board meetings and community meetings before any action is taken.

Board members reported on individual meetings and activities attended. Many board members attended the spring play and expressed their appreciation and compliments to the director and students. New board members, M. Thompson and A. Londgren, attended Phase 3 and 4 board member training sponsored by MSBA. R. Hughes also attended the Phase 4 training. Chair Eklund stated that ECMECC received the finance Award from MDE for FY 12-13. ECMECC has been financially doing well and will be waiving fourth quarter fees again this year for member schools. Many other meetings, games, and events were attended.

Motion by M. Thompson, second by R. Hughes to adopt the Resolution Discontinuing and Reducing Educational Programs and Positions as presented. Carried unanimously. A copy of said resolution shall be part of the official minutes.

Motion by A. Londgren, second by T. Cuda to adopt the Resolution Relating to the Nonrenewal of the Teaching Contract of Lauren Amundson, a Probationary Teacher effective the end of the 2013-1204 school year. A roll call vote was taken and passed unanimously. Carried. A copy of said resolution shall be part of the official minutes.

Motion by R. Hughes, second by A. Flowers to adopt the Resolution Proposing to Place Jared Eichten on .17 Additional Unrequested Leave of Absence effective the end of the 2013-2014 school year for the 2014-2015 school year. A roll call vote was taken and passed unanimously. Carried. A copy of said resolution shall be part of the official minutes.

Motion by A. Londgren, second by M. Thompson to adopt the Resolution Relating to the Release of the Karen Ware a Title One Paraprofessional effective at the of the 2013-2014 school year. A roll call vote was taken and passed unanimously. Carried. A copy of said resolution shall be part of the official minutes.

Motion by A. Flowers, second by R. Hughes to adopt the Resolution Relating to the Release of Deb Londgren a Kindergarten Paraprofessional effective the end of the 2013-2014 school year. A roll call vote was taken and passed unanimously. Carried. A. Londgren abstained from voting. A copy of said resolution shall be part of the official minutes.

Motion by T. Cuda, second by Z. Braund to accept the letters of resignation submitted by Judy Moravec, Elementary Food Service helper/server effective 3/17/14; Craig Kotsmith, HS Business teacher, effective at the end of 2013-2014 school year; and William Broderius, District Vocal Music teacher, effective at the end of the 2013-2014 school year. Carried.

Motion by A. Londgren, second by R. Hughes to accept the letter of retirement submitted by Pamela Ekund, elementary classroom teacher effective the end of the 2013-2014 school year. Carried.

Motion by M. Thompson, second by A. Flowers to approve the maternity leave request for Mariah Olson, Early Childhood Special Education teacher beginning approximately June 1, 2014. Carried

Motion by A. Flowers, second by R. Hughes to approve the hiring recommendations for Amber Hoffman, as one FTE high school Science teacher beginning fall 2014 at BA Step 1 of the BEA contract; Hydie Hecht, Food Service helper/server 2.5 hours per day at the elementary, effective 4/23/14 at Step one of the food service contract; Stephanie Hamilton, full-time high school evening cleaner/sweeper effective 4/22/14 at Step 1 of the Custodial Contract; and, Michelle Kamholz, elementary 1:1 paraprofessional effective 4/7/14 at Step 1 of Sec/Para Contract. Carried.

Motion by A. Londgren, second by T. Cuda to approve the hiring of Deborah Thompson as .5 FTE Spanish teacher beginning fall 2014 at MA 45 Step 1. Carried. M. Thompson abstained.

Motion by T. Cuda, second by A. Flowers to accept the resignation of Juanita Worthley as the Assistant Track Coach.

Carried.

Motion by R. Hughes, second by A. Londgren to approve the move of Kendell Proell to the Assistant Track Coach position at Step one of the "C" Schedule; and, to hire Joe Rajkowski for the 7th and 8th grade Track Coach position at Step 9 of the "C" Schedule. Carried.

The following teachers have attained tenure status: Shandell Harvey, elementary education and Laurie McNallie, FACS teacher.

Motion by M. Thompson, second by A. Flowers to approve the Preliminary Budget for the 2014-2015 fiscal year as presented. Carried. These numbers are preliminary and may be subject to change prior to the Final FY 2014-2015 budget being presented for adoption at the Regular June school board meeting.

Motion by R. Hughes, second by T. Cuda to appoint the elementary principal to serve as the Local Education Agency representative for the Title I, Title II, Title VI, and the Assurance of Mastery Programs with the Braham Area Schools for the 2014-2015 school year. Carried.

One quote was received for the 2014-2016 district student transportation services. This will be handled at the Regular May school board meeting.

Motion by T. Cuda, second by A. Flowers to adopt the Resolution directing the Superintendent to revise the school policy manual to a system of numbers versus letters. Carried.

Motion by Z. Braund, second by T. Cuda to move forward with the 1:1 Initiative as presented to the board, staff and community. Carried.

Motion by M. Thompson, second by A. Flowers to adopt the Revised 2013-2014 School Calendar. Carried.

Motion by R. Hughes, second by A. Londgren to set the following committee meetings: Monday, May 5, at 6 p.m. - Policy Review Committee; Wednesday, May 7, at 6 p.m. - Title One negotiations; Monday, May 12, at 6 p.m. - Buildings and Grounds (outside walk through); Wednesday, May 14, at 6 p.m. - Food Service negotiations; Wednesday, May 21, at 6 p.m. District negotiations for individual contracts. Carried.

Chair Eklund reminded all present that the Regular May school board meeting is set for Monday, May 19th, at 7:00 pm, BAHS Community Room.

Motion by M. Thompson, second by A. Flowers to adjourn at 8:17 p.m. Carried

Zane Braund, Clerk

Attest: _____
Steve Eklund, Chair

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

Grade	Sept 10th	Oct 9th	Nov 6th	Dec 6th	Jan 10th	Feb 7th	Mar 5th	Apr 2nd	May 5th
K	71	72	71	70	67	67	68	69	69
1	59	58	57	57	57	57	57	55	54
2	69	71	72	72	70	70	68	68	69
3	60	60	61	60	62	62	62	61	62
4	65	63	62	62	62	62	63	65	65
5	74	72	73	74	71	69	69	69	69
6	67	67	66	67	65	63	63	65	66
7	70	69	69	69	68	68	69	68	66
8	69	69	68	67	66	65	65	65	64
9	62	62	62	63	63	60	60	59	58
10	77	77	76	75	74	73	73	73	73
11	45	45	45	45	42	43	43	44	44
12	48	47	48	49	49	48	48	48	47
K - 12 Sub- Total	836	832	830	830	816	807	808	809	806
EC/SE	9	12	10	10	10	12	13	12	13
TOTAL K - 12 plus ECSE	845	844	840	840	826	819	821	821	819

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
Dave & Kathy Tomlinson	cash -- \$50.00	Scoreboard for E gym
John & Audrey Larson	cash -- \$100.00	Scoreboard for E gym
Loren Brabec	cash -- \$75.00	Scoreboard for E gym

5. Open Forum.

6. Review Student Council Representative’s report.

May 19, 2014

- ★ We are planning on doing our annual ditch cleanup on Tuesday, May 27th. Due to rain possibility, our backup day is Wednesday, May 28th.
 - ★ We have selected new officers for next year. Our officers for next year are :
 - Co-Presidents: Angie Bendicksen and Mackenzie Larson
 - Vice-President: Thomas Warner
 - Secretary: Hunter Richmond
 - Treasurer: Natalie Bacon
 - ★ We will continue with recycling and announcements.
-

7. Review Elementary Principal's report.

1. MCA Testing

- All MCA testing is completed.
- Thank you to Tracy Fix for scheduling everyone's lab times.
- Thanks to Mike Thompson, Becky Swanson, and the teaching staff for proctoring tests and encouraging students to do their best!

2. Elementary Teaching Positions

- Thursday, May 15th and Friday, May 16th we interviewed for a 3rd and 6th Grade teacher.
- Posting closed on May 16th for two elementary Special Ed. Positions.
 - Interviews will be held the week of May 19th.

3. Cub Scouts/Boy Scouts

- Boy Scouts of America would like to organize a group in our area.
- We are currently looking for volunteers.

4. Reading Corp/Math Corp

- We have posted for 3 positions.
 - 1 Full-time literacy Tutor (K-4)
 - 1 Part-Time Literacy Tutor (Pre-K)
 - 1 Full-Time Math Tutor (5-8)

5. Track and Field Day (Grades 1-4) May 14th - 5th and 6th Fun Day is Tuesday, May 20th.

- Thanks to Sue Pearson, Cassie Tomczak, and the MANY volunteers (H.S. students, parents, etc. for volunteering.)

6. April 23rd was Secretary Day

- Thanks to Jan Strohkirch, Ellen McKinney, Dana Hendren, Brittany Lakeberg, Kathy Olson, Julie Olson, Michelle Becker, and Connie Gelle.

7. New Art

- We are in the process of having new art added to the walls of the elementary.

- Ms. Fraki and some H.S. students will be volunteering their time and talents to make this happen.

8. Bomber PRIDE

- Students that have shown great Bomber PRIDE throughout the year will be entered into a drawing to have their handprints put on the wall. One student from each class will be chosen.

9. All-Day, Everyday Kindergarten Update

- Lori Auers, Roxanne Kirby, Candi Lund, Dawn Olson

10. Looking Ahead...

- Elementary grades will be taking field trips in May
 - 1st Grade – Como Park
 - 2nd Grade – Children’s Museum
 - 3rd Grade – Science Museum
 - 4th Grade – Duluth Aquarium
 - 5th Grade – U of MN
 - 1. Energy and U
 - 2. Tour of TCF Bank Stadium
 - 6th Grade – State Capitol

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8. Review Assistant Principal/Activities Director report.

**Activities Director
School Board Report
May 19th, 2014**

1. In addition to their weather short regular seasons:
 - a. Softball will begin their Sub-Sections at a site to be determined on May 19th
 - b. Baseball will begin their Sub-Sections at a site to be determined on May 23rd
 - c. Golfers start with
 1. The girls on May 27 at Victory Links
 2. The boys on May 28 at Victory Links
 - d. Track and Field athletes will begin in Mora on May 20th then at St. Johns on May 28th.
2. Report from Spring MSHSL meeting.
3. Report from GPFA meeting.
4. Have started getting a few checks for the East Gym Scoreboard.

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9. Review High School Principal’s report.

**School Board Report
May 2014
Justin Sawyer, Principal**

MCA Tests:

We have finished up our MCA testing for the 2013-2014 school year. It was a long process and students worked pretty hard throughout the testing season. Some of our preliminary results look pretty good. Official test results and MMR scores may not be available until August. We will keep the Board posted when official results arrive.

Students of Excellence:

On April 30, four of our seniors were recognized for their academic achievement at an awards banquet in St. Cloud. Our award winners this year are Jenna Winter, Ariel Ramstad, Rachel Eskuri, and Lindsey Stormy Husnick.

Awards Banquet:

The spring awards banquet was held on May 8. Many students were recognized for their hard work. Awards and scholarships were handed out to many well deserving students. Thank you to Ms. Becker, Ms. Johnson, and Ms. Person for all of their work in preparation for the event.

Super Mileage:

On May 12 – 14 the SuperMileage Team competed at the competition in Brainerd. The team entered an ethanol car and a stock car. I will share results at the Board Meeting.
Go Bombers!

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- 10. Review District Assessment Coordinator’s report.

May 2014: District Assessment Coordinator Report

Spring MCA testing is finally complete! We managed to make it through the testing window without any major hiccups. Students in grades 3-11 put their best foot forward during their testing sessions.

A special thank you to all the teachers and staff members for making the sessions run as smoothly as they did. Also, thanks to Mike Thompson, Becky Swanson and Joe Rajkowski for helping run the online test sessions. Everyone’s hard work and collaboration paid off for a very successful testing season!

Respectfully Submitted,
Tracy Fix

- 11. Review Community Education Director’s report.

Community Education Updates as of 5/12/14

Early Childhood End of the Year Celebration- May 15th estimated 200

2014-15 Preschool Classes- still taking registrations!!!

Comm. Ed Summer Camp is June 23 – 26 with a family field trip to Valley Fair on June 27

E. Childhood Summer Activities- Wednesday Playgroup and Preschool Camp (June 23-26)

Community Ed Class Enrollment (Wrapping up for Summer)

ADULT-

Indoor Walking- 40
Mosaic Bird Bath- 9
55+ Defensive Driver Course- 14

YOUTH –

Build Your Own Fishing Rod- 5
ATV- 10
Youth FIRST CLUB- 73
Minecraft Club- 20
Spectacular Spring Crafts-13
Safe On My Own-16
Crazy Chemistry- 14
Firearms Safety-26

ECFE (Early Childhood Family Education) Program-

Mixed Ages- 21 children, 14 parents (WOW!!!)
Family Fun Nights- 5 children, 4 parents
Story time and Open Play- weekly attendance varies!
Scream FREE Parenting Workshop- 4 parents
*All Weekly Classes well attended and ended May 10th

Preschool Program-

3 sections- running with 2 full and 1 almost full. Max is 20 in each.
*All Preschool Classes ended on May 13th

Submitted by Cheryl Arnold 5/12/14

12. Superintendent's report.



Superintendent's Report for May '14

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

MASBO: Ms. Patzoldt, Ms. Sward and I attended this conference. A lot of great information was given out in regards to the end of the legislative session. Attended a number of conferences in regard to changing laws on school expenditures and different sources of revenue.

RRSEC Governance: Mr. Thompson attended this conference.

Collaborative Committee: Two of the Isanti County commissioners were present to hear a presentation from Charity Allen, our share CD counselor. They are very supportive of this program.

Supermileage Contest: I did have the opportunity to travel up to Brainerd International Raceway to see some of the supermileage contest. Our students and Mr. Becker put a lot of hard work into the car in preparation for the competition. There will be some report later on how our students did in their first year.

Legislative Update:

13. School Board members' reports/updates.

14. Consider Personnel items.

Letters of Resignation

Krista McNally, School Counselor

Krista McNally has submitted her letter of resignation from her School Counselor position at the high school, effective at the end of the 2013-2014 school year. The board is being asked to accept Krista McNally's letter of resignation. Ms. McNally has been offered and accepted a position in the Brooklyn Center School District. She has been the High School Counselor in Braham since August 2011.

Tim Malone, Assistant Principal/Activities Director

Tim Malone has submitted his letter of resignation from the Assistant Principal/Activities Director position at the high school, effective June 30, 2014. Mr. Malone was offered and has accepted a position in the Stewartville School District. The board is being asked to accept his letter of resignation. Mr. Malone has been with the district since the fall of 2005. He has been in his current position since fall 2010.

Tina Engberg, 1:1 Paraprofessional

Tina Engberg has submitted a letter of resignation from her position as a 1:1 paraprofessional at the elementary school, effective the end of the 2013-2014 school year. The board is being asked to accept her letter of resignation. Ms Engberg has worked as a substitute para and employee since February 2011.

Brad Johnson, Cleaner/Sweeper

Brad Johnson has submitted a letter of resignation effective at the end of the work day, Monday, May 12, 2014. The board is being asked to accept Brad's letter of resignation.

Lane Advance Request

Deb Thompson, Spanish Teacher

Deb Thompson has submitted a request for lane advancement from the MA+45 to the

MA+60 lane. Mrs. Thompson has completed all necessary requirements to qualify for this lane advancement. Mrs. Thompson's 2014-2015 salary for the .5 Spanish teacher position will be based on MA+60, Step 1 at the beginning of the 2014-2015 school year.

Step Correction

Michelle Kamholz, 1:1 paraprofessional was hired at Step 2 of the Sec/Para Contract not Step 1, as previously approved. Step 2 is retro to her start date of April 7, 2014 in this 1:1 position.

Tenure Teachers

The following teacher has attained tenure status:

Karen Prigge - High School Special Education teacher

No action is required. This is informational only.

15. Consider bids for Summer 2014 Roofing Project(s).

Bids are due by 2:00 p.m. on Monday, May 19th. Eric Linner, WOLD Architects, will be at the school board meeting to review the bids and make recommendations to the school board.

16. Consider bids for Summer 2014 High School Toilet Remodel.

Bids are due by 2:00 p.m. on Monday, May 19th. Eric Linner, WOLD Architects, will be at the school board meeting to review the bids and make recommendations to the school board.

17. Consider proposal(s) received to provide the district's student transportation services.

Please review the proposal(s) received and to be considered for providing student transportation services for the 2014-2015 and the 2015-2016 school years.

18. Consider renewal of MSHSL membership for 2014-2015.

Each year the district must renew its membership in the Minnesota State High School League in order to be eligible to participate in league-sponsored activities/events.

Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2014-2015 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 314, County of Isanti, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Braham Area High School
531 Elmhurst Av S
Braham, MN 55006

is/are authorized by this, the Governing Board of said school district or school to:

1. Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
OR;
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.
3. Our school **WILL NOT** be renewing its membership in the Minnesota State High School League.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____ Signed: _____
Clerk/Secretary - Local Governing Board Superintendent or Head of School
Date: _____ Date: _____

District Office Address, City, Zip: 531 Elmhurst Av S, Braham, MN 55006

School Superintendent's Phone: 320-396-3313 School Superintendent's Email: gwinter@braham.k12.mn.us

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2014
Retain one copy for the school files.

19. Consider Student Assurance Services, Inc.

The school district has participated in this program for a number of years. It provides district parents an opportunity to purchase insurance through Student Assurance Services, Inc. of Stillwater, MN to provide coverage for their children for accidents and other purposes. The board should take formal action if it wishes to authorize Student Assurance Services to continue to offer insurance to parents for students in the Braham School District for the 2014-2015 school year.

20. Consider Joint Powers agreement with RRSEC.

This is an annual agreement signed by all member districts of the Rum River Special Education Cooperative. The purpose of the agreement is to provide, by cooperative effort, comprehensive education programs that can be efficiently and effectively operated by the members districts: Braham, Cambridge, Isle, Milaca, Mora, Ogilvie, and Princeton.

Joint Powers Agreement for Rum River Special Education Cooperative

This Agreement entered into this first day of July 2014 by and between Independent School Districts:

Braham I.S.D. #314

Cambridge-Isanti I.S.D. #911

Isle I.S.D. #473

Milaca I.S.D. #912

Mora I.S.D. #332

Ogilvie I.S.D. #333

Princeton I.S.D. #477

hereinafter referred to as Member Districts witness:

WHEREAS, each Member District has determined that required special education services can best be delivered through cooperative efforts; the undersigned school districts hereby agree:

1. ESTABLISHMENT OF JOINT POWERS COOPERATIVE. That hereby there is established a Joint Powers Special Education Cooperative to be known as the Rum River Special Education Cooperative as approved by majority vote of each school board of the participating districts.
2. PURPOSE OF AGREEMENT. The purpose of this Agreement shall be to provide by cooperative effort, comprehensive education programs as can be efficiently and effectively operated by this group of districts. This Agreement amends and supersedes the previous Agreement between "members" is effective starting July 1, 2014.
3. ACCOMPLISHMENT OF PURPOSE. The purpose of this Agreement shall be the creation of a Joint Powers Governing Board (herein referred to as the "Governing Board") and the Joint Powers Executive Council (herein referred to as the "Executive Council"), who shall, on behalf of the Member Districts, apply for, receive and administer educational funding, including state special education reimbursements and money received through federal and other sources. The Governing Board and Executive Council shall administer these funds and exercise its authority in such a way as to accomplish the purpose of this Agreement as set forth in Paragraph 2. The establishment of the Rum River Special Education Cooperative shall facilitate the delivery of services provided by State and Federal law and regulations, the Commissioner of Education and the Member Districts. The care, management and control of the Rum River Special Education Cooperative shall be vested in the Cooperative's Joint Powers Board.

WHEREAS, methods to accomplish improved educational opportunities for the member districts shall include:

ARTICLE I

Governance

A. Rum River Special Education Cooperative Joint Powers Governing Board of Directors

1. The Governing Board shall consist of one appointed school board member from each member school district. The Director of Special Education of the Rum River Special Education

Cooperative and the superintendents of all member districts shall serve as ex officio, non voting members of the Governing Board.

2. Each Representative shall be appointed for a two year term, may be reappointed and shall continue to serve until their successors are appointed. Each Member District shall be entitled to only one vote, which must be made in person and not in proxy.
3. A Board vacancy shall be filled for the unexpired term by appointment of the governing body of the Member District whose seat is vacant, within 30 days of the vacancy.
4. Each member District staff appoints an alternate delegate to represent that Member District when its delegate is unavailable.
5. The elected officers of the Governing Board shall be a Chairperson, a Vice-Chairperson and a Clerk. The Secretary of the Governing Board shall be the Director of Special Education and, as such, shall serve in the capacity of an Executive Secretary. The Executive Secretary shall have no vote and no authority as a Board member.
6. The election of the Governing Board officers is by majority vote of the members of the Governing Board at its first meeting of each fiscal year. A term of an officer is for one year and such term shall expire at the meeting at which the new officer is elected.
7. At any meeting at which a quorum is not present, the delegates in attendance have the power to set the time and place for the next meeting. A quorum shall consist of a majority of all the voting members of the Governing Board.

B. Board Officer Responsibilities

The Governing Board, in addition to the authority found elsewhere in the Agreement, is empowered generally to act in the interest of the Member Districts. Board officers shall have the parliamentary duties usually ascribed to such offices as well as those specifically assigned:

1. The Chairperson conducts the meetings, executes undertakings offered as directed by the Board and is the official representative of the Board in all matters relating to the Special Education Cooperative.
2. The Vice-Chairperson acts in the absence of the Chairperson and has all the powers of the Chairperson during the latter's absence.
3. The Clerk shall be responsible for ordering and signing of all contracts, at the direction of the Board.

C. Governing Board Responsibilities

The responsibilities of the Governing Board shall be to:

1. Provide a thorough and continuing system of reporting to and communication with the Board of Education of each Member District.
2. Employ a Director of Special Education who shall be responsible to the Governing Board for the administration of the Special Education Cooperative's services.
3. Provide or procure necessary facilities, equipment and property to purchase, lease, grant or through other lawful means, for its use with the scope of this Agreement and to dispose of same in accordance with law and this Agreement when the need for it has ended or when the Agreement is terminated.
4. Enter into contracts, as it deems appropriate, by law, regulation, or order for the manner of use and for the supervision and disposition of property assigned to, held by or managed by it.
5. Employ professional and other skilled or unskilled personnel as and when the need arises either on the basis of permanent employment through contractual agreements or the purchase of services through a member district, or in a temporary or consultative capacity, but only to the extent that funds have been made available to it for that purpose.
6. Govern the affairs of the Joint Powers Cooperative under the policies, guidelines and directives of the Governing Board within the law.

7. Prior to July 1 of each year, the Governing Board will approve and adopt its revenue and expenditure budget for the next fiscal year. Budget revisions shall be presented to the Governing Board for approval during the current year if adjustments become necessary. Proposed budget, adjustments shall be recommended by the Executive Board prior to consideration by the Governing Board.
8. Annually review the Joint Powers Agreement and report to Member District Boards and the Commissioner of Education about the activities of the Joint Powers Cooperative.
9. Establish and maintain a schedule of time and place of its meetings and give notice of regular and special meetings as required under the Minnesota Open Meeting law as amended (Minnesota Statutes, Chapter 13D). The Board shall also comply with state law requirements applicable to school boards.
10. Establish, review regularly and amend as necessary, by-laws specifying the duties and powers of its officers and the meeting dates of the Board, as well as such other provisions as may be usual and necessary for the efficient conduct of the business of the Governing Board.
11. Establish special educational programs for Member Districts.
12. Adopt fiscal, personnel and other policies to govern the administration and operation of its services as well as those services and staff shared by member Districts and/or other agencies.
13. Do what is reasonably necessary to achieve the purpose of this Agreement to the extent that such action is within the intent and purpose of this Agreement and complies with all state and federal statutory provisions, which are applicable to the Member Districts.
14. Contract with a Member District to act as the fiscal host to the Joint Powers Cooperative to provide the functions essential and necessary for the management of fiscal affairs related to the operations of the Cooperative programs, acting in the name of the Cooperative's Governing Board, with the Cooperative Governing Board approval to include payroll, bills, receipt of funds, maintenance of fiscal records, and disbursement of funds.

ARTICLE II

Administration

- A. Rum River Special Education Cooperative Joint Powers Executive Council
 1. Executive Council Meetings

The superintendents of the member school districts shall constitute the Executive Board to Rum River Special Education Cooperative.

 - a. The Executive Council shall meet at least eight times per year at times and places determined by the Executive Council. The Council will establish and maintain a schedule of time and place of its meetings and give notice of regular and special meetings as required under the Minnesota Open Meeting Law.
 - b. A majority of the members shall constitute a quorum for the purpose of conducting business. A quorum once established at a meeting shall not thereafter be lost at that meeting by the withdrawal of members. At any meeting at which a quorum is not present, the members in attendance shall have the power to set the time and place for the next meeting.
 2. Executive Council Responsibilities

The Executive Council shall:

 - a. Act as the administering council of Rum River Special Education Cooperative and in addition to such other authority as may be granted to it in this agreement, shall be generally empowered to:
 - 1) Administer the affairs of Rum River Special Education Cooperative under direction of the Governing Board;
 - 2) Review, revise and recommend an annual budget to the Governing Board prior to June 30 of each year and approve all disbursements of funds;
 - 3) Make recommendations to the Governing Board in the matter of policy,

programs and such other matters as would enhance the function of Rum River Special Education Cooperative.

- b. Have all the functions essential and necessary to the administration of Rum River Special Education Cooperative; including the recruitment, supervision, assignment of all personnel, and the recommendation to the Governing Board for employment and termination of licensed personnel.
- c. Be responsible for the management of the fiscal affairs related to the operation of Rum River Special Education Cooperative and in such capacity shall authorize the payment of all bills and payroll checks and receive all monies for Rum River Special Education Cooperative.
- d. Make application for, receive and administer Federal and State aids, grants and reimbursements for programs carried out by the Cooperative and for which the Cooperative is entitled.
- e. Bill each of the member districts regularly for its proportionate share of the costs of operations of the Rum River Special Education Cooperative.

B. Joint Powers Director of Special Education

The Director of Special Education shall be employed and supervised by the Executive Council. The Director of Special Education shall be the chief administrative officer of the Rum River Special Education Cooperative.

1. Duties

- a. The Director is responsible to recruit, interview and recommend the employment of prospective employees to the Joint Powers Cooperative.
- b. The Director may indicate a recommendation for employment to the candidate, but shall also inform the candidate that an approval of the employment may come only from the Governing Board.
- c. The Director is responsible for the assignment, supervision and evaluation of all personnel employed by the Joint Powers Cooperative.
- d. The Director shall submit to the Executive Council for review proposed policies for the Joint Powers Cooperative and guidelines for the operation of each program or service offered by the Joint Powers Cooperative. The Executive Council shall recommend for approval by the Governing Board policies and program guidelines for the Joint Powers Cooperative.
- e. The Director shall prepare an annual budget, which shall be presented to the Executive Council in March of the year preceding the school year in which the budget is to take effect.
- f. The Director shall make all necessary reports and file all claims for reimbursement and aids to which the Joint Powers Cooperative is entitled.
- g. The Director shall prepare advisory reports to the Superintendents and/or the Boards of Education.

ARTICLE III

Finance

The costs of the operation of the Rum River Special Education Cooperative, including such things as salaries, travel, supplies and equipment, shall be borne by the districts served by the Cooperative. Service costs shall be shared on a per capita basis. Costs for programs paid with local and state funds shall be shared based on the school districts' general populations. Federal programs expenditures shall be based on the December child count (number of students with disabilities) from the prior year. Member districts will be billed monthly for their proportionate share of the costs of the operation of the Joint Powers Cooperative. Final billing to each member district will take place at the end of the fiscal year. A certified audit and financial report shall be prepared at the close of each fiscal year by a certified public accountant that has been approved by the Joint Governing Board.

Each member district will be responsible for their own costs incurred in due process options, including, but not

limited to, complaints, hearings and mediation.

- A. **FINANCIAL OPERATIONS OF THE JOINT POWERS COOPERATIVE:** The Joint Powers Cooperative will contract for financial services with a Member District for the management of the fiscal affairs related to the operation of the Cooperative. Contracted services will include:
1. Maintenance of records, disbursement of funds, and acceptance of receipts in accordance with the budget as approved by the Joint Powers Board.
 2. Make application for, receive and administer Federal and State aids, grants and reimbursements for programs carried out by the Cooperative.
 3. Make payments to and require payment from Member Districts as necessary and appropriate under the law and as described by the By-Laws of the Joint Powers Cooperative.
 4. Pay all bills, issue all payroll checks and receive all funds and bill Member Districts for the proportionate share of the costs of operations of the Cooperative.
 5. Make necessary reports to State and other agencies and file all claims for reimbursement and State and Federal aids for which the Cooperative is entitled.
 6. Establish and maintain financial records from which an annual audit report may be derived.
 7. If requested, provide an annual audit report to each of the Member Districts.
- B. **SEPARATE BENEFITS FOR MEMBER DISTRICTS.**
Nothing herein shall prevent any Member District from applying separately for any benefits to which it may itself be entitled.

ARTICLE IV

Programs and Services

The Joint Powers Cooperative is vested with providing effective and efficient programs and services for all of its member districts.

- A. Programs for students with disabilities will be coordinated and staff utilized as agreed by Member Districts.
- B. Low incidence services will be coordinated and staff utilized as agreed by Member Districts.
- C. Research, evaluation, planning and program and/or staff development will be carried out as agreed by Member Districts.
- D. Summer Extended School Year (ESY) programs will be carried out as agreed by Member Districts. E. Assistive technology for educational programs will be managed and implemented as agreed by Member Districts.
- F. Three separate site educational programs for students with emotional/behavioral disorders will be managed and implemented as agreed by Member Districts.
- G. A separate site program for students with challenging behaviors and communication disorders will be managed and implemented as agreed by Member Districts.
- H. Assistance with improvement initiatives such as Response to Intervention (Rtl) and Positive Behavioral Interventions and Supports (PBIS) will be provided as agreed by Member Districts.
- I. Improved learning will be an ongoing goal and function of the Joint Powers Cooperative.
- J. Special Education practices and procedures will be developed and administered in a manner that is in compliance with current law.
- K. Comprehensive planning will be an ongoing function and goal of the Joint Powers Cooperative.
- L. The Joint Powers Cooperative will monitor compliance with State and Federal Laws.

ARTICLE V

Membership

- A. **Addition of Member Districts:**
Any school district, whether or not an original signatory, may become a member upon application to the Cooperative Joint Powers Board, with majority consent of the current Member Districts and

subscription to this Agreement. Such applicants shall also agree to apply to the Cooperative, a prorata cost for the real and personal property owned by the Cooperative. This amount shall be determined by the Cooperative's Joint Powers Board from the records it has maintained. Before any district is accepted to the Rum River Special Education Cooperative, the cost and fiscal responsibility shall be presented in writing to the district requesting membership. Membership shall become effective on the date of subscription to the Agreement.

B. Withdrawal of Member Districts:

1. All members of this Cooperative shall be bound by the terms of this Agreement during any fiscal year in which it is a member. Any Member District may withdraw from the Cooperative by giving to the other Member Districts before July 1, written notice of its intention to withdraw. Such withdrawal, however, shall become effective only on June 30 of the following fiscal period. The withdrawing member is encouraged to submit comment as to why they are withdrawing.
2. In the event a Member District consolidates with another Member District and thereby creates another new school district, the new district continues as a member and assumes responsibility for the debt and assets of the 2 consolidated districts.
3. Upon termination of membership in this Agreement, the terminating Member District shall be refunded their proportionate share of current depreciated value of any real or personal property they helped purchase. The amount refunded shall not exceed the proportionate share originally paid by the terminating district for said property.
4. The withdrawal shall affect employment matters of a Member District as described under Minn. Stat. 123A33, as amended, when the withdrawal has occurred in order for the withdrawing district to provide the same educational services or programs by other means.

ARTICLE VI

Dissolution of the Joint Powers Cooperative

A. Dissolution

1. This Agreement may be terminated by a two-thirds vote of the Cooperative Joint Powers Board. Such determination, however, shall become effective only on June 30 of the following fiscal period in which the vote occurred.
2. Upon termination of the Cooperative, all funds remaining after payment of all outstanding debt and obligations and all property owned by it shall be distributed to Member Districts in the same proportion as those Member Districts contributed to the Cooperative when they joined.

B. Liability Limitations

In keeping with Minnesota Statutes, and specifically Minn. Stat. 136D.83 as amended, no participating school district shall have individual liability for the debts and obligations of the Joint Powers Board, except as described herein; nor shall any individual serving as a member of the Board have such liability.

ARTICLE VII

Review and Amendment

A. The Joint Powers Board shall review this Agreement annually. Necessary amendments shall be identified and proposed to each of the school boards of the Member Districts. The amendments must be adopted by majority vote of the full membership of each Member District School Board. No Amendment shall become effective until after it is so approved by all Member District School Boards. Should any provisions be found unlawful, the Agreement shall be amended so that the Agreement is lawful.

IN WITNESS WHEREOF, this Agreement is entered into by the action of the governing body of each original signatory, and in attestation thereof this instrument is signed in their respective names, by direction of their Boards of Education by their respective clerks in Independent School District #314 of Braham, Independent School District #911 of Cambridge-Isanti, Independent School District #473 of Isle, Independent School District #912 of Milaca, Independent School District #332 of Mora, Independent School District #333 of Ogilvie, Independent School District #477 of Princeton.

~~INDEPENDENT SCHOOL DISTRICT #314~~
BRAHAM, MINNESOTA

~~INDEPENDENT SCHOOL DISTRICT #332~~
MORA, MINNESOTA

Clerk

Clerk

Date

Date

~~INDEPENDENT SCHOOL DISTRICT #911~~
CAMBRIDGE, MINNESOTA

~~INDEPENDENT SCHOOL DISTRICT #333~~
OGILVIE, MINNESOTA

Clerk

Clerk

Date

Date

~~INDEPENDENT SCHOOL DISTRICT #473~~
ISLE, MINNESOTA

~~INDEPENDENT SCHOOL DISTRICT #477~~
PRINCETON, MINNESOTA

Clerk

Clerk

Date

Date

~~INDEPENDENT SCHOOL DISTRICT #912~~
MILACA, MINNESOTA

Clerk

Date

- 21. Consider Resolution Approving the Transfer of Bond Proceeds from the Construction Funds to the Debt Redemption Fund.

Member _____ introduced the following Resolution and moved its adoption.

Resolution Approving the Transfer of Bond Proceeds from the Construction Fund to the Debt Redemption Fund

WHEREAS, Independent School District No. 314, Braham Area Schools (“School District”) issued Capital Facilities Bonds in 2009; and

WHEREAS, the School District issued Alternative Facilities Bonds in 2009; and

WHEREAS, the proceeds of the Capital Facilities Bonds and the Alternative Facilities Bonds were placed into the School District’s Construction Fund (Fund 6); and

WHEREAS, the School District completed the construction projects that were financed by the Capital Facilities Bonds and the Alternative Facilities Bonds; and

WHEREAS, after the construction projects were completed, the School District had a surplus in its Construction Fund; and

WHEREAS, Minnesota Statutes, Section 123B.64, subdivision 4, requires the School District to transfer the surplus attributable to the Capital Facilities Bonds to its Debt Redemption Fund (Fund 7); and

WHEREAS, Minnesota Statutes, Section 123B.59, subdivision 8, requires the School District to use all surplus attributable to the Alternative Facilities Bonds for specific purposes, including replacing future bonding authority and making payments on principal and interest owed by the School District; and

WHEREAS, Minnesota Statutes, Section 475.65 requires the School District to transfer surplus from its Construction Fund to its Debt Service/Debt Redemption Fund; and

WHEREAS, Minnesota Statutes, Section 123B.80 requires the School District to obtain permission from the Minnesota Department of Education before transferring funds from one account to another.

NOW, THEREFORE, BE IT RESOLVED by the Board of Independent School District No. 314 as follows:

1. The Business Manager is authorized and directed to seek permission from the Minnesota Department of Education to transfer all surplus revenue generated by the 2009 Capital Facilities Bonds (currently \$73,212.59) and all interest accrued or accruing thereon from the Construction Fund (Fund 6) to the Debt Redemption Fund (Fund 7).
2. The Business Manager is authorized and directed to seek permission from the Minnesota Department of Education to transfer all surplus revenue generated by the 2009 Alternative Facilities Bonds (currently \$19,928.09) and all interest accrued or accruing thereon, from the Construction Fund (Fund 6) to the Debt Redemption Fund (Fund 7).
3. Subject to the approval of the Minnesota Department of Education, the Business Manager is authorized and directed to transfer all surplus attributable to the 2009 Capital Facilities Bonds and Alternative Facilities Bonds (currently a total of \$93,140.68), plus all interest accrued or accruing thereon, from the Construction Fund (Fund 6) to the Debt Redemption Fund (Fund 7).

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

and the following voted against the same:

Whereupon the Resolution was declared duly passed and adopted.

22. Review District Policies.

The following policies were identified by MSBA as Mandatory for the District Policy Manual: #406 -

Public and Private Personnel Data; #502 - Search of Student Lockers, Desks, Personal Possessions, and Student's Persons; #522 - Student Sex NonDiscrimination; #531 - The Pledge of Allegiance; and, #705 - Investments. These policies are being presented for the **first reading** and discussion for consideration of adoption to be added to the District Policy Manual.

Adopted: *MSBA/MASA Model Policy 406*

Orig. 1995

Revised:

Rev. 2013

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.

H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

A. The following information on employees, including volunteers and independent contractors, is public:

1. name;
2. employee identification number, which may not be the employee’s social security number;
3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationship;
6. contract fees;
7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;

20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of timesheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

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

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

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

D. Applicants for appointment to a public body.

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

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

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

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an

- appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

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

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

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

V. PRIVATE PERSONNEL DATA

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

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

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

D. Parking space leasing data are private.

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

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

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

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

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

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

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

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

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

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

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

M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

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

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

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

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

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

VI. MULTIPLE CLASSIFICATIONS

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

VII. CHANGE IN CLASSIFICATIONS

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

VIII. RESPONSIBLE AUTHORITY

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

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

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

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

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 13.39 (Civil Investigation Data)

Minn. Stat. § 13.43 (Personnel Data)

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

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

P.L. 104-191 (HIPAA)

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

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

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

Adopted: *MSBA/MASA Model Policy 502*
Orig. 1995
Revised: *Rev. 1999*

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT’S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district’s policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student’s Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

D. Whenever feasible, a search of a person shall be conducted in private by a school official of the

same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
Minn. Stat. § 121A.72 (School Locker Policy)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

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

Adopted:

MSBA/MASA Model Policy 522

Orig. 1995

Revised:

Rev. 2003

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

B. It is the responsibility of every school district employee to comply with this policy.

C. The school board hereby designates **ACTIVITIES DIRECTOR, 531 ELMHURST AVE S, BRAHAM, MN 55006 OFFICE PHONE: 320-396-5209** as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.

C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. The school board hereby designates **SCHOOL COUNSELOR, 531 ELMHURST AVE S, BRAHAM, MN 55006 OFFICE PHONE: 320-396-5215** as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.

F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.

B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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

Adopted: *MSBA/MASA Model Policy 531*
Orig. 2003
Revised: *Rev. 2003*

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

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

IV. INSTRUCTION

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

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

Cross References:

Adopted:

MSBA/MASA Model Policy 705

Orig. 1995

Revised:

Rev. 2009

705 INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.

B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows

1. **Safety and Security.** Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
2. **Liquidity.** The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
3. **Return and Yield.** The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

A. The **Superintendent** of the school district is designated as the investment officer of the school district

and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of

school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.

B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.

2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.

3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids

are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.

B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.

C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.

B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and

compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.

C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.

D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)

Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)

Minn. Stat. § 118A.03 (Depositories and Collateral)

Minn. Stat. § 118A.04 (Investments)

Minn. Stat. § 118A.05 (Contracts and Agreements)

Minn. Stat. § 118A.06 (Delivery and Safekeeping)

Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)

Minn. Stat. § 471.38 (Claims)

Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)

MSBA Service Manual, Chapter 7, Education Funding

Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

23. Set a working school board meeting.

24. Reminder of the June school board meeting.

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

25. Adjourn.
