

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, January 23, 2017
7:00 pm – BAHS Community Room

1. Regular meeting called to order by Chair. Pledge of Allegiance.
Roll call.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the December 19th Regular & the January 9th Organizational Board meetings.
 - b. Approve the January bills.
 - c. Review and accept the January 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 Elementary Principal's report.
8. Review High School Principal - Activities Director report
9. Review Community Ed report.
10. Review Superintendent's report
11. Acknowledge "Braham Honors" recipients.
12. Review Student Council Representative's report.
13. School Board members' reports/updates.
14. Consider Resolution Directing the Administration to Review Revenue and to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore, If Needed.
15. Consider Washington D.C. trip request for 2018.
16. Consider FIRST reading for update to policy #404 - Employment Background Checks.
17. Consider cycle review of district policies.
18. Consider setting a date for Superintendent's annual performance review.
19. Consider setting a date for Working Board meeting.
20. Reminder of the February 27th Regular school board meeting.
21. Adjourn.

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

Roll Call.

- 2. Adopt agenda.

- 3. Consent Agenda.

- a. Approve the minutes of the December 19th Regular & the January 9th Organizational Board meetings.

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

Regular School Board Meeting
Monday, December 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 recited.

Members present: S. Eklund, M. Thompson, T. Cuda, A. Londgren, A. Flowers, R. Wyganowski, J. Paitl and Supt. Gagner.

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

Motion by A. Flowers, second by A. Londgren to approve the minutes of the November 21, 2016 Regular School Board meeting, approve the December bills \$210,553.03; and, accept the December Treasurer’s report. The board approved the hiring of: **Brea Schminski and Amber Hoffman** as Co-head Track & Field coaches beginning 3-13-17. The Lane 10, Step 3 Head Coach and the Lane 8, Step 3 Asst Coach salaries will be added together and divided by two. Both coaches will get their share. **Andrew Shaw** as the .5 FTE EC teacher. His start date was 11-28-16. He will be paid at Lane 1, Step 1. **Tim Burton** as custodian. This is full-time, year round. His start date was 12-5-16. He will be paid at Step 2 of the custodial portion of the contract. **Roxanne Kirby, Lori Lemieux, Dayla McDonald, JeanAnn Mattson, and Dawn Olson** are hired as the Bomber Boost teachers beginning 11-29-16 and ending 3-21-17. There are 28 sessions.

Motion by R. Wyganowski, second by M. Thompson to acknowledge the December 2016 donations for the purposes requested: for supermileage \$2,992 from Williams Sound, \$750 from Grandy Lions, \$100 from Braham Motor Service, \$50 from RMS Machining, \$300 from Team Industries/Motek, \$75 from Dale’s Heating & Plumbing; for greenhouse \$500 from Derek Becker; from Gordon Stone \$1,000 for boys’ basketball; and, for Angel fund \$200 from Braham Auxiliary Post #6 1731. Carried

No comments during Open Forum.

JeanAnn Mattson - 1st & 2nd grade PLC leader shared that their group has been focusing on the language of math. As a group, twelve elementary teachers have been taking a course called "Number Sense" through Mathematically Minded and learning about subitizing. Supt. Gagner stated "subitizing is part of the WBWF plan for 2016-2017. They will also continue to look at reading scores.

Jeff Eklund, Elem Principal's, written report was reviewed. Congratulations to Tracy Fix, 6th grade teacher, for being chosen by her peers as the T.E.A.M. award winner for December and to Lori Lemieux, 4th grade teacher, for being nominated as a teacher of the year candidate. Seventy elementary students are registered for Bomber Boost.

Shawn Kuhnke, Principal/AD, reviewed his written report. He congratulated Luke Becker and his Vo Ag students on their great day with the Ag Ed teachers from the U of MN Twin Cities. The professor from the U of MN said "It was a good experience for our students to observe and participate in a student-directed approach to learning." Congratulations to the AAA award winners Alec Downing and Elizabeth Altendorf.

The board reviewed the Community Ed report. The brochure will be sent out during Christmas break.

Supt. Gagner reviewed his written report. He attended the Schools for Equity in Education (SEE) meeting on Dec. 2nd. The state does have an equity factor to help achieve equity in funding for schools, but there has not been an increase in the equity factor for many years. ECMECC operating committee named their 40 MN credit college transfer program, "East Central College Options" (ECCO). The Fire Marshal visit went well. "Hats off" to Jeff Campbell and staff and the cooperation of all employees.

Supt. Gagner congratulated the following staff, students and community members for their accomplishments as "Braham HONORS" recipients. They are: Emily Lindquist, Hunter Giffrow, Lizzie Altendorf, Lori Lemieux, and Danika Dahlin.

Alec Downing, Student Council representative, reviewed their report. Student Council members continue to mentor 7th and 8th graders meeting once a week and assisting with homework and organization. Council members volunteered help at the Nate Johnson Benefit in Rush City and Santa Day at the Braham Event Center. Sno Daze week is Jan. 30th to Feb. 3rd.

School board members attended various basketball games, wrestling events, concerts, the retiree hosted "Holiday Open House", MSBA delegate assembly and the Braham United Against Drugs meeting.

Motion by M. Thompson second by A. Flowers to levy the maximum allowable for the Final 2016 Payable 2017 School District 314 Property Tax Levy. Carried. A copy of the signature page of said Levy shall be a part of the official minutes.

Motion by A. Londgren, second by T. Cuda to approve the MOU with BEA restructuring the four half-day curriculum days into two full days for curriculum writing. Carried.

Motion by R. Wyganowski, second by J. Pait to approve the update to the Transportation Contract with the

Braham Bus Company reducing the cost by two student contact days. Carried.

Motion by R. Wyganowski, second by J. Paitl to adopt the 2017-2018 school calendar. Carried.

Motion by A. Flowers, second by M. Thompson to accept the recommended changes to the elementary student handbook as requested by Principal Eklund and School Nurse Bendickson. Carried

Motion by J. Paitl, second by A. Flowers to accept the donation from Braham Area Committee for Kids (B.A.C.K.) in an amount not to exceed \$85,000. The money will be used to fund the following projects in the order listed until the projects are completed or this gift is exhausted. If work remains to complete the list of projects, the unfinished projects will not be completed until Braham Area Public Schools receive additional gifts from B.A.C.K. or other sources to finish these projects. The projects are: softball storage building and gravel pad; fence guard and padding; baseball complex storage building, electrical hookups for ball fields; Toro Sand Pro - infield grooming tractor and attachments; John Deere 54" zero turn lawn mower; portable backstop; dugout roofs; hoses for watering; several small field maintenance items; and a refrigerator. Carried.

Motion by A. Londgren, second by R. Wyganowski to adopt the following policies that were up for cycle review: #521 Student Disability Nondiscrimination; #526 - Hazing Prohibition; #531 - Pledge of Allegiance; and, #532 Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds. Carried.

Motion by A. Flowers, second by J. Paitl to adopt policy #701 - Establishment and adoption of school district budget. Carried.

Chair Eklund reminded all present of the January Organizational meeting on Monday, January 9th at 7:00 p.m. and the Regular School Board meeting to be held on Monday, January 23rd at 7:00 p.m. in B100 - Community Room.

Motion by R. Wyganowski, second by A. Flowers to adjourn the meeting. Chair Eklund adjourned the meeting at 7:37 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

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

ORGANIZATIONAL School Board Meeting
Monday, January 9, 2017
7:00 p.m. – BAHS Community Room

The 2017 Organizational School Board meeting was called to order by Acting Chairperson Steve Eklund at 7:00 p.m. The Pledge of Allegiance was given.

Members present: S. Eklund, M. Thompson, T.Cuda, A. Londgren, A. Flowers (arrived 7:05 pm),
R. Wyganowski, J. Paitl (arrived 7:04 pm) and Sup't. Ken Gagner.

Members absent: None.

Motion by A. Londgren, second by T. Cuda to adopt the agenda as printed.

Acting Chair Eklund called for nominations for the office of school board chair for 2017.

M. Thompson nominated Steven Eklund, second by T. Cuda. After three calls, nominations ceased. Motion by M. Thompson, second by A. Londgren to call for the vote. Steven Eklund was elected school board chair for 2017 by unanimous vote.

Chair Eklund called for nominations for the office of school board vice chair for 2017. A. Londgren nominated Mike Thompson, second by T. Cuda. After three calls, nominations ceased. Motion by A. Londgren, second by R. Wyganowski to call for the vote. Mike Thompson was elected school board vice chair for 2017 by unanimous vote.

Chair Eklund called for nominations for the office of school board clerk for 2017. M. Thompson nominated A. Londgren, second by T. Cuda. After three calls, nominations ceased. Motion by T. Cuda, second by M. Thompson to call for the vote. A. Londgren was elected school board clerk for 2017 by unanimous vote.

Chair Eklund called for nominations for the office of school board treasurer for 2017. M. Thompson nominated Tony Cuda, second by A. Londgren. After three calls, nominations ceased. Motion by R. Wyganowski, second by M. Thompson to call for a vote. Tony Cuda was elected school board treasurer for 2017 by unanimous vote.

Motion by A. Londgren, second by R. Wyganowski that "school board salaries remain the same as 2016 at \$800 for officers, \$600 for directors; \$75 for regular monthly school board meetings; for other meetings up to 4 hours - \$50; for meetings of 4 to 8 hours - \$75; and, \$125 for any other meetings over 8 hours in 1 day, contingent upon filing of claim form. There is no cap." Carried

Motion by R. Wyganowski, second by T. Thompson to set the regular school board meetings for July 2017 through June 2018 on the following dates:

Mon., July 17, 2017	Mon., Nov. 20, 2017	Mon., March 19, 2018
Mon., Aug. 21, 2017	Mon., Dec. 18, 2017	Mon., April 16, 2018
Mon., Sep. 18, 2017	Mon., Jan. 22, 2018 (4th Mon)	Mon., May 21, 2018
Mon., Oct. 16, 2017	Mon., Feb. 26, 2018 (4th Mon)	Mon., June 18, 2018 Carried.

Motion by T. Cuda, second by R. Wyganowski to set the Organizational meeting for Monday, January 8, 2018, at 7:00 p.m. in the Braham Area High School Community Room. Carried

Motion by A. Londgren, second by M. Thompson to adopt the following resolution designating official depositories for 2017:

"RESOLVED, that the Frandsen Bank & Trust of Braham and the Bremer Bank, Lake Elmo, MN be designated as official depositories for 2017 and that funds of this school district deposited in said banks be subject to withdrawal upon checks, notes, drafts, bills of exchange, acceptances, under-taking of other orders for the payment of money when signed on behalf of this school district by three of its officers to wit: Chair, Clerk and Treasurer". Carried.

Motion by A. Londgren, second by M. Thompson to authorize the Superintendent of Schools and district office designees to have online banking access to the Braham Schools' accounts at the Frandsen Bank & Trust and Bremer Financial Services. Carried.

Motion by M. Thompson, second by T. Cuda to adopt the following resolution:

"RESOLVED, that the Minnesota School District Liquid Asset Fund (MSDLAF+) be designated as the official depository for State Funds due to the district." Carried.

Motion by R. Wyganowski, second by J. Paitl to authorize the Superintendent of Schools and designees to make electronic transfers of District 314 monies. Carried.

Motion by A. Londgren, second by T. Cuda to adopt the following operating procedure for collateral as it relates to investment of district funds and to designate the Superintendent of Schools to approve collateral as per these guidelines:

Acceptable Collateral: U.S. Treasury Notes or Bonds Securities and other federal agency bonds pledged as collateral: The market value of the securities pledged as collateral must be greater than 110% of the deposits with the corresponding institutions. Carried.

Motion by J. Paitl, second by T. Cuda to adopt the following resolution:

“RESOLVED, that the school board desires to use facsimile signatures on all district checks to eliminate the need to have board officers sign each check issued. The Superintendent of Schools shall provide for this procedure. The board also directs the current facsimile signatures. No new signatures are needed.” Carried.

Motion by M. Thompson, second by J. Paitl to adopt the following resolution:

“RESOLVED, that the school board desires to have the Superintendent of Schools, or his designee, make investments of school district funds when balances are present. The board also desires that the Superintendent, or his designee, perform the duties of clerk and treasurer.” Carried.

Motion by A. Londgren, second by J. Paitl to adopt the following resolution:

“RESOLVED, that the school board desires to have the Superintendent of Schools properly authorized to enter into leases on behalf of the board, and to purchase and contract for goods and services within general budget categories.” Carried.

Motion by R. Wyganowski, second by T. Cuda to adopt the following resolution:

“RESOLVED, that the school board wishes to take advantage of payment discounts on purchases and recognize the terms of contracts, purchase orders and vendors. The school board authorizes the superintendent of schools and/or the school board clerk to pay claims against the district prior to a regularly scheduled board meeting if the claim addresses the conditions mentioned in this resolution.” Carried.

Motion by J. Paitl, second by A. Londgren to adopt the following resolution:

“RESOLVED, that the school board wishes to appoint legal counsel for 2017 and that legal counsel shall be the firm of Ratwik, Roszak and Maloney.” Carried.

Motion by T. Cuda, second by J. Paitl to appoint the *‘Isanti County News’* to serve as School District 314’s official publication for 2017. Carried.

Motion by R. Wyganowski, second by M. Thompson to set the mileage and meal allowance for all district employees for 2017 as follows:

Mileage: ‘reimbursement at the IRS allowable rate’ which is \$.53.5 per mile; and,
Meals: Breakfast - \$8.50, Lunch - \$11.00, Supper - \$13.50; with allowable reimbursement at the registration set fee for workshops, meetings, etc., when such is the case. Carried.

School board committee membership assignments for 2017 were discussed and set as listed below.

<u>Committee Assignment</u>	<u>2017 School Board Representative(s):</u>
Budget Advisory	S. Eklund, M. Thompson, R. Wyganowski
Buildings/Grounds & Transportation	S. Eklund, T. Cuda, J. Paitl
Comm. Educ. Advisory Council	A. Londgren
Donald F. Olson Scholarship	S. Eklund, A. Londgren, T. Cuda
ECMECC	S. Eklund
Isanti Co. Human Rights Commission	Supt. of Schools /alt. M. Thompson
Legislative (SEE)	S. Eklund

Meet & Confer	A. Flowers, M. Thompson, J. Paitl
MN State H.S. League	S. Eklund /alt. A. Londgren
Policy Review	T. Cuda, A. Flowers, R. Wyganowski
RRSEC Joint Powers Agreement	M. Thompson
Technology	T. Cuda, A. Flowers
World's Best WorkForce	A. Londgren, alt. M. Thompson

Negotiating Committees:

Superintendent	S. Eklund, M. Thompson
Administration	A. Flowers, J. Paitl
Teachers	T. Cuda, S. Eklund, R. Wyganowski
District Office	S. Eklund, A. Londgren
Custodians	T. Cuda, S. Eklund
Secretaries/Paras	T. Cuda, A. Flowers
Food Service	A. Flowers, A. Londgren

Motion by R. Wyganowski, second by T. Cuda to cease participation in the Isanti County Interagency Collaborative and to accept the remaining committee assignments as listed. Carried.

Reminder of the next Regular School Board meeting scheduled for Monday, January 23, 2017 at 7:00 p.m. in the Community Room (B100) at the high school.

Motion by R. Wyganowski, second by T. Cuda to close the organizational meeting at 7:16 p.m. Carried.

Attest: _____ Attest: _____
Allison Londgren, Clerk Steve Eklund, Chair

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

Grade	change from Spr 16	Sept 13	Oct 3	Nov 1	Dec 1	Jan 4
K		61	61	62	61	61
1	-4	56	58	57	57	58
2	-5	47	47	47	47	47
3	3	62	64	63	65	65
4	-2	45	46	46	46	46
5	-2	62	63	62	62	62
6	-6	63	62	59	58	58
7	-3	51	51	51	51	52
8	-12	65	64	64	63	63
9	-8	56	55	54	55	55
10	0	59	58	58	58	58
11	-5	50	50	50	50	51
12	0	54	52	50	50	49
	-44					
K - 12 Sub-Total	774	731	731	723	723	725
ECSE	21	15	15	16	19	20
TOTAL K - 12 plus ECSE	795	746	746	739	742	745

e. Personnel

RESIGNATION

Trista Kirchberg, HS Special Ed teacher, has submitted her resignation effective January 23, 2017. Mrs. Kirchberg has been with the district since fall 2015. Supt. Gagner recommends accepting her resignation with the following contingency: The resignation will take effect the date a suitable replacement has been hired or by mutual agreement.

LANE CHANGE REQUEST

Beth Stone, HS Math Teacher has submitted a request for lane advancement from MA to MA+15. Mrs. Stone has completed all necessary requirements to qualify for this lane advancement. Her second semester 2016-2017 salary will be based on MA+15, Step 10.

Andrea DeRushia, 2nd Grade Teacher has submitted a request for lane advancement from BA+15 to BA+30. Mrs. DeRushia has completed all necessary requirements to qualify for this lane advancement. Her second semester 2016-2017 salary will be based on BA+30, Step 10.

4. Acknowledgement of donations or contributions.

Minnesota Statute 123B.02 permits school boards to "...receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, and for the benefit of pupils thereof."

Therefore, the Superintendent recommends the following resolution:

"BE IT RESOLVED by the School Board of Independent School District No.314 that the School Board accepts with appreciation the following contributions and permits their use as designated by the donors.

Donor	Item and/or Amount	Purpose
Bur-Lock Services	\$170.00 value	2 Uscan Lever locks for custodians
Sue Bradford & Chuck Larson	\$200.00	Angel Fund
Tusen Tak	\$20.00 value	Clothes for BAES health room
East Central Corn Growers	\$2,000.00	Supermileage
Cambridge State Bank	\$50.00	Supermileage
Yerigan Construction Co	\$100.00	Supermileage
Rocky's H2O	\$30.00	Supermileage
Jerry Strothers	\$250.00	Supermileage
Joyce & Gary Hunt Litchy	\$100.00	Supermileage
Pizza Pub	\$100.00	Supermileage
Northpost, Inc	\$25.00	Supermileage
Isanti VFW	\$250.00	Supermileage
East Central Electric	\$150.00	Supermileage
Marion Larson	\$200.00	FFA
Anonymous	\$1,000.00	FFA
Derek Becker	\$550.00 value	Custom steel FFA for Greenhouse

5. Open Forum.

6. Presentation by PLC Leadership Team.

Presentation by Tammi Johnson for high school social studies and English.

7. Review Elementary Principal's report.

**Braham Area Elementary
January 2017 Board Report**

1. Bomber Boost

- 70+ kids registered.
- Highest number we've had in 5 years!

2. Christmas Concert

- Thanks to Bryan Johnson and Katie Thies for all the work.
- Concerts can still be viewed online.

3. School of Excellence

- Thanks to Tracy Fix, Katie Blomdahl, and Lori Lemieux for all their work on this.
- The 2nd part of our application is nearing completion.

4. Congratulations to Kim Beidleman! She is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner

- She does an excellent job of making sure our kids get what they need in their regular classes. She has so many great ideas and resources to share.

5. I Love to Read Month is February

- "Be Our Guest" is the theme (Beauty and the Beast)
 - Lunch and a movie in the library.
 - Dress up days
 - Locker Book spines
 - If you'd like to read please let Jan/Julie or a classroom teacher know.
 - Thank you to Nickie Nelson and Dana Hendren for organizing this.
-

8. Review High School Principal - Activities Director report.

**HS Principal / Activities Director
School Board Report
January 23, 2017**

1. Congratulations to our December students of the month that are chosen by staff members based on contributions that students are making to our school to make it a better place. Some of the criteria

for nominations are as follows: grades 7-12, academic excellence, display leadership, display BOMBER PRIDE, helping others and a significant improvement in any area. The December students of the month are: Grade 7: Caleb Tauer Grade 9: Cullen Peter Grade 10: Casey Peterson Grade 11: Tom Baker, Tyler Lanrain Grade 12: Michaela Fiedler, Maria Hamlin, Raeanna Henneman, Nick Jackson.

2. Junior High Boys Basketball was the only winter activity not started as of the last board meeting. We have 23 7th and 8th grade boys and Mr. Hohn will be coaching them. They won their first game vs. Onamia and will have a full schedule through the end of February.
3. The All Conference Band and Choir event happened on Saturday, January 7th. Many of our band and choir students were able to practice and perform with some of the best in the area. The Braham All Conference Band students were: Amelia Fiedler, Amelia Laman, Chelsey Swanson, Montana Wagner, Liz Bombard, Nicole Brewer, Ashley Erbstoesser, Cody Carlson, Emma Downing, Josh Klingensmith, Zach Anderson, Emily Lindquist, Hunter Giffrow and Alex Kurvers. The Braham All Conference Choir students were: Isabelle Dorsey, Destiny Roeschlein, Kaylie Paitl, Halie Jones, Lauren Kreyer, Jasper Taylor, Alec Downing and Tyler Lanrain. Huge congratulations to all involved.
4. The annual Spelling Bee will be held in C-100 on Wednesday, January 25th at 1:15.
5. Knowledge Bowl is now beginning their season. The First Knowledge Bowl meet will be in North Branch H.S. on February 4. A big thanks you to Mr. Kedrowski.
6. One Act Play has begun their preparation for the sub-section competition on Saturday, January 28 in Hinckley-Finlayson. They will be performing *Antigone*, classified as a tragedy by Sophocles written in or before 441 BC.
7. Auditions for the Spring Play, *Steel Magnolias*, will be taking place on Tuesday, January 24 and Wednesday, January 25. Performances are set to take place on March 24, 25 and 26. More information to follow.
8. Team Wrestling Sectional Tournaments begin in Rush City on Tuesday, February 14. Individual Wrestling Sectional Tournaments are scheduled for February 24 and 25 in Grand Rapids.
9. The students and staff will celebrate Snow Daze Week January 30 – February 3. With the very traditional events of the week which will also include the Sno Daze Dance on Friday, February 3.
10. The Annual Winter Jazz Dessert Concert is also coming up on February 13 at 8:00 p.m. We will also be hosting the All-Conference Jazz Festival on Wednesday, February 8 beginning at 8:00 a.m. A more detailed schedule will be released, as we get closer to the date.
11. The American Wrestling Federation is coming to Braham on Saturday, February 11. The doors will open at 6:00 p.m. with Bell time at 7:00 p.m.

Respectfully Submitted, Shawn Kuhnke

9. Review Community Ed report.

Community Ed-

The Brochure went out in the mail Thursday, Jan 5th. A few people have signed up for classes already!

There is one major offering for youth. There are two sessions of the Timberwolves and Lynx Basketball Clinic being offered depending on the child's grade. The cost is \$26. These will be held Sat. March 25. Pre-registration is required. It has been advertised in the brochure, on Facebook and flyers were sent home. Flyers will also be at the ticket table at upcoming Basketball games.

Preschool/ECFE - Upcoming Events

Early Childhood Screening is Tuesday, Jan 24th.

ECFE Snowball Dance is Friday, February 10th from 6p.m. to 7p.m. in the Braham Elementary Cafeteria. The ice queen and ice princess will be there to sing and dance with us! Wear your best clothes and come ready to dance. There will be snacks, games and some fun surprises! Register by February 3rd through Community Ed

ECFE: Story time and Open Play will start Wednesday, February 15th.

10. Review Superintendent's report.

1. RRSEC Executive Board Committee update (Dec. 14):

- Revision to original budget for fiscal year 2017 was approved. There was an approximate 4% increase primarily due to an auditing change. Other items of note:
 - Fee for financially related services paid to C-I will increase to 5.5% (from 4%) starting 7/1/17.
 - Overall budget will increase about \$120,000 per year due to a correction made in paying benefits (HRA) to employees which was not recognized in the past. There is also talk of adding staff (behavior analyst and Sp. Ed. Coordinator) for next year. The executive committee will meet in January to discuss this topic.
- The lease on RRN (Milaca) was extended to Aug. 31, 2018.
- Enrollment is stable.
- Discussion was held on remodeling RRS and RRE (level four buildings in Cambridge) to increase safety by controlling exits. This is a special request and will take coordination among several agencies. No action was taken.
- First reading of three policies occurred - standard MSBA language.
- RRSEC received a \$64,000 staff development grant from MDE to work on reducing the need for physical restraint of students.

2. Grandy Lions update (Jan. 2)

- Two donations granted - Grandy Community Center and Grandy Ballfield
- Governor's Meeting (Grandy and C-I Lions) will be held Feb. 7
- Pancake breakfast set for April 2 at the Grandy Community Center

3. Braham Chamber of Commerce update (Jan. 10)

- Updated the Chamber on WBWF, Education Foundation, and *The Top Ten Reasons why Braham is a Great District*. The information was well received and the Chamber volunteered to publish the top ten list as part of their monthly paid advertising.
- Regular meeting date for the Chamber is moving to the second Tuesday of each month.

- The 3rd Annual Braham Business Expo is scheduled for Thursday, April 27, from 11:00-7:00 p.m. The school will again have a booth at the Expo.
4. MSBA Leadership Conference update (Jan. 12-13)
 - Many great sessions were offered. Information shared with various staff included:
 - i. Rules regarding confidentiality
 - ii. Guidelines for conducting effective investigations
 - iii. Using data to guide instruction and measure progress
 - iv. Targeted interventions, student mentoring programs, solid planning, and career exploration were all shared as effective strategies at the conference. I'm happy to say ISD #314 has implemented - or is in the process of implementing - all of these!
 - v. Updates to ensure an effective crisis plan
 5. Facilities update:
 - Exterior: A few finishing touches on the grass will be completed in the spring.
 - Interior: Complete.
 - Greenhouse: Electrical work is complete and Mr. Becker is installing tables. The greenhouse will open in mid Feb. with a plant sale in May.
 - Equipment for track and football has been ordered.
 6. District Assessment Coordinator (DAC) update:
 - a. Math OLPA's will occur Feb. 1-9 for grades 3-8 and 11.
 - b. MCA testing will begin April 19.
 - c. Check assessment page on the district website for a list of resources/testing calendars.
 7. Ongoing items:
 - i. The staff development committee met on January 20 to begin planning for the 2017-2018 school year. A speaker has been confirmed for August 28. The Mora and Ogilvie school districts will be attending a portion of the day which will be held at the Event Center.
 - ii. The process of teacher evaluations is in full swing.
 - iii. 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:
 1. February: 5/6 PLC & Lori Lemieux (3/4)
 2. March: Roxanne Kirby (PreK/K)
 3. April: Catie Hanson and Kelly Rud (SpEd)
 4. May: Dave Blomdahl (Math/Science)
 5. June: Bryan Johnson/Tiffany Flogel (CTE, Art, Business, Music, Counseling)

11. Acknowledge "Braham Honors" recipients

Butch Erickson, Dixie Erickson, Lana Regal, Janelle Walker, Marie Meyer, Ellen Cunningham, Marion Larson, Edie Kaunonen, Merrie Ann Hesselroth, and Harriet Lidke	Braham Area School District #314 would like to recognize you for hosting the annual Holiday Open House for all staff and retirees! It is a very anticipated event and always well attended. It provides an opportunity for current staff and retirees to "catch up" on their lives. Thanks!
Cody Anderson	Braham Area School District #314 would like to thank you for all the work and hours you spent working with the students in the music department during your holiday break from college. Sharing your musical talents and abilities with our students was greatly appreciated!

Harriet Lidke, Marion Larson	Braham Area School District #314 would like to recognize you for volunteering to greet family and friends who attended the Elementary Holiday Concerts on Thursday, December 22, 2016. Your efforts assisted with school safety and ensuring a well run event. Thank you for sharing your time with us!
Lizzie Altendorf	Braham Area School District #314 would like to congratulate you for being selected as a Triple "A" Award winner. The Triple "A" Award is sponsored by the Minnesota State High School League and is given to high school seniors who have a "B" or better grade point average and who participate in League-sponsored athletic and fine arts activities. Congratulations, Lizzie!
Alec Downing	Braham Area School District #314 would like to congratulate you for being selected as a Triple "A" Award winner. The Triple "A" Award is sponsored by the Minnesota State High School League and is given to high school seniors who have a "B" or better grade point average and who participate in League-sponsored athletic and fine arts activities. Congratulations, Alec!
Amelia Fiedler, Amelia Laman, Chelsey Swanson, Montana Wagner, Liz Bombard, Nicole Brewer, Ashley Erbstoesser, Cody Carlson, Emma Downing, Josh Klingensmith, Zach Anderson, Emily Lindquist, Hunter Giffrow, Alex Kurvers Isabelle Dorsey, Destiny Roeschlein, Kaylie Paitl, Halie Jones, Lauren Kreyer, Jasper Taylor, Alec Downing, and Tyler Lancrain.	Braham Area School District #314 would like to congratulate you on being selected as an All-Conference band and/or choir member for the 2016-2017 school year. Students involved in quality extra curricular programming have high rates of success beyond high school and your leadership and commitment to excellence makes a difference. Congratulations!

-
12. Review Student Council Representative's report.

**BAHS Student Council
School Board Report
January 2017**

Mentor Program: Fourteen of our members are mentors for students in grades 7 and 8. The mentors meet with their mentees at least once a week and assist with homework, organizational skills, etc.

Chamber Meeting: Megan Gruba attended her first chamber meeting on Monday, January 9th, 2017. It was a success.

Blood Drive: Members of student council helped out with the blood drive on Thursday, January 12. Set up was from 11:00-12:00 and students helped with registration and other things until 3:00. The American Red Cross was very thankful for our help.

Sno Daze 2017: We have set Sno Daze 2017 for the week of January 30-February 3. We have all of our days set for the school week. We will have a dance on Friday, February 3, 2017 after the girls basketball game. The dance will be from 9-12.

Pennies For Patients: We will be doing Pennies for Patients again this year. We will be doing this from January 30 until the second week in February. We have some good ideas on how we can raise more money this year. We will be bringing Blue Floyd around to basketball games as usual, to collect change. We are going to have a jar filled with candy at one of our home basketball games and fans can guess how much is in the jar to win prizes. During the school week we will have other activities such as taping one of our teachers to the wall to raise money.

Food Drive: In March the student council will be helping with a food drive. People will be donating bowls and our goal will be to collect food from advisories. There will be a contest with the 5th & 6th grade for a pizza party. The advisory with the most will receive a donut party.

Upcoming: Crush cans, possible valentine treat donations by Marie Sward, and we will continue to sell clothing at home basketball games.

Recycling and Announcements:

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

13. School Board members' reports/updates.
-
-

14. Consider Resolution Directing the Administration to Review Revenue and to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore, If Needed.

This resolution is presented each year at the Regular January school board meeting for consideration of adoption. Reductions in programs and positions cannot be considered or made without this resolution first being adopted.

Member _____ introduced the following resolution and moved it adoption:

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFORE, IF NEEDED.

WHEREAS, the financial condition of the school district dictates that the school board must reduce expenditures immediately, and

WHEREAS, there has been a reduction in student enrollment, and

WHEREAS, this reduction in expenditures and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the school board for the discontinuance of programs, curtailment of programs,

discontinuance of positions or curtailment of positions.

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

and the following vote against the same:

WHEREUPON said resolution was declared duly passed and adopted.

15. Consider Washington D.C. trip request for 2018.

Tammi Johnson, Dean of Students and Shawn Kuhnke, Principal/AD are requesting approval to organize a 4-day trip to Washington D.C. for the 7th and 8th graders (this year's 5th and 6th) for June of 2018. If the board approves they would move forward and see if there is interest. Mrs. Johnson will be present at the board meeting to answer any questions.

16. Consider FIRST reading for update to policy #404 - Employment Background Checks. No action required at this time.

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

Adopted: January 22, 1996

Revised: April 20, 2015

#404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school

district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.

- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the individual executes a written consent form giving the school district access to the results of the check; and
 - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.

- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees. This procedure will also apply to any volunteer who works within organized programs in the district or outside sponsored clubs or organizations that work in the district with Braham Students.
 - 1. Background checks of this nature shall be considered valid for a period of three (3) years from date of issue. However, the district may choose to conduct additional background checks at any time, if desired.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
 Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
 Minn. Stat. § 123B.03 (Background Check)
 Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
 Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References:

INFORMED CONSENT FORM
Administrative & Instructional Personnel
BRAHAM AREA PUBLIC SCHOOLS - ISD #314
531 Elmhurst Ave S, Braham, MN 55006
320-396-3313

The following individual has made application with this School District to be employed as a(n)

_____.

Print Full First Name

Print Full Middle Name

Print Full Last Name

Date of Birth (Month/Day/Year)

Male or Female: _____

Driver's License Number

Maiden, Previous, Alias

I authorize Braham ISD 314 to request a criminal background check on me through the Minnesota Bureau of Criminal Apprehension or any other agency necessary to collect any available information, pursuant MN Statute 1998, 123B.03.

Conditional Hiring:

I understand that the School District may permit me to commence my employment duties pending completion of the criminal history background check and acknowledge and agree that my employment may be terminated based on the result of the background check.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

Signature of Applicant

Date

There is a \$15.00 fee for processing this form. Please attach your personal check payable to: Braham Area Public Schools.

RETURN THIS FORM, WITH CHECK ATTACHED, TO THE DISTRICT OFFICE -- (Attn: Connie).

INFORMED CONSENT FORM
Support, Substitute & Volunteer Personnel
 BRAHAM AREA PUBLIC SCHOOLS - ISD #314
 531 Elmhurst Ave S, Braham, MN 55006
 320-396-3313

The following individual has made application with this School District to be employed as a(n)

_____.

 Print Full First Name Print Full Middle Name Print Full Last Name

 Date of Birth (Month/Day/Year) Male or Female: _____

 Driver's License Number Maiden, Previous, Alias

I authorize Braham ISD 314 to request a criminal background check on me through the Minnesota Bureau of Criminal Apprehension or any other agency necessary to collect any available information, pursuant MN Statute 1998, 123B.03.

Conditional Hiring:

I understand that the School District may permit me to commence my employment duties pending completion of the criminal history background check and acknowledge and agree that my employment may be terminated based on the result of the background check.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

 Signature of Applicant

 Date

~~There is a \$15.00 fee for processing this form. Please attach your personal check payable to: Braham Area Public Schools.~~

~~RETURN THIS FORM, WITH CHECK ATTACHED, TO THE DISTRICT OFFICE -- (Attn: Connie).~~

17. Consider cycle review of district policies for adoption.

The following policies are up for review: #533 - Wellness - Student; #601 - Graduation Standards; and #603 - Curriculum Development. These 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: August 21, 2006

Amended/Adopted: June 17, 2013

Amended: February 22, 2016

Reviewed: January 23, 2017

#533 WELLNESS - Student

I. PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. GUIDELINES

- A. Foods and Beverages

1. All foods and beverages made available on campus (including concessions and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans.
2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.
4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
5. The school district will provide students access to handwashing or hand sanitizing before they eat meals or snacks.
6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.
3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Nutrition Education and Promotion

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.
3. Schools will not use foods or beverages as rewards for academic performance or good

behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

D. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

E. Communications with Parents

1. The school district recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. IMPLEMENTATION AND MONITORING

A. After approval by the school board, the wellness policy will be implemented throughout the school district.

B. School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.

C. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.

D. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.

E. The school district will post this wellness policy on its website, to the extent it maintains a website.

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)

42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)

42 U.S.C. § 1758b (Local School Wellness Policy)

42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)

7 U.S.C. § 5341 (Establishment of Dietary Guidelines)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: February 22, 2016

Reviewed: January 23, 2017

#601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and the federal Every Child Succeeds Act and are aligned with creating the world’s best workforce.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the “world’s best workforce” in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. “Academic standard” means a summary description of student learning in a required content area or elective content area.
- B. “Benchmark” means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. “Curriculum” means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. “Instruction” means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. “Performance measures” are measures to determine school district and school site progress in striving to create the world’s best workforce and must include at least the following:
 - 1. student performance on the National Assessment of Educational Progress where applicable;

2. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options including concurrent enrollment, other statutorily recognized courses of study or industry certification courses or programs and enrichment experiences by student subgroup;
3. student performance on the Minnesota Comprehensive Assessments;
4. high school graduation rates; and
5. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.

F. “World’s best workforce” means striving to: meet school readiness goals; have all third-grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:

1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all nine student categories identified under the federal 2001 No Child Left Behind Act and two student gender categories of male and female;
2. a process for assessing and evaluating each student’s progress toward meeting state and local academic standards and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;
4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
5. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and;
6. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include the following:
 - a. reading, writing, speaking, listening, and viewing in the English language;
 - b. mathematical and scientific concepts;
 - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
 - d. creative and critical thinking, decision making, and study skills;
 - e. work readiness skills;
 - f. global and cultural understanding.

2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
 - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;
 - c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.

3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.

4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
 - a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.

5. Students will be given the opportunity to acquire human relations skills necessary to:
 - a. appreciate, understand, and accept human diversity and interdependence;
 - b. address human problems through team effort;
 - c. resolve conflicts with and among others;
 - d. function constructively within a family unit;
 - e. promote a multicultural, gender-fair, disability-sensitive society.

Legal References: Minn. Stat. § 120B.018 (Definitions)

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)

Minn. Stat. § 120B.11 (School District Process)

Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)

Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)

Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)

Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

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

Adopted: March 15, 1999
Amended: February 22, 2016
Reviewed: January 23, 2017

#603 CURRICULUM DEVELOPMENT

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
 - 1. Provide for articulation of courses of study from kindergarten through grade twelve.
 - 2. Identify minimum objectives for each course and at each elementary grade level.
 - 3. Provide for continuing evaluation of programs for the purpose of attaining school district

objectives.

- 4. Provide a program for ongoing monitoring of student progress.
- 5. Provide for specific, particular, and special needs of all members of the student community.
- 6. Integrate required and elective course standards in the scope and sequence of the district curriculum.
- 7. Meet all applicable requirements of the Minnesota Department of Education and the No Child Left Behind Act.

D. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.

E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)

Minn. Stat. § 120B.11 (School District Process)

Minn. Rules Part 3500.0550 (Inclusive Educational Program)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)

Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)

MSBA/MASA Model Policy 605 (Alternative Programs)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

- 18. Consider setting a date for Superintendent’s annual performance review.

Does the school board wish, at this time, to set a special school board meeting to conduct the semi-annual performance review of the superintendent of schools? The last performance review was conducted on June 20, 2016.

19. Consider setting a date for Working Board meeting.

20. Reminder of the February 27th Regular school board meeting.

The Regular School Board meeting is set for Monday, February 27th, 7:00 pm, in B100 – Community Room.

21. Adjourn.
