

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 September 19th Regular Board meeting.
  - b. Approve the October bills.
  - c. Review and accept the October Treasurer's report.
  - d. Enrollment Analysis
  - e. Personnel
4. Acknowledgement of Donations or Contributions.
5. Open Forum
6. Presentation by PLC Leadership Team.
7. Review and consider the FY16 Audit Report from Burkhardt and Burkhardt.
8. Review Elementary Principal's report.
9. Review High School Principal - Activities Director report
10. Review Community Ed report.
11. Review Superintendent's report
12. Acknowledge "Braham Honors" recipients.
13. Review Student Council Representative's report.
14. School Board members' reports/updates.
15. Consider 2016-2017 Seniority Lists for Instructional and Support Staff Personnel
16. Consider approval of the 2% Staff Development Funds Waiver.
17. Consider bids received for snowplowing for the 2016-17 & 2017-18 seasons.
18. Consider Bids received for lease agreement of school owned property (farm land) for 2017 growing season.
19. Consider approval of annual MDE Assurance of Compliance report.
20. Consider request from the high school softball team for permission to travel to Florida in the spring of 2018 for a spring training experience.
21. Consider revision and update to policy #902 - Community Use of School Buildings and Facilities.
22. Consider update to policy #503 - Student Attendance.
23. Consider cycle review of district policies.
24. Consider **FIRST** reading of MSBA Policy for discussion, update and adoption.
25. Reminder of the November School Board meeting.
26. Adjourn.

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

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Roll Call.

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- 2. Adopt agenda.

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- 3. Consent Agenda.

- a. Approve the minutes of the September 21st Regular School Board meeting.

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

Regular School Board Meeting  
Monday, September 19, 2016  
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, M. Thompson, T. Cuda, A. Londgren, A. Flowers, R. Wyganowski, J. Paitl and Supt. Gagner. Members absent: None

Motion by T. Cuda, second by J. Paitl to adopt the agenda. Carried

Motion by M. Thompson, second by A. Flowers to approve the minutes of the August 22nd Regular School Board meeting, approve the September bills \$222,554.71; and, accept the September Treasurer’s report. The board approved the release of probationary employees: **Rochelle Bergwick**, Title One Para and **Danielle Baudhuin-Peter**, EC Para. The board accepted the resignations of **Carla Maslow** as a part-time special ed van driver and **Mirinda Johnson**, part-time lunchroom-recess para effective 09-06-16; and, **Lucy Pinataro**, Special Ed Para effective 09-16-16. The board approved the following recommendations: **Allyssa Mattson** as the kindergarten para, 30 hrs per week at Step 1 of the para contract. Her start date was 09-06-16. **April White** as the .4 FTE technology teacher with a variance. Her start date is 9-6-16. She will be paid at BA Step 1. **Amber Hoffman** as the head girls basketball coach. She will be placed on Lane 12, Step 3 of the “C” Schedule. Her start date will be 11-14-16. **Alex Sundly** as the weight training coach for fall, winter and spring seasons of 2016-17. Fall start date is 10-24-16. He will be paid at Lane 2, Step 5. Winter start date is 11-7-16. He will be paid at Lane 3, Step 5. Spring start date is 3-6-17 at Lane 2, Step 5. **Korey Sybrant** as the JV boys basketball coach beginning 11-21-16. He will be placed on Lane 10, Step 2 of the “C” Schedule. **Katie Thies**, K-12 music teacher, lane change request from BA to BA+15, Step 4 was approved. Her 2016-17 salary will be based on BA+15, Step 4.

Motion by R. Wyganowski, second by J. Paitl to acknowledge the September 2016 donations for the

purposes requested: school supplies donated by Salvation Army, Thrivent Financial, New Hope Community Church, and Jess & Paul Olson; and, \$2,000 from Grandy Lions for School improvement. Carried.

Under Open Forum - Nothing was addressed.

The Student Council report was reviewed by the board. Homecoming coronation is Sunday, 9-25 at 2 pm and the homecoming dance is 10-1-16.

Jeff Eklund, Elem Principal reviewed his written report. Open house was a great success. Thank you to ECE for their generous donation of four totes of school supplies. Congratulations to Brooke Hohn for receiving funding for a new classroom carpet and to Lori Lemieux for being nominated by her fellow staff members as the T.E.A.M. recipient. Thank you to BEPO for donating Bomber Pride t-shirts for the new students and the kindergarteners. He expressed a special thanks to Jan Strohkirch, elementary secretary for all the "behind the scenes" things she does.

The board reviewed the Community Ed report. Early Childhood Scholarships have been awarded to 20 families. CE still has openings for fall classes and events offered in the brochure.

The board reviewed Shawn Kuhnke's, Principal/AD, written report. Students were challenged to three tasks at their All School Meeting held the first day of school. The tasks are: being a leader, display a random act of kindness at least once a week and, to strive for academic excellence. Nineteen FFA Ag projects were at the State Fair. Overall, Braham received one Reserve Grand Champion, two champion, one honorable mention and a first place.

Supt. Gagner updated the board on the exterior and interior projects which are near completion. World's Best WorkForce committee will meet on Wednesday, October 12th at 6 pm. Volunteers are still needed for the WBWF committee. DAC information is on the assessment page under the district tab.

Supt. Gagner congratulated the following staff, students and community members for their accomplishments as "Braham HONORS" recipients. They are: Lori Lemieux, Jonelle Klemz, Dave Blomdahl, Emily Ludwig, Ursula Scheele, Jennifer Lundin, Roxanne Kirby, Joe Rajkowski, Steve Eklund, Angie Flowers, Art & Edie Kaunonen, Darwin Nelson, Eric Jones, Bob Wyganowski, Bob Vaughan, Kelly Monson, Connie Gelle, Judy Patzoldt, Dustin Hoepfer, Marie Sward, Merideth Coleman, Donna Bryant, Tammy Johnson, Cindy Ledford, Terri Stone, Gay Hagford, Jill Gagner, Gary Shaw, Cambridge Target, BEPO, ECE, Chief Bob Knowles, Jan Strohkirch, Teresa Person, Julie Johnson, Braham Fire Department and Kaylie Paitl.

School board members attended Open House, Youth FB & VB games, Kindergarten orientation, Construction, ICICLE, SEE, and ECMECC meetings.

Motion by T. Cuda, second by A. Flowers to certify the maximum levy authority allowable for the district's property tax levy for the 2016 payable 2017. **Carried.** Official paperwork to follow when available. A copy of said levy authority shall become a part of the official minutes. Carried

The following announcement was made by Chair Steve Eklund: **Ind. School District #314's Truth-In-Taxation Public Hearing will be set as an agenda item at the Regular December School Board meeting that will be held on Monday, December 19th, 7:00 p.m. in the BAHS Community Rm.**

Motion by A. Londgren, second by J. Paitl to approve the Memorandum of Understanding with SEIU Local #284 adding Title One paras to the Paraprofessional/Secretary bargaining unit. Carried

Motion by R. Wyganowski, second by M.Thompson to adopt the following policy: #721 Uniform Grant Guidance Policy Regarding Federal Revenue Sources. Carried

Motion by R. Wyganowski, second by A. Londgren to review and approve the following policies: #102 - Equal Educational Opportunity; #214 - Board Member Expenses; #401 Equal Employment Opportunity; #402 Disability Nondiscrimination Policy; and, #406 Public and Private Personnel Data. Carried

Chair Eklund reminded all present of the October Regular School Board meeting to be held Monday, October 17, 2016 at 7 p.m. in the Community Room at the high school.

Motion by M. Thompson, second by J. Paitl to adjourn the meeting. Chair Eklund adjourned the meeting at 7:22 p.m.

Attest: \_\_\_\_\_  
Allison Londgren, Clerk

Attest: \_\_\_\_\_  
Steven Eklund, Chair

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

Grade	change from Spr 16	Sept 13	Oct 3
K		61	61
1	-4	56	58
2	-5	47	47
3	2	62	64
4	-2	45	46
5	-1	62	63
6	-2	63	62
7	-4	51	51
8	-10	65	64
9	-8	56	55
10	0	59	58
11	-6	50	50
12	3	54	52
	-37		
<b>K - 12 Sub-Total</b>	<b>774</b>	<b>731</b>	<b>731</b>
ECSE	21	15	15
<b>TOTAL K - 12 plus ECSE</b>	<b>795</b>	<b>746</b>	<b>746</b>

e. Personnel

**RESIGNATION**

Amber Hoffman has submitted her resignation as the knowledge bowl advisor effective 09-21-16.

**RECOMMENDATIONS**

**Peter Duvernay** is being recommended by Principal Eklund as a Special Ed Para. His start date was 09-23-16. He will work 33.75 hours per week and be paid at Step 1 of the Para portion of the Para/Sec contract.

**Michelle Oquist** is being recommended by Principal Eklund as a Title One Para. She is returning from recall status. She will start this position on 10-3-16. She will work 27.5 hours per week and will be paid on Step 3 of the Para/Sec contract.

**Nicole Zimpel** is being recommended by Principal Eklund as a Special Ed Para. Her start date was 10-3-16. She will work 33.7 hours per week and be paid at Step 1 of the Para portion of the Para/Sec contract.

**Nichole Nelson** is being recommended by Principal/AD Kuhnke as the Prom Advisor for 2016-17. She will be paid at Lane 2 Step 5.

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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.

<b>Donor</b>	<b>Item and/or Amount</b>	<b>Purpose</b>
Princess Bride Boutique & Cynthia's Bridal Emp	\$2,400 value	Fine Arts - Formal gowns and Tux
Moose Lodge #1544	\$600.00	FFA
Isanti County Farm Bureau	\$500.00	FFA
Chisago County Farmer Union	\$200.00	FFA
Grandy Lions	\$750.00	FFA
Gene Haas Foundation	\$12,500.00	CNC Machining class
MinnCo - Cambridge	\$10.00	Friends of Rachel

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5. Open Forum.

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6. Presentation by PLC Leadership Team.

Presentation by Sue Pearson on behalf of the district Physical Education PLC Team

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7. Review and consider the FY16 Audit Report from Burkhardt and Burkhardt.

Auditors from Burkhardt and Burkhardt will be present at this evening's meeting to review the FY16 School District Audit Report. Acceptance of the FY16 Audit will be at the December Regular Board meeting.

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8. Review Elementary Principal's report.

**Braham Area Elementary  
October 2016 Board Report**

1. **Teacher Observations**

- VERY impressed with the teaching going on in the classrooms

2. **FAST Assessments**

- We've finished our FAST assessments
- Teachers are analyzing data to differentiate instruction to all students

3. **WIN Groups are up and running**

- 30 minutes of Math and Reading that give students leveled instruction

4. **Rtl**

- Interventions are up and running
- Thank you to Lori Lemieux, Kim Beidleman, and Chris Thielen being on this committee.

5. **Congratulations to Karen Leniz! She is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner**

- Karen was nominated by her fellow staff members.
- "Karen does a lot of innovative teaching with her students and differentiation with hands-on learning in her classroom. She also actively supports students outside the classroom. Recently she provided the evening meal for a team."

6. **Halloween Party**

- Halloween Party will be Monday, October 31st.
- If you are interested in volunteering please contact Jonelle Klemz

7. **Reading Corps**

- MN Reading Corps recently hired a new Reading Corps tutor
- Danae Shaw - full time (2nd & 3rd grade)

8. **MAASFEP**

- Attended the Title I conference
  - ESSA is still being worked on at the state level
  - Changes moving forward with ESSA and new administration
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9. Review High School Principal - Activities Director report.

**HS Principal / Activities Director  
School Board Report  
October 17, 2016**

1. Homecoming week ran very smoothly during the last week in September and was an exciting time. A lot of excitement and a lot of Bomber spirit throughout the week. Thank you to Tammi Johnson and the student council for all of the work in lining up the homecoming festivities.
2. We held a building evacuation drill on Friday, September 30. The students and staff walked to the Braham Community Center and stayed in the building until the buses came to pick up the students.
3. Rachel's Challenge was here on Wednesday, October 5. They provided a 1-hour Rachel's Challenge presentation to the 7<sup>th</sup> and 8<sup>th</sup> graders, a Rachel's Legacy presentation to the 9<sup>th</sup> – 12<sup>th</sup> graders and a FOR Training to a group of 7<sup>th</sup> – 12<sup>th</sup> graders. Thank you to Jonelle Klemz and Ursula Scheele for their work bringing Rachel's Challenge back to Braham.
4. *The Wedding Singer* dates and times are just around the corner;
  - i. November 5, 11 and 12 at 7:00 p.m.
  - ii. November 6 and 13 at 2:00 p.m.
5. Please be aware of the following dates for upcoming playoffs:
  - i. Cross Country Sections: at Milaca Stones Throw G.C. on October 27
  - ii. Volleyball Subsections: (at higher seed) October 28
  - iii. Football Sections: (at higher seed / neutral site?) October 25 / 29.
6. Winter Sports will kick off with the JH Girls Basketball beginning on Tuesday, November 8, 2016.
  - i. C/JV/V Girls Basketball November 14
  - ii. C/JV/V Boys Basketball November 21
  - iii. Wrestling November 21
  - iv. JH Boys Basketball January 3
7. Participation numbers:
  - FFA Chapter:** 25 students
  - Jazz Band:** 16 students
  - Echelon:** 11 students
  - Fall Musical:** 40 students
8. We are currently accepting applications for the ExCEL awards. The application process closes on October 12.

Respectfully Submitted, Shawn Kuhnke

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10. Review Community Ed report.

**10/10/16**

**Community Ed Brochure-**

First class ran with youth, Kids in the Kitchen. They had lots of fun and went home with many goodies.

Kids Zumba started Oct. 5th, they had lots of fun moving and grooving!  
Adult classes have been running, next up is Crochet and Scenic Canvas Painting

**Preschool Updates:**

Preschool screening was held Wed. Oct. 5th. 26 children signed up ages 3- Kindergarten. Our next screening date is January 24th, 2017.

**ECFE Update:**

Weekly classes begin Oct. 12th on Wednesday mornings.  
Next Family Fun night (pumpkin carving theme) will be on Oct. 25th

**Advisory Council-**

Advisory Council will be held on Monday, Oct. 10th

**Annual Halloween Party-**

Will be held Oct. 31st at the Elem. from 5:30 -7:30  
Donations are arriving.  
Many students have signed up to help with the event.

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11. Review Superintendent's report.

1. **SEE General Membership Meeting update (Sept. 16):**

- Dr. David Heistad spoke on the importance of keeping data to track academic progress. Our WBWF plan supports this practice.
- SEE is formulating the 2017 legislative platform. Topics include funding, tax relief, teacher shortage, high quality preschool, and concurrent enrollment.
- The Morris Leatherman Company shared recent polling data. A few of the more interesting revelations (current as of 9-15-16):
  - Even split on whether or not schools receive adequate funding
  - 70% favor an automatic cost of living increase to basic funding formula
  - 61% support automatic renewal of existing school referenda if no change in taxes
  - 56% say state should pay total cost of special education
  - 74% favor a graduation test requirement
  - 59% favor state funded universal Pre-K
  - 78% percent favor local vs legislative control of schools

2. **Event Center Strategic Planning Meeting update (Sept. 20):**

- The event center is creating a roadmap for the next 5-10 years and has invited a group of community members to participate. About 25 of us attended the initial meeting. The group will meet again on October 18.

3. **Braham Foundation interest meeting update (Sept. 21):**

- Members of BEPO, Aurelius Manufacturing, BACK, Braham Alumni, Event Center, and Dollars for Scholars met to continue discussion on whether or not there's enough interest to form a school



foundation. The Initiative Foundation presented information to this group April 27 after an initial meeting April 5. The purpose of a foundation would be to join forces as a unified group in support of Braham Area Schools. The next meeting is scheduled for Nov. 2, starting at 6:00 p.m. in B100. All are invited.

**4. ECMECC Meeting highlights (Sept. 23):**

- Work continues to progress on East Central Learning Academy. This program will allow students to earn 40 college credits transferable to any MN State College. Target is for full implementation next fall. Fall ITV class offerings have been well received.

**5. RRSEC Governing Board Meeting highlights (Oct. 11):**

- a. Discussion continues on the status of the Run River North site. Members toured the building. We will maintain current status until Cambridge-Isanti decides on continuing membership in RRSEC which we expect prior to June 30, 2017.
  - b. Fiscal Management Fees as part of the cooperative will increase from 4% to 5.5% beginning July 1, 2017.
  - c. Several policies were adopted.
  - d. Cooperative bylaws were analyzed by attorneys to add clarification to the organization.
  - e. A copy of the agenda and supporting materials is available upon request.
6. Facilities Project: As of October 12, there are a few small items left on the punch lists.
- Interior:
    - replacement saw in CTE area
    - sensors and manual flush valves in elementary restrooms
  - Exterior:
    - A longer gate to better protect irrigation control system for baseball complex
    - Check operational status of new football/track lights, sound system, scoreboards
    - Continued monitoring of grass areas
      - The football field was slit seeded the week of September 19.
      - The irrigation system will soon be winterized.
7. District Assessment Coordinator (DAC) update:
- a. Check **assessment page on the district website** for a list of resources/testing calendars.
  - b. OLPA's in math and reading are starting this week and will continue for the next month. These optional assessments allow students to become familiar with the tests and teachers to establish a baseline regarding student performance and needed instruction. Students in grades 3-8, 10, and 11 participate in these assessments.
8. Ongoing items:
- a. Work continues in all departments on fulfilling goals outlined in the district's World's Best Workforce plan. A group of 18 staff, student, and community members met on October 12 to gauge progress and submit proposed revisions. The tentative schedule is for a 2015-2016 progress report and 2016-2017 revised plan to be shared at the November 21 board meeting with a decision on the '16-'17 plan to occur at the December 19 board meeting.
  - b. With the current staff development waiver in place, the committee will not meet again until January 20, 2017.
  - c. The process of teacher evaluations is in full swing.
  - d. The District PLC Leadership team meets once each month while the entire PLC team meets twice monthly with the task of meeting WBWF goals. A member of each PLC team will share a brief report with the board following this schedule:
    - i. November: JeanAnn Mattson (1/2)

- ii. December: Lori Lemieux (3/4)
  - iii. January: Tammi Johnson (Social Studies/English)
  - iv. February: 5/6 PLC
  - v. March: Roxanne Kirby (PreK/K)
  - vi. April: Catie Hanson and Kelly Rud (SpEd)
  - vii. May: Dave Blomdahl (Math/Science)
  - viii. June: Bryan Johnson and Tiffany Flogel (CTE, Art, Business, Music, Counseling)
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12. Acknowledge “Braham Honors” recipients

Ross Benzen, Shawn Fisher	Braham Area School District #314 would like to express our appreciation to you for your willingness to assist with safety planning (fire drills, etc) in our district. Your efforts are appreciated!
Farrah Hamlin, Ariel Hoffman, Kristin Holt, Julie Peterson, Alyssa Robinson, Holly Schmidt, Samantha Tousley, Christina Arrell, Daira Hendrickson, Erin Joy, Jessica Olson, Amy Simpson, Solitaire Fjosne, Hanna Schaffner, and Elayne Beehler, Instructor	Braham Area School District #314 would like to recognize you for your assistance with the vision and hearing screening for students in grades 1,3,5,7, and 10. Your help made it a quick job! We appreciate all you did to assist our nursing staff with this annual project. Thank you!
Jonelle Klemz, Katie Sparling, Jay Sparling	Braham Area School District #314 would like to express our appreciation regarding your efforts to develop and implement a 'Backpack' program for the students of our district. This is a perfect example of commitment to service and part of the attitude that sets Braham apart. You are appreciated!
Chris Thielen, Marlys Carlson	Braham Area School District #314 would like to congratulate you for being selected as 2016-2017 Outstanding Educational Support Staff Members of the Year. You were recognized at the Educational Support Staff Recognition Event on Wednesday, September 28th. Congratulations!
Edie Kaunonen	Braham Area School District #314 would like to express our sincere appreciation to you for your assistance in gathering data as part of the continuous improvement process in our district. Thank you for all your work!
Lindsay Rasmussen, Britne Engelking	Braham Area School District #314 would like to congratulate you for being nominated as a candidate for the 2016-2017 Leadership in Educational Excellence Award. Great Staff = Great School!
Karen Leniz, Bryan Johnson	Braham Area School District #314 would like to congratulate you for being selected as the 2016-2017 Leadership in Educational Excellence Award winner. Great Staff = Great School!
Bryan Johnson	Braham Area School District #314 would like to congratulate you for being selected as the 2016-2017 Teacher of the Year. Great Staff = Great School!
Luke Becker	Braham Area School District #314 would like to express our sincere appreciation for your efforts to secure \$12,500 in scholarships for Braham Area School students through the Haas Foundation. You make a difference in the lives of our students!

Jonelle Klemz, Ursula Scheele	Braham Area School District #314 would like to recognize you for all of your time and efforts in helping to put the Rachel's Challenge presentations together at the high school. You have helped to create a safe, compassionate, caring environment for our Braham kids. Thank you!
Mariah Olson, Paulette Weisz, Kristi Lee, Lindsay Rasmussen, Audra Carter, Judy Bendickson, Kris Stull, Danika Dahlin, Lori Williams, Julie Grell	Braham Area School District #314 would like to express our sincere appreciation for your efforts in making Early Childhood screening such a HUGE success on Wednesday, October 5th! Early screening is shown to be a significant factor in long term educational success! Thank you!

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13. Review Student Council Representative's report.

**BAHS Student Council  
School Board Report  
October 2016**

**Homecoming:**

Homecoming week was a success. Coronation was held on Sunday, September 25. We sold homecoming buttons and those buttons could be used to attend Coronation free of charge. The girl candidates for the homecoming court were: Lizzie Altendorf, Kaitlyn Dordal, Andi Nordby, Kaylie Paitl, and Anna Stigen. The boy candidates for the homecoming court were: Alec Downing, TJ Husnick, Jacob Lindgren, Hunter Richmond, and Matthew Rydlund. Anna Stigen was crowned homecoming queen and Jacob Lindgren was crowned king. Student Council organized and threw a pep fest to honor the homecoming court and students of Braham. Prior to the pep fest, we organized volleyball games for both boys and girls in grades 9-12. Due to not being able to use the football field, we had our dance on a Saturday, which was still a success.

**We Day:**

Members in Student Council and National Honor Society attended We Day on September 20. Students were informed on how to make a difference inside and outside of our community. It inspired students to help make a difference.

**Leadership Workshop:**

We have four students from Student Council who will be attending a leadership workshop. This workshop is intended for students who are juniors or younger. This students will learn how to show leadership in the school and potentially replace the senior leaders.

**Clothing:**

We will start selling clothing at sporting events soon. We just formed a committee to help order new items.

**Recycling and Announcements:**

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

14. School Board members' reports/updates.

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15. Consider 2016-2017 Seniority List for Instructional and Support Staff Personnel

The seniority lists for Braham Schools' instructional and support personnel for the 2016-2017 school year are attached. These lists have been routed for all school district personnel to review and respond. The school board acts to adopt the seniority lists each October.

<b>Braham Area Public Schools --- Instructional Staff - Detailed Seniority List 16-17</b>					
<b>NAME</b>	<b>START DATE</b>	<b>Ten-ured</b>	<b>CURRENT VALID LICENSURE</b>	<b>EXPIRATION</b>	<b>CURRENT GENERAL ASSIGNMENT</b>
Kirby, Roxanne	9/4/1987	T	Elem. Educ. (K-6)	2019	Kindergarten
McDonald, Dayla	9/2/1988	T	Elem. Educ.; Pre-K	2019	6th Grade
Bergren, Bethany	8/29/1990	T	Elem. Educ. (1-6)	2017	6th Grade
Pearson, Susan	8/31/1993	T	Phy Ed. (K-12), Coach (7-12) Develop/Adapt PhyEd(PreK-12)	2020	Elem. Phy Ed/DAPE
Auers, Lori	1/1/1997	T	Elem. Educ. (K-6)	2018	Kindergarten
Vanderport-Johnson, Carmen	1/24/2000	T	English/Language Arts Principal K-12/Dist. Sup't.	2020 2017	English
Kuhnke, Shawn	8/29/2000	T	Elem. Educ. (1-6) K-12 Principal; Comm Ed Dir	2017 2021	Principal/ AD /Comm Ed Dir
Leniz, Aitor	8/29/2000	T	Elem. Educ. (K-6) Principal K-12	2021 2018	5th Grade
Leniz, Karen	8/29/2000	T	Elem. Educ. (1-6)	2017	3rd Grade
Fox, Shannon	8/28/2001	T	English/Language Arts/Coaching	2019	English
Halvorson, Kimberly	8/28/2001	T	Elem. Educ. (1-6)	2019	2nd Grade
Johnson, Tammi	8/28/2001	T	Soc. Studies (7-12), Media Special (K-12) Principal (K-12)	2020 2016	Dean of Students /Soc St
Olson, Dawn	8/28/2001	T	Elem. Educ. (K-6)	2018	Kindergarten
Sparling, Jay	8/28/2001	T	Social Studies-All (7-12)	2021	7-8 Social Studies
Weisz, Paulette	8/28/2001	T	Speech/Lang Path. (PreK-12)	2017	Speech/Lang. Clinician
Lundin, Jennifer	1/21/2002	T	English/LangArts(7-12) Reading(K-12)	2018	HS English / Title One
Eichten, Jared	8/26/2002	T	Industrial Arts (5-12)	2017	U.L.O.A.
Johnson, Bryan	8/25/2003	T	InstrBand/Orch, Classroom Music	2021	Music
Swanson, Becky	8/26/2003	T	Social Studies - ALL (7-12)	2020	9 - 12 Soc Studies
Hohn, Nicholas	8/28/2003	T	Elem. Educ. (K-6), Social Studies (5-8)	2017	4th Grade

Ludwig, Emily	8/30/2005	T	Mathematics (5-12)	2020	7 & 8 Math
Blomdahl, David	8/30/2006	T	Life Science (9-12), Science (5-8)	2021	7 & 8 Sci / Human Anatomy
Blomdahl, Katie	8/29/2007	T	Elem. Educ.(K-6), Math (5-8)	2021	1st Grade
Fix, Tracy	8/29/2007	T	Elem. Educ.(K-6), 5-8 Math	2018	6th Grade
Hohn, Brooke	8/29/2007	T	Elem. Educ.(K-6), 5-8 Math	2017	1st Grade
Lee, Kristi	8/29/2007	T	Speech/Lang.Pathologist (PreK-12)	2020	Spch/Lang. Path .8 FTE
Engelking, Britne	11/12/2007	T	Phy. Ed. (K-12), Health (5-12) DAPE (PreK-12)	2020	Phys Educ/Health/DAPE
Stone, Beth	1/22/2008	T	Mathematics (5-12)	2018	9 - 12 Math
DeRushia, Andrea	8/27/2008	T	Elem.Educ.(K-6), Math (5-8)	2021	2nd Grade
Beidleman, Kimberly	9/2/2009	T	Early Childhood Educ(Birth-Gr.3) Elem. Educ. (K-6) K - 12 Reading	2019 2019	Title 1 Reading/ELL
Tomczak, Cassandra	1/25/2010	T	Phy. Ed./Health Educ. (K-12)	2021	3-6 Gr Phy. Ed./Health/DAPE
Maher, Kearina	8/31/2010	T	Mathematics (5-12)	2020	9 - 12 Math
Harvey, Shandell	8/30/2011	T	Elem. Educ./Comm.Arts,Lit(5-8)	2018	5th Grade
Klemz, Jonelle	8/30/2011	T	School Social Worker (PreK-12); Licensed Independent Clinical SW	2019	Social Worker
Lemieux, Lori	8/30/2011	T	Elementary Education (1-6)	2017	4th Grade
Eklund, Jeffrey	7/30/2012	T	Principal K-12 / Phy Ed (K-12)	2017	Elementary Principal
Olson, Mariah	8/28/2012	T	ECSE (B - Age 6)	2017	ECSE
Mattson, JeanAnn	9/24/2012	T	Elem. Educ. (K-6)	2017	1st Grade
Becker, Luke	8/26/2013	T	Ind Tech / Vo Ag (K-12) /Wrk Based Lrng	2019	Ind Tech & Voc Ag
Hoffman, Amber	8/26/2014	P-3	Science 5-8; Life Science	2019	Sci 7-12 & Biology
Schminski, Brea	8/26/2014	P-3	Elementary Education	2019	3rd Grade
Thies, Katie	8/26/2014	P-3	Vocal & Class music	2017	K-12 Vocal Music
Flogel, Tiffany	8/26/2014	P-3	Business & Comp Keyboard & Tech	2020	Business Ed
Rud, Kelly	8/26/2014	P-3	Special Education LD/EBD, PE, Coach	2019	Elem Special Education

29	Hanson, Catie	9/1/2015	P-2	EBD, LD	2020	Elem Special Education
29	Kirchberg, Trista	9/1/2015	P-2	LD	2017	Dist Assessment Coordinator Work-based Lrng Teacher
29	Scheele, Ursula	9/1/2015	T	School Counselor	2020	Guidance Counselor
29	Sybrant, Korey	9/1/2015	P-2	Elem Education	2018	5th Gr
30	Rutten, Mikailya	8/29/2016	P-1	5-8 Science; 9-12 Chemistry	2017	Science 8; Chemistry
30	Pierce, William	8/29/2016	P-3	LD	2018	Special Ed EBD
30	Yrjo, Bradford	8/29/2016	P-1	Physical Education	2017	7 - 12 Phy Ed
30	Sundly, Alex	8/29/2016	P-1	5-12 Social Studies	2021	5-6 Special Ed (ASD & LD)
30	Kedrowski, Ryan	8/29/2016	P-1	Visual Arts	2021	7-12 Art
30	Grote, Chris	8/29/2016	P-2	Elem Ed; Coaching; Principal	2018	3rd Gr
	Community Educ.					
30	Rasmussen, Lindsay	9/1/2015	P-2	Elem Ed, Early Education	2021	EC Teacher/Coordinator
30	Carter, Audra	9/1/2015	P-2	Pre-K; Elem Ed	2021	Pre-K; EC Family Facilitator

Legend: T = Tenured P = Probationary  
**Probationary status was updated 10-5-16**

School Board Approved:

Date:

**SENIORITY LIST - SUPPORT PERSONNEL**

Fall 2016

CLERICAL & PARA	Janet Strohkirch	1983 (Aug)
	Teresa Person	1992 (Oct)
STAFF	Barb Johnson	1998 (Jan)
	Julie Johnson	1998 (Oct)
	Kristine Stull	2005 (Sept)
	Averyl Rude	2005 (Oct)
	Dana Hendren	2006 (Jan)
	Michelle Becker	2006 (Oct)
	Carla Maslow	2007 (Sept)
	Amie Shockman	2012 (Sept)
	Ellen McKinney	2012 (Oct)
	Kelly Monson	2014 (Mar)
	Lori Williams	2014 (Aug)
	Nichole Nelson	2014 (Aug)
	Sarah Golly	2014 (Sep)
	Chris Thielen	2014 (Oct)
	Holly Olson	2014 (Dec)
	Katie Becker	2015 (Jan)
	Julie Grell	2015 (Mar)
	Eric Jones	2015 (Apr)
	April White	2015 (Sep)
	Sheila Seibert	2015 (Sep)
Shawna Surdey	2015 (Nov)	
Michelle Oquist	2015 (Nov)	
Kayla Richmond	2016 (Aug)	
Allyssa Mattson	2016 (Sep)	
Peter Duvernay	2016 (Sep)	
Nicole Zimpel	2016 (Oct)	
CUSTODIAL STAFF	Bonnie Swanson	2003 (Dec)
	Alan Haggenmiller	2005 (Aug)
	Marlys Carlson	2010 (Nov)
	Tim Burton	2014 (Jan)
	Andrew Olson	2014 (Sept)
	Ashley McMurray	2015 (May)
	FOOD SERVICE STAFF	Melinda Husnick
	Tammy Johnson	2004 (Oct)
	Cindy Ledford	2006 (Dec)
	Gay Hagford	2012 (Feb)
	Terri Stone	2012 (Dec)
	Hydie Hecht	2014 (Apr)
	Sarah Tilkens-Rogstad	2014 (Aug)

School Board Amended: \_\_\_\_\_

Date: \_\_\_\_\_

16. Consider allowing the 2% Staff Development Funds Waiver for 2016-17.

MN Statute 122A.60 allows districts to annually waive the requirement to reserve all or any part of the 2 percent of basic revenue if a majority of the teachers and a majority of the school board approve. Recommendation motion is to approve this waiver.

17. Consider bid received for snowplowing for the 2016-17 & 2017-18 seasons.

Bids were due by Monday, October 3, 2016, 2:00 p.m. and was opened Wednesday,

October 5, 2016. Kevin Held with D & M Excavating, Inc, submitted the only bid received.

Year	P/U with plow	Skidsteer	Loader
16-17	\$55/hour	\$65/hour	\$75/hour
17-18	\$55/hour	\$65/hour	\$75/hour

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18. Consider Bids received for lease agreement of school owned property (farm land) for 2017 growing season.

Bids were due by Monday, October 3, 2016, 10:00 a.m. and were opened Wednesday, October 5th. The land lease is for the 4.3 acres, located west of the Elementary School.

Name	Bid Amount	Bid Amount/acre
Richard Person	\$312.00	\$72.55
Mike C. Dennis, Jr	\$346.15	\$80.50
These were the only two bids received.		

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19. Consider approval of annual MDE Assurance of Compliance report.

The Assurance of Compliance report identifies the Human Rights Coordinator, Title IX Coordinator and 504 Coordinator and indicates that the district has complied with the state and federal requirements prohibiting discrimination. These documents are on file in the district office. The Assurance of Compliance report has been sent to the board with the agenda support documents. The board is asked to make a motion approving the annual report.

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20. Consider request from the high school softball team for permission to travel to Florida in the spring of 2018 for a spring training experience.

Pursuant to policy #610 Field Trips - extended trips requested must be made well in advance and approved at each level: student, principal, superintendent and school board. The board is asked to approve this trip request.



**TRIP REQUEST FORM**

I. Organization or Group Requesting Trip: Becky Swanson - Brahmton Fastpitch Softball

II. Name(s) of staff requesting and willing to chaperone the trip: Becky Swanson / Bryan Johnson

III. Destination: Orlando, Florida (Walt Disney Resorts)

IV. Number of Students anticipated to participate on this trip: \_\_\_\_\_ M 10-15 F  
 Grade limits: 8<sup>th</sup>-12<sup>th</sup> Graders

V. Preliminary itinerary: Spring Training Trip to Florida in  
Spring 2018 - Dates TBD around school's spring break.

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VI. Departure date: March 28, 2018 Return date: April 3, 2018 → TBD via  
School calendar

VII. Number of contract days certified staff is missing 3 x # of staff chaperones 6  
 x (approx. \$150 per day) = Total Cost \_\_\_\_\_

Names of all chaperones: Becky Swanson + Bryan Johnson  
(The traveling group is responsible for the staff expense to the School district. Mixed gender groups require one chaperone of each to attend.)

VIII. Mode(s) of transportation used:

A. School Bus to Airport & back

B. Airfare

C. \_\_\_\_\_

IX. Anticipated cost per participant \$1,200.00 to \$1,500.00

X. Date form submitted to Activities Director October 7, 2016

Submitted by: Becky Swanson

<u>Shawn Kubak</u> Activities Director	<u>Shawn Kubak</u> Building Principal	<u>K. Gagner</u> Superintendent
<u>10-7-16</u> Date	<u>10-7-16</u> Date	<u>10-12-16</u> Date

District Policy #610 Form

21. Consider revision and update to policy #902 - Community Use of School Buildings and Facilities.

Supt. Gagner is requesting that Policy #902 be considered by the board with potential changes listed below. Policy #902 is attached with potential changes in red text. No action is required at this time. At the November Regular meeting scheduled for Nov. 21, 2016, the board will be asked to choose one of the options listed below and approve policy #902 with the changes.

One piece of Policy #902 requires the district annually set rates for expenses incurred by the district:

- “Additional expenses incurred by the district as a result of any community use of school facilities shall be set annually by the school board and shall be borne by the user. Fees will include costs based on current rates for: **electricity**, heat, snow removal, excessive garbage removal, and results of vandalism.”

Shown below are estimated annual uses of school facilities for non school sponsored events:

- 3 Gyms = 450 hours
  - Includes Sunday night open gym (hitting cage) youth basketball and volleyball practice
- Classrooms = 10 hours
  - Includes scouts, various others
- Media Center / Commons / Multipurpose = 110 hours
  - Includes youth wrestling, various others

Electrical rates vary depending on the time of day being used. Use during the hours of 5:00-10:00 p.m. is almost always higher. Below is the cost range per hour to operate lights in one of the designated areas:

- Gyms: \$22.00 - \$116.00
- Media, Commons, Multipurpose: \$11.00 - \$51.00
- Classrooms: \$6.00 - \$19.00
- Outdoor Stadium \$420 - \$1,000

Custodial and snow removal rates are much more predictable. These rates would only be charged if the activity required additional service, i.e. the cooler needed to be turned on, extra plowing, etc. Vandalism or excessive garbage would be charged on a case by case basis if needed.

- Snow removal \$60.00 per hour
- Custodial \$25.00 per hour
- Walk-in cooler \$25.00 per day

**Shared below are three options I would ask you to consider for setting rates as part of Policy #902. I would like you to just consider these over the next month and make a motion in November with the effective date being January 1, 2017.**

Option 1:

- Gyms (per hour): \$0 / Media, Commons, Multi-purpose: \$0 / Classrooms: \$0 / Stadium: \$0
- Snow removal \$60.00 per hour
- Custodial \$25.00 per hour
- Walk-in cooler \$25.00 per day

Option 2:

- Gyms (per hour): \$10 / Media, Commons, Multi-purpose: \$5 / Classrooms: \$3 / Stadium: \$100
- Snow removal \$60.00 per hour
- Custodial \$25.00 per hour
- Walk-in cooler \$25.00 per day

Option 3:

- Gyms (per hour): \$50 / Media, Commons, Multi-purpose: \$25 / Classrooms: \$10 / Stadium: \$500
- Snow removal \$60.00 per hour
- Custodial \$25.00 per hour
- Walk-in cooler \$25.00 per day

## **Braham Area Public Schools**

### **Ind. School District #314**

**Braham, MN 55006**

Adopted: **June 16, 1997**

Revised: 07-19-99, 12-15-03, 12-15-03, 01-24-05, 01-27-14, 03-21-16, 04-18-16

### **~~Addendum to #902~~ - COMMUNITY USE OF SCHOOL FACILITIES/BUILDINGS**

~~All organizations must submit their building use requests in advance as follows:~~

- ~~a. Community Room—District Office~~
- ~~b. High School or Elementary School—Community Education Director or Superintendent in the absence of the Community Ed Director.~~

### **Facility Use Request**

- All requests for building usage **AFTER SCHOOL HOURS** are to be submitted to the Community Education office during the school year and to the Superintendent's office during the summer months.
- Requests for usage **DURING SCHOOL HOURS** (regular school year) are to be submitted to PreK-4 building secretary or Community Ed secretary in the 5-12 building, depending on location requested.
- Requests for usage are due a minimum of five (5) business days in advance.

Organizations and governmental units within District 314 may be permitted use of the school buildings in accordance with the following provisions:

1. Eleven-thirty p.m. is the cut-off time for the active portion of any activity.
2. The use of the school buildings for playing games of chance shall be governed by appropriate ordinances and statutes.
3. No alcoholic beverages or tobacco will be permitted in school buildings or on school grounds.
4. If any activity or meeting uses a custodial worker or any other school employee, the organization will reimburse the school district a fee determined by contracted salary schedules. This will include any additional clean up time.
5. Any and all uses of the kitchen or FACS room equipment requires a certified employee be in attendance with all expenses charged to the group (class A & B)
6. Additional expenses incurred by the district as a result of any community use of school facilities shall be set annually by the school board and shall be borne by the user. Fees will include costs based on current rates for **items such as:** electricity, heat, **excessive garbage removal**, snow removal, ~~and~~ results of vandalism, **and field upkeep**.
7. Groups using the facility must acknowledge that liability insurance is provided through their organization.

### **BUILDING/FACILITIES USE & RENTAL FEES**

Class A - No facility charge, other fees may apply.

>All school activities, school related organizations and Community Education/Services programs, and community sponsored pre scheduled board approved groups\*.

Class B - See Attachment 1 - Class B Schedule.

- >Community based groups using facilities for income producing events (tournaments, fundraisers).
- >Groups will be charged a per hour fee for use as per Attachment 1 - Class B Schedule, plus 1-6 above.

Class C - See Attachment 2 - Class C Schedule.

- >Any/all groups not on board approved list\*, all other groups/individuals, commercial and business organizations will be charged as per Attachment 2 - Class C Schedule.

\*See Attachment 3.

**EQUIPMENT**

1. Nonprofit public community organizations and governmental units may arrange to use school equipment at times it is not being used by the school by making such request with the Facilities Use Application. ~~The use of the audio-visual equipment must be authorized by the Media Secretary.~~ Any use of the district's technology **or audio-visual** equipment or data line must be authorized by the Technology Coordinator and any costs will be passed on to the user.

~~2. Arrangements to rent tables and chairs may be made by the staff or the public through the Activities Director on the Facilities Use form.~~

Tables	\$3/day
Chairs	\$.25/day per chair

2. Rented ~~tables and chairs~~ **equipment** must be returned to the district within 24 hours of the last date used. A \$100 damage deposit check will be required at the time the items are picked up. The check will be returned to the renter if there is no damage to the items. All damage will be charged at replacement cost.

3. **Current Rates**

- Trash barrels - \$1.00 per day
- Walk-In cooler - \$25.00 per day
- Tables - \$3 per day
- Chairs - \$.25 per day / per chair
- Electricity
  - Elementary gym -
  - HS West gym
  - HS East gym
  - Multi-purpose gym
  - All other rooms
  - Outdoor stadium
  - Baseball shed
- Snow removal
  - \$60 per hour
- Vandalism /excessive garbage /heat
  - Case by case basis

**CLASS B SCHEDULE**

**Building/Facilities Use Rental Fees**

Elementary Classroom	\$6/hour of use
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Elementary School Cafeteria	\$10/hour of use	\$100/day cap
Elementary Cafeteria & Kitchen	<del>\$20/hour of use</del> \$25 /hour of use <del>+ school food service employee wages</del>	
Elementary School Gymnasium	\$10/hour of use	\$100/day cap
High School Classroom	\$6/hour of use	
High School Commons	\$10/hour of use	\$100/day cap
High School Commons & Kitchen	<del>\$20/hour of use</del> \$25 /hour of use <del>+ school food service employee wages</del>	
High School FACS Rm (D110)	<del>\$10</del> \$25 /hour of use	\$100/day cap
High School Gymnasium - East	\$10/hour of use	\$100/day cap
High School Gymnasium - West	\$10/hour of use	\$100/day cap
High School Multi-Purpose Center - C100	\$10/hour of use	\$100/day cap
<del>Wrestling Room</del> Multi-purpose Rm - D112	\$10/hour of use	\$100/day cap
Varsity or JV Baseball/Softball Fields	\$10/hour of use	\$100/day cap
Football/Track Complex	\$10/hour of use	\$100/day cap

For any use of the buildings when a custodian is not regularly scheduled to be on duty, the group will be required to cover the full cost of a custodial worker in addition to the room rental. When a particular activity or meeting necessitates the use of a regularly scheduled custodial worker or other school employee, the organization will reimburse the school district a fee determined by contracted salary schedules.

Additional expenses incurred by the district as a result of any community use of school facilities shall be borne by the user; e.g.: electricity, heat, excessive garbage removal, results of vandalism, snow removal, **field upkeep**.

POLICY #902 -ATTACHMENT 1

School Board Adopted: December 20, 2004

Reviewed & Approved: 07-18-05; 07-17-06; 07-16-07; 07-21-08; 07-20-09; 07-19-10; 07-18-11; 07-16-12; 03-21-16; 04-18-16

**CLASS C SCHEDULE**

**Building Facilities Use Rental Fees**

Classroom	\$100
Elementary School Cafeteria	\$250

Elementary School Gymnasium	\$400
Elementary Cafeteria & Kitchen	\$400
<b>Elementary Kitchen</b>	<b>\$400</b>
High School Gymnasium - East	\$600
High School Gymnasium - West	\$600
High School Wrestling <b>Multi-purpose</b> Room	\$400
High School Commons	\$400
High School Commons & Kitchen	<del>\$750</del> <b>\$400</b>
High School FACS (D110)	\$250
High School <del>Multi-Purpose Center</del> — C100	\$600
High School Community Room & Kitchen - B100	\$400
<del>Security Deposit for All Athletic Fields</del>	
<b>Varsity or JV Baseball/Softball Fields</b>	<b>\$400</b>
<b>Football/Track Complex</b>	<b>\$600</b>

These are daily rental fees based on 8 hours, which are to be prorated, with a 2 hour minimum.

For any use of the buildings when a custodian is not regularly scheduled to be on duty, the group will be required to cover the full cost of a custodial worker in addition to the room rental. When a particular activity or meeting necessitates the use of a regularly scheduled custodial worker or other school employee, the organization will reimburse the school district a fee determined by contracted salary schedules.

~~Additional expenses incurred by the district as a result of any community use of school facilities shall be borne by the user, e.g.: electricity, heat, excessive garbage removal, results of vandalism, snow removal.~~

**Additional expenses incurred by the district as a result of any community use of school facilities shall be set annually by the school board and shall be borne by the user. Fees will include costs based on current rates for items such as: electricity, heat, excessive garbage removal, snow removal, and results of vandalism, and field upkeep.**

POLICY #902 - ATTACHMENT 2

School Board Adopted: December 20, 2004

Reviewed & Approved: 07-08-05; 07-17-06; 07-16-07; 07-21-08; 07-20-09; 07-19-10; 07018-11; 07-16-12; 03-21-16; 04-18-16

**SCHOOL BOARD APPROVED NOT-FOR-PROFIT GROUPS**

Boy Scouts

Braham Area Committee for Kids (BACK)

Braham Area Volleyball Association (BAVA)

**Braham Covenant Church**

Braham Football Organization (formed 2009)

Braham Pie Day Committee

Cambridge Christian School  
Catholic Church- Softball  
East Central Energy  
Girl Scouts  
Isanti County Historical Society  
Knights of Columbus  
Lakes & Pines - Head Start  
Local 284- Regional meetings  
Major Political Party Caucuses  
Pine City Blue Star Moms  
Red Cross  
Ski High Riders Club  
Traveling Boys & Girls Basketball  
Youth Baseball and Softball  
Warriors Wrestling  
4-H

All of the listed groups are approved as not-for-profit groups for school use.

Any groups not on this list must be approved in advance by the school board. ~~or designee.~~

POLICY #902 - ATTACHMENT 3

School Board Approved: December 20, 2004

Reviewed & Approved: 07-18-05; 07-17-06; 07-16-07; 07-21-08; 12-15-08; 07-20-09; 08-17-09; 07-19-10; 07-18-11; 07-16-12; 01-27-14;  
03-21-16

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22. Consider update to policy #503 - Student Attendance.

Supt. Gagner is recommending that the board approve the deletion of the language indicated by strikethrough under the Unexcused Absences portion of this policy to reflect current Student Handbook Language. Since this is a minor change, if the board chooses it only requires one reading and then adoption at this meeting.

**Braham Area Public Schools**

**Ind. School Dist. #314**

**Braham, MN 55006**

Adopted: **June 20, 2016**

**#503 - STUDENT ATTENDANCE**

**I. PURPOSE**

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

## **II. GENERAL STATEMENT OF POLICY**

### **A. Responsibilities**

#### **1. Student's Responsibility**

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

#### **2. Parent or Guardian's Responsibility**

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

#### **3. Teacher's Responsibility**

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

#### **4. Administrator's Responsibility**

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.



## B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

### 1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
  - (1) Illness.
  - (2) Serious illness in the student's immediate family.
  - (3) A death or funeral in the student's immediate family or of a close friend or relative.
  - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
  - (5) Court appearances occasioned by family or personal action.
  - (6) Religious instruction not to exceed three hours in any week.
  - (7) Physical emergency conditions such as fire, flood, storm, etc.
  - (8) Official school field trip or other school-sponsored outing.
  - (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
  - (10) Family emergencies.
  - (11) Active duty in any military branch of the United States.
  - (12) A student's condition that requires ongoing treatment for a mental health diagnosis.
- c. Consequences of Excused Absences
  - (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
  - (2) Work missed because of absence must be made up within 3 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

### 2. Unexcused Absences

- a. The following are examples of absences which will not be excused except if noted differently in the student handbook:
  - (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
  - (2) Any absence in which the student failed to comply with any

reporting requirements of the school district's attendance procedures.

- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Absences resulting from cumulated unexcused tardies   3   tardies equal one unexcused absence).
- (6) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
  - (a) ~~From the first through the   3rd   cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.~~
  - (b) After the   3rd   cumulated unexcused absence in a [quarter or semester], student's parent or guardian will be notified by certified mail that his or her child is nearing a total of   3rd   unexcused absences and that, after the   7th   unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
  - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
  - (d) After   7th   cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
  - (e) After   7th   cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
  - (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

### C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
  - a. Students tardy at the start of school must report to the school office for an admission slip.
  - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
  - b. Serious illness in the student's immediate family.
  - c. A death or funeral in the student's immediate family or of a close friend or relative.
  - d. Medical, dental, orthodontic, or mental health treatment.
  - e. Court appearances occasioned by family or personal action.
  - f. Physical emergency conditions such as fire, flood, storm, etc.
  - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
4. Unexcused Tardiness
    - a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
    - b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition 3 unexcused tardies are equivalent to one unexcused absence.

### D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

## III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

#### **IV. REQUIRED REPORTING**

##### **A. Continuing Truant**

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

##### **B. Reporting Responsibility**

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

##### **C. Habitual Truant**

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal

guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

**Legal References:** Minn. Stat. § 120A.05 (Definitions)

Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120A.24 (Reporting)

Minn. Stat. § 120A.26 (Enforcement and Prosecution)

Minn. Stat. § 120A.30 (Attendance Officers)

Minn. Stat. § 120A.34 (Violations; Penalties)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 260A.02 (Definitions)

Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)

Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)

Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)

*Goss v. Lopez*, 419 U.S. 565, 95 S.Ct. 729 (1975)

*Slocum v. Holton Board of Education*, 429 N.W.2d 607 (Mich. App. Ct. 1988)

*Campbell v. Board of Education of New Milford*, 475 A.2d 289 (Conn. 1984)

*Hamer v. Board of Education of Township High School District No. 113*, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)

*Gutierrez v. School District R-1*, 585 P.2d 935 (Co. Ct. App. 1978)

*Knight v. Board of Education*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)

*Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)

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23. Consider cycle review of district policies for adoption.

The following policies are up for review: #418 - Drug-Free Workplace-Free School; #419 - Tobacco/Smoke Free Policy; and, #707 - Transportation of Public School Students. The changes to #418 and #707 are minor. These three policies can be revised as printed and adopted at this one meeting, if the board chooses.

**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: **March 21, 2016**

Revised: **October 17, 2016**

**#418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL**

**I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician's prescription.

**II. GENERAL STATEMENT OF POLICY**

- A. Use **or possession** of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy.

Paraphernalia associated with controlled substances is prohibited.

- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, ~~or~~ controlled substances, medical cannabis in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### III. DEFINITIONS

- A. “Alcohol” includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. “Controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- ~~C.~~ “Medical cannabis” means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.
- ~~C. D.~~ “Toxic substances” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- ~~D. E.~~ “Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- ~~E. F.~~ “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- ~~F. G.~~ “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

### IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

## V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- ~~F. G.~~ Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## VI. ENFORCEMENT

- A. Students
  - 1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
  - 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.
- B. Employees
  - 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
  - 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
  - 3. In addition, any employee who violates the terms of this policy may be required to

satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

**Legal References:** Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 152.22 (Medical Cannabis; Definitions)

Minn. Stat. § 152.23 (Medical Cannabis; Limitations)

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)

Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)

Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)

Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)

20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)

21 U.S.C. § 812 (Schedules of Controlled Substances)

41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)

34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 516 (Student Medication)

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**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: **March 21, 2016**

**Reviewed: October 17, 2016**

**#419 TOBACCO-FREE ENVIRONMENT**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this



prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district

property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

- B. A violation of this policy does not occur when an adult non-student possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

**V. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

**VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

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**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: September 15, 2008

Revised: June 20, 2016; **October 17, 2016**

**#707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

**I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to provide for the transportation of students in a manner which will protect their health, welfare and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

**III. DEFINITIONS**

- A. "Disabled student" includes every child who has a hearing impairment, blindness, visual disability, speech or language impairment, physical handicap, other health impairment, mental handicap, emotional/behavioral disorder, specific learning disability, autism, traumatic brain injury, multiple disabilities, or deaf/blind disability and needs special instruction and services, as determined by the standards of the Department of Education. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the standards of the Department of Education, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. (Minn. Stat. § 125A.02)
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, if the facility or residence is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels,

trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings. (42 U.S.C. § 11434a)

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. § 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000a)(Minn. Stat. §123B.41, Subd. 9)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. "Pupil support services" are health, counseling and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and

from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

With this in mind, all secondary (grades 7-12) students who live one mile or more, but less than two miles, from school and students in grades K-6 who live less than one mile from school are eligible for transportation services due to a lack of sidewalks. and the presence of a state highway crossing and a railroad crossing.

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. Rural bus pickups may be clustered. Buses will travel on maintained state, county and township roads only. Buses will not go down dead end roads without a bus turn-around at or after the student pick-up point and/or dead end roads of less than 3/10 of a mile.

#### **V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. §124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)
- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

#### **VI. TRANSPORTATION OF RESIDENT STUDENTS TO NON-DISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from

a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)

- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)

## VII. SPECIAL EDUCATION/DISABLED STUDENTS/STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, **the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident student child with a disability who is not yet enrolled in kindergarten, who requires special education services in a location other than the student's home, shall be provided transportation to and from the student's home at the expense of the school district and shall not be subject to any distance requirement for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.** (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident disabled students whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district. The school district shall determine the type of vehicle used to transport disabled students on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Rules Part 7470.1600)
- C. Resident disabled students who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident disabled student attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its

boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)

- E. For purposes of this policy, students who are placed in any of the following facilities are considered to be placed for “care and treatment: (1) chemical dependency and other substance abuse treatment centers; (2) shelter care facilities; (3) hospitals; (4) day treatment centers; (5) correctional facilities; (6) residential treatment centers; and mental health program facilities. Such facilities must be licensed by the Minnesota Department of Human Services or the Minnesota Department of Corrections.

For purposes of this policy, the phrase “sufficient to meet the needs of the student” means that the facility provides treatment or services that are consistent with the established professional standard of care applicable to the individual needs of the student. In the event a student, parent, or legal guardian contends that a facility is not sufficient to meet the needs of the student, the student, parents, or legal guardian must provide a signed statement from a qualified physician explaining why the facility is not sufficient to meet the needs of the student.

- ~~E.~~ F. When a disabled student or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. Transportation shall only be provided by the school district during regular operating hours.

Independent School District No. 314 may refuse to provide transportation to a care and treatment facility if another care and treatment facility is at least ten miles closer to the student’s home and is sufficient to meet the needs of the student. The following exception applies: If the closest care and treatment facility is not covered by the parent’s or legal guardians insurer (if any) or does not have any openings, and the student or the student’s parent or legal guardian submits written documentation to the District office showing that the insurer has formally denied coverage for a requested placement at the closest facility or that the facility has denied a requested placement because it has no openings, the District will provide transportation to the next closest facility that is covered by the student’s insurer and has an opening.

When a child is temporarily placed for care and treatment in a day program located in another district and the child continues to live within the district of resident during the care and treatment, the district of resident is responsible for providing transportation to and from the care and treatment program and an appropriate educational program for the child. The resident district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the resident district receives a copy of the order, then the resident district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the resident district during regular operating hours of the resident district. The resident district may provide the educational program at a school within the district of residence, at the child’s residence, or in the district in which the day treatment center is located by paying tuition to the district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- ~~F.~~ G. When a nonresident disabled student or a student with a short-term or temporary disability is

temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

- ~~G.~~ **H.** Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- ~~H.~~ **I.** Any parent of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
  - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the



student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

## **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for Summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

## **X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

## **XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student.

A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

## **XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. (Minn. Stat. § 123B.36, Subd. 1(11))
- C. The school district may charge reasonable fees for transportation of students to and from

post-secondary institutions for students enrolled under the postsecondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))

- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)

Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)

Minn. Stat. § 123B.88 (Independent School Districts, Transportation)

Minn. Stat. § 123B.92 (Transportation Aid Entitlement)

Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)

Minn. Stat. Ch. 125A (Children With a Disability)

Minn. Stat. § 125A.02 (Children With a Disability, Defined)

Minn. Stat. § 125A.12 (Attendance in Another District)

Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)

Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)

Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)

Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)

Minn. Stat. § 126C.01 (General Education Revenue- Definitions)

Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)

Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)

Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)

20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)

42 U.S.C. § 2000a (Prohibition Against Discrimination or Segregation in Places of Public Accommodation)

42 U.S.C. § 11431, et seq. (McKinney-Vento Homeless Assistance Act of 2001)

42 U.S.C. § 12132 (Americans With Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)

MSBM/ASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

MSBA Service Manual, Chapter 2, Transportation

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24. Consider **FIRST** reading of MSBA Policy for discussion, update and adoption.

The following policies are being submitted for their **FIRST** reading: #701 - Establishment and Adoption of School District Budget. **NO ACTION REQUIRED AT THIS TIME.**

**Braham Area Public Schools**  
**Ind. School District #314**  
**Braham, MN 55006**  
Adopted:

## **# - 701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

*[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]*

### **I. PURPOSE**

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

### **III. REQUIREMENT**

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the

superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

#### **IV. IMPLEMENTATION**

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

**Legal References:** Minn. Stat. § 123B.10 (Publication of Financial Information)

Minn. Stat. § 123B.76 (Expenditures; Reporting)

Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

Minn. Stat. § 126C.23 (Allocation of General Education Revenue)

**Cross References:** MSBA/MASA Model Policy 701.1 (Modification of School District Budget)

MSBA/MASA Model Policy 702 (Accounting)

MSBA Service Manual, Chapter 7, Education Funding

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25. Reminder of the November Regular school board meeting.

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

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26. Adjourn.

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