

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 July 17th Special and July 21st Regular Board meetings.
 - b. Approve the August bills.
 - c. Review and accept the August Treasurer's report.
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 Elementary Faculty Handbook for 2014-15.
9. Review Assistant Principal/Activities Director report.
10. Consider 2014-2015 Coaching and Fine Art Assignments.
11. Review High School Principal's report.
12. Review District Assessment Coordinator's report. - No report this month.
13. Review Community Education Director's report.
14. Superintendent's Report
15. School Board members' reports/updates.
16. Consider Personnel items.
17. Consider Memorandum of Understanding on three employee contracts.
18. Consider authorizing calling for bids for lease agreement on school owned property (farmland)
19. Consider authorizing calling for bids for snow plowing for the 2014-15 and 2015-16 seasons.
20. Consider School Board goals for 2014-2015.
21. Consider resolution approving the teacher evaluation model.
22. Consider resolution approving the Chromebook Parent Agreement.
23. Consider District Policy #514 - 3rd Reading
24. Set Policy Review Committee meeting.
25. Reminder of the September School Board meeting.
26. Adjourn.

ADDENDUM

Regular School Board Meeting
Monday, August 18, 2014
7 p.m. - BAHS - Community Room

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

Roll Call.

2. Adopt agenda.
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3. Consent Agenda.

- a. Approve the minutes of the July 17th Special and July 21st Regular Board meetings.

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

Special School Board Meeting
Thursday, July 17, 2014
7 a.m. - BAHS Community Room

The Special meeting was called to order by Chair Steve Eklund at 7:00 a.m.
The Pledge of Allegiance was given.

Members present: Steve Eklund, Robert Hughes, Zane Braund, Angie Flowers,
Allison Londgren, Mike Thompson and Sup't. Gregory Winter.
Members absent: Tony Cuda

Motion by R Hughes, second by Z Braund to adopt the agenda as printed. Carried.

The was a closed meeting for the purpose of conducting the semi-annual superintendent's performance review;
pursuant MN Statute 13D.05, Subd. 3.

The Board identified the following Positives:

- Mr. Winter continues to inform and advise the school board members. The board stated they felt free to ask questions so things would be clarified.
- Mr. Winter informed the board that the district policies will be converted to electronic form this year.
- Mr. Winter's knowledge of finances is excellent.
- Mr. Winter handles aspects of the school district operation related to the staff, building and grounds, special education, and all other departments very well.

The Board identified the following Challenges:

- Mr. Winter will continue to work toward defining educational needs of the district to the school board including new or revised policies and staffing recommendations.
- Mr. Winter will continue to inform the board about programs, practices, and problems of the schools.

Strategic planning will continue to be a work in progress.

Motion by M. Thompson, second by A. Londgren to adjourn the meeting.

Chair Eklund adjourned the special school board meeting at 8:30 p.m.

Zane Braund, Clerk

Attest: _____
Steve Eklund, Chair

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

Regular School Board Meeting
Monday, July 21, 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: S. Eklund, R. Hughes, Z. Braund, A. Flowers, M. Thompson
and Supt. Gregory Winter.

Members absent: T. Cuda and A. Londgren

Motion by M. Thompson, second by R. Hughes to adopt the agenda with the addition of two employment recommendations and two employee job descriptions. Carried.

Motion by Z. Braund, second by R. Hughes to approve the minutes of the June 16th Regular school board meeting; approve the July bills of \$396,688.42; accept the July Treasurer's report, and acknowledge the grant from AgStar for \$3,000.00. Carried.

Motion by R Hughes, second by M. Thompson to adopt the resolution acknowledging July 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.

Open Forum -- A representative group of Braham residents were present to express concern over the outdoor facilities for track, baseball, softball, and football. Shawn Fielder acknowledged "it would be a big commitment for the district, but we have students interested in these activities and without adequate facilities the students may leave the district or the families may move." Andrea Downing said, "Our Varsity baseball team has only played one home game in the last two years" and "our district needs to work hard for our kids to keep them active and learning." Brian Fiedler stated "our kids want to play with kids they know." They requested that a committee be established to look at strategic planning and establishing some long term goals for the outdoor facilities. Chair S. Eklund thanked them for coming and expressing their concerns. He stated that a Working School Board meeting would be set for August 13, 2014 at 7 pm. He also said, "this is not a cheap thing to do and we need parent and family support." He told the group "You have to be the driving force" to make this work. The Braham Area Committee for Kids has done a lot to fundraise money for these facilities and it is just not enough.

Elementary Principal Jeff Eklund reviewed his written report. He said that currently all open elementary positions have been filled. He attended conferences on RTI (Response to Intervention), Google Apps for Administrators and Title I Application.

New Activities Director Shawn Kuhnke reviewed his written report. He told the board he is "thrilled and excited" for the opportunity to serve the Braham community in this capacity. Activities Night is Tuesday, August 5, 2014 at 7 pm in the W gym. It is for parents and participants for all fall activities.

New High School Principal Matt Lattimore reviewed his written report and stated that there is only one position remaining to be filled which is the Gr 8 - 12 Science teacher. He is excited to be the new Braham HS Principal and to find out first hand what a great institution Braham Area High School is.

Motion made by M. Thompson, second by A. Flowers to add the Bring Your Own Device (BYOD) Policy to the High School Student Handbook. Carried

There was no District Assessment Coordinator's report submitted for this board meeting.

Community Ed Director Cheryl Arnold's written report was reviewed by the board. There were no questions.

Sup't. Winter's report to the board included updates on the summer district-wide building projects. The HS roofing project will soon be underway; the fire doors at the HS have been installed and are ready to go; the two bathrooms in the HS Commons are nearing completion; and, the new wash stations in the elementary bathrooms should be ready by the time school starts. He formally welcomed Shawn Kuhnke as the new HS Assistant Principal/Activities Director and Matt Lattimore as the new HS Principal.

Board members reported on individual meetings and activities attended including principal negotiations, the Sup't semi-annual review, activities camps and games. M. Thompson recognized HS math teacher Beth Stone for getting a free classroom set of statistics textbooks valued at \$5,100 at the end of a 4-day statistics conference that she attended at Augsburg College this summer.

Motion by M. Thompson, second by A. Flowers to accept the letters of resignation submitted by:
AnnaRae Klopfer, Elementary Special Education Teacher effective at the end of the 2013-2014 school year;
Kathy Ambrose, Elementary Kinderstep Teacher effective the end of the 2013-2014 school year;
Juanita Worthley, HS Science Teacher and Academic Bowl advisor, effective the end of the 2013-2014 school year;
and,
Shirley Anderson, Kinderstep Paraprofessional effective July 16, 2014. Carried

Motion by R. Hughes, second by Z. Braund to accept the recommendation to accept the resignation of Kearina Maher from her C-Team Coach responsibilities for girls basketball and her reassignment to 7th grade girls basketball coach position effective 2014-2015. Carried

Motion by A. Flowers, second by M. Thompson to approve the employment of:
Kathryn Ederer as a 1 FTE elementary 4th grade teacher starting fall 2014 at BA Step 1 of the teacher's contract;
Kayla Weiss as a 1 FTE elementary 5th grade teacher starting fall 2014 at BA Step 1 of the teacher's contract;
Nick Hohn as a .8 FTE elementary technology teacher and .2 elementary technology integrationist starting fall 2014. Mr. Hohn will retain all his seniority rights and his current step and lane of pay as per the teacher's contract;
Kelly Rud as a 1 FTE elementary Special Education teacher starting fall 2014 at MA Step 4 of the teacher's contract;
Matt Lattimore as the high school principal starting July 1, 2014. Mr. Lattimore will be paid as per the Braham Administration contract;
Cindy Ledford as the high school head cook starting August 25, 2014. Ms. Ledford's pay will be Level 4 of the cook's pay scale including \$.80 per hour increase for head cook and \$.40 per hour for her Level 1 certification according to the food service worker's contract;
Lori Williams as the part-time .49 FTE early childhood paraprofessional. Ms. Williams will be placed on Step 2 of the para contract;
Lindsay Rasmussen as the part-time, not more than .57 FTE early childhood teacher. Ms. Rasmussen will begin at the Community Education starting pay of \$15 per hour.
Joe Lakeberg as an elementary special education teacher starting fall 2014 at BA Step 2 of the teacher's contract;
Terri Stone, as the high school assistant head cook starting August 25, 2014. Ms. Stone's pay would stay at level 3 of the cook's pay scale, including a \$.40 per hour for Level 1 certification with the School Nutrition Association

according to the food service worker's contract. Carried

Motion by R. Hughes, second by A. Flowers to approve the maternity leave request for Britne Engelking from November 17, 2014 to January 30, 2015. Mrs. Engelking's plan is to return to work on February 2, 2015. Carried
Motion by M. Thompson, second by R. Hughes to approve the contract for the school nurse. Carried

Motion by A. Flowers, second by R. Hughes to approve the contract for the special education van driver. Carried

Motion by M. Thompson, second by R. Hughes to ratify the Braham Administration Association contract. Carried. Chair Eklund abstained. The motion passed unanimously by the remaining present board members. The vote was 4-0-1.

Motion by Z. Braund, second by A. Flowers to approve the Central MN Resource Training & Solutions base membership fee and the per pupil fee for a combined total of \$2,818.58 for the 2014-2015 school year. Carried

Motion by R. Hughes, second by M. Thompson to approve MN School Board Association (MSBA) membership based on our average daily membership of students for a total of \$4,274.00 for the 2014-2015 school year. Carried

Motion by A. Flowers, second by M. Thompson to accept the 2015 Health and Safety Program Revenue Application. Carried

Motion by R. Hughes, second by Z. Braund to renew the Health and Safety Policy EA as it currently exists. Carried.

Motion by A. Flowers, second by M. Thompson to renew the Indoor Air Quality Management Plan with no changes. Carried.

The board held its **second reading** of #514 Bullying Prohibition Policy as written by MSBA for consideration of adoption to be added to the District Policy Manual.

The following policies are being presented for the **third and final reading** and for adoption by the board.

Motion by R. Hughes, second by M. Thompson to adopt #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. Carried unanimously by the board members present. A copy of all five said policies shall be part of the official minutes.

Motion by M. Thompson, second by Z. Braund to set a Working School Board meeting for Wednesday, August 13, 7:00 p.m., in the BAHS Community Room. Carried.

Chair Eklund reminded all present that the Regular August school board meeting is set for Monday, August 18th, 7:00 p.m., BAHS Community Room.

Motion by A. Flowers, second by R. Hughes to adjourn the meeting at 7:35 p.m.

Zane Braund, Clerk
Attest: _____
Steve Eklund, Chair

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

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
Merrie Ann & Lee Hesselroth	\$100.00	Scoreboard for E gym

5. Open Forum.

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

7. Review Elementary Principal's report.

**Braham Area Elementary
 August Board Report**

1. Teacher Observations

- Teacher's Union has reviewed the new observation forms.
- Teacher observations must be based on 35% student achievement/growth.
- Thank you to Mr. Lattimore, Mr. Sawyer, Mr. Kuhnke, Ms. Swanson, and Ms. Maher for their work with this.

2. Open House

- Elementary open house is Wednesday, August 27th at 6:00.
- All parents are invited to attend.
- Hot Dogs will be served at the High School starting at 7:00.

3. Reading Corp/Math Corp

- Trainings start August 19th.

4. Building update

- Partitions for SpEd will be installed shortly
 - Thanks to Randy Coleman and Alan Hagenmiller for all the cleaning, waxing, sealing, painting, and repairing that has been done! The building looks great!!!
 - Thanks to Marlys Carlson for making the grounds look beautiful!
-

8. Consider Elementary Faculty Handbook for 2014-15.

Consider acceptance of the Elementary Faculty Handbook for 2014-15 updated to align more consistently with the High School Faculty Handbook. The Handbook file has been shared with the board as a pdf file.

9. Review Assistant Principal/Activities Director report.

**Activities Director
School Board Report**

August 18th, 2014

1. The original piece that was selected for the fall musical, *My Fair Lady*, is not available for a minimum of 12-18 months. As a replacement for this fall, *Annie* has been selected and the dates are still set for: Nov. 8, 14, 15 at 7:00 pm and Nov. 9 and 16 at 2:00 pm.

2. The Activities Night was held on Tuesday, August 5 and was very well attended.

3. The fall athletics of Football, Volleyball and Cross Country have started their practices for this 2014 season on Monday, August 11. Participation numbers were not available at the time of submission of this report and will therefore be presented in September.

4. Positions of change to note regarding the Coaching / Fine Arts Assignments for 2014 – 2015 school year include:

- Bob Vaughan – 8th grade football
- Bryan Johnson – Head Musical Director
- Katie Thies – Music Director (Musical), Echelon
- Beth Stone – Senior Advisor
- Allison Marcus – National Honor Society
- Jennifer Lundin – One Act Play Director
- Brittany Lakeberg – Head Girls Basketball, 9th Grade Volleyball

Respectfully Submitted,

Shawn Kuhnke

10. Consider 2014-2015 Coaching and Fine Art Assignments.

CO-CURRICULAR FINE ARTS & ACTIVITIES ASSIGNMENTS 2014 – 2015

SR. HIGH SPEECH:	Jennifer Lundin 9th step
JR HIGH SPEECH:	None
BAND:	Bryan Johnson 9th step
ECHELON:	Katie Thies 1st step
JAZZ:	Bryan Johnson 9th step
SUMMER BAND:	Bryan Johnson 9th step
ECHO (Yearbook):	??
STUDENT COUNCIL:	Tammi Johnson 9th step
MUSICAL DIRECTOR:	Bryan Johnson 8th step
ASS'T MUSICAL DIRECTOR:	Tracy Fix 8th step
MUSIC DIRECTOR:	Katie Thies 1st step
TECHNICAL DIRECTOR:	??
CHOREOGRAPHER:	??
ACADEMIC BOWL:	??
SPRING PLAY DIRECTOR:	Tracy Fix 8th step
ASS'T PLAY DIRECTOR:	??

TECHNICAL DIRECTOR: ??

ONE ACT DIRECTOR: Jennifer Lundin 9th step

PROM ADVISORS: JeanAnn Mattson 5th step ALWAYS

SENIOR ADVISORS: Jennifer Lundin 5th step ALWAYS
Bryan Johnson 5th step ALWAYS
Beth Stone 5th step ALWAYS

5th & 6th ELECTIVES: Softball – Jennifer Lundin
Volleyball – Britne Engelking

LINK Crew: Tammi Johnson

National Honor Society: Allison Marcus

Geography Bee: Lori Lemeiux

Math Masters: ??

Spelling Bee: Jennifer Lundin

11. Review High School Principal's report.

**School Board Report
August 2014
Matthew Lattimore, Principal**

New School Year Preparations:

Preparations for the 14-15 school year are in full gear. Sub intro day was August 14th, new staff/mentor meeting is Monday, August 25th and the full staff is here from August 26-28th. Open house will be the night of the 27th.

Rachel's Challenge:

On August 26th Rachel's Challenge will be here to do their bullying presentation with the staff. Thanks to East Central Energy for the generous donation to make this event possible. On October 8th the students of the district will go through the presentation. On the evening of October 8th the Rachel's Challenge presentation will be conducted at the Braham Community Center for any community members who would want to see it. It is a very powerful presentation and well worth the time to attend.

High School Teaching Positions:

We are still working on filling two positions, art and science. We had interviews for the Art position and are still waiting on the science position, but hope to have it wrapped up soon.

College in the Schools:

Met with Jan Erickson from the University of Minnesota to discuss the college in the schools program. We are looking at how we can add back some college classes for the 15-16 school year.

12. Review District Assessment Coordinator's report. - No report this month.
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13. Review Community Education Director's report.

Community Education Updates as of 8/11/14

What's going on in Community Education??

-Summer classes and activities have all ended- Summer Youth Camp, Mine Craft Club and ECFE Play Group.

-All MDE State Reports have been completed and turned in as of July 15th.

-MDE has made two new types of funding available to our school district. We have currently requested Pathway I and Pathway II scholarships for our local families. There have been 9 families so far receiving full Tuition assistance for this Fall Preschool.

-Community Ed brochure is being put together now. Any class ideas or know of anyone interested in teaching a class in our community, please call the community ed office right away. The Fall Brochure should be available mid September.

-Staff hiring for our Early Childhood Programs has now been completed.

2 last hiring requests as of 8/14/14-

Paraprofessional- Michelle Kamholz-

Early Childhood Teacher- Elizabeth Stenson

Fall Preschool Classes- we continue to enroll students in our preschool classes for 3-5 yr. olds.

Parent/child registration will be held on the evening of Sept. 3rd & 4th with classes beginning on Sept. 8th & 9th.

-Community Education and Early Childhood Program Advisory Council-

Fall dates will start back up, dates determined by members.

Submitted by Cheryl Arnold 8/11/14

14. Superintendent's report.

Superintendent's Report for August '14

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

ECMECC: Topics discussed; Changes in e-rate, RUS/DLT grant, Digital curriculum, Strategic

Planning and Google Insurance.

Supt. Regional: Discussed were number of issues, anti-bully legislation, cold weather closings, enrollment, levy authority etc. Interesting topic was student representation on school boards.

Community Center Grand Opening: Attended and spoke at the Grand Opening of the Community Center. Congratulations once again to the commitment of the Task Force Committee that made this center possible.

MSBA: Attended this year's session with board members Mike Thompson and Robert Hughes. Highlights were "Digital Citizenship" presentations along with summary of new Anti-Bully law along with other legislative updates. I had an informal opportunity to speak with John Sylvester, retiring director of MSBA. He imparted many words of wisdom upon me during a discussion following a session.

RRSEC: Topics discussed; shortage of school psychologist, policy review, transition programs, RRN facilities.

Open Forum on Weather Related Closings: An open invitation to all parents, students, staff and community members on Wednesday, August 27 at 7:30 in B100. Discuss philosophy and changes in procedures to close school on weather related closures.

Project updates:

15. School Board members' reports/updates.

16. Consider Personnel items.

Letters of Resignation

Kara Fraki - HS Art Teacher

Kara Fraki, HS Art teacher, has submitted her letter of resignation effective immediately. Ms. Fraki was with the district one year. Her resignation also includes Activities assignment as the Yearbook Advisor.

Elizabeth Peterson - Title 1 Paraprofessional

Elizabeth Peterson, Title 1 Paraprofessional at the elementary schools has submitted her letter of resignation effective August 4, 2014. Ms Peterson has been with the district since September 2012.

Employment Recommendations

Shanon Held – Special Education Van Driver

AP / AD Shawn Kuhnke is recommending Shanon Held to be hired as a Special Education Van Driver starting fall 2014. Ms. Held will be compensated as per the Special Education Van Driver #2 Contract for 2014-2015.

Gay Hagford - HS Salad Bar/Ala Carte

Food Service Director, Donna Bryant, is recommending Gay Hagford to fill the Salad Bar/Ala Carte position at the high school. Gay’s salary would stay at her current level 3 of the helper/server pay scale, including \$.40 per hour for Level 1 certification with the School Nutrition Association according to the food service workers contract. Gay’s first day of work in this position will be August 25, 2014.

Brittany Lakeberg - Elementary Media Secretary

Elementary Principal Jeff Eklund is recommending Brittany Lakeberg be hired as the Elementary Media Secretary. Mrs. Lakeberg previously served as our Special Ed./Community Ed. Secretary. This position is 32.5 hour a week, student contact days only. Mrs. Lakeberg will start at Step 2 of the Secretary/Para Contract.

Michelle Kamholz - Early Childhood Para

Cheryl Arnold would like to recommend Michelle Kamholz for the part-time Early Childhood Para position in our Preschool Program. Michelle has an Associates 2 yr. degree in Early Childhood. She was also employed last year with the Braham Schools as a paraprofessional for another position. Michelle Kamholz would be on the para contract working 30+ hours per week, not to exceed 1075 total hours for the year. She will qualify for benefits.

Employment Re-classification

Deb Thompson- Long-term high school .5 FTE substitute Spanish teacher

Supt’ Winter is requesting the Deb Thompson be re-classified as a Long-term high school .5 FTE Substitute Spanish Teacher for 2014-2015.

- 17. Consider Memorandum of Understanding on three employee contracts.

Copies of these are in the signature file for review. A copy of said MOU’s will be part of the official meeting minutes.

- 18. Consider authorizing calling for bids for lease agreement on school owned property (farmland)

LEGAL NOTICE

Independent School District 314, Braham, Minnesota, will receive SEALED bids for the rental of school district owned farm land for the 2015 growing season as follows:

23.2 acres of farmland, located west of the High School on Elmhurst Avenue;
plus a 4.3 acre piece of farmland, located west of the Elementary School.

The rent will be due in its entirety upon the awarding of and acceptance of the contract.

Submit sealed bids by Tuesday, September 9, 2014, 10:00 a.m. to:

Gregory A. Winter, Sup't of Schools
Braham ISD 314, 531 Elmhurst Ave S
Braham, MN 55006

Individuals wishing to inspect the farm land may make arrangements by calling 320-396-4444.

Braham ISD 314 reserves the right to accept or reject any/all bids, and waive formalities or irregularities in bidding.

19. Consider authorizing calling for bids for snow plowing for 2014-2015 and 2015-2016 school years.

**ADVERTISEMENT FOR BIDS
SNOWPLOWING QUOTES**

Braham Public Schools is accepting quotes for Snow Plowing for the 2014-2015 and 2015-2016 winter seasons. Quotes are to be submitted by 2 p.m. October 1, 2014 to Superintendent of Schools, 531 Elmhurst Ave S, Braham, MN 55006. For plowing specifications contact: Jeff Campbell, 763-286-7283. Braham Schools reserves the right to accept or reject any/or all quotes and waive formalities or irregularities in bidding.

20. Consider School Board goals for 2014-2015.

School Board – Administrative Goals 2014-2015

1. Improvement in and monitoring of grade level standardized test scores.
2. Continuing to improve total school working environment.
3. Community wide promotion of and participation in our schools to seek positive growth in student enrollment.
4. Beautification of school grounds.

- 5. Community based direction for our school to follow, both short and long term objectives included.
- 6. Implement Best Practices Policy as established by administrators and teachers.
- 7. Create a District-Wide Curriculum Committee process to create/update and streamline curriculum in grades E-12.

- 21. Consider resolution approving the teacher evaluation model.

Consider resolution approving the teacher evaluation model as presented at the working board meeting Wednesday, August 13, 2014.

- 22. Consider resolution approving the Chromebook Parent Agreement.

Consider resolution approving the Chromebook Parent Agreement as presented at the working board meeting Wednesday, August 13, 2014.

- 23. Consider **third and final** reading of MSBA Policy #514 - Bullying Prohibition Policy.

This policy is being presented for the **second 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:
Orig. 2003
Revised:

MSBA/MASA Model Policy 514
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)

- 24. Set Policy Review Committee meeting.

- 25. Reminder of the September Regular school board meeting.

The September Regular School Board meeting is set for Monday, September 15th, 7:00 pm, B100 – Community Room.

- 26. Adjourn.
