

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, April 24, 2017
7:00 pm – BAHS Community Room

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the March 20, 2017 Regular School Board meeting.
 - b. Approve the April bills.
 - c. Review and accept the April 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. Superintendent's Report.
11. Acknowledge Braham "HONORS" Recipients.
12. Review Student Council Representative's report.
13. School Board members' reports/updates.
14. Review FY 2017-2018 preliminary budget
15. Consider appointment of LEA Representative for Federal Programs.
16. Consider decrease in contract work days for Community Ed/Activities Secretary.
17. Consider approving requests from two not-for-profit groups to be added to Policy #902.
18. Consider approving Supermileage trip request to Detroit, Michigan.
19. Consider FIRST reading for update to policy #533 - Wellness.
20. Consider cycle review of district policies for adoption.
21. Reminder of the May School Board meeting.
22. Adjourn.

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

Roll Call.

- 2. Adopt agenda.

- 3. Consent Agenda:

- a. Approve the minutes of the March 20, 2017 Regular School Board meeting.

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

Regular School Board Meeting
Monday, March 20, 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 M. Thompson, second by A. Flowers to adopt the agenda. Carried.

Motion by J. Paitl, second by R. Wyganowski to approve the minutes of the February 22nd Working and Special and the February 27th Regular School Board meeting, approve the March bills \$193,625.04; and, accept the March Treasurer’s report. The board approved the hirings of: **Jodi Splittstoser** as full-time cleaner/sweeper. Her start date is 3/27/17. She will be placed on Step 1 of the cleaner/sweeper pay scale. **Kelly Monson** as an EC Special Ed para for 3.25 hours per day on Tuesdays and Thursdays. Her start date in this position is 3/16/17. She will be paid at Step 3. **Joe Rajkowski** as the junior high track & field coach. His start date is 3/13/17. He will be paid at Lane 4 Step 9 of the “C” schedule. **Chris Grote** as the junior high softball coach. Start date 3-27-17. He will be paid on Lane 4 Step 9 of the “C” schedule. **Andrew Shaw**’s start date was corrected to 2/16/17.

Open Forum - Coach A. Leniz expressed concern about the safety of players if there is only one varsity baseball coach. District nurse J. Bendickson shared her concerns about the proposed cut of the attendance/special ed secretary and her assistance in the elementary health room.

Motion by R. Wyganowski, second by T. Cuda to acknowledge the March 2017 donations for the purposes requested: for students hats and mittens valued at \$100 from Leroy & Darlene Gilman; for bowling program \$1,170 from Grandy Lions and \$150 from Braham Moose Lodge; for FFA Greenhouse \$100 from Karen Lyons; and, for boys’ basketball \$1,000 from Gordon & Alice Stone. Carried

Roxanne Kirby, PreK & K, PLC leader, shared that they have been working on aligning curriculum between PreK & K, discussing transition plans for PK students to kindergarten, reviewing student data and working with PK students

to become familiar with FAST testing. They also schedule S.M.A.R.T. room activities linking movement to academics.

Jeff Eklund, Elem Principal, reviewed his written report. Kindergarten round-up was well attended with 40 families registering their student. Thank you to Eric Jones, Brea Schminski and Karen Leniz for their involvement with Dr. Seuss's birthday celebration, Nickie Nelson and Dana Hendren for all their work for I Love to READ Month and all the staff involved with Kindergarten round-up. Congratulations to Amie Shockman as the March T.E.A.M. award winner.

Shawn Kuhnke, Principal/AD, reviewed his written report. Final touches are being put on the schedule for the 2017-18 school year. April 6th is the goal to get students started in the process. Spring sports are up and running. Braham will have a JV track meeting 4/21, Varsity track meeting on 4/24 and host the GRC conference meet for junior high and JV on 5/19. Knowledge Bowl competed in sub-regionals on 3/14/17. The speech team has subsections on 3/31/17. All MSHSL activities will be classified as 1A for 2017-18 and the 2018-19 school years.

The board reviewed the Community Ed report. Zumba, Yoga, Quick Chess classes were well attended. Eighteen students are attending the youth driver's ed classes. ECFE big truck day is Saturday, April 8th from 9 a.m. to noon in the high school parking lot. Pre-school registration starts on April 10th.

Supt. Gagner reviewed his written report. He attended the Isanti County Corrections Advisory board, ECMECC Operating Committee, SEE Regional meeting, Grandy Lions, Braham Chamber, and RRSEC Executive Council Board meetings. The ACT will be given to all juniors on April 19th and that date will also kick off the start of MCA's. He encouraged all to contact their legislators asking them to increase debt service equalization and the basic formula.

Supt. Gagner congratulated the following staff, students and community members for their accomplishments as "Braham HONORS" recipients. They are: Emily Lindquist, Andrew Olson, the Braham Bus Company, Maxine Hallin, Dixie Randall, Gary Skarsten, Sarah Golly, Judy Hegstrom, MaryKay Bodeen, Ryan Kedrowski, Bryan Johnson, Shawn Kuhnke, the Braham football program, the Braham boys' basketball program, Jeff Eklund, the JAZZ Band, Mrs. Bergren's 6th grade class, 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.

Alec Downing reviewed the Student Council report. The mentor program is on-going for students in 7th and 8th grade. Pennies for Patients raised \$1,767.66. The food drive was very successful

School board members attended various events including the community ed advisory meeting, wrestling, basketball and JO volleyball events, the Safe Routes to School planning grant meeting, budget meeting, Empty Bowls, Community Ed Advisory, and SEE Regional and Executive meetings. V Chair M. Thompson shared the new plaque that was sent from the MN Twins commemorating the \$10,000 grant to Braham for the baseball fields.

Motion by A. Londgren, second by J. Paitl to approve the MOU with BEA pertaining to PLC Facilitators for 2017-2018. A copy of said resolution shall be part of the official minutes. Carried

Motion by R. Wyganowski, second by M. Thompson to approve the 2% Staff Development funds waiver. Carried.

Motion by A. Flowers, second by T. Cuda to accept the retirement letter and approve the retirement agreement with Beth Bergren, 6th grade teacher. Board members Eklund, Thompson, Cuda, Londgren, Flowers, and Wyganowski voted yes, board member Paitl voted no. Carried with six yes votes and one no vote.

Board member J. Paitl requested to remove the reduction of the attendance/special ed secretary from the following resolution. His request was granted.

Motion by M. Thompson, second by T. Cuda to adopt the Resolution Discontinuing and Reducing Education Programs and Positions with the removal of the attendance/special ed secretary from the list to be voted on separately. The resolution carried unanimously. A copy of said resolution shall be part of the official minutes.

Motion by M. Thompson, second by A. Londgren to adopt a Resolution Discontinuing and Reducing the attendance/special ed secretary position. Discussion: Wyganowski stated we need to look at the solution for offering the services of the second person in the elementary office. Board members Eklund, Thompson, Cuda, Londgren, Flowers and Wyganowski voted yes to adopt the resolution, member Paitl voted no. The resolution carried six to one. A copy of said resolution shall be part of the official minutes.

Motion by A. Londgren, second by J. Paitl to adopt the resolution proposing to place Amber Hoffman on a .5 FTE unrequested leave of absence. The resolution carried unanimously. A copy of said resolution shall be part of the official minutes.

Motion by J. Paitl, second by R. Wyganowski to adopt the resolution proposing to place Ursula Scheele on a .5 FTE unrequested leave of absence. The resolution carried unanimously. A copy of said resolution shall be part of the official minutes.

Motion by M. Thompson, second by T. Cuda to adopt the resolution proposing to place Rebecca Swanson on a .5 FTE unrequested leave of absence. The resolution carried unanimously. A copy of said resolution shall be part of the official minutes.

Motion by J. Paitl, second by T. Cuda to adopt the resolution relating to the termination and nonrenewal of the teaching contract of April White, a probationary teacher. The resolution carried unanimously. A copy of said resolution shall be part of the official minutes.

Motion by A. Londgren, second by A. Flowers to adopt the resolution relating to the termination and nonrenewal of the teaching contract of Brady Yrjo, a probationary teacher. The resolution carried unanimously. A copy of said resolution shall be part of the official minutes.

Motion by A. Londgren, second by T. Cuda to adopt the resolution relating to the release of the Attendance/Special Education Secretary, Michelle Becker, effective the end of the 2016-2017 school year. Members S. Eklund, M. Thompson, T. Cuda, A. Londgren, A. Flowers, R. Wyganowski voted yes. Member J. Paitl voted no. The resolution carried six to one. A copy of said resolution shall be part of the official minutes.

Motion by M. Thompson, second by T. Cuda to increase the hours for the media center secretaries at the elementary and high school from 6.5 to 7 hours per day effective the 2017-18 school year. Carried

Board members R. Wyganowski, J. Paitl, and S. Eklund volunteered to hand out diplomas at the 2017 Graduation Ceremony on Friday, May 26, 2017.

Motion by R. Wyganowski, second by A. Flowers to adopt policy #404 - Background checks. Carried

Motion by R. Wyganowski, second by J. Paitl to adopt the following policies that were up for cycle 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. Carried.

Chair Eklund reminded all present of the Regular School Board meeting to be held on Monday, April 24th, 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 7:45 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

- b. Approve the April bills.
- c. Review and accept the April Treasurer's report.
- d. Enrollment Analysis

	Sept 13	Oct 3	Nov 1	Dec 1	Jan 4	Feb 1	Mar 1	Apr 4
K	61	61	62	61	61	61	61	61
1	56	58	57	57	58	58	59	59
2	47	47	47	47	47	47	47	48
3	62	64	63	65	65	66	66	66
4	45	46	46	46	46	46	47	48
5	62	63	62	62	62	62	62	62
6	63	62	59	58	58	58	58	58
7	51	51	51	51	52	50	50	50
8	65	64	64	63	63	63	64	64
9	56	55	54	55	55	53	52	52
10	59	58	58	58	58	57	57	57
11	50	50	50	50	51	50	49	47
12	54	52	50	50	49	47	48	47
K - 12 Sub-Total	731	731	723	723	725	718	720	719
ECSE	15	15	16	19	20	22	24	21
TOTAL K - 12 plus ECSE	746	746	739	742	745	740	744	740

e. Personnel

Michelle Becker, Attendance/Special Ed Secretary has submitted her request to bump as per her rights from Article XI - Section I of the Secretary- Paraprofessional contract. Mrs. Becker will be the elementary Media Center Secretary for the 2017-18 school year.

EMPLOYMENT RECOMMENDATION

Joan Burke, is being recommended by Jeff Eklund, Principal, as the 6th grade long-term substitute teacher. Ms. Burke will be paid at BA, Step 1. Her start date was April 3, 2017.

LEAVE REQUEST

Mariah Olson, Early Childhood teacher, has submitted her request for a .40 FTE Leave of Absence for the 2017-18 school year. She was hired fall 2012. She meets the contract requirement for eligibility for this leave. Her contract for 2017-18 will be for .60 FTE.

Brooke Hohn, 1st grade teacher, has submitted her request for maternity leave beginning August 28, 2017 through November 6, 2017.

Amber Hoffman, High School Science teacher, has submitted her request for maternity leave beginning August 28, 2017 through November 6, 2017.

RESIGNATION

Ursula Scheele, High School Guidance Counselor, has submitted her resignation from the .5 FTE Guidance Counselor position for 2017-18.

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
Walmart grant	\$1,000.00 Cash	Sports & Entertainment Class field trip
Tim Burton	Haier fridge/freezer \$85.00 value	Theatre dept.
Greg & Pat Tollefsrud	Gloves \$50.00 value	BAES students
Braham Girl Scouts	Labor	Updating nature trails near BAES
Salem Lutheran Church	\$20.00 Cash	Girls Softball team
Central MN Manufacturers Assoc	\$250.00 Cash	Supermileage
Aurelius MFG	\$200.00 Cash	Supermileage
Braham Moose Lodge	\$500.00 Cash	Supermileage
Community Giving - Bremer Bank	\$250.00 Cash	Supermileage
East Central Regional Arts Council Grant	\$830.00 Cash	Darryl Johnson II work with Band & Math

5. Open Forum.

6. Presentation by PLC Leadership Team.

Presentation by Catie Hanson and Kelly Rud for the Special Ed PLC.

7. Review Elementary Principal's report.

Braham Area Elementary

April 2017 Board Report

1. 2017-2018 Planning

- Schedule is completed.
- Common Prep time for classroom teachers.
- Very STRONG teams in place

2. **Big Truck Day on April 8**
 - Over 130 people attended
 - Thanks to the community for showing support
 - Thank you to the Early Childhood team for organizing this event

 3. **Congratulations to Katie Blomdahl! She is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner**
 - Katie Blomdahl is a first grade teacher in our district. This year Katie, Mrs. Fix, and Mrs. Lemieux have led us through our School of Excellence application process. Mrs. Blomdahl has also been instrumental in our Bomber PRIDE committee and getting the community involved. Thank you Mrs. Blomdahl!

 4. **Bomber PRIDE**
 - Today was our Bomber PRIDE assembly for EXCELLENCE.
 - Our last Bomber PRIDE assembly is Tuesday, May 30th.

 5. **MCA Testing is right around the corner.**
 - Testing information was handed out at conferences

 6. **Thanks!!!**
 - Thanks to BEPO for the food at conference time.
 - Teachers are VERY appreciative.

 7. **MakerSpace**
 - After the book fair, Mr. Eklund, Mrs. White, and Mrs. Nelson will begin reorganizing the Media Center.

 8. **Title I Conference**
 - Attended Title I conference at MDE
 - Unsure of what funding will look like in the future.
 - Have recommended keeping a 5% balance.
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8. Review High School Principal's report.

**HS Principal / Activities Director
School Board Report
April 24, 2017**

1. Congratulations to our March Students of the Month: Grade 7: Sophie Anderson, Jacob Raines, Kerra Twingstrom, Kyle Warzecha; Grade 8: Jacob Kern; Grade 11: Megan Gruba, Lauren Kreyer, Grant Wilsey; Grade 12: Katelyn Dordal, Miranda Lener and Christian Patterson.

2. All of our students in grades 8-11 registered for their 2017-2018 classes on Thursday, April 6.

3. MCA/ACT Testing dates for grades 7-12:
 - MCA READING TEST (Grades 7, 8 and 10) – April 19, 20
 - ACT TEST (Grade 11) – April 19
 - MCA MATH TEST (Grades 7, 8 and 11) – April 26, 27
 - MCA SCIENCE TEST (Grades 8 and 10) – May 9, 10

- All Spring Activities are now up and running smoothly. Very busy schedules, stay up-to-date with all of the activity at: <http://greatriverconference.org/public/genie/138/school/211/>

Spring Sports Participation:

Activity	2016	2017
9-12 Baseball	20	23
7 & 8 Baseball	20	24
9-12 Softball	22	15
7 & 8 Softball	12	15
9-12 Track and Field	35	21
7 & 8 Track and Field	26	32
9-12 Golf	11	12
7 & 8 Golf	17	8
Spring Play	31	19
Clay Target	15	23

- Thank you to the Prom Committee and Nickie Nelson for all of their work in getting prom ready for Saturday, April 22 at the Braham Community Center. The festivities start with: Grand March at 4:30, Social Hour at 5:00, Hypnotist at 5:30, Dinner Hour at 6:30, Dance at 7:30.
- Grades 7-12 Band Concert will be held on Monday, May 1 at 7:30 p.m. High School Jazz and Echelon Concert will be held on Friday, May 5 at 8:00 p.m. Grades 7-12 Choir Concert will be held on Monday, May 15 at 7:30 p.m.
- Just a reminder, our Academic, Athletics & Arts night is scheduled for Thursday, May 11th at 7:00 in the West Gym.
- The State FFA Convention is April 22-25.
- Congratulation to Lauren Kreyer who placed 3rd in the Section Speech Meet and has qualified to participate in the state Speech Meet on Friday, April 21.

Respectfully Submitted, Shawn Kuhnke

- Review Community Ed report.

4/18/17

Community Ed-

ATV safety will be held May 6th, class is full at 25.

Youth Safety classes coming up: Safe On My Own, Babysitting class, Be Prepared Not Scared

Upcoming event: Brushes and Boards in Isanti, Yoga for kids started Wednesday the 19th
Youth summer events are being planned, coworking with Tracy Fix for a Youth Play/Musical

Preschool & ECFE

Big Truck Day on April 8th was a success! We had 135 people attend (adults & children). A BIG Thank you to...Braham Police, Braham Fire, East Central Electric, Mike Wallace, Keith Golly, Greg

Cardey, City of Braham, Braham Ford, Knife River Construction, DNR/Forestry Service, and Allina Ambulance Service for sharing your BIG trucks with us! We really appreciate your support!

Preschool Registration has started for our 17-18 school year. We have had many families register so far and are looking forward to more signing up! This was our first time with online registration only. We didn't have any huge issues or glitches!

Early Childhood Carnival is May 4th from 6pm to 7pm. Come join us for pizza dinner and carnival games. Cost: FREE Ages: 2-5 (all older and younger siblings are welcome, but games and prizes are for children ages 2-5)

Preschool graduation is Friday, May 19th at 1:30pm in the BAES Cafeteria. We will celebrate our preschoolers headed off to Kindergarten in the fall. The short program will be followed by refreshments.

10. Superintendent's report.

1. Grandy Lions Meeting update (April 3):
 - German Club (Braham) presented and requested funds for a trip to Europe in '18 (tabled)
 - Pancake breakfast (April 2) served over 200
 - Membership now at 40 - highest it has been in several years.
2. ECMECC Operating Committee Meeting update (April 7):
 - Lake ECMECC (professional development) will be offered August 9. All employees are invited to attend and the district will pick up the \$25.00 registration fee.
 - The April 19 ECMECC Board Meeting (Braham / 7:00 p.m.) will include:
 - request to add a full time network security position (will add \$2,800 to our cost)
 - approval of the 17-18 preliminary budget
3. Braham Chamber Meeting update (April 11):
 - Terry Turnquist reported on Isanti County;
 - The high speed internet task force has hired *Cloud 9* as part of the effort towards the goal of providing affordable high speed internet for all of Isanti County
 - The drug task force continues its good work in the community
 - The Business Expo will be held April 27 from 11:00 - 7:00 at the Braham Event Center. All our invited! See the Chamber web page for more information.
 - Planning continues for Braham Appreciation Day (June 3). The day will include a parade, kids activities, Mr. Braham, bingo, free meal, and entertainment. Plan to attend this FREE event!
4. RRSEC Executive Council Board Meeting update (April 12):
 - Enrollment, expenses, & policies were reviewed
 - Three year lease (expiring 2020) was approved with Cambridge City Center for main office space
 - Discussion held on hiring new RRSEC director (Current Director Pauline Bangma announced her retirement effective July 1, 2017).

- Posted April 13 and closing May 8
 - Executive Council will screen candidates on May 10 / interviews to follow
 - Negotiating to hire P. Bangma on a special contract to assist with transition
5. Thursday, April 27, from 11:00 - 7:00, is the **3rd Annual Braham Business Expo** at the Event Center. The district will host an informational booth.
 6. The districts of Foley, Mora, Milaca, Ogilvie, and Braham recently sent out a Request for Proposals to select an insurance agent for a new three year term. Representatives from each district are scheduled to meet May 5 to review proposals and select agencies to interview.
 7. District Assessment Coordinator (DAC) update:
 - a. MCA testing has started and will continue through May 12.
 - b. That ACT (juniors) was given April 19.
 - c. Check assessment page on the district website for a list of resources/testing calendars.
 8. Ongoing items:
 - i. The process of teacher and other staff evaluation is in full swing.
 - ii. The staff development committee meets monthly. Planning continues for fall '17
 - iii. Budget planning for the 2017-2018 school year continues.
 - iv. The Building and Grounds Committee will meet immediately after this meeting.
 - v. Facilities Project update;
 1. Varsity dugouts for the baseball and softball fields are nearing completion - roofing work in progress
 2. Benches for baseball, softball, football/track completed - courtesy of CTE classes under the direction of Mr. Becker
 3. Peterson's turned on the water for the football field, practice field, and softball fields
 4. Football field was fertilized and a once a day (1-1/2 hr), every other day, irrigation started April 7
 5. Electrical work on baseball and softball fields and completion of baseball shed interior still in the plans
 - 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. May: Dave Blomdahl (Math/Science)
 2. June: Bryan Johnson/Tiffany Flogel (CTE, Art, Business, Music, Counseling)

11. Acknowledge Braham "HONORS" Recipients.

3/16/17	Jan Strohkirch, Jeff Eklund, Lindsay Rasmussen, Roxanne Kirby, Dawn Olson, Lori Auers, April White, Danika Dahlin, Danae Shaw, Sarah Gamache	Braham Area School District #314 would like to express our appreciation for your participation in Kindergaten Round-Up 2017. Your efforts to promote and serve the district are shining examples of what it takes to be a school of excellence. Thanks!
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3/17/17	Beth Stone, Paulette Weisz	Braham Area School District #314 would like to express our appreciation for your leadership in the areas of staff development and/or continuing education. Well planned, focused, and accountable programming to benefit student learning is a critical part of a successful school district. Thanks for your efforts on these committees!
3/27/17	Jack Lanhart	Braham Area School District #314 would like to recognize you in your donation of a roller to the school district for the use on the new outdoor facilities. Your generosity is greatly appreciated!
3/28/17	Marion Larson, Jodi Splittstoser, Mindy Campbell	Braham Area School District #314 would like to recognize you for volunteering to greet family and friends who attended the Elementary Holiday Concerts on Thursday, March 23, 2017. Your efforts assisted with school safety and ensuring a well run event. Thank you for sharing your time with us!
4/3/17	Marie Sward, Julie Johnson, Sarah Golly, Shawn Kuhnke, Steph White, Art Kaunonen	Braham Area School District #314 would like to express our appreciation for your participation and/or support of the 'Open the Gates' events to celebrate our new facilities! You are appreciated:)
4/4/17	Tiffany Flogel	Braham Area School District #314 would like to recognize you for your work on the Braham promotion movie ad to be shown at the Guetschoff Theatre in Cambridge. Assisting the district in sharing the good news about our school is part of our strategic plan as we focus on high standards and service to the community. Thank you for your professional work!
4/13/17	Braham Police, Braham Fire, East Central Electric, Mike Wallace, Keith Golly, Greg Cardey, City of Braham, Braham Ford, Knife River Construction, DNR Forestry Service, Allina Ambulance Service	Braham Area School District #314 would like to express our sincere appreciation for your efforts on Big Truck Day on April 8th. We had 135 people attend. It was a huge success thanks to YOU sharing your "Big Trucks". Thank you for everything you did to make it so successful!
4/19/17	Lauren Kreyer	Braham Area School District #314 would like to recognize you for your achievement in making and participating in the State Speech Meet on Saturday, April 22. Your effort and hard work has been rewarded. Congratulations Lauren!
4/19/17	Jayden Prill, Michael McAdams, Chelsey Swanson, Zach Anderson, Lilia Anderson, Kyra Johnson	Braham Area School District #314 would like to recognize you for your achievement in making and participating in the State FFA Convention. Your effort and hard work has been rewarded. Congratulations!
4/19/17	Sunita Xiong	Braham Area School District #314 would like to recognize you for your achievement in winning the local Spelling Bee as well as participating in the Regional Competition. Your effort and hard work has been rewarded. Congratulations Sunita!

4/19/17	LeSean Greer	Braham Area School District #314 would like to recognize you for your achievement in winning the local and Regional Geography Bee as well as participating in the State Competition. Your effort and hard work has been rewarded. Congratulations LeSean!
4/19/17	Kaylie Paitl	Braham Area School District #314 would like to recognize you for signing a National Letter of Intent to play college volleyball at St. Catherine University. Your hard work and dedication in making the volleyball team the best possible over the last 4 years at the varsity level is greatly appreciated. Congratulations!
4/19/17	Kaitlyn Dordal	Braham Area School District #314 would like to recognize you for signing a National Letter of Intent to play college basketball at Central Lakes College. Your hard work and dedication in making the basketball team the best possible over the last 4 years at the varsity level is greatly appreciated. Congratulations!
4/19/17	Brandon Wyganowski	Braham Area School District #314 would like to recognize you for signing a National Letter of Intent to run college cross country and track at South Dakota School of Mines. Your hard work and dedication in making the cross country and track teams the best possible over the last 6 years at the varsity level is greatly appreciated. Congratulations!

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12. Review Student Council Representative's report.

**BAHS Student Council
School Board Report
April 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.

Feed My Starving Children Service Project: On Friday, April 21st, Student Council, along with National Honor Society, will be traveling to Coon Rapids to participate in a service project for the Feed My Starving Children organization.

Bake Sales: We hosted bake and clothing sales at the Elementary during their parent-teacher conferences on March 30th and April 4th.

Website: We are currently in collaboration with Watson Company (Cambridge), developing a website to sell Bomber apparel and items online.

Upcoming:

- Adopt-A-Highway ditch clean-up (May)

- Homecoming 2017: We have set the dates for Homecoming 2017 and will begin planning for those events and activities (May).
- Officers: We will begin determining who will take over as our officers for the 2017-18 school year (May).

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

13. School Board members' reports/updates.
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14. Review FY 2017-2018 preliminary budget

BRAHAM ISD# 314; FY 18 PROPOSED FPM BUDGET		
FUND	REVENUE	EXPENDITURES
GENERAL FUND:		
General -01	\$6,888,268	\$6,426,266
Transportation -03	\$442,158	\$536,204
Capital -05	\$362,822	\$358,269
Activities -10	\$52,400	\$423,767
TOTAL GENERAL FUND:	\$7,745,648	\$7,744,506

15. Consider appointment of LEA Representative for Federal Programs.

A Local Education Agency representative must be appointed on an annual basis to serve as the administrator of the Title I, Title II, Title VI, and the Assurance of Mastery programs. The person serving as the elementary principal has annually been appointed to serve in this capacity, and is currently serving as such. I recommend the district again appoint the elementary principal to continue to serve in this capacity for the 2017-2018 school year.

16. Consider decrease in contract work days for Community Ed/Activities Secretary.

Supt. Gagner is recommending the approval of the decrease in days for the for the Community Ed/Activities Director secretary from 211 days to 201 days effective July 1, 2017.

17. Consider approving requests from two not-for-profit groups to be added to Policy #902.

The Braham Area Chamber of Commerce and the Braham VFW Post #1731 and Ladies Auxiliary have submitted requests to be added to the not-for-profit groups list of Policy #902 - Community Use of School Facilities and Buildings.

18. Consider approving Supermileage trip request to Detroit, Michigan.

Luke Becker, Vocational Industrial Technology and Agriculture teacher, has submitted his request for the Supermileage team to go to Detroit, Michigan for the Supermileage competition.

19. Consider FIRST reading for update to policy #533 - Wellness. No action required at this time.

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: August 21, 2006

Amended/Adopted: June 17, 2013; February 22, 2016

Reviewed: January 23, 2017

#533 WELLNESS - Student

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 Act to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as, specific goals for nutrition promotion and education, and physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with operational responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]

I. PURPOSE

The purpose of this policy is to set forth methods assure a school environment that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards and protects students' health, well-being, and ability to learn by supporting healthy eating and physical

activity that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

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

III. WELLNESS GOALS GUIDELINES

(Note: The Act requires that wellness policies include goals for nutrition, promotion and education, physical activity, and other school-based activities that promote student wellness.)

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

~~B.~~ School Food Service Program/Personnel

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

~~C.~~ A. Nutrition ~~Education and~~ Promotion ~~and Education~~

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

~~D.~~ B. Physical Activity

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

~~E.~~ C. Communications with Parents

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

physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

(Note: The Act requires that school districts have standards, selected by the school district for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.)

A. School Meals

(Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements the lunches and after-school snacks set forth in 7 C.F.R, § 210.10 and the meal requirements for breakfasts set forth in 7C.F.R. § 220.8)

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable, federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to handwashing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutritious guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered “competitive foods”. Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in school (Smart snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district’s nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold to students on the school campus, including those foods provided through:
 - a. Celebration and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

(Note: Healthy party ideas are available from the USDA.)
 - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverage that meet Smart Snacks nutritious standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student’s individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers list of suggested fundraising ideas.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

(Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.)

1. The superintendent will designate a school district official to oversee the school district’s wellness-related activities (Wellness coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

(Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development implementation, and periodic review and update of the local school wellness policy.)

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

IV. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

(Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.)

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

(Note: Per Minn. Stat. § 121A.215, when available, a school district must post its current local school wellness policy on its website.)

B. Annual Reporting

(Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.)

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

(Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.)

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. The extent to which schools under the jurisdiction of the school district are in

- b. compliance with the wellness policy.
- b. The extent to which the school district’s wellness policy compares to model local wellness policies; and
- c. a description of the progress made in attaining the goals of the school district’s wellness policy.

D. Recordkeeping

(Note: the Act requires school districts to retain records to document compliance with the requirements of 7 C.F.R. § 210.30.)

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district’s written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district’s jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee.

~~IV. IMPLEMENTATION AND MONITORING~~

- ~~A. After approval by the school board, the wellness policy will be implemented throughout the school district.~~
- ~~B. School food service staff, at the school or district level, will ensure compliance within the school’s food service areas and will report to the food service program administrator, the building principal, or the superintendent’s designee, as appropriate.~~
- ~~C. The school district’s food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.~~
- ~~D. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district’s compliance with the policy to the school board.~~
- ~~E. The school district will post this wellness policy on its website, to the extent it maintains a website.~~

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
 42 U.S.C. § 1758b (Local School Wellness Policy)
 42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
 7 C.F.R. § 210.10 (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)

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

20. Consider cycle review of district policies for adoption.

The following policies are up for review: #405 - Veteran's Preference; #407 - Employee Right to Know; #420 - Students & Employees with AIDS and other Communicable Disease & Infections. These policies can be revised as printed and adopted at this one meeting, if the board chooses.

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: **April 18, 2016**

405 VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
1. A credit of ten points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.

- F. The school district’s policy is to use a 100-point hiring system to enable allocation of veteran’s preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran’s preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district’s personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran’s Preference)
 Minn. Stat. § 197.455 (Veteran’s Preference Applied)
 Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)
Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
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Braham Area Public Schools
Ind. School Dist. #314
Braham, MN 55006
 Adopted: February 21, 1995
 Reviewed: **April 18, 2016**

#407 - EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (Minn. Stat. § 182.653, Subd. 2)

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.

- B. Any employee re-assigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Safety and Health Standards)
Minn. Rules Ch. 5206 (Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: April 15, 1991

Revised: June 15, 1998; May 16, 2016

#420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school (title) , along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic re-evaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)

Minn. Stat. § 144.441-442 (Tuberculosis)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)

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

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

29 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)

Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)

School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)

16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

21. Reminder of the May Regular school board meeting.

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

22. Adjourn.
