

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, March 20, 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 February 22nd Working & Special and February 27th Regular Board meetings.
 - b. Approve the March bills.
 - c. Review and accept the March 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 approval of MOU with BEA pertaining to PLC Facilitators for 2017-2018.
15. Consider approval of the 2% Staff Development Funds Waiver.
16. Consider acceptance of retirement letter and approval of retirement agreement.
17. Consider Resolutions Discontinuing and Reducing Educational Programs and Positions.
18. Consider Resolutions Reducing Educational Positions.
19. Consider increase in hours for two positions.
20. Consider board members to hand out diplomas at graduation on May 26, 2017.
21. Consider THIRD reading and adoption of policy #404 - Employment Background Checks.
22. Consider cycle review of district policies.
23. Reminder of the April 24th Regular school board meeting.
24. Adjourn.

ADDENDUM

Regular School Board Meeting
Monday, March 20, 2017
7 p.m. - BAHS - Community Room

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

Roll Call.

- 2. Adopt agenda.

_____, _____, _____

- 3. Consent Agenda.

- a. Approve the minutes of the February 22nd Working & Special and February 27th Regular Board meetings.

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

Working School Board Meeting
Wednesday, February 22, 2017
6:15 p.m.. - BAHS Community Room

The Special meeting was called to order by Chair Steve Eklund at 6:15 p.m.

Members present: Steven Eklund, Mike Thompson, Allison Londgren, Tony Cuda, Angie Flowers, Robert Wyganowski, John Paitl and Supt. Ken Gagner

Motion by M. Thompson, second by T. Cuda to adopt the agenda as printed. Carried.

The World's Best WorkForce (WBWF) plan was discussed and the 5 academic goals were reviewed.

- 1) to ensure all students are ready for kindergarten
- 2) for all students in 3rd grade to achieve grade level literacy
- 3) to close the achievement gaps in reading and math
- 4) for all students to be career and college ready before graduation
- 5) for all students to graduate from high school

The budget for 2017-18 was discussed with a target reduction of \$340,000 spread across several areas and departments. Factors not under our control or to be determined include: a) legislative decisions impacting funding; b) almost all employee agreements expire 06/30/17; and, c) operating expenses (fuel, electricity, snow removal, water, etc). The district SOD calculation is 2.74% and continues to be a concern. The board discussed considering an operating or capital levy.

The 10 year facility plan was reviewed and discussed. The plan will be revised and acted upon in July after input from the buildings and grounds committee.

Motion by T. Cuda. second by J. Pait to adjourn the meeting.

Chair Eklund adjourned the working school board meeting at 7:40 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steve Eklund, Chair

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

Special School Board Meeting
Wednesday, February 22, 2017
Immediately following the Working Board Meeting
BAHS Community Room

The Special meeting was called to order by Chair Steve Eklund at 7:48 p.m.
The Pledge of Allegiance was given.

Members present: Steven Eklund, Mike Thompson, Allison Londgren, Tony Cuda, Angie Flowers, Robert Wyganowski, John Paitl and Supt. Ken Gagner

Motion by B. Wyganowski, second by T. Cuda to adopt the agenda as printed. Carried.

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

During the mid-year evaluation, the board shared feedback on a variety of topics including the desire that the Superintendent continue the pursuit of raising academic excellence and strengthening staff evaluation. The board also pointed out the Superintendent's strengths in the areas of communication, finance, and staff development/relations.

Chair Eklund re-opened the meeting for adjournment.

Motion by A. Flowers, second by J. Paitl to adjourn the meeting.

Chair Eklund adjourned the special school board meeting at 8:29 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steve Eklund, Chair

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

Regular School Board Meeting
Monday, February 27, 2017
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 R. Wyganowski, second by T. Cuda to adopt the agenda. Carried.

Motion by M. Thompson, second by J. Paitl to approve the minutes of the January 23rd Regular School Board meeting, approve the February bills \$346,320.86; and, accept the February Treasurer's report. The board approved the hirings of: Leah West as high school special education teacher. She will be paid on Lane 1, Step 1 of the BEA contract. Her start date was 1/26/17. David Nelson was hired as a cleaner/sweeper. He will be paid at Step 1. His first day was 2/13/17. Katie Becker, Julie Grell and Allyssa Mattson as Bomber Boost Paras. Their start date was 1/31/17. Ms. Becker and Ms. Grell will be paid at Step 2; Ms. Mattson at Step 1. Andrew Shaw as a 6 hour per day ECSE para on Tuesdays and Thursdays at Step 1. Mr. Shaw was also hired as an ECSE teacher for 1 hour per day on Tuesdays and Thursdays at Lane 1, Step 1 of the BEA contract. His start date in both positions was 2/15/17. The board accepted the resignation of David Nelson, cleaner/sweeper effective 2/17/17.

During Open Forum Dan McGowan and Mike Warner from the Great Lakes Region Organizing Committee and the Minnesota State Building and Construction Trades Council presented a \$1,000 grant check to the school. Their organization's goal is to promote "career pathways" for high school students to consider the construction industry as a viable career choice. The grants are intended for schools to support their career curriculum but can be used in any way that the awarded school district feels appropriate.

Lori Lemieux, 3rd & 4th grade PLC leader, stated that 3rd and 4th grade are working on reading and math alignment. To help determine that students get help at their level, they review OLPA & FAST testing results. Students are working on biographies, dioramas and collages. They have enjoyed the guest readers during "I Love to Read Month" and are working on author studies. The "cow eye" dissecting unit is coming up.

Tracy Fix, 5th & 6th grade PLC leader, shared that to encourage more reading the 5th and 6th grade students are reading "through the solar system". The goal is to read 2 million words, but along the way they earn incentives at various levels. Rockets are moved through the system on the walls to visually show the progress they are making. They review OLPA & FAST results to help group the students. There is a lively competition for bringing in box tops to help support the Accelerated Reading store.

Jeff Eklund, Elem Principal, reviewed his written report. Thank you to Tracy Fix, Katie Blomdahl, Lori Lemieux, and Brooke Hohn for their work on the School of Excellence. They are compiling results of the school survey. Congratulations to Nickie Nelson who was chosen by her peers as the T.E.A.M. award winner. She makes the library a fun place to visit. She is creating a makerspace in the media center. Thank you to Jen Lundin, Korey Sybrant, Tracy Fix, Katie Blomdahl, and Lori Lemieux for all their work on the Bomber PRIDE assembly. It was a great success. There were lots of community members present and student ambassadors gave tours and answered questions.

Shawn Kuhnke, Principal/AD, reviewed his written report. East Central Drug and Violent Offender Task Force members, Wayne Seiberlich and Alex Abrahamson spoke to the 7th, 8th and 9th graders in January. A huge thank you to Bryan Johnson for organizing the Jazz Dessert Concert, All Conference Jazz Festivals and the 7-12 Band concerts. American Wrestling Federation performed on February 11th. After all expenses were paid they raised over \$2,000. Eric Eskuri and Jesse Anderson placed 3rd & 4th in individual section wrestling. Spring sports begin March 13th.

The board reviewed the Community Ed report. They are still looking for more families to sign up for the Timberwolves/Lynx basketball camp to be held in March. There were 12 students screened at the early childhood screening on 1/24/17. 21 children and 21 adults attended the ECFE Snowball Dance on 2/10/17. Kindergarten round up is Thursday, March 16th from 6 to 7 p.m. Online preschool registration will begin on 4/10/17 at 8 a.m. for the 17-18 classes.

Supt. Gagner reviewed his written report. He attended SEE General Membership, RRSEC Executive Council Board, ECMECC, Grandy Lions, and Braham Chamber meetings. There were six parents and community members who attended the SEE Day at the Capitol on February 16th with Supt. Gagner. The group met with Sen. Michelle Benson, Rep. Cal Bahr, Sen. Mark Koran, Rep. Brian Johnson and Speaker Kurt Daudt. Topics included increasing the basic formula by at least 2% each year of the biennium, increasing the special ed cross subsidy, plans to meet the challenge of the TRA pension issue and increasing debt equalization factors for bonds and referendums. A twelve person steering committee is in place and working on setting up the Braham Area Education Foundation - a community group supporting the school district and students. Supt. Gagner also shared information on the need for budget adjustments which will be proposed and acted on at the March 20th meeting.

Supt. Gagner congratulated the following staff, students and community members for their accomplishments as "Braham HONORS" recipients. They are: Bryan Johnson, Eric Eskuri, Jacob Lindgren, Carrie Davis, Becky Hesselroth, Duane Swanson, Mike Thompson, Tina Heidelberger, Joan Schleicher, Mike McCarty, Jen Lundin, Korey Sybrant, Tracy Fix, Katie Blomdahl, Brooke Hohn, and Lori Lemieux.

Supt. Gagner presented each board member with a service thanking them for their service to our students. He stated, "They are a great group to work with.... They really care about kids."

School board members attended various events including the working and special board meetings, band concerts, GBB and BBB games, wrestling events, safe routes to school, Bomber PRIDE assembly, RRSEC executive council, and SEE Day at the Capitol.

Second reading of policy #404 - Employment Background checks. There was no discussion.

Motion by M. Thompson, second by A. Flowers to accept the FY17 Revised budget. Carried.

Motion by A. Londgren, second by J. Paitl to authorize payment of \$7,847.22 from the facilities bond to complete the

flooring in the multi-purpose gym. Carried

Motion by T. Cuda, second by J. Paitl for the district to apply for a planning grant for Safe Routes to School. The grant would allow the school and city areas to be looked at to help identify those areas in town that could use sidewalks allowing for safer routes to school. There is no cost at this time. Carried.

Motion by R. Wyganowski, second by J. Paitl to authorize the modification of the Honeywell Energy Guarantee Program service contract. Carried.

Motion by A. Londgren, second by A. Flowers to adopt the following policies that were up for cycle review: #202 - School Board Officers, #709 - Student Transportation Safety Policy, #710 - Extracurricular Transportation, and, #806 - Crisis Management Policy. Carried.

Chair Eklund reminded all present of the Regular School Board meeting to be held on Monday, March 20th at 7:00 p.m. in B100 - Community Room.

Motion by M. Thompson, second by A. Flowers to adjourn the meeting. Chair Eklund adjourned the meeting at 7:39 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

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

	Sept 13	Oct 3	Nov 1	Dec 1	Jan 4	Feb 1	Mar 1
K	61	61	62	61	61	61	61
1	56	58	57	57	58	58	59
2	47	47	47	47	47	47	47
3	62	64	63	65	65	66	66
4	45	46	46	46	46	46	47
5	62	63	62	62	62	62	62
6	63	62	59	58	58	58	58
7	51	51	51	51	52	50	50
8	65	64	64	63	63	63	64
9	56	55	54	55	55	53	52
10	59	58	58	58	58	57	57
11	50	50	50	50	51	50	49
12	54	52	50	50	49	47	48
K - 12 Sub-Total	731	731	723	723	725	718	720
ECSE	15	15	16	19	20	22	24
TOTAL K - 12 plus ECSE	746	746	739	742	745	740	744

e. Personnel

RECOMMENDATIONS

Jodi Splittstoser is being recommended by Jeff Campbell, district head custodian, as the full-time cleaner/sweeper. Her start date is 03-27-17. Mrs. Splittstoser will be placed on Step 1 of the cleaner/sweeper pay scale in the custodial contract.

Kelly Monson is being recommended by J Eklund, Principal, as a part-time ECSE Para. She will work 3.25 hours per day on Tuesdays and Thursdays. Her start date in this position is 3-16-17. Mrs. Monson will be paid at Step 3.

Joe Rajkowski is being recommended by S Kuhnke, Principal/AD, for the junior high track and field coach position. The position start date is 3-13-17. Mr. Rajkowski will be paid at Lane 4, Step 9 per the "C" schedule.

Chris Grote is being recommended by S. Kuhnke, Principal/AD, for the junior high softball coach position. The position starts 3-27-17. Mr. Grote will be paid at Lane 4 Step 9 of the "C" schedule.

START DATE ADJUSTMENT

Andrew Shaw's start date corrected from Wednesday, February 15th to Thursday, February 16th.

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
Grandy Lions	\$1,170.00	Bowling Program
Loyal Order of Moose Lodge #1544	\$150.00	Bowling Program
Gordon & Alice Stone	\$1,000.00	Boys' basketball
Leroy & Darlene Gilman	\$100.00 value	Asst hats & mittens
Karen Lyons	\$100.00	FFA Greenhouse

5. Open Forum.

6. Presentation by PLC Leadership Team.

Presentation by Roxanne Kirby, Pre-K, Kindergarten PLC Leader.

7. Review Elementary Principal's report.

**Braham Area Elementary
March 2017 Board Report**

1. KG Round-up

- March 16, 2017

2. I Love to READ Month was a HUGE success!

- Thank you to Nickie Nelson and Dana Hendren for all their work.

3. Dr. Seuss's Birthday

- Thing 1 and Thing 2, the Cat in the Hat, and the Principal were running around the building in the morning. Kids loved it!
- Thanks to Eric Jones, Brea Schminski, and Karen Leniz for their help with this.

4. Bomber PRIDE

- Monday, April 3rd is our next Bomber PRIDE assembly

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

- Amie Shockman is a Special Education Para in our district. This year, Amie made the transition from the Prek - 4 building to the 5-12 building. She has the ability to work with students of all ages and abilities. Amie does a great job keeping our students safe during lunch and recess time. Her greatest strength is building relationships and relating to kids. Thank you Mrs. Shockman!
-

8. Review High School Principal - Activities Director report.

**HS Principal / Activities Director
School Board Report
March 20, 2017**

1. Congratulations to our February 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 February students of the month are: Grade 8: Charles Smith and Donald Youngberg. Grade 9: Hunter Hemmer and Jason Johnson. Grade 10: Tina Moore and Ryan Roslin. Grade 11: Megan Gruba, Tyler Lancrain, Lawton Rude and Taite Shores. Grade 12: Jesse Anderson.
2. Tammi Johnson and I met with 41 current 5th and 6th grade families on Monday, March 6 regarding the trip to Washington D.C. in July 2018. We will have a roster of those who signed up within the week.
3. We are in the process of putting together the final schedule for the 2017-2018 school year. Registration will occur in late March to early April.

4. Our Boys Basketball team lost to Foley to end their season with a record of 16-11.
5. Girls Softball and Boys and Girls Track and Field started on Monday, March 13.
6. For Track and Field, Braham will once again be hosting the GRC Indoor meet in Foley as their first event of the season. This will take place on Saturday, April 1 at 10:00 a.m. in Foley. We will also have our three home meets on Friday, April 21, Monday, April 24, and Friday, May 19.
7. Baseball and Boys and Girls Golf both begin on Monday, March 20.
8. I will have spring participation numbers for you at the next meeting.
9. Band/Choir had an all Day, MSHSL Large Group contest in R.C. on the Thursday, March 10. Each group had received one superior and two excellent ratings.
10. Both our Speech and our Knowledge bowl teams are still successfully competing. Knowledge Bowl has a Sub-Regional in Sartell on Tuesday, March 14. The Speech team has the GRC speech meet in Pine City on Monday, March 27 and the subsections will be held in Onamia on Friday, March 31.
11. The Spring Play, Steel Magnolias, will be held on March 24 at 7:00 p.m., March 25 at 7:00 p.m. and March 26 at 2:00 p.m.
12. We have received our numbers from the Minnesota State High School League regarding our classification in each activity for the 2017-2018 year and the 2018-2019 year. It is as follows:

Activity	Enrollment	2017-18 Projected Class	Class Range
Baseball	184	A	1-201
Basketball, Boys	184	A	1-203
Basketball, Girls	184	A	1-201
Cross Country Run, Boys	184	A	1-545
Cross Country Run, Girls	184	A	1-545
Football	184	A	1-201
Golf, Boys	184	A	1-224
Golf, Girls	184	A	1-215
Music	184	A	1-545
One Act Play	184	A	1-545
Softball, Girls	184	A	1-209
Speech	184	A	1-545
Track and Field, Boys	184	A	1-545
Track and Field, Girls	184	A	1-545
Volleyball, Girls	184	A	1-244
Wrestling	320	A	1-337

Respectfully submitted, Shawn Kuhnke

9. Review Community Ed report.

3/10/17

Community Ed-

Our next advisory board meeting will be Monday, March 13th @ 5:30pm.

We will be discussing and finalizing summer activities for CE.

Zumba for kids was a big hit once again. One more class and then a break before Yoga for kids starts.

Lots of kiddos are enjoying Quick Chess as well.

Youth Drivers Ed runs for two weeks and has started. 18 students are registered.

Upcoming event: Timberwolves and Lynx Saturday, March 25th.

Preschool & ECFE

- Kindergarten Round Up!
 - Come join us on Thursday, March 16th from 6 to 7 p.m. for Kindergarten Round Up. We'll have registration materials, a chance to meet the Kindergarten teachers and Free Pizza! Children must be 5 years old by September 1st, 2017 to attend Kindergarten next year.
 - ECFE Big Truck Day
 - Saturday, April 8th, 9 a.m. - noon in the high school parking lot. Lots of big trucks, emergency vehicles and tractors will be here.
 - 2017-2018 Preschool Registration
 - Preschool Class Information will be available on Monday, April 3rd, 2017 via the school website, social media and posted at both the Elementary and High School.
 - Registration for 17-18 Preschool classes will be online beginning at 8 a.m. on Monday, April 10th, 2017. The link for registration will be posted to the website and social media at 8 a.m. If you need assistance in registering online there will ipads available at the Elementary School in Room 1.
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10. Review Superintendent's report.

1. Isanti County Corrections Advisory Board meeting update (March 1):
 - Update on evidence based implementation science being utilized with the Probation Department and Results First Initiative - driven to make programs more efficient/effective.
 - Update on the Isanti County Substance Abuse Prevention and Recovery Coalition. The group sponsored the 'Chasing the Dragon' event on opioid addiction in Braham and also has made significant progress on increasing availability of Narcan.
2. The district received **Notice of Desire to Negotiate** forms from three bargaining units - Secretary/Para, Custodial, and Food Service. Each of these contracts expire June 30, 2017.
3. ECMECC Operating Committee meeting update (March 3):
 - Currently 45 classes being offered next year, 37 have students registered at this time. 68% of the classes are world languages and 40% are AP or college level
 - Operating Committee recommended the following for 2017-2018;
 - Purchase of Google Expeditions kit (30 student virtual reality kit - COOL!!!) Partner districts may reserve these kits for student use. *No new funds*
 - Establishment of ISTE scholarships for 5-10 partner members to attend the national conference in Chicago in June of 2018. Scholarships will cover lodging and transportation, members must pay registration and meals. *No new funds*
 - 2017-2018 budget is similar to this year with the addition of a network security position. This position will result in an increased payment from partner districts. The impact on ISD #314 will be approximately \$2,800. This could be offset based on legislative action this funding

cycle. The recommended budget does not reflect any potential salary increases for the three employees whose contracts expire 6/30/17.

4. SEE Regional Meeting update (March 6):

- Top priorities:
 - Minimum of 2% (yr. 1) and 2% (yr. 2) towards basic formula increases
 - Increase debt service equalization
 - *FYI; this does NOT increase the amount of revenue our district would receive BUT it would lower the taxes many of our residents pay - potentially making it easier to ask for funds in the future*
 - Fix the TRA pension issue. These funds must be in ADDITION to the annual 2% formula increases

5. Grandy Lions Meeting update (March 6):

- Awarded one donation request
- Pancake Breakfast at the Grandy Community Center 8:00-12:30 on Sunday, April 2

6. RRSEC Executive Council Board Meeting update (March 8):

- Approved \$9,500 architectural study to improve safety at RRS and RRE
- Approved hiring of Academic Behavior Manager at RRN
- Approved prior minutes, payments, and reviewed enrollment
- Reviewed and approved 2017-2018 budget proposal (increase of 1.2%)
- Approved new three year lease extension for RRSEC office space

7. Braham Chamber Meeting update (March 14):

- Audit successfully conducted
- Membership for 2016 finished at 96. Sixty-eight renewed in '17 including five new. No response yet from 28 members.
- Braham Business Expo is Thursday, April 27, from 11:00 - 7:00 p.m. All 31 booths are sold out - the school will be participating.
- City Wide Garage Sales will be April 27-29
- 3rd Annual Girl Scouts 5K Color Run will be Saturday, May 20. Start will be at the Braham Area High School at 9:00 a.m.
- Encourage all community members to take the Isanti County Parks Survey from March 7-21. Potential to add bike trails through Braham. Survey link is:
 - <http://www.surveymonkey.com/r/HHDKX2M>
- Braham Appreciation Days is June 3. The school will participate in the parade.

8. District Assessment Coordinator (DAC) update:

- a. MCA testing will begin April 19.
- b. ACT for all juniors will be April 19.
- c. Check assessment page on the district website for a list of resources/testing calendars.

9. Ongoing items:

- i. The process of teacher evaluations is in full swing.
- ii. The staff development committee meets monthly. Planning continues for fall '17
- iii. Work on budget planning for the 2017-2018 school year continues.
- iv. Planning for construction of the dugouts, electrical work, and completion of the baseball complex shed continue (Thanks BACK!)
- v. Facilities Project - irrigation system will be restarted later this spring and expect continued work on various grass areas.

- vi. 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. April: Catie Hanson and Kelly Rud (SpEd)
 2. May: Dave Blomdahl (Math/Science)
 3. June: Bryan Johnson/Tiffany Flogel (CTE, Art, Business, Music, Counseling)

11. Acknowledge “Braham Honors” recipients

3-3-17	Emily Lindquist	Braham Area School District #314 would like to recognize you for your accomplishment in reaching 1,000 career points during the playoff game vs. St. Cloud Cathedral on Thursday, March 2, 2017. Congratulations Emily!
3-8-17	Andrew Olson	Braham Area School District #314 would like to recognize you for your positive attitude, willingness to go beyond the call of duty, and overall pride you take in doing quality work. You are a great example regarding our themes of service and excellence.
3/10/17	Braham Bus Company, Maxine Hallin, Dixie Randall, Gary Skarsten, Sarah Golly, Judy Hegstrom, MaryKay Bodeen, Ryan Kedrowski, Bryan Johnson, Shawn Kuhnke, Braham Football Program, Jeff Eklund, Braham Boys' Basketball Program, JAZZ Band, Mrs. Bergren's 6th grade Class.	Braham Area School District #314 would like to thank you for your work and organization in support of the Empty Bowls Braham Food Shelf fundraiser. Connecting the school and community in service is a true example of Bomber PRIDE!
3/13/17	Jeff Eklund, Korey Sybrant, Josh Faulkner, Cody Carlson, Alec Downing, TJ Husnick, Hunter Richmond, Matt Rydlund, Brandon Wyganowski, Hunter Giffrow, Alex Kurvers, Colton Schusted, Taite Shores, Grant Wilsey, Zach Zierden, Josh Zimpel, Ryan Roslin, Ryan Wyganowski, Matt Yerke and Luke Bendickson	Braham Area School District #314 would like to recognize the coaches, for stressing the importance of classroom studies, and the players for earning the Minnesota Basketball Coaches Association Team Academic Section Championship! Congratulations gentlemen!

2. Review Student Council Representative’s report.

**BAHS Student Council
School Board Report
March 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.

Pennies For Patients: Thank you to everyone who participated in Pennies for Patients we raised a total of \$1767.66!!! Over \$800 was raised in the event of taping Mr. Sundly.

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 5/8 grade for a pizza party. The advisory with the most will receive a donut party. This food will be donated to the Braham Food Shelf. Our last food shelf Friday will be March 17.

Upcoming: Possibly putting up a website to sell clothing, Feed My Starving Children, bake sale, ditch cleanup, next year officers/homecoming events.

Recycling and Announcements:

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

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

14. Consider approval of MOU with BEA pertaining to PLC Facilitators for 2017-2018.

BEA members voted on an MOU to restructure the PLC facilitator language found in Article IX Duty Requirements, Section 2, Subd. 1. The language in this section will not be applicable for the 2017-2018 school year. All other provisions of the 2015-2017 Master agreement will remain unchanged. The board is asked to approve this MOU.

15. Consider approval of the 2% Staff Development Funds Waiver

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. Recommended motion to approve this waiver.

16. Consider acceptance of retirement letter and approval of retirement agreement.

Accept retirement letter and approve retirement agreement with Beth Bergren, 6th grade teacher.

17. Consider Resolutions Discontinuing and Reducing Educational Programs and Positions
Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION DISCONTINUING AND REDUCING
EDUCATIONAL PROGRAMS AND POSITIONS**

WHEREAS, the School Board of Independent School District No. 314 adopted a resolution on January 23, 2017, directing the administration to make recommendations for reductions in programs and positions, and

WHEREAS, said recommendations have been received and considered by the school board,
BE IT RESOLVED, by the School Board of Independent School District No. 314, as follows:

That the following programs and positions, or portions thereof, be discontinued effective June 30, 2017.

1. .4 FTE Elementary Technology teacher
2. .5 FTE HS Science teacher
3. .5 FTE HS Counselor
4. .5 FTE HS Social Studies teacher
5. 1.0 FTE Physical Education Teacher
6. 1.0 FTE Elementary teacher
7. 1 Reduction - Attendance/Special Education Secretary
8. 1 Reduction - JV Assistant Football Coach
9. 1 Reduction - C-9th Baseball Coach
10. 1 Reduction - Musical Choreographer

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 voted against:
whereupon said resolution was declared duly passed and adopted.

18. Consider Resolutions Reducing Educational Positions.

Resolution #1 --

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROPOSING TO PLACE
Amber Hoffman,
ON .5 FTE UNREQUESTED LEAVE OF ABSENCE**

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

1. That it is proposed that Amber Hoffman, a teacher of said school district, be placed on .5 FTE unrequested leave of absence without pay or fringe benefits, effective at the end of the 2016-2017 school year on the last day of school pursuant to M.S. 122A.
2. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law, and that said notice shall include a date for hearing if requested and be in substantially the following form:

**NOTICE OF PROPOSED PLACEMENT ON .5 FTE UNREQUESTED LEAVE OF ABSENCE
AND NOTICE OF HEARING DATE, IF REQUESTED**

Ms. Amber Hoffman
B.A.H.S.
Braham, MN 55006

Dear Ms. Hoffman:

You are hereby notified that at a Regular meeting of the School Board of Independent School District No. 314 held on March 20, 2017, consideration was given to your placement on .50 FTE unrequested leave of absence without pay or fringe benefits as a teacher of Ind. School District No. 314, and a resolution was adopted by a majority vote of the Board, proposing your placement on unrequested leave of absence effective at the end of the 2016-17 school year on the last day of school pursuant to MN Statutes 122A, upon the grounds described in said statute and which are specifically as follows:

Discontinuance of Position, Lack of Pupils, Financial Limitations.

Under the provisions of the laws, you are entitled to a hearing before the school board provided that you make a request in writing within fourteen days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the school board's proposed action.

Respectfully,
SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Allison Londgren
CLERK OF THE SCHOOL BOARD

3. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A, and are hereby adopted as fully as though

separately set forth and resolved herein.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted

Resolution #2

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROPOSING TO PLACE
Ursula Scheele
ON .5 FTE UNREQUESTED LEAVE OF ABSENCE**

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

1. That it is proposed that Ursula Scheele, a teacher of said school district, be placed on .5 FTE unrequested leave of absence without pay or fringe benefits, effective at the end of the **2016-2017** school year on the last day of school pursuant to M.S. 122A.
2. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law, and that said notice shall include a date for hearing if requested and be in substantially the following form:

**NOTICE OF PROPOSED PLACEMENT ON .5 FTE UNREQUESTED LEAVE OF ABSENCE
AND NOTICE OF HEARING DATE, IF REQUESTED**

Mrs. Ursula Scheele
B.A.H.S.
Braham, MN 55006

Dear Mrs. Scheele:

You are hereby notified that at a Regular meeting of the School Board of Independent School District No. 314 held on March 20, 2017, consideration was given to your placement on .50 FTE unrequested leave of absence without pay or fringe benefits as a teacher of Ind. School District No. 314, and a resolution was adopted by a majority vote of the Board, proposing your placement on unrequested leave of absence effective at the end of the **2016-17** school year on the last day of school pursuant to MN Statutes 122A, upon the grounds described in said statute and which are specifically as follows:

Discontinuance of Position, Lack of Pupils, Financial Limitations.

Under the provisions of the laws, you are entitled to a hearing before the school board provided that you make a request in writing within fourteen days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the school board's proposed action.

Respectfully,
SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Allison Londgren
CLERK OF THE SCHOOL BOARD

3. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A, and are hereby adopted as fully as though separately set forth and resolved herein.

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

And the following voted against the same:
Whereupon said resolution was declared duly passed and adopted.

_____, _____, _____

Resolution #3

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROPOSING TO PLACE
Rebecca Swanson,
ON .5 FTE UNREQUESTED LEAVE OF ABSENCE

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

1. That it is proposed that **Rebecca Swanson**, a teacher of said school district, be placed on **.5 FTE** unrequested leave of absence without pay or fringe benefits, effective at the end of the **2016-2017** school year on the last day of school pursuant to M.S. 122A.
2. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law, and that said notice shall include a date for hearing if requested and be in substantially the following form:

**NOTICE OF PROPOSED PLACEMENT ON .5 FTE UNREQUESTED LEAVE OF ABSENCE
AND NOTICE OF HEARING DATE, IF REQUESTED**

Ms. Rebecca Swanson
B.A.H.S.
Braham, MN 55006

Dear Ms. Swanson:

You are hereby notified that at a Regular meeting of the School Board of Independent School District No. 314 held on March 20, 2017, consideration was given to your placement on **.50 FTE** unrequested leave of absence without pay or fringe benefits as a teacher of Ind. School District No. 314, and a resolution was adopted by a majority vote of the Board, proposing your placement on unrequested leave of absence effective at the end of the **2016-17** school year on the last day of school pursuant to MN Statutes 122A, upon the grounds described in said statute and which are specifically as follows:

Discontinuance of Position, Lack of Pupils, Financial Limitations.

Under the provisions of the laws, you are entitled to a hearing before the school board provided that you make a request in writing within fourteen days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the school board's proposed action.

Respectfully,
SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Allison Londgren
CLERK OF THE SCHOOL BOARD

3. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in M.S. 122A, and are hereby adopted as fully as though separately set forth and resolved herein.

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

And the following voted against the same:
Whereupon said resolution was declared duly passed and adopted.

Resolution #4:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION
AND NONRENEWAL OF THE TEACHING CONTRACT OF
_____April White_____
A PROBATIONARY TEACHER**

WHEREAS, _____April White_____ is a probationary teacher in Independent School District No. 314.

BE IT RESOLVED, by the School Board of Independent School District No. **314**, that pursuant to Minnesota State Statute 122A, that the teaching contract of _____April White_____, a probationary teacher in Independent School District No. 314, is hereby terminated at the close of the current **2016 - 2017** school year.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION AND NONRENEWAL

Mrs. April White
B.A.E.S.
Braham, MN 55006

Dear Mrs. White:

You are hereby notified that at a Regular meeting of the School Board of Independent School District No. **314** held on Monday, March 20, 2017, a resolution was adopted by a majority vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2017 - 2018 school year. Said action of the board is taken pursuant to Minnesota State Statute 122A.

You may officially request that the school board give its reasons for the nonrenewal of your teaching contract. For your information, however, this action is taken because of the financial condition of the school district, and decrease in enrollment.

Respectfully,
SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Allison Londgren, Clerk of School Board

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

And the following voted against the same:
Whereupon said resolution was declared duly passed and adopted.

Resolution #5:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE
NON-RENEWAL OF THE TEACHING CONTRACT OF
_____Brady Yrjo_____,
A PROBATIONARY TEACHER**

WHEREAS, _____Brady Yrjo_____, is a probationary teacher in Ind. School District No. 314.

BE IT RESOLVED, by the School Board of Independent School District No. 314, that pursuant to Minnesota State Statute 122A, that the teaching contract of _____Brady Yrjo_____, a probationary teacher in Independent School District No. 314, is hereby non-renewed at the close of the current 2016- 2017 school year.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF NON-RENEWAL

Mr. Brady Yrjo
B.A.H.S.
Braham, MN 55006

Dear Mr. Yrjo:

You are hereby notified that at a Regular meeting of the School Board of Ind. School District No. 314 held on Monday, March 20, 2017 , a resolution was adopted by a majority vote to non-renew your contract effective at the end of the current school year and not to renew your contract for the 2017-2018 school year. Said action of the board is taken pursuant to Minnesota State Statute 122A upon the grounds described in said statute and which are specifically as follows:

Discontinuance of Position, Lack of Pupils, Financial Limitations.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract.

Respectfully,

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Allison Londgren, Clerk of the School Board

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

And the following voted against the same:
Whereupon said resolution was declared duly passed and adopted.

_____, _____, _____

Resolution #6:

Board Member _____ introduced the following resolution and moved its adoption

**RESOLUTION RELATING TO THE RELEASE OF THE FOLLOWING
Attendance/Special Education Secretary**

BE IT RESOLVED, by the School Board of Independent School District **314**, that due to the financial condition of the school district the below named employee will be released at the end of the close of the **2016-2017** school year:

Michelle Becker

BE IT FURTHER RESOLVED that written notice will be sent to the employee listed above regarding his/her status as to recall rights as per the 2015-2017 master agreement between the SEIU Local #284 Union of non-licensed staff and the Independent School District #314 dated January 2016.

The motion for the adoption of the foregoing resolution was duly seconded by Board Member

_____ and upon a vote being taken thereon, the following voted in favor thereof:

And the following voted against:

Whereupon said resolution was declared duly passed and adopted.

19. Consider increase in hours for two positions.

Supt. Gagner is recommending the approval of the increase in hours for the media center secretaries in both the elementary and the high school from 6.5 to 7 hours per day due to increased responsibilities effective July 1, 2017.

20. Consider board members to hand out diplomas at graduation on May 26, 2017.

Each year two school board members are selected to hand out diplomas, with one to “accept the graduating class”, at the high school graduation ceremonies. Graduation is set for Friday, May 26, 2017, at 7 p.m. At this time I would ask that two board members volunteer for this very important responsibility. The past few years have been as follows:

- 2013 - Zane B., Angie F., and Robert H.
- 2014 - Steven E., Allison L., and Mike T.
- 2015 - Bob H., Mike T., and Zane B.
- 2016 - Steve E., Allison L. and Mike T.

21. Consider THIRD reading and possible adoption of policy #404 --~~Employment~~ Background Checks.

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: January 22, 1996

Revised: April 20, 2015; **March 20, 2017**

#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.~~
- J. The school district shall require that individuals who apply to volunteer in positions that may place the individual in direct contact with students during the school day submit to a criminal history background check. Background checks shall be required for individuals who volunteer to provide services including, but not limited to, field trip supervision, assistance in community education activities and classroom events such as class parties. Background checks shall not be required for individuals who volunteer to provide services outside of the normal school day and/or at public events including, but not limited to, assistance at school carnivals or supervision or assistance at extracurricular activities. The opportunity to provide volunteer services where a background check is required shall be conditioned upon a determination by the Superintendent that an individual's criminal history does not preclude the individual from volunteering or providing services to the school district.

In addition, former employees may volunteer for a period of three years following their retirement without a new background check, unless the Superintendent requests one.

- 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).**~~

22. Consider cycle review of district policies for adoption.
 The following policies are up for review: #204 - School Board Meeting Minutes Policy; #205 - Open Meetings and Closed Meetings; #210 - Conflict of Interest - School Board Members; and, #612.1 - Development of Parental Involvement Policies for Title I Programs.

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: April 18, 2016

Reviewed: **March 20, 2017**

#204 SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

B. Recordings of Closed Meetings

1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.

- e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
- a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. Above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.

B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the

school board, the proceedings to be published may reflect that fact.

C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)

Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)

Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)

Minn. Stat. § 331A.01 (Definition)

Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)

Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)

Op. Atty. Gen. 161-a-20, December 17, 1970

Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)

MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: May 16, 2016

Reviewed: March 20, 2017

#205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The school board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual’s rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including

executive sessions, shall be open to the public.

- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings

- 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

- 2. Special Meetings

- a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board’s usual meeting room if there is no principal bulletin board. The school board’s actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or non-licensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
- c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically

identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: *Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*

Minn. Stat. Ch. 13D (Open Meeting Law)

Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)

Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)

Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)

Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)

Minn. Rules Part 5510.2810 (Bureau of Mediation Services)

Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)

Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)

The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)

Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)

Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)

Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)

Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)

Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), rev. denied. (Minn. 1993)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: *MSBA/MASA Model Policy 204 (School Board Meeting Minutes)*
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)

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

Adopted: February 20, 1996
Reviewed: May 16, 2016; **March 20, 2017**

#210 CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as

an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;

2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;
 - (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may contract with the school district to provide construction materials or services, or both, when the sealed bid process is used. When the contract comes before the school board for consideration, the interested school board member may not vote on the contract. (*Note: This section applies only where the school district has a population of 1,000 or less according to the last federal census.*)
6. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.

- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)

Minn. Stat. § 123B.195 (Board Member's Right to Employment)

Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)

Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)

Minn. Stat. § 471.89 (Contract, When Void)

Op. Atty. Gen. 437-A-4, March 15, 1935

Op. Atty. Gen. 90-C-5, July 30, 1940

Op. Atty. Gen. 90-A, August 14, 1957

Cross References: *MSBA/MASA Model Policy 101 (Legal Status of the School Board)*

MSBA/MASA Model Policy 209 (Code of Ethics)

MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: September 15, 2003

Amended: February 22, 2016

Reviewed: **March 20, 2017**

#612.1 DEVELOPMENT OF PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public or private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the involvement of those parents in its Title I programs.
- B. It is the policy of the school district to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental involvement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to, parents of participating children a written parental involvement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for parental involvement and describe how the school district will:

- A. Involve parents in the joint development of the school district's Title I plan and the process of school review and improvement;

- B. Provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
- C. Build the schools' and parents' capacity for strong parental involvement;
- D. Coordinate and integrate parental involvement strategies with similar strategies under other programs, such as Head Start, Early Reading First, Even Start, the Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, and state-administered preschool programs;
- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents, and, particularly, with parents who are economically disadvantaged, disabled, have limited literacy or English proficiency, or who are of a racial or ethnic minority;
- F. Use the findings of such evaluations to design strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parental involvement policies; and
- G. Involve parents in the activities of the schools.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents of participating children a written parental involvement policy, agreed upon by such parents, that shall describe the means for carrying out the federal requirements of parental involvement.

- A. The policy will describe the means by which each school with a Title I program will:
 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 2. Offer a flexible number of meetings, transportation, child care, or home visits, as such services relate to parental involvement;
 3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the parental involvement programs, including the school parental involvement policy and the joint development of the school-wide program plan, unless the school already has a program for involving parents in the planning and design of its programs that would adequately involve parents of participating children;
 4. Provide parents of participating children with: timely information about Title I programs; if

requested by parents, opportunities for regular meetings to formulate suggestions, share experiences with other parents and to participate, as appropriate, in decisions relating to their child's education; and to respond to any such suggestions as soon as practicably possible; and

5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 2. Describe the ways each parent will be responsible for supporting his or her child's learning by monitoring school attendance and homework completion, monitoring television watching, volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
 3. Address the importance of communication between teachers and parents on an ongoing basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, including coordinating necessary literacy training and using technology, as appropriate, to foster parental involvement;
 3. Educate school staff, with the assistance of parents, in the value and utility of contributions of

parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;

4. Coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool programs, and other programs, to the extent feasible and appropriate;
5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent home in a format and in a language the parents can understand; and
6. Provide such other reasonable support for parental involvement activities as requested by parents.

D. The policy will also describe the process to be taken if the school district and school choose to:

1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in meetings and training sessions;
4. Train and support parents to enhance the involvement of other parents;
5. Arrange meetings at a variety of times or have in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental opportunities for involvement and participation in school-related activities;
6. Adopt and implement model approaches to improving parental involvement;
7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.

E. To carry out the requirements of parental involvement, the school district and schools will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that is understandable by the parents.

- F. The school district and each school shall assist parents and parent organizations by informing such parents and parent organizations of the existence and purpose of such centers.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6318 (Parental Involvement)

Cross References:

- 23. Reminder of the April 24th Regular school board meeting.

The Regular School Board meeting is set for Monday, April 24th, 7:00 pm, in B100 – Community Room.

- 24. Adjourn.
