

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, November 16, 2015
7:00 pm – BAHS Community Room

1. Regular meeting called to order by Chair. Pledge of Allegiance.
Roll call.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the October 20th Regular Board meeting.
 - b. Approve the November bills.
 - c. Review and accept the November Treasurer's report.
 - d. Enrollment Analysis.
 - e. Acknowledgement of Donations or Contributions
 - f. Acknowledgement of Volunteers
4. Open Forum
5. Review Student Council Representative's report.
6. Review and consider the FY15 Audit Report from Burkhardt and Burkhardt.
7. Consider Bids for Interior Projects.
8. Review Elementary Principal's report.
9. Review Activities/Community Ed Director report.
10. Review High School Principal's report.
11. Review District Assessment Coordinator's report. - **No report this month**
12. Superintendent's Report
13. Acknowledge "Braham HONORS" recipients.
14. School Board members' reports/updates.
15. Consider Personnel items.
16. Consider adoption of the "Resolution Authorizing Purchase and Use of Signature Stamps".
17. Consider approval of fundraiser from requesting groups.
18. Set Dates for Working Board and Meet & Confer Meetings.
19. Reminder of the December School Board meeting including the Truth-In-Taxation Hearing agenda item.
20. Adjourn.

ADDENDUM

Regular School Board Meeting
Monday, November 16, 2015
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 October 19th Regular Board meeting.

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

Regular School Board Meeting
Monday, October 19, 2015
7:00 pm – BAHS Community Room

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

Members present: S. Eklund, R. Hughes, Z. Braund, T. Cuda, A. Flowers, A. Londgren, M. Thompson and Supt. Gagner
Members absent: NONE

Motion by M. Thompson, second by A. Londgren to adopt the agenda with an addition to add Eric Linner from WOLD to present interior project information and request for bid. Carried

Motion by R. Hughes, second by T. Cuda to approve the minutes of the Sept. 21st Regular School Board meeting; approve the Oct. bills \$242,499.18; accept the Oct. Treasurer’s report; and, review the enrollment analysis. Carried.

Motion by M. Thompson, second by R. Hughes to acknowledge the October 2015 donations for the purposes requested: for new teachers \$195 value of gifts from Frandsen Bank; for Scoreboard E gym \$10,000 from the Grandy Lions; from Gordon Stone \$1,000 for discretionary activities; from Target Thanks a Billion \$75 for BAES. Carried

On behalf of the School Board, Chair Eklund expressed appreciation to the volunteers from the Pine Tech & Comm College Nursing program: Instructor Elayne Beehler and students Savannah Mishler, April Handt, Brittney Gobel, Destany Anderson, Samira Abdulmaiid, Michelle Rittenour, Beth Fix, Tiffany Hoeck, Angela DeLage and Samantha Kuckoff for their help with vision and hearing screening for grades 1,3, and 5. Also, to Dawn Fiedler, Isanti County Public Health Nurse and Becky Hesselroth, RN and Joan Schleicher, RN for their help with Early Childhood screening.

Supt. Gagner congratulated the following staff and students for their accomplishments as “Braham

HONORS” recipients. They are: Beth Stone for winning first place in the secondary level division of the Thrivent Financial Personal Finance Educator Award; Kaylie Paitl for earning Academic All American while playing AAU volleyball; Karen Prigge and Kim Beidleman for earning the 2015 Leadership in Educational Excellence Award; and, Carley Lynch for earning her 2,000 career varsity volleyball assist.

Under Open Forum - Nothing addressed.

The Student Council written report was reviewed by the board.

Eric Linner from WOLD Architects presented to the board the Interior Remodeling Scope information. The areas involved will be the East and West Gang toilets at BAES; the multi-purpose space, East gym, wrestling area, and the industrial tech area at the HS. Bid notices would be published Oct. 28 and Nov. 4. Bids will be opened on Nov. 12. **Motion by A. Londgren, second by A. Flowers to approve the plans and call for bids for the interior projects. Carried.** Mr. Linner will attend the Regular School Board meeting on Nov. 16, 2015 to present the bids and ask for board review and approval at that time.

Elementary Principal Jeff Eklund reviewed his written report. There were 37 students seen during the Early Childhood screening. Thank you to Lindsay Rasmussen and Judy Bendickson for organizing this. It ran very smoothly. Congratulations to Sue Pearson for being named the Elementary Teacher of the Month. He explained the new Makerspaces which will be a place for elementary students to create, invent, tinker, explore and discover.

AD/CE Director Shawn Kuhnke reviewed his written report. The fall play “Beauty and the Best” performances are Nov. 7, 13 and 14 at 7 p.m. and Nov. 8 and 15 at 2 pm. Section and Subsection playoffs for cross country, volleyball and football are 10/29 and 10/20. Winter sports will kick off Nov. 2. The Braham VB team took 1st place at the volleyball invite tournament on Oct. 3. The \$10,000 donation from the Grandy Lions completed the fundraiser needs for the scoreboard for the East gym. The scoreboard has been ordered and will be installed and ready for the first basketball game on Nov. 20.

HS Principal Matt Lattimore’s reviewed his written report. Student safety is our number one concern during the exterior athletic complex work. There was discussion with students regarding safety on Elmhurst Ave. Signs have been posted to caution everyone. Greenhouse is here and put together and waiting for Peterson Companies as they work on the excavating for the exterior projects. Principal Lattimore is working with Pine Tech to get four concurrent enrollment courses available in the Ind Tech area. The classes are: measuring tools, blueprint reading, intro to computer aided design and, machining fundamentals. He also congratulated Jody Baker, Zach Anderson, Savannah Kunshier, Megan Lanhart, Alyssa Beise, and Karla Herman for being chosen High School Students of the Month.

Principals Lattimore and Eklund presented MMR, MCA and ACT scores and information to the board. With a score of 53.95% the Elementary School is applying for a Celebration School recognition from the state. The HS students are on a level with most surrounding schools. Our HS students are seeing growth. HS and Elem teachers are reviewing the curriculum to align it with the standards and watch for areas that have been missed or duplicated. The curriculum work will be especially helpful to the new teachers as they plan curriculum.

Supt. Gagner stated that there will be facilities project updates every Wed. online. BEA negotiations have started and the other bargaining units first meetings have been scheduled.

Board members reported on individual meetings and activities attended. Many attended football and volleyball games, the negotiation meeting, RRSEC, SEE Executive and Regional meetings, WOLD Project meetings. Member Thompson stated that at the RRSEC meeting he learned that 17% of our students

receive services from them. Member Hughes contacted the bus company about bus inspections which are done annually by the state and daily by the drivers.

Motion by M. Thompson, second by R. Hughes to adjust Jake Gagne's hire date to Oct. 1, 2015. Carried

Motion by R. Hughes, second by A. Londgren to approve the employment recommendations of: Ashley Devlin, as a Title I Paraprofessional. Ms. Devin will start at Step 1 of the Title One Contract. Her start date was Oct. 19, 2015.

Janae Peterson, as a 3rd grade LTS teacher. Her start date was Oct. 8, 2015. She will be paid at BA Step 1. The position will last approximately 12 weeks.

Jennifer Rowland as the District Health Secretary. This position is 4 days a week, 7 hours a day. Her start date was Oct. 12, 2015. She will start at Step 1 of the secretary portion of the Sec/Para Contract.

Deborah Thompson as a high school .5 FTE, LTS Spanish teacher for 2015-16. Mrs. Thompson will start at MA+60 Step 5 of the Teacher's contract.

April White as an Early Childhood Para. This position is 10.5 hours per week. These hours will be in addition to her BASK Coordinator hours. Her start date in this position was Oct. 2, 2015. She will be paid at Step 1 of the Para portion of the Sec/Para contract. Member M. Thompson abstained. Carried.

Motion by A. Flowers, second by T. Cuda to accept the resignation letters of:

Heidi Nordby, HS Spec Ed Para effective Oct. 16, 2015. Ms. Nordby has been with the district since Oct. 2004.

Edie Kaunonen, HS Spec Ed Para effective Oct. 31, 2015. Mrs. Kaunonen has been with the district since March 1989.

Randy Christison, Van Driver #2 effective Oct. 13, 2015. Carried

Motion by A. Londgren, second by R. Hughes to approve the lane advancement requests for:

Joe Lakeberg from BA Step 3 to BA+30 Step 3. Mr. Lakeberg's 2015-16 salary will be based on BA+30, Step 3.

Eric Tye from BA Step 9 to MA Step 9. Mr. Tye's 2015-16 salary will be based on MA Step 9. Carried.

Motion by A. Flowers, second by M. Thompson to approve the "C" Schedule Recommendations of:

Jake Gagne as the Asst Boys Basketball Coach starting winter 2015-16. He will be placed on Lane 10, Step 1 of the "C" Schedule Contract.

Korey Sybrant as the 9th Gr Boys Basketball Coach starting winter 2015-16. He will be placed on Lane 8, Step 1 of the "C" Schedule Contract. Carried

Motion by R. Hughes, second by A. Londgren, to approve the 2015-16 Seniority List for Instructional Staff. A copy of said list will be part of the official minutes. Carried.

Motion by R. Hughes, second by T. Cuda to pursue a "Safe Routes to School" grant. Carried. Member M. Thompson will write the grant.

Motion by A. Londgren, second by A. Flowers to approve the following fundraisers: VB request to host a VB Tournament on 10/3 and conduct a clothing sale with all proceeds of the clothing sale to go to the Harbor Room at the Cambridge Medical Center. Carried.

Motion by A. Londgren, second by M. Thompson to change the Fundraising Policy language in the Athletic and Fine Arts Handbooks as requested by auditors Burkhardt and Burkhardt. Carried.

Motion by A. Londgren, second by Z. Braund to set a Special School Board meeting on Thursday, Nov. 12,

2015, at 7:30 a.m. to canvass the Nov. 3, 2015 school board election results. Carried.

Reminder to all present of the November Regular School Board meeting set for Monday, November 16th, at 7 p.m. in B100 - Community Room.

Motion by M. Thompson, second by R. Hughes to adjourn the meeting. Chair Eklund adjourned the meeting at 8:05 p.m.

Zane Braund, Clerk

Attest: _____
Steven Eklund, Chair

- b. Approve the November bills.
- c. Review and accept the November Treasurer's report.
- d. Review enrollment analysis

Grade	Sept 16	Oct 5	Nov 2
K	66	63	63
1	55	55	55
2	63	63	64
3	52	50	50
4	65	65	64
5	66	65	64
6	62	60	59
7	74	75	75
8	66	64	65
9	61	62	62
10	58	57	57
11	50	50	50
12	68	66	67
K - 12			
Sub-Total	806	795	795
EC/SE	26	18	20
TOTAL			
K - 12			
plus			
ECSE	832	813	815

- e. 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
Gordon Stone	\$1,000.00	Discretionary Activities
Anonymous Scholarship	\$2,000.00	To NW Univ in St Paul or Crown College
Mille Lacs Oil Co	\$75.00	Power Mechanics
Aurelius Mfg Co, Inc	\$100.00	Power Mechanics
Schlagel, Inc	\$1,500 value	sheet plate donation
Team Industries	\$250.00	Power Mechanics
Braham Motor Services, Inc	\$100.00	Power Mechanics

f. Acknowledge Volunteer Help.

Thank you to the many volunteers who helped with “Beauty and the Beast”: Andrea & Susan Severson, Kathy & Phil Olson, Jessica and Kathy Anlauf, Ogilvie HS Theatre Dept, Play, Inc., Cambridge-Isanti Theatre Dept, Kyle Fix, Jim Knutson, Marlene & Darwin Nelson, Angie & Kelly Londgren, Viva Anderson, Butch Erickson, Mike VanderHeyden, Pat Joyal, Vern Fix, Jennifer TenNapel, and Allyssa Mattson.

4. Open Forum.

5. Review Student Council Representative’s report.

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

Braham Chamber of Commerce: Student Council Public Relations Director Alexis Fix attended the most recent Chamber Meeting to discuss where the clothing items will be sold and what items they would like to see distributed/offered to the public. It has been decided that our clothing will be sold at the Pizza Pub.

WE Day

Members of Student Council attended the annual WE Day celebration again this year. The celebration was held on Tuesday, November 3rd at the Xcel Energy Center and we had a fabulous time!!

Retiree Breakfast

On Monday, November 9th, we had members of Student Council give tours to retired teachers in the High School building. The retired teachers also enjoyed a breakfast and some treats provided by Student Council.

Bake Sale

Student Council will be having a bake sale to raise funds for our program. The bake sale will be held on Tuesday, November 17th, 3 p.m. to 7 p.m. Please pass the word!!

Thanksgiving Baskets

We will be again hosting a Thanksgiving basket food drive through High School advisories. Baskets will be given to local families in need for their Thanksgiving dinner. If any Board members would like to donate to the cause, please see advisor Tammi Johnson.

Bomber Apparel and Accessories:

We are currently developing a new order of clothing and accessories to be sold during the home games/matches during the winter season.

Recycling and Announcements:

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

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6. Review and consider the FY15 Audit Report from Burkhardt and Burkhardt.

Auditors from Burkhardt and Burkhardt will be present at this evening’s meeting to review the FY15 School District Audit Report. Acceptance of the FY15 Audit will be at the December Regular Board meeting.

7. Consider Bids for Interior Projects.

Bids will be opened on November 12th. Eric Linner from WOLD will be present at this meeting to present the bids and make his recommendations. The board will be asked to take action at this meeting.

8. Review Elementary Principal’s report.

**Braham Area Elementary
September 2015 Board Report**

1. Early Childhood

- Working on our drop-offs in the morning.
- Possibility of changing signage.

2. Conferences

- Conferences are Nov. 17 & Nov. 19.

3. Teacher Observations

- Started last week.
- Lots of good things going on in the classroom!

4. School of Excellence

- Committee is working through our survey results.
- We will meet over the next few weeks to put our plan in place.

5. Staff Member of the Month

- Congratulations to Nick Hohn on being named our Elementary Staff member of the Month.
 - Mr. Hohn is our K-6 technology teacher and district technology integrationist. Mr. Hohn teachers students new and fun ways to use technology while teaching them digital citizenship. Students are learning ways to use technology in Mr. Hohn's class that will benefit them in the general ed classroom. Nick is always willing to stop in a classroom or teach a workshop to help teachers implement new technology in their classes. Thanks Mr. Hohn!
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9. Review Activities/Community Ed Director report.

**Activities/Community Education Director
School Board Report
November 16, 2015**

1. Congratulations to all of our fall activities for their successful seasons.
 - o · Our Boys Cross Country team finished 8th out of 21 teams in the section. Top girl and boy racers were Amanda Otto, 42nd out of 133 racers and Brandon Wyganowski, 31st out of 144 racers.
 - o · Our Volleyball team lost a heartbreaker, 3-2 vs. Nevis in the section semifinals. The girls finished the year with a 21-8 record and a share of the Great River Conference Championship.
 - o · Our Football team lost in the State Class A Semifinals to Minneapolis North. The Guys finished the year with an 11-1 record and were also Northeast District (Silver) Champions as well as Section 7A Champions.
2. All Varsity Fall Schedules are finalized for 2016, with the exception of a few Cross Country events.
3. I am very proud to announce Ms. Elizabeth Altendorf and Mr. Alec Downing as our EXCEL Award winners. This is awarded annually to juniors for their Excellence in Community, Education and Leadership.
4. AAA applications are now being accepted through November 18.
5. The fall musical is well underway. I thought the performance was fantastic! I have also heard many positive comments from the directors, students and community. As you well know, a lot of time, effort and energy go into making these performances possible. Congratulations to the students and staff in the production of these wonderful performances!
6. Currently our JH Boys Basketball season and Varsity/JV/C Boys Basketball seasons are well underway. Varsity/JV/C Girls Basketball and Wrestling start tonight.
7. Winter participation numbers will be available for your review at the next meeting.
8. The Halloween Party had about 320 kids, which was up by 30 kids from last year. A big thank you for all the great donations and the great volunteer help.
9. Advisory Council met tonight to gather ideas and input for the winter/spring Community Education Brochure.

Respectfully Submitted, Shawn Kuhnke

10. Review High School Principal's report.

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

NHS Service Project

BAHS NHS completed their first service project this school year making fleece tie blankets to be donated to a local women's shelter which will be given to children when they first come to the shelter. The materials were donated by a local anonymous donor and we are hoping to make this an on-going project for our group through fund-raising efforts.

OLPA's

We started the OLPA's for the 7th and 8th grade math. We tested out the chromebooks in preparation for using them on the MCA's later in the spring. We had some issues that we need to work through if we will be using them on the MCA's. We have also gotten some good feedback from our staff that we can use in January when we administer the next round of OLPA's.

Fall Teacher Observations and Peer Observations

I have started the formal fall observations. I have 17 observations and post conferences to get wrapped up by December. Peer observations will take place in December.

Business Classes

Tiffany Flogel our Business teacher and myself met with KBK radio representatives about a possible partnership with having our students report Braham activity scores. We also talked about a possible field trip to the station, guest speakers into our business classes. We are moving forward to see how this can enhance our students learning.

Curriculum Coordinator and District Assessment Coordinator Meeting

Attended the Resource and Training Curriculum Coordinator/DAC meeting where member schools of Resource and Training come together to assist each other in topics, like MMR/MCA scores, curriculum standards and district assessments being used. I was able to take away a lot of information and have a contact at the state that can help explain our MMR scores.

Career and Technical Education

Met with Joel Larson who is the state FFA advisors and also is considered an MDE expert. Joel was able to meet with us and go over the CTE Levy and answer all of our questions.

Students of the month

Grade 7: Edward Peckels, Emma Tschumper

Grade 8: Joseph Cauffman

Grade 12: Sydney Bartel, Stephanie Kurvers, Shelby Maslow, Nick Retherford, Thomas Warner

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11. Review District Assessment Coordinator's report. - **No report this month**
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12. Superintendent's report.

Braham Area Schools #314
Superintendent Report
November 16, 2015

1. Braham Chamber of Commerce (Nov. 3)
 - Isanti County Tools for Business Success website - Free information to support all aspects for running a successful business: www.isanti.toolsforbusiness.info/
 - Representatives from our student council updated the chamber on school events
 - The Chamber has great representation and a host of upcoming events. Visit their website at: <http://www.brahamchamber.com/>
2. Isanti County Corrections Advisory Board (Nov. 4) - Highlights:
 - Mary Keller shared information on the Isanti Jail Treatment Program which started in August. The program's primary goal is to reduce recidivism and focuses on intense intervention while the defendant is incarcerated. It will be interesting to monitor progress as to the effectiveness rate.
 - Ryan Redfield from Central Minnesota Jobs and Training Services shared information on services they provide. The group targets young adults ages 14-24 by providing training and support for successful employment.
3. Facilities Bond update (as of 11-11-15):
 - A weekly update is posted on the school website each Wednesday
 - Despite several days of rain, progress is close to schedule
 - All the sand and class five gravel has been placed in the track area
 - Utility crews have installed the flared-end at the northeast corner of the site and have been installing concrete pipe southward to MH101. The 27" RCP is surrounded with sand bedding.
 - Crews are placing soil separation fabric in the bottom of the drainage trench along the inside of the running track. Once the fabric is placed, drainage rock is dumped and spread prior to the installation of the PVC storm sewer.
 - 6" PVC risers have been installed along the inside of the running track where drop inlets will eventually be located.
 - Work is in progress for the pole vault and high jump areas
 - The majority of the installation of the storm sewer pipe is complete
 - Dependent on weather, expect to see the top layer of peat/sand mixture added to the football field and pads being completed for the visitor and home side bleachers
 - Dependent on weather, expect storm sewer to be installed at the new baseball complex across Elmhurst road and significant earthwork to occur.
 - The district is still waiting for the appropriate permit to install a culvert and driveway on the west side of Elmhurst where the new baseball complex will be located.
 - Bids for the interior work were opened Thursday, November 12.
 - The storage shed located across from Elmhurst Commons is in the process of being updated. The floor which used to be a combination of concrete and dirt is now all concrete. In addition the district is installing two new doors and has removed unused items. This was needed as the district lost considerable storage space when the building used for scoreboard operation, coaching, and the announcement of football games was destroyed as part of the new track/football complex.
4. Negotiations update:
 - BEA: Four meetings have been held, - productive, many issues discussed. Fifth meeting scheduled.
 - Custodial, Secs/Paras, Food Service: first meetings were held Nov. 10. Several items were discussed - additional meetings scheduled.

5. An appreciation breakfast for retired staff was held on November 9 with over twenty people in attendance. The group was given a short presentation on the status of the district and tours were offered. A big thanks to the student council for funding this event and leading tours!
 6. Ongoing items:
 - a. Staff Development committee meets on a monthly basis. The group has created a new request form and continues to clarify procedures. Thanks to Beth Stone for leading.
 - b. Work continues on completing the World's Best Workforce Plan summary. The World's Best Workforce bill was passed in 2013 to ensure every school district in the state is making strides to increase student performance. Each district must develop a plan that addresses the following five goals:
 - All children are ready for school.
 - All third-graders can read at grade level.
 - All racial and economic achievement gaps between students are closed.
 - All students are ready for career and college.
 - All students graduate from high school.
 - c. A small committee is working on updating the district's safety plan
 7. Hats Off to all our wonderful staff at Braham Area Schools. While we are always grateful for the hard working and caring folks of ISD 314, we want to especially recognize their work as part of **American Education Week**, Nov. 16-20. The first observance of American Education Week occurred December 4-10, 1921.
 8. FYI: Thirty-five students earned a total of 230 college credits from the University of Minnesota during the 2014-2015 school year (average of 6.5 credits per student). The total value, if the student attended after completing high school, was \$106,683. The actual cost to the district was \$10,150. [These numbers ONLY reflect UM credits. We do offer college level courses from other universities.]
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13. Acknowledge "Braham HONORS" recipients.

Braham Schools would like to congratulate the following staff and students for their accomplishments.

10/19/2015	Greg Winter	Braham Area School District #314 would like to recognize you for your leadership and dedication in making the 2015 facilities project a reality. The upgraded facilities will benefit generations of students and families of the Braham Community. Thank you for your service:)	Gagner
10/27/2015	Shawn Kuhnke, Nick Hohn, Joe Lakeberg, Eric Tye, Dave Blomdahl	Braham Area School District #314 would like to recognize you for your contribution in earning the Northeast District Silver Division and Section 7A Championships and a 3rd consecutive trip to the MN State High School League Football Tournament. Students involved in quality extra curricular programming have high rates of success beyond high school and your leadership and commitment to excellence makes a difference. Congratulations!	Gagner
10/27/2015	Britne Engelking, Tammi Johnson, Brittany Lakeberg	Braham Area School District #314 would like to recognize you for your contribution in earning a 5th consecutive Great River Conference Volleyball Championship and your advancement in section play. Students involved in quality extra curricular programming have high rates of success beyond high school and	Gagner

		your leadership and commitment to excellence makes a difference. Congratulations!	
11/9/2015	Bryan Johnson, Tracy Fix, Karl Fix, Nancy Vander Heyden, Katie Thies, Amber Hoffman	Braham Area School District #314 would like to recognize you for your contribution in the 2015 production of Beauty and the Beast. Students involved in quality extra curricular programming have high rates of success beyond high school and your leadership and commitment to excellence makes a difference. Congratulations!	Gagner

14. School Board members' reports/updates.

15. Consider Personnel items.

Employment Recommendations

Ellen McKinney 3.5 hour increase

Principal Jeff Eklund is recommending Ellen McKinney's hours be increased by 3.5 hours. She will be working 30 hours per week, student contact days only. Ms. McKinney's start date with this increase was October 20, 2015. She will continue at her current Step 4 of the Para portion of the Sec/Para Contract.

Pam Eklund, Long-term 5th grade substitute teacher

Principal Jeff Eklund is recommending Pam Eklund to be hired as the Long-term 5th grade substitute teacher for Shandell Harvey's 12 week maternity leave. Her start date in this position was November 2, 2015. She will be paid at BA 5, Step 5 of the teacher's contract.

Michelle Oquist, HS Special Ed Para

HS Principal Matt Lattimore is recommending Michelle Oquist to be hired as a Special Ed Paraprofessional. Mrs. Oquist has been working as a sub in the special ed dept. Mrs. Oquist's start date will be November 16, 2015. She will work 5 hours per day student contact days only. She will be placed on Step 2 of the para portion of the Sec/Para Contract.

Shawna Vanderberg Surdey, Special Ed Paraprofessional

HS Principal Matt Lattimore is recommending Shawna Vanderberg Surdey to be hired as a Special Ed Paraprofessional. Mrs. Surdey has been working as a long-term sub in the Special Ed dept since fall 2015. Mrs. Surdey's employment start date will be November 2, 2015. She will work 33.75 hours per week student contact days only. She will be placed on Step 1 of the para portion of the Sec/Para Contract.

Employee Resignations

Jessica Harstad, Part-Time School Nurse

Jessica Harstad has submitted her letter of resignation effective October 23, 2015.

Webster Ford, HS Special Education Teacher

Webster Ford, HS Special Education Teacher, has submitted a letter of resignation effective October 29, 2015.

Maternity Leave Request

Mariah Olson, Early Childhood Special Education Teacher

Mariah Olson, Early Childhood Special Education Teacher, has requested FMLA maternity leave beginning approximately, April 27, 2016 which is her due date. Arrangements will be developed to meet the needs for the balance of the year. She is planning on 6 wks, but may need 12 weeks.

16. Consider adoption of the “Resolution Authorizing Purchase and Use of Signature Stamps”.

Supt. Gagner is asking that the School Board consider adoption of the resolution authorizing use of signature stamps by the Superintendent, Principals, Activities Director, Community Ed Director or School Counselor. These stamps cannot be used on any instruments of payment as specified in the resolution.

RESOLUTION AUTHORIZING PURCHASE AND USE OF SIGNATURE STAMPS

WHEREAS, the duly elected members of the BRAHAM School Board are desirous of centralizing and simplifying the procedures for the signing of documents for school business. These documents will include student transcripts and/or discipline reports, letters of employment or resignation, and donation acknowledgement letters.

WHEREAS, this may not be an exhaustive list at NO time will the signature stamps be used for the execution and issuance of instruments of payment including checks, vouchers, contracts, and other such negotiable instruments.

WHEREAS, the established and general practice among school districts comparable in size to BRAHAM’s school district and other large public entities is to utilize approved signature stamps to facilitate centralization and simplifications of signature procedures.

IT IS RESOLVED, that:

- The duly elected members of the BRAHAM School Board hereby approve and authorize the acquisition and use of signature stamps.
- These individual board-approved stamps will contain a single imprinted signature of the School:
 - Superintendent
 - Principal
 - Activities Director
 - Community Ed Director OR
 - School Counselor
- The approved signature stamps will be under the control and supervision of each of the above named positions who will be solely and unequivocally responsible for the use, safeguarding, and custody of the stamp.

THIS RESOLUTION IS EFFECTIVE IMMEDIATELY.

17. Consider approval of fundraisers from requesting groups.

Consider approval of fundraisers for a girl's basketball clothing sale and a spaghetti dinner for baseball.

18. Set Dates for Working Board and Meet & Confer Meetings.

19. Reminder of the December Regular school board meeting.

The December Regular School Board meeting is set for Monday, December 14th, 7:00 pm, B100 – Community Room.

And, also an important reminder that Consideration of the Final 2015 Payable 2016 Property Tax Levy will be an item on the December 16th Regular School Board meeting agenda and that anyone with questions regarding ISD #314's Property Tax Levy are encouraged to attend this meeting.

20. Adjourn.
