

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 May 19th Regular Board meeting.
 - b. Approve the June bills.
 - c. Review and accept the June Treasurer's report.
 - d. Enrollment Analysis.
4. Acknowledgement of Donations or Contributions
5. Open Forum
6. Review Student Council Representative's report. - No report this month.
7. Review Elementary Principal's report.
8. Consider changes for 2014-2015 Elementary Student Handbook
9. Consider changes for 2014-2015 Elementary Faculty Handbook
10. Review Assistant Principal/Activities Director report.
11. Consider changes for 2014-2015 Athletics Handbook
12. Consider changes for 2014-2015 Fine Arts Handbook
13. Review High School Principal's report.
14. Consider changes for 2014-2015 High School Student Handbook
15. Consider changes for 2014-2015 High School Faculty Handbook
16. Review District Assessment Coordinator's report. - No report this month.
17. Review Community Education Director's report. - No report this month.
18. Superintendent's Report
19. School Board members' reports/updates.
20. Consider Resolution Discontinuing and Reducing Educational Programs and Positions.
21. Consider Personnel items.
22. Consider increase on High School Food Service workers hours.
23. Consider decrease on Elementary Helper/Clerk hours.
24. Consider increase in Adult Breakfast and Lunch meal prices.
25. Consider ratification of the 2013-2015 Title One Contract.
26. Consider ratification of the 2013-2015 Food Service Contract.
27. Consider ratification of individual contracts for 2013-2015.
28. Consider approval of continuing contract for Chemical Dependency Counselor.

29. Consider second revision of FY 2014 Budget
30. Consider proposed final FY 2015 Budget
31. Consider Proposal received to provide the district's students transportation services.
32. Consider membership renewal in Schools for Equity in Education (SEE) for 2014-2015.
33. Consider CMERDC membership renewal for 2014-2015
34. Review District Policies.
35. Review Superintendent's semi-annual performance review schedule.
36. Set a working school board meeting.
37. Reminder of the July School Board meeting.
38. Adjourn.

ADDENDUM

Regular School Board Meeting
 Monday, June 16, 2014
 7 p.m. - BAHS - Community Room

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

Roll Call.

2. Adopt agenda.

3. Consent Agenda.

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

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

Regular School Board Meeting
 Monday, May 19, 2014
 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: Steven Eklund, Robert Hughes, Tony Cuda, Zane Braund, Angie Flowers,
 Allison Londgren, Mike Thompson, and Supt. Gregory Winter.

Members absent: None.

Motion by M. Thompson, second by T. Cuda to adopt the agenda with 2 additions. First addition, employment acceptance under agenda Item #14; second addition, new Item #14a - to Consider Request for Creation of High Potential position. Carried.

Motion by R. Hughes, second by A. Londgren to approve the minutes of the April 28th Regular school board meeting; approve the May bills, \$72,159.52; and accept the May Treasurer's report. The board also reviewed the current enrollment analysis. Carried.

Motion by M. Thompson, second by A. Londgren to adopt the resolution acknowledging May 2014 donations. 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
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

There was nothing addressed under Open Forum.

The Student Council written report was reviewed by Natalie Bacon. Student Council will do their annual ditch clean up on May 27th. They will continue with their recycling and announcement projects.

Elementary Principal Jeff Eklund reviewed his written report which included: Thank you to Tracy Fix, DAC Coordinator, and Joe Rajkowski, Mike Thompson, Becky Swanson and others who helped proctor tests. The MCA testing is now complete for 2013-2014. The interviews for open positions are on-going. Thank you to Cassie Tomczak, Sue Pearson and the MANY students and parents who volunteered to help make Track and Field day for grades 1 through 4 so successful. Fun Day for grades 5 and 6 is scheduled for Tuesday, May 20th. April 23rd was Secretary Day and he expressed his thanks and appreciation to the secretaries of the district. Ms. Fraki and high school students have been using their talents and time to add new art to the walls of the elementary building. Kindergarten teachers, Roxanne Kirby, Dawn Olson, Lori Auers and Candi Lund thanked the board for the opportunity to move ahead with the year round kindergarten program in 2013-14 and the smaller classes which allowed more 1:1 time with students. Their goal for the kindergarteners was to see a 90% proficiency in letter site and sound recognition and number recognition. The students actually showed 96% proficiency in letter recognition, 93% in letter sound recognition and 91% in number recognition. They were very excited to see this kind of success.

Activities Director/Asst Principal Tim Malone reviewed his written report. Sub-sections for Softball will be May 20th, Baseball on May 23rd, Golf for girls on May 27th and Boys on May 28th, and Track will be May 20th and May 28th, weather permitting. He attended spring MSHSL meeting. Donations have started coming in for the Scoreboard in the East gym.

High School Principal Justin Sawyer reviewed his written report. Preliminary results of the MCA tests look pretty good. Official results will not be available until August. Students, Jenna Winter, Ariel Ramstad, Rachel Eskuri and Lindsey Stormy Husnick were recognized for their academic achievements at an awards banquet in St Cloud sponsored by Resource Training and Solutions on April 30th. The Academic, Athletic and Art Award program was May 8th. Many students were recognized for their hard work by receiving awards and scholarships. Thank you to Michelle Becker, Julie Johnson and Teresa Person for all their work in preparation for this event. Mr. Sawyer attended the Super Mileage Challenge competition in Brainerd in May. Our students, under the leadership of Luke Becker, came in 2nd with their E-85 car and 10th out of 44 with their stock car. This is very impressive considering it is their first year participating and they entered two cars in competition.

District Assessment Coordinator Tracy Fix reviewed her written report. MCA testing is complete. Students in grades 3 - 11 put their best foot forward. Again, a special thank you to all of those who helped during this testing season, Joe Rajkowski, Becky Swanson, Mike Thompson and Teresa Person. Next year there will be a new testing company.

Community Education Director Cheryl Arnold was unavailable. The written report was reviewed. There were no questions.

Sup't. Winter attended the MN Association of School Business Officials (MASBO) meeting. There was a lot of information disseminated at MASBO in regards to the recent legislative session. He attended conferences on changing laws on school expenditures and different sources of revenue. Accountability is becoming more and more important. He attended the Collaborative Committee meeting. Charity Allen, CD Counselor, made a presentation at this meeting. There were two Isanti County commissioners present to hear the report. The County Commissioners were very supportive of the program. Sup't Winter attended part of the SuperMileage competition in Brainerd and got to see first hand the excitement of our students who had the opportunity to participate in such a hands on activity.

Board members reported on individual meetings and activities attended including many baseball and softball games, committee meetings, track and field day, negotiations, Echelon and Jazz concerts, and the awards program. M. Thompson attended the RRSEC governance meeting. He told the board that Rum River North got state approval for the RRN building project which should begin construction in spring 2015. Chair S. Eklund attended the MSHSL assembly. There were many policy changes that were approved at this meeting including changes to the student transfer and eligibility rule; e-cigs and synthetic drugs being added to the chemical policy; individual student ineligibility because of a chemical problem will now affect the team; and, competition against like schools were some of them.

Motion by A. Londgren, second by T. Cuda to accept the letters of resignation submitted by Krista McNally, School Counselor; Tim Malone, HS Assistant Principal/Activities Director; Tina Engberg, 1:1 Paraprofessional; and, Brad Johnson, HS cleaner/sweeper. Carried.

Motion by A. Flowers, second by R. Hughes to approve the lane advance for Deb Thompson from a MA+45 to MA+60 Step 1 effective the beginning of the 2014-2015 school year. M. Thompson abstained. Carried.

Motion by M. Thompson, second by A. Londgren to approve the step correction for Michelle Kamholz. Ms. Kamholz will continue to be paid at step 2 of the Sec/Para contract in the 1:1 position she moved to on April 7, 2014. Carried.

Motion by R. Hughes, second by M. Thompson to approve the hiring recommendation made by Jeff Eklund, Elementary Principal to hire Brea Durovec in the open third grade classroom teacher position at Step 1, Lane 1 of the BEA teacher's contract effective August 26, 2014. Carried.

The following teacher has attained tenure status: Karen Prigge, HS Special Education teacher.

Motion made by A. Flowers, second by A. Londgren to create a position to oversee the Gifted and Talented (High Potential) program with an annual stipend of \$2,500. Carried.

Eric Linner, WOLD Architects, presented and reviewed the bid tabulation for the Summer 2014 Roofing Project at Braham Area High School. WOLD Architects recommended awarding the contract to Buysse Roofing of St Cloud, based on the acceptance of the alternate as follows:

Base Bid	\$86,200.00
Alternate #1	\$41,700.00

Total Contract: \$127,900.00

Motion by R. Hughes, second by M. Thompson to award the Summer 2014 Roofing Project at Braham Area High School to Buysse Roofing as recommended by WOLD Architects. Carried.

Eric Linner, WOLD Architects, presented and reviewed the bid tabulation for the Summer 2014 Toilet Project at Braham Area High School. WOLD Architects recommended awarding the contract to RAK Construction as follows:

Base Bid	\$104,920.00
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Total Contract: \$104,920.00

Motion by A. Londgren, second by A. Flowers to award the Summer 2014 Toilet Project at Braham Area High School to RAK Construction as recommended by WOLD Architects. Carried.

There was not enough information available at the time of the board meeting to make a decision on the District's Student Transportation Services. Action was tabled by the board until the Regular School Board meeting in June, 2014.

Motion by M. Thompson, second by T. Cuda to renew the district's membership in the Rum River Special Education Cooperative, effective July 1, 2014, by approving the RRSEC Joint Powers Agreement. Carried.

Motion by R. Hughes, second by Z. Braund to authorize Student Assurance Services, Inc., Stillwater, MN to provide district parents an opportunity to purchase insurance coverage for their children for accidents and other purposes for the 2014-2015 school year. Carried.

Motion by R. Hughes, second by M. Thompson to adopt the Resolution Approving the Transfer of Bond Proceeds from the Construction Fund to the Debt Redemption Fund. A roll call vote was taken and passed unanimously. A copy of said resolution shall become part of the official minutes.

The board held its first reading of the following policies:

#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.

Chair Eklund reminded all present that the Regular June school board meeting is set for Monday, June 16, 2014 at 7:00 pm, BAHS Community Room.

Motion by A. Londgren, second by A. Flowers to adjourn at 7:47 p.m. Carried

Zane Braund, Clerk

Attest: _____
Steve Eklund, Chair

- b. Approve the June bills.
- c. Review and accept the June 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	Last Day
K	71	72	71	70	67	67	68	69	69	69
1	59	58	57	57	57	57	57	55	54	54
2	69	71	72	72	70	70	68	68	69	68
3	60	60	61	60	62	62	62	61	62	62
4	65	63	62	62	62	62	63	65	65	64
5	74	72	73	74	71	69	69	69	69	69
6	67	67	66	67	65	63	63	65	66	66
7	70	69	69	69	68	68	69	68	66	66
8	69	69	68	67	66	65	65	65	64	64
9	62	62	62	63	63	60	60	59	58	58
10	77	77	76	75	74	73	73	73	73	71
11	45	45	45	45	42	43	43	44	44	44
12	48	47	48	49	49	48	48	48	47	47
K - 12 Sub- Total	836	832	830	830	816	807	808	809	806	802
EC/SE	9	12	10	10	10	12	13	12	13	13
TOTAL K - 12 plus ECSE	845	844	840	840	826	819	821	821	819	815

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
Lee Olson	cash - \$200.00	Scoreboard for E gym
Dan & Andrea Downing	cash - 200.00	Scoreboard for E gym
Don & Leila Tix	cash - \$100.00	Scoreboard for E gym

5. Open Forum.

6. Review Student Council Representative's report. - No report this month.
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7. Review Elementary Principal's report.

1. Staffing Update

Currently we have posted and hired:

- Brea Durovec – 3rd Grade
- Tracy Fix – 6th Grade
- Katie Thies – Elementary Music
- Joe Lakeberg – Special Ed.
- Shawnda Jibben – Special Ed.

Currently we have posted for:

- 5th Grade Teacher (closes June 23)
- Elementary Tech. Teacher/Integrationist (closes June 23)
- Gifted and Talented Coordinator (closes June 17)

2. Reading Corp/Math Corp

· We posted for 3 positions.

- 1 Full-time Literacy Tutor (K-4) – Tammy Bierl
- 1 Part-Time Literacy Tutor (Pre-K) * Changed to full time – Alyssa Mattson
- 1 Full-Time Math Tutor (5-8) – offered and waiting for confirmation

3. Gifted and Talented Symposium

- The 6th annual gifted and talented symposium was held June 9-12 in Austin, MN.
- Jen Lundin and Lori Lemieux attending this conference.
- We were awarded a grant from the Hormel Foundation to attend.

4. Retirements

- Kathy Olson – 17 years
 - Joan Burke – 33 years
 - Pam Eklund – 25 years
 - Thank you to these 3 wonderful teachers for their many years of service to the district. They have touched the lives of hundreds of students. They will be missed GREATLY!
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8. Consider changes for 2014-2015 Elementary Student Handbook

2014-2015 Elementary Student Handbook Changes

1. Car Drop-Off and Pick-Up

K-4 Building:

For safety reasons, be sure to use the student drop off area in the east parking lot when students travel to or from school by car. The front of the building is BUSES ONLY from 7:45 - 8:15 a.m. and from 2:45 - 3:00 p.m. Cars entering the area during those times will be reported to the police and fines of up to \$700 may be imposed.

In order to keep our front entryway open for exiting students, parents that are picking their student(s) up after school should wait till the busses leave the front of the school. They can then drive to the front and pick their child up. Please do not come into the school and wait for your child in the entryway.

2. ASSIGNMENT BOOKS

It is a requirement that the students fill out each subject and assignment daily. The books are to be brought home for parents to see and sign daily. The comment section is designed for communication between parents and teachers, feel free to use it. **Assignment books are provided by the district.**

3. BUS

If a student plans to ride a different bus to or from school, he/she should have written permission from a parent in advance. **Please bring note to the office. If you know your child will be having many students riding their bus after school (birthday party), please contact the school. Some buses are unable to accommodate many more "new" riders.**

4. FOOD SERVICE

Breakfast and lunch are available daily. Applications for **free or reduced-price** meals are available **online and** in the office. Meal payments are best made **in the form of a check or online. Please make sure student I.D. # or student name is on the check.** The exact price of meals will be sent home by the food service director at the beginning of the year.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of **Civil Rights, Room 326-W, Whitten Building, 1400** Independence Avenue, SW, Washington D.C. 20250-9410; or call toll free **(202) 720-5964 (Voice & TDD).** USDA is an equal opportunity provider and employer"

5. HEALTH SERVICES

Medication that is brought to school unlabeled in plastic bags, envelopes, etc. will not be given to students by school staff. Staff will try to contact the child's parents(s)/guardian to come give the medication. If a parent(s)/guardian can not be reached, the medication will be sent home with the student at the end of the day. **All medication that is not picked up by a parent/guardian by the last day of school will be destroyed. All medication to be given at school for students in grades K-4 must be transported by parent/guardian. Medications are not to be sent to school with Elem. students.**

6. Kindergarten

Since our Kindergarten numbers fluctuate from year to year, and during the summer, we won't know exactly how many sections of Kindergarten there will be until all Kindergarteners show up the first week of school. Therefore, class lists won't be finalized until after the first week of school.

This year (2014-2015) we will have 4 sections of Kindergarten. However, because of late registrations we will not have class lists finalized until KG Orientation the first week of school.

7. LOST AND FOUND

The lost and found clothing is located in ~~the hall near the office~~ **on the southwest side of the cafeteria.** Jewelry, money, wallets and purses can be claimed in the office.

8. PERMISSION SLIPS

If the ~~cause~~ **reason** lasts longer than 1 day a note from your doctor is needed.

~~9. Targeted Services: First through fourth grade Title I students will also be eligible to participate in an after school enrichment program which will reinforce concepts and skills they have learned in the classroom.~~

Bomber Boost

1st through 6th grade students are eligible to participate in an after school enrichment program called Bomber Boost. This purpose of this program is to give extra help in Reading and Math to those students that need it. This program typically starts in the late fall and runs through April.

10. Tardy

Students that arrive at school after 8:00 and before 8:30 will be considered tardy. Students that arrive after 8:30 will be marked as having a ½ day unexcused absence.

*** 3 Tardies will = 1 unexcused absence.**

*** Please see Attendance Policy for any clarification.**

9. Consider changes for 2014-2015 Elementary Faculty Handbook

The Elementary Faculty Handbook will be completely redone. It will look like the Handbook the High School uses. Minor changes will be made to names, dates, times, etc. This should eliminate any confusion over building/district policies.

10. Review Assistant Principal/Activities Director report.

**Activities Director
School Board Report
June 16th 2014**

1. The Fall Musical has been chosen, *My Fair Lady* and the dates set: Nov. 8, 14, 15 at 7:00 pm, and Nov. 9 and 16 at 2:00pm.
2. Varsity Schedules are nearly complete for next year. All lower level schedules are done for fall and winter.
3. I have submitted what was available by June 1st to Mrs. Gelle for inclusion in the 2014-2015 Community Calendar.
4. I have been working on a couple additions to the Athletic/Fine Arts Handbook.
5. Congratulations to Spring Sport Athletes Caitlin Richmond and Quinn Richmond for advancing to State in Golf.
6. Thank-you for the opportunity to serve this Community and School for the 2013-2014 school year.

Respectfully Submitted,
Tim Malone

11. Consider changes for 2014-2015 Athletics Handbook

2014-2015 Athletic Handbook

1. page 3 Co-Curricular Activities, under **Clubs and Organizations and Other Co-Curricular Activities**: add FFA, Super-Mileage, Equestrian.
 2. Page 6 Coaching Qualifications, ADD -be current with all responsibilities on the "Coaches Clipboard"
 3. In all locations, delete mention of "Tim Malone" as Activities Director.
 4. Updated all uniform rotation information
 5. Make all appropriate date changes
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12. Consider changes for 2014-2015 Fine Arts Handbook.

Fine Arts Handbook
2014-15 Updates

1. page 2: Delete paragraphs 2 and 3 having to do with athletics.
 2. page 4: under FUNDRAISERS: change sport to activity
 3. page 4,5 and 6: several instances, change coach to director.
 4. page 6: under HEAD DIRECTORS RESPONSIBILITIES: delete item #3, coaches should work out the scouting schedule with his/her coaches.
 5. page 6: under HEAD DIRECTORS RESPONSIBILITIES: delete notify the press, radio and tv of the activity immediately after the event.
 6. page 7: under HEAD DIRECTORS RESPONSIBILITIES: delete last 4 bulleted items
 7. page 13: under Musical Lettering, Spring Play Lettering, One Act play lettering; Ways to earn a letter.
Change attendance:
 - a. 3=0 absences
 - b. 2=1-3 absences
 - c. 1=4-6 absences
 - d. 0=>6 absences
 - e. 0-2 pts Being Respectful and supportive
 - f. 0-2 Demonstrating Growth
 8. page 13: under One Act Play Lettering, add: In rare cases, students may be eligible for a letter after only 1 year in the Musical. This could be achieved by exhibiting extraordinary contributions to the One Act Play (going far above and beyond what is asked of you).
 9. page 13: under One Act Play lettering, letter #c- add: following terms of the student contract and the MSHSL rules.
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13. Review High School Principal's report.
June 2014
School Board Notes

End of the School Year

The end of the year went very smoothly. Our seniors ended their careers in a very classy way. Our teachers did a nice job of keeping students engaged and working through the final week.

Graduation

Graduation went very well on May 30th! This year we were able to add the Senior slide show to the Graduation ceremony. Class speakers Jenna Winter and Aerial Ramstad both gave excellent speeches. Thank you to the Senior Class Advisors, Board Members, and Custodial Crew for helping to make everything run smoothly.

June Work Days

During our staff work days on June 2nd and 3rd staff received training on setting up their new websites and BYOD. Staff websites should be ready to go when the district website is launched. Staff also spent time working on curriculum and assessments during their make up days.

Handbook Updates

The staff and student handbooks have been updated. There will be some slight modifications needed as the new bullying legislation is further clarified.

Thank You!

It has been a pleasure working with all of you for the last three years. Braham Area High School has been a great place for me and I am very thankful for all of the support I have received. I will be finishing up around June 23rd.

Go Bombers!

14. Consider changes for 2014-2015 High School Student Handbook

Student Handbook Changes for 2014-2015

Throughout:

Name changes are made for changes in staff

Mr. Malone and Mr. Sawyer are replaced by assistant principal and principal

Dates corresponding to the school calendar have also been updated

P.6 STUDENT HANDBOOKS

Add: *Changes to the handbook and key areas will be highlighted at the back to school assembly and by teachers.*

P.7-8 HEALTH SERVICES

Add: *Sick students will be excused to leave school with the consent of the School Nurse.*

P.11 ACADEMICS

Add new College in Schools Courses: College Chemistry, College Calculus, College Statistics, College US History

Remove: AP US History

P.14-15 ATTENDANCE AND TRUANCY POLICY

Add to #11: pre-approved family vacations (up to five days *per school year*)

P.16 TRUANT

Add to #1: *No notes or phone calls will be accepted if not received within one week of the absence.*

P.18 TEACHER CONTROL OF STUDENTS

Add: *Staff shall not use physical force or restraint except in situations as follows:*

- *To protect another student or staff member from personal, physical attack or imminent threat;*
- *To protect oneself from personal physical attack;*
- *To protect a student from doing harm to himself/herself or others.*

P.20 LOST AND FOUND

Add: *Items not claimed by the end of each of semester will be donated to Tusen Tack.*

P. 32 REGULATIONS CONCERNING STUDENT CONDUCT AT SCHOOL EVENTS

Add: *Students will not be allowed to wear masks or other clothing that covers their faces.*

P.38 BULLYING

To be updated to align with new legislation

P. 45 INTERNET/COMPUTER

Add: BYOD language currently being developed

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15. Consider changes for 2014-2015 High School Faculty Handbook.

Staff Handbook Changes for 2014-2015

Throughout:

Name changes are made for changes in staff

Mr. Malone and Mr. Sawyer are replaced by assistant principal and principal

Dates corresponding to the school calendar have also been updated

P.2 DAILY BULLETIN

Announcements will be made at 8:15 instead of 8:00

P.2 ABSENCES FACULTY

Replace district attendance line with AESOP system

P.6 BELL SCHEDULE

7:45 AM	EARLY BELL
8:00 AM – 8:17 AM	Advisory
8:21 AM – 9:09 AM	1st HOUR
9:13 AM – 10:01 AM	2nd HOUR
10:05 AM – 10:53 AM	3rd HOUR
10:57 AM – 12:23 PM*	4th HOUR

***LUNCH SCHEDULE**

10:53 AM – 11:23 AM	A Lunch (7/8) Class 11:27 AM – 12:23 PM
11:23 AM – 11:53 AM	B Lunch Class 10:57-11:23 AM and 11:57 AM – 12:23 PM

11:34 AM – 12:23 PM

C Lunch

Class 10:57 AM – 11:53 AM

12:27 PM – 1:15 PM

5th HOUR

1:19 PM – 2:07 PM

6th HOUR

2:11 PM – 3:00 PM

7th HOUR

P.7 BULLETIN – DAILY

Remove paragraph as it is already on P.2

P.8 CHEMICALS/TOBACCO

Add Nicotine Delivery Devices (i.e. E-Cigarettes)

P.9 COMPUTER LABS

Add: *Have a sign out sheet for individual devices when using iPad and Chrombook carts.*

P.13 COPY MACHINES

Add: *Copy requests are available in the Media Center. Please turn in requests in advance.*

P.15 DISCIPLINE

Add: All student concerns should be referred to the Assistant Principal, Principal, *or Special Education Case Manager when appropriate.*

P.23 FIELD TRIP PLANNING

Change last sentence to: *give Michelle Becker the required field trip information, including students who will be attending, one week before the day of your trip.*

P.30 HARASSMENT/BULLYING

To be updated when more information on the new legislation is available

P.32 HEALTH SERVICES

Remove: *Two certified EMT's are employed in the district*

P.32 ID BADGES – STAFF

Change: replace Enstrom with Life Touch for pictures and ID's

P.37 PERSONAL LEAVE

Change: *Personal leave requests should also be submitted in AESOP*

P.39 SCHOOL WEBSITE

Add: *Each teacher will have a webpage that is accessible from the school website that includes their name, position, professional background, class schedule, and contact information.*

P.42 TOBACCO FREE ENVIRONMENT POLICY

Remove as already referenced on P.8

P.43 WEIGHT ROOM

Change to WEIGHT ROOM/GYMS

Add or gyms in the following statement: Students will not be allowed to use the high school weight room *or gyms* unless accompanied by an adult supervisor.

16. Review District Assessment Coordinator's report. - No report this month.

17. Review Community Education Director's report. - No report this month.

18. Superintendent's report.



Superintendent's Report for June '14

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

District Curriculum Committee: Discussion involved "World's Greatest Workforce" impact on curriculum, training for 1:1 implementation and moving forward with e-books and flexbooks in current curriculum areas.

ICCAB: Charles King presented information on a mediation program he has been involved with in a number of schools. Discussion continued on how this would work with the new bullying policies and procedures that all schools will be putting in place because of recent legislation.

Staffing: The Admin Team and I have been working on wrapping up movement of staff and hiring of new staff for the new school year. Principal interviews will be held the third week of June.

Project updates:

19. School Board members' reports/updates.

20. Consider Resolutions Reducing Educational Positions.

Resolution #1:

Board Member _____ introduced the following resolution and moved its adoption

**RESOLUTION RELATING TO THE RELEASE OF THE FOLLOWING
SPECIAL EDUCATION PARAPROFESSIONAL EMPLOYEE**

BE IT RESOLVED, by the School Board of Independent School District 314, that due to the move of the student requiring 1:1 Special Education services from the school district, the below named employee will be released at the end of the close of the 2013-2014 school year:

Michelle Kamholz

BE IT FURTHER RESOLVED that written notice will be sent to the employee listed above regarding her status as to recall rights.

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

Whereupon said resolution was declared duly passed and adopted.

Resolution #2:

Board Member _____ introduced the following resolution and moved its adoption

**RESOLUTION RELATING TO THE RELEASE OF THE FOLLOWING
SPECIAL EDUCATION PARAPROFESSIONAL EMPLOYEE**

BE IT RESOLVED, by the School Board of Independent School District 314, that due to the move of the student requiring 1:1 Special Education services from the school district, the below named employee will be released at the end of the close of the 2013-2014 school year:

Kelly Monson

BE IT FURTHER RESOLVED that written notice will be sent to the employee listed above regarding her status as to recall rights.

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

Whereupon said resolution was declared duly passed and adopted.

21. Consider Personnel items.

Letters of Resignation

Loren Christenson - Special Education Van Driver

Loren Christenson, Special Education Van Driver has submitted his letter of resignation effective June 2, 2014. Mr. Christenson has been a van driver with the district since September 2005.

Justin Sawyer - High School Principal

Justin Sawyer, High School Principal, has submitted his letter of resignation effective June 30, 2014.

Mr. Sawyer has been with the district since July 2011.

“C” Schedule Changes

Cassie Tomczak - “C” Team VB Coach

Cassie Tomczak, “C”team VB Coach, has resigned her VB Coaching position effective fall 2014 as the “C” Team Coach.

Employment Recommendation

Tracy Fix – 6th Grade Teacher

Elementary Principal Jeff Eklund is recommending Tracy Fix to be hired as a 1.0 FTE 6th Grade Teacher starting fall 2014. Mrs. Fix currently is .7 Elementary Technology Teacher and .3 District Assessment Coordinator. Mrs. Fix was hired at BA+45, Step 10 of the Teacher’s Contract for 2014-2015.

Katie Thies – Elementary Music Teacher & (9-12 Vocal)

Elementary Principal Jeff Eklund is recommending Katie Thies be hired as a 1.0 FTE K-12 Music Teacher (vocal 9-12) starting fall 2014. Ms. Thies taught in a MN Charter School 2013-14. She will be placed on BA, Step 2 of the Teacher’s Contract for 2014-2015.

Joe Lakeberg – Elementary Special Education Teacher

Elementary Principal Jeff Eklund is recommending Joe Lakeberg be hired as a 1.0 FTE Elementary Special Ed. teacher starting fall 2014. Mr. Lakeberg will start at BA, Step 2 of the Teacher’s Contract for 2014-2015.

Shawnda Jibben – Elementary Special Education Teacher

Elementary Principal Jeff Eklund is recommending Shawnda Jibben be hired as a 1.0 FTE Elementary Special Education teacher starting fall 2014. Ms. Jibben was a Long Term Substitute in Special Education at Braham Elementary since January 16, 2014. Ms. Jibben will continue at BA, Step 2 of the Teacher’s Contract for 2014-2015.

Tiffany Flogel - Business Education

High School principals Justin Sawyer and Tim Malone recommend hiring Tiffany Flogel as a 1.0 FTE 7th - 12th grade Business and Vocational Teacher starting in the Fall of 2014. Ms. Flogel has earned her degree at the University of Wisconsin-Stout. Ms. Flogel will start at BA, Step 1 of the teacher’s contract for 2014-2015.

Allison Marcus - School Counselor

Elementary Principal Jeff Eklund is recommending Allison Marcus be hired as a 1.0 FTE School Counselor starting fall 2014. Ms. Marcus will start at MA, Step 1 of the Teacher’s Contract in 2014-2015.

Shawn Kuhnke - High School Assistant Principal/Activities Director

Elementary Principal Jeff Eklund is recommending Shawn Kuhnke be hired as the new High School Assistant Principal/Activities Director. Mr. Kuhnke has been with the district since September 2000 as an elementary classroom teacher.

Change of Position

Stephanie Hamilton, Cleaner/Sweeper

Jeff Campbell, District Head Custodian, is recommending moving Stephanie Hamilton to the 10 a.m. to 6:30 p.m. shift from the 3 to 11 p.m. cleaner/sweeper position. Her start date on the new shift was Wednesday, May 28. She will stay on Step 1 and will no longer be paid the shift differential.

Lane Advancement Request

Tracy Fix - 6th grade teacher

Tracy Fix has submitted a request for lane advancement from the BA 45+ to the MA lane. Mrs. Fix has submitted documentation that she has been awarded a Master of Science degree in Curriculum and Instruction. Mrs. Fix's 2014-2015 salary will be based on MA, Step 10.

Brooke Hohn - 1st grade teacher

Brooke Hohn has submitted a request for lane advancement from the BA 30+ to the MA lane. Mrs. Hohn has submitted documentation that she has been awarded a Master of Arts degree in Education. Mrs. Hohn's 2014-2015 salary will be based on MA, Step 10.

Karen Leniz - 3rd grade teacher

Karen Leniz has submitted a request for a lane advancement from the BA+60 to MA. Mrs. Leniz has submitted documentation that she has been awarded a Master of Arts degree in Education. Mrs. Leniz' salary will be based on MA, Step 11.

22. Consider increase on High School Food Service worker hours.

Donna Bryant, Food Service Director, is recommending to increase the following positions at the High School only 15 minutes per day. All shifts currently end at 1:15 pm and would move to 1:30 pm. The shifts for the following positions would be: Head Cook, 7 a.m. to 1:30 p.m.; Asst Head Cook, 7:15 a.m. to 1:30 p.m.; Ala Carte/Salad Bar/Helper, 7:30 - 1:30 p.m.; Helper/Server, 7:45 a.m. - 1:30 p.m. and the Tues/Thurs Ala Carte Helper/Server, 9 a.m. to 1:30 p.m. effective the beginning of the 2014-2015 school year.

23. Consider decrease on Elementary Helper/Clerk hours.

Donna Bryant, Food Service Director, is recommending to decrease the hours on the Elementary Helper/Clerk hours by 15 minutes per day. The hours worked for 2013-14 were 7:15 a.m. to 1:15 p.m. and would be decreased to 7:30 a.m. - 1:15 p.m. effective the beginning of the 2014-2015 school year.

24. Consider increase of Adult Breakfast and Lunch meal priced.

Donna Bryant, Food Service Director, is recommending the increase of the Adult breakfast price to \$1.75 per meal and the Adult lunch price to \$3.50 per meal. We currently do not meet the standards of USDA. These increases would be effective at the beginning of the 2014-2015 school year.

25. Consider ratification of the 2013-2015 Title One Contract.

The Title One group has reached a tentative agreement for their 2013-2015 Contract Agreement. It is recommended that the full board act to ratify this agreement. A copy of the contract is in the signature file for board review, if desired.

26. Consider ratification of the 2013-2015 Food Service Contract.

The Food Service group has reached a tentative agreement for their 2013-2015 Contract Agreement. It is recommended that the full board act to ratify this agreement. A copy of the contract is in the signature file for board review, if desired.

27. Consider ratification of the 2013-2015 individual contracts for 2013-2015.

The school board negotiating team has reached tentative agreements with several of the district employees who are on individual contract agreements. The contracts for Judy Patzoldt, Business Manager; Marie Sward, Payroll/MARSS Coordinator; and, Donna Bryant, Food Service Director are in the signature file for review, if desired. It is recommended that the full board act to ratify these contract agreements.

28. Consider approval of continuing contract for Chemical Dependency Counselor.

Consider approval to continue the Collaborative Contract in partnership with Isanti County and the Cambridge-Isanti School District for Charity Allen as the Chemical Dependency Counselor.

29. Consider second revision of FY 2014 Budget.

The Second Revision of the FY 2013-2014 budget is being presented for consideration for adoption. This 2nd revision is needed due to the refunding of the bonds and the closing of the building bonds after the resolution was passed at the May Regular School Board meeting to meet the requirements of MN Statutes, Section 123B.64, subd.4; Section 123B.49, subd.8; Section 475.65; and Section 123B.80.

BRAHAM ISD# 314; FY14 REVISED 2 BUDGET		
FUND	REVENUE	EXPENDITURES
GENERAL FUND:		
General -01	\$6,902,234	\$6,802,647
Transportation -03	484,143	641,355
Capital -05	370,499	370,499
Capital Reserve -05	0	348,448
Activities -10	57,065	434,627
TOTAL GENERAL FUND:	\$7,813,941	\$8,597,576
FOOD SERVICE -02	\$423,394	\$463,691
COMMUNITY ED -04	\$164,334	\$189,717
BUILDING CONSTRUCTION -06	\$40	\$0
DEBT REDEMPTION -07	\$3,646,974	\$3,633,986
TRUST (Scholarships) -08	\$22,000	\$17,600
POST-EMPLOY IRREVOCABLE TRUST- 45	\$15,000	\$172,868
OPEB DEBT SERVICE -47	\$157,012	\$149,848
TOTAL FY14 REVISED 2 BUDGET	\$12,242,695	\$13,225,286

30. Consider proposed final FY 2014-2015 Budget.

BRAHAM ISD# 314; FY15 PROPOSED BUDGET		
FUND	REVENUE	EXPENDITURES
GENERAL FUND:		
General -01	\$7,190,664	\$7,031,141
Transportation -03	463,836	649,505
Capital -05	290,388	290,388
Capital Reserve -05	0	323,377
Activities -10	75,065	476,049
TOTAL GENERAL FUND:	\$8,019,953	\$8,770,460
FOOD SERVICE -02	\$424,621	\$487,998
COMMUNITY ED -04	\$248,523	\$239,985
BUILDING CONSTRUCTION -06	\$0	\$0
DEBT REDEMPTION -07	\$797,116	\$759,373
TRUST (Scholarships) -08	\$14,000	\$22,100
POST-EMPLOY IRREVOCABLE TRUST- 45	\$15,000	\$101,210
OPEB DEBT SERVICE -47	\$152,736	\$152,170
TOTAL FY15 PROPOSED BUDGET	\$9,671,949	\$10,533,296

31. Consider Proposal received to provide the district's students transportation services.

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

32. Consider membership renewal in Schools for Equity in Education (SEE) for 2014-2015.

The school district has been a member of SEE for a number of years. This organization has been very instrumental in obtaining legislation providing equity funding for school districts in the state. This funding has been, and continues to be, very critical for the district. The cost of membership for 2014-2015 is \$2,129.38. The following resolution will serve this purpose:

*WHEREAS Braham, District #314, seeks professional assistance for the purpose of obtaining legislative information affecting schools and for legislative representative regarding legislative matters of interest to Braham,
BE IT THEREFORE resolved that the Braham District #314 joins the Schools for Equity in Education (SEE) effective July 1, 2014 for the 2014-2015 membership year and authorize payment for the membership in the amount of \$2,129.38.*

33. Consider Central MN Educational Research and Development Council (CMERDC) membership renewal for 2014-2015.

CMERDC provides a regional service for school districts in a number of areas including primarily purchasing and repair; as well as technical support for our financial personnel. The membership fee for 2014-2015 is \$1,134.

34. Consider first reading of MSBA Policy #514 - Bullying Prohibition Policy.

This policy is being presented for the **first reading** and discussion for consideration of adoption to replace Policy # 514, Old Policy JFC Bullying Prohibition Policy in the District Policy Manual. This policy is being updated to meet the most current MN State requirements.

Adopted: MSBA/MASA Model Policy 514
Orig. 2003
Revised: Rev. 2014

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal

of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds,

premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent

or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

31. 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 **second 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 "P" (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)

**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:

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

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

35. Review Superintendent’s semi-annual performance review schedule.

Does the school board wish, at this time, to set a special school board meeting for July or August to conduct the semi-annual performance review of the superintendent of schools? The most recent performance review was held on January 5, 2014. The summer performance review usually includes review of the School Board-Administrative Goals and the presentation/review of the superintendent’s goals.

36. Set a working school board meeting.

37. Reminder of the July school board meeting.

The July Regular School Board meeting is set for Monday, July 21, 7:00 pm, B100 – Community Room.

38. Adjourn.
