

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 June 16th Regular Board meeting.
 - b. Approve the July bills.
 - c. Review and accept the July Treasurer's report.
 - d. Acknowledge receipt of AgStar Grant.
4. Acknowledgement of Donations or Contributions
5. Open Forum
6. Review Student Council Representative's report. - No report this month.
7. Review Elementary Principal's report.
8. Review Assistant Principal/Activities Director report.
9. Review High School Principal's report.
10. Consider addition to 2014-2015 High School Student Handbook
11. Review District Assessment Coordinator's report. - No report this month.
12. Review Community Education Director's report.
13. Superintendent's Report
14. School Board members' reports/updates.
15. Consider Personnel items.
16. Consider ratification of individual contracts for 2013-2015.
17. Consider Resource Training and Solutions membership renewal for 2014-2015.
18. Consider MN School Boards Association membership renewal for 2014-2015.
19. Consider 2015 Health and Safety Program Revenue Application.
20. Consider Health and Safety Policy EA as it currently exists.
21. Consider Indoor Air Quality Management Plan.
22. District Policy - 2nd Reading
23. District Policies - 3rd Reading.
24. Set a working school board meeting.
25. Reminder of the August School Board meeting.
26. Adjourn.

ADDENDUM

Regular School Board Meeting
Monday, July 21, 2014
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 June 16th Regular School Board meeting.

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

Regular School Board Meeting
Monday, June 16, 2014
7:00 pm – BAHS Community Room

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

Members present: Steven Eklund, Robert Hughes, Zane Braund, Angie Flowers, Allison Londgren, Mike Thompson, and Supt. Gregory Winter.
Members absent: Anthony Cuda.

Motion by M. Thompson, second by R. Hughes to adopt the agenda with 2 adjustments which are: under agenda item #21, Joe Lakeberg’s employment recommendation will be tabled until the July board meeting; and, under agenda item #27, add the approval of the contract for Jeff Campbell, Head Custodian. Carried.

Motion by A. Londgren, second by Z. Braund to approve the minutes of the May 19th Regular school board meeting; approve the June bills, \$200,185.65; and accept the June Treasurer’s report. The board also reviewed the end of year enrollment analysis. Carried.

Motion by M. Thompson, second by Z. Braund to adopt the resolution acknowledging June 2014 donations. Carried “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.

There was nothing addressed under Open Forum.

There was no Student Council report.

Elementary Principal Jeff Eklund reviewed his written report which included: updates on new hires and posted

positions. Jennifer Lundin and Lori Lemieux attended a gifted and talented symposium. The cost of this symposium was covered by a grant from the Hormel Foundation. He expressed a special thank you to the retiring staff members: Kathy Olson, Pam Eklund and Joan Burke for their many years of service to the students of Braham. They have touched the lives of hundreds of students and will be greatly missed. The retired staff members and students chosen for their Bomber PRIDE have left their handprints and names on the walls outside of the Elementary Media Center. The Elementary Faculty Handbook will be completely redone to more closely align with the High School Faculty Handbook and will be presented for acceptance at the July Board meeting.

Motion made by A. Londgren, second by R. Hughes to approve the changes to the Elementary Student Handbook as proposed by Principal Jeff Eklund. Carried.

Activities Director/Asst Principal Tim Malone reviewed his written report. "*My Fair Lady*" is the fall musical scheduled for 11/8, 14, 15 at 7 pm and 11/9 and 16 at 2 pm. Varsity schedules are nearly completed for the 2014-15 seasons. All available information has been submitted for the Community Calendar. Congratulations to Caitlin and Quinn Richmond who advanced to state competition in Golf this spring. Board Chair S. Eklund thanked Mr. Malone for his years here teaching and coaching and most recently as the Assistant Principal/Activities Director. Mr. Malone and his family will be missed.

Motion by A. Flowers, second by Z. Braund to approve the 2014-2015 Athletic Handbook changes. Carried

Motion by R. Hughes, second by M. Thompson, to approve the 2014-2015 Fine Arts Handbook changes. Carried

High School Principal Justin Sawyer reviewed his written report. Jenna Winter and Ariel Ramstad were the class speakers for graduation 2014 and did an excellent job. The end of the year and extended staff work days because of snow day make up went very well. Many teachers worked on curriculum and assessments and their website pages. Board Chair S. Eklund also thanked Mr. Sawyer for his time here in the district as the High School Principal and wished him well with his career change.

Motion by A. Londgren, second by A. Flowers to approve the 2014-2015 High School Student Handbook changes. Carried.

Motion by M. Thompson, second by A. Flowers to approve the High School Faculty Handbook changes. Carried.

The District Assessment Coordinator and Community Education Director had no reports this month.

Sup't. Winter stated that the District Curriculum Committee met and discussed the "World's Greatest WorkForce" impact on curriculum and training for the 1:1 implementation. He attended the Isanti County Correction Advisory Board meeting. There was an excellent speaker, Charles King, who presented information on a mediation program. The discussion included the new anti-bullying legislation put in place. He updated the board on the summer projects. The High School bathrooms in the Commons area are well underway. Next week the fire door replacement, roofing, and emergency battery light system projects at the high school will begin. Sup't Winter expressed his thanks to Mr. Sawyer and Mr. Malone. We hate to lose them. The impact both men have left in their leadership roles will be felt and seen for years to come.

Board members reported on individual meetings and activities attended including many baseball, softball, and basketball games, committee meetings, negotiations, graduation, staff recognition breakfast and the Braham Appreciation Days events and parade.

Motion by A. Flowers, second by A. Londgren to accept the resolution relating to the release of special education paraprofessional employee, Michelle Kamholz. The student she was working with has moved on. A roll call vote was taken and the resolution passed unanimously. A copy of said resolution will become part of the official minutes.

Motion by M. Thompson, second by A. Londgren to accept the resolution relating to the release of special education paraprofessional employee, Kelly Monson. The student she was working with has moved on. A roll call vote was taken and the resolution passed unanimously. A copy of said resolution will become part of the official minutes.

Motion by R. Hughes, second by M. Thompson to accept the letters of resignation from Loren Christenson, special education van driver since September 2005 and Justin Sawyer, High School Principal, since July 2011. Carried.

Motion by M. Thompson, second by A. Flowers to accept the resignation of Cassie Tomczak from her "C" Team Volleyball Coaching position. Carried.

Motion by A. Londgren, second by A. Flowers to approve the employment recommendations as follows:
Tracy Fix from .7 FTE Technology Teacher and .3 District Assessment Coordinator to 6th grade classroom teacher. Mrs. Fix was hired at BA+45, Step 10 of the Teacher's Contract for 2014-2015.
Katie Thies was hired as the 1 FTE K-12 Musical teacher starting fall 2014. Ms. Thies was hired at BA, Step 2 of the Teacher's Contract for 2014-2015.
Shawnda Jibben was hired as a 1 FTE Elementary Special Education Teacher. Ms. Jibben will continue at BA, Step 2 of the Teacher's Contract starting fall 2014.
Tiffany Flogel was hired as a 1 FTE High School Business Education Teacher. Ms. Flogel will start at BA, Step 1 of the Teacher's Contract starting fall 2014.
Allison Marcus was hired as the high school counselor. Ms. Marcus will start at MA, Step 1 of the Teacher's Contract starting fall 2014.
Shawn Kuhke from 5th grade classroom teacher to Assistant Principal/Activities Director. Mr. Kuhke's new position will begin July 1, 2014. Carried.
Joseph Lakeberg's hiring was tabled until the July 2014 Regular School Board meeting.

Motion by R. Hughes, second by M. Thompson, to move Stephanie Hamilton to the 10 a.m. to 6:30 p.m. cleaner/sweeper position from the 3 to 11 p.m. position. Ms. Hamilton will continue at Step 1 and will no longer be paid the shift differential. Carried.

Motion by A. Londgren, second by A. Flowers to approve the following lane advancement requests effective fall 2014: Tracy Fix from the BA+45, Step 10 to the MA, Step 10 lane; Brooke Hohn from BA+30, Step 10 to the MA, Step 10 lane; and, Karen Leniz from BA+60, Step 10 to the MA, Step 11. Carried.

Motion by M. Thompson, second by Z. Braund to increase the high school Food Service worker hours by 15 minutes per day for the Head Cook, Asst Head Cook, Ala Carte/Salad Bar/Helper, Helper/Server and the Tues/Thurs Ala Carte Helper/Server beginning fall 2014. Carried.

Motion by R. Hughes, second by A. Londgren to decrease the hours of the Elementary Helper/Clerk by 15 minutes per day effective fall 2014. Carried.

Motion by A. Flowers, second by A. Londgren to increase the adult breakfast price to \$1.75 and adult lunch meal price to \$3.50 per meal. Carried.

Motion by A. Londgren, second by A. Flowers to approve the Title One 2013-2015 Contract Agreement. Carried.

Motion by R. Hughes, second by Z. Braund to approve the 2013-2015 Food Service Contract Agreement. Carried.

Motion by Z. Braund, second by M. Thompson to approve the following individual contracts: Judy Patzoldt, Business Manager; Marie Sward, Payroll/MARSS Clerk; Donna Bryant, Food Service Director; and, Jeff Campbell, Head Custodian. Carried.

Motion by A. Flowers, second by A. Londgren to approve the continuation of the Collaborative Contract in partnership with Isanti County and Cambridge-Isanti School District for Charity Allen as the Chemical Dependency Counselor. Carried.

Motion by A. Flowers, second by R. Hughes to approve the second revision of the FY 2014 Budget.

Carried.

Motion by A. Londgren, second by Z. Braund to approve the Final FY 2014-2015 Budget.

Carried.

Motion by R. Hughes, second by M. Thompson to accept the bid received from the Braham Bus Company of \$459,850 per school year to provide the district's bus/transportation services, based on providing 11 daily bus routes, for the 2014-2015 and the 2015-2016 school years. All additional bus/transportation services to be billed separately. Carried.

Motion by M. Thompson, second by A. Flowers to adopt the following:

WHEREAS, Braham, District #314, seeks professional assistance for the purpose of obtaining legislative information affecting schools and for legislative representation regarding legislative matters of interest to Braham; BE IT THEREFORE resolved that the Braham District #314 joins the Schools for Equity in Education (SEE) effective July 1, 2014 for the 2014-2015 membership year and authorizes payment for the membership in the amount of \$2,129.38.

Carried.

Motion by Z. Braund, second by A. Flowers to renew the district's membership in Central MN Educational Research and Development Council (CMERDC) for the 2014-2015 school year; \$1,134. Carried.

The board held its **first reading** of #514 Bullying Prohibition Policy as written by MSBA for consideration of adoption to be added to the District Policy Manual. Sup't Winter stated the biggest issue in his opinion is the new law passed by the legislature gives the school jurisdiction over bullying issues even if these occur outside of the school.

The following policies are being presented for the **second reading** and discussion for consideration of adoption to be added to the District Policy Manual: #406 - Public and Private Personnel Data; #502 - Search of Student Lockers, Desks, Personal Possessions, and Student's Persons; #522 - Student Sex NonDiscrimination; #531 - The Pledge of Allegiance; and, #705 - Investments.

Motion by R. Hughes, second by A. Londgren to set a special school board meeting for Thursday, July 17, 7 p.m., in B100, for the purpose of conducting the Superintendent of schools' semi-annual performance review. Carried. The school board will review district wide goals as well.

Chair Eklund reminded all present that the Regular July school board meeting is set for Monday, July 21, 2014 at 7:00 pm, BAHS Community Room.

Motion by M.Thompson, second by A. Londgren to adjourn at 7:43 p.m. Carried

Attest: _____

Zane Braund, Clerk

Steve Eklund, Chair

- b. Approve the July bills.
- c. Review and accept the July Treasurer's report.
- d. Acknowledge AgStar Grant in the amount of \$3,000 for purchase of equipment as outlined in the Grant Application for the Agriculture Education & Classroom Equipment Grant Program.

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
Peter, Becky, Megan & Margo Hesselroth	\$40.00	Scoreboard for E gym
Loren & Louise Nelson	\$100.00	Scoreboard for E gym

Noah Dahlman	\$300.00	Scoreboard for E gym
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5. Open Forum.

6. Review Student Council Representative's report. - No report this month.

7. Review Elementary Principal's report.

1. Staffing Update

- Currently all open Elementary Positions have been filled!

2. Reading Corp/Math Corp

- All positions have been filled
 - 1 Full-time Literacy Tutor (K-4) – Tammy Bierl
 - 1 Part-Time Literacy Tutor (Pre-K) * Changed to full time – Alyssa Mattson
 - 1 Full-Time Math Tutor (5-8) – April White

3. Conferences

- **RTI Conference (June 17, 18, 19)**
 - RTI Implementation
 - Intervention Strategies
 - We are on the right track in our planning!
 - **Google Apps For Administrators (June 23)**
 - How to use Google more efficiently
 - Better ways to communicate with staff
 - New teaching strategies
 - **Title I Application Training (June 25)**
 - Title I updates
 - MMR Education
-

8. Review Assistant Principal/Activities Director report.

**Activities Director
School Board Report
July 21st, 2014**

1. Thank you to Mr. Winter and all the School Board members for the opportunity to serve our school and community in this capacity.
2. Thank you to Tim Malone for spending his entire last week in June working with me in the office to lead me through some of the basics of this position.

3. Activities Night is scheduled for Tuesday, August 5, 2014 at 7:00 pm in the West Gym. This event has been strongly encouraged by the Minnesota State High School League and is a great way for Parents and Participants to meet their coaches or directors and gather more activity specific information.

4. Several Camps and Lessons taking place over this summer to further develop our students on their athletic and musical talents.

Respectfully Submitted,
Shawn Kuhnke

9. Review High School Principal's report.

High School July Board Brief

After accepting the position at the end of June, it has been a learning time for me since. Learning names of staff members who have come in. Learning all the great programs we offer for students. Even down to orientating myself with the school so I don't get lost. It has been information overload! After all of it though, I am finding what a great institution Braham Area High School is! I look forward to the coming year. As for hirings we have one position that we are looking to fill in the science department. So far that is all we need.

That is all I have so far and will have more for you come August.

Submitted by Matt Lattimore, HS Principal

10. Consider addition to 2014-2015 High School Student Handbook

Bring Your Own Device (BYOD) Policy

Braham Area High School is committed to moving students and staff forward in a 21st century learning environment. As part of this plan, BAHS will allow 8th – 12th grade students to bring their own technology devices (laptops, Smart Phones, iPads, Chromebooks, etc.) to use during the learning day. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the Internet, communicate and collaborate with other learners, and use the productivity tools loaded on their devices.

Student use of their personal devices must adhere to the Acceptable Use Policy and Bullying Policy included in the Student Handbook.

Basic BYOD Guidelines

- 1) Use of personally owned digital devices in the classroom will be at the discretion of the classroom teacher or supervisor
 - Teachers decide when and how your devices will be used in their classroom. No exceptions!
 - Devices should have the ability to run Google based applications.

- Devices should be put away when the bell rings to start class, and remain there until a teacher requests them to be used. This includes headphones.
- Teacher may confiscate digital devices if they are being used inappropriately
- Choosing not to follow a teacher's directions will result in a referral to administration for not following the teacher's directions

2) BAHS will not be held responsible for any physical damage, loss or theft of a personally owned digital device

- Please take care of your devices and don't share them with anyone
- BAHS cannot replace your device if it is lost or stolen-under any circumstances

3) Students are permitted to use personal devices before and after school, during lunch and during passing times

- Enjoy them at lunch and during passing times, but not during class time unless directed by a teacher
- When class begins, devices are shut off unless directed by a teacher

4) Unless otherwise specified, device ringers and audio must be muted

- Devices must be silent
- Use your headphones respectfully and with appropriate permission. Teachers, staff and other students may still want to talk to you

5) Individuals are encouraged to ensure that device(s) are fully charged at the start of the school day

- Make sure your devices are charged before you arrive at school
- Access to outlets or charging stations will not be provided during class

Personal Devices may not:

- Disrupt the educational process
- Endanger the health or safety of any student or anyone else
- Invade the rights of others at school
- Involve illegal or prohibited conduct of any kind
- Be used in bathrooms or locker rooms

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

12. Review Community Education Director's report.

Community Education Updates as of 7/14/14

Summer Events-

Comm. Ed Summer Camp- was held June 23 – 26 with a community fieldtrip to Valley Fair on June 27th. We had about 20 campers on a day and the week was successful. As for the Valle Fair trip, We had about 22 participants and all went well too. Lots of fun!

ECFE- offers a parent/child playgroup and story time over at the elementary playground on Wednesday mornings and again on Wednesday evenings. Lots of kid friendly summer activities offered. Very good participation. Roughly 20 children and their parent(s) attend weekly.

Summer Mine Craft Club- Grades 5th & Up meet 2 mornings a week in the Computer Lab for some mine craft gaming fun. Maureen Adkins has been graciously donating her time to lead this group of about 15 students.

Staffing-

We have hired 2 new part-time staff for our Early Childhood Program.

We have also received a resignation from Kathy Ambrose on 7/1/14. We will now be hiring one more Early Childhood Teacher.

New Hires as of 7/14/14-

Lori Willams- Paraprofessional

Lindsey Rasmussen- Early Childhood Teacher

Preschool-

We continue to accept registration applications for our preschool classes. Interested families can call the community education office or applications can be found on our new school website under the Community Ed link.

Also, if anyone knows of any new families in our area with young children or any families that have just had a baby, please have them call us. It's very important that we get these families to fill out a school census form.

Submitted by Cheryl Arnold 7/14/14

13. Superintendent's report.

Superintendent's Report for July '14

- A. Some updates on meetings and conferences that I have recently attended:

Staffing: The Admin Team and I have been continuing to work on the movement of staff and hiring of new staff for the new school year.

Project updates:

14. School Board members' reports/updates.

15. Consider Personnel items.

Letters of Resignation

AnnaRae Klopfer - Elementary Special Education Teacher

AnnaRae Klopfer, Elementary Special Education Teacher, has submitted her letter of resignation effective the end of the 2013-2014 school year. Mrs. Klopfer has been with the district since the fall of 2010 as the 5th and 6th grade special education teacher. Her resignation includes her Activities assignments as the Head Musical Director, One-Act Play Director, and Spring Play Assistant.

Kathy Ambrose - Elementary Kinderstep Teacher

Kathy Ambrose, Elementary Kinderstep Teacher, has submitted her letter of resignation effective the end of the 2013-2014 school year. Mrs. Ambrose has been with the district since the fall of 2000.

Juanita Worthley - High School Science Teacher

Juanita Worthley has submitted her letter of resignation effective the end of the 2013-2014 school year. Mrs. Worthley has been with the district since the fall of 2010 as a high school science teacher. Her resignation includes her activity assignment as the Academic Bowl Advisor.

Shirley Anderson - Kinderstep Paraprofessional

Shirley Anderson, Kinderstep Paraprofessional has submitted her letter of retirement from her position as of July 16, 2014. Mrs. Anderson has been with the district in this position since November 1999.

“C” Schedule Changes

Kearina Maher, GBB C-Team Coach

Shawn Kuhnke, Act Director, is recommending that the board accept Kearina Maher’s resignation from her GBB C-Team Coach position and to re-assign her to 7th grade GBB. Kearina has made this request because she has registered for classes to complete her Master’s degree.

Employment Recommendation

Kathryn Ederer – 4th Grade Teacher

Elementary Principal Jeff Eklund is recommending Katy Ederer be hired as a 1.0 FTE 4th Grade Teacher starting fall 2014. Ms. Ederer will start at BA Step 1 of the Teacher’s Contract in 2014-2015.

Kayla Weiss – 5th Grade Teacher

Elementary Principal Jeff Eklund is recommending Kayla Weiss be hired as a 1.0 FTE 5th Grade Teacher starting fall 2014. Ms. Weiss will start at BA Step 1 of the Teacher’s Contract in 2014-2015.

Nick Hohn – Elementary Technology Teacher/Tech. Integrationist

Elementary Principal Jeff Eklund is recommending Nick Hohn be hired as a .8 Elementary Technology Teacher and .2 Technology Integrationist. Mr. Hohn will maintain all seniority rights as stated in the teacher’s contract. Mr. Hohn will be paid as per his current step and lane on the Teacher’s Contract.

Kelly Rud – Elementary Special Education Teacher

Elementary Principal Jeff Eklund is recommending Kelly Rud be hired as a 1.0 FTE Elementary Special Education teacher starting fall 2014. Ms. Rud will start at MA Step 4 of the Teacher’s Contract.

Matt Lattimore, HS Principal

Mr. Winter and the principal search committee would like to recommend Matthew Lattimore as the new high school principal. Mr. Lattimore comes to us as a social studies teacher from North Branch. He has been on the job since July 7 and has fit in well with the Administration team.

Cindy Ledford, HS Head Cook

Donna Bryant, Food Service Director, is recommending Cindy Ledford to fill the Head Cook position at the high School. Mrs. Ledford’s pay would stay at Level 4 of the cook’s pay scale including \$.80 per hour increase for Head Cook, and .40 per hour for her Level 1 certification with the School Nutrition Association according to the food service workers contract. Mrs. Ledford will bring our high school kitchen good positive structure, while feeding our students healthy, nutritious and tasty meals. Her first day in this new position will be August 25, 2014.

Lori Williams, Early Childhood Paraprofessional

Cheryl Arnold would like to recommend Lori Williams for a part-time Early Childhood Para position. Lori Williams has previously been employed by the Braham Area Schools, therefore I would like to recommend Step 2 of the para contract. She would be work about 29 hours per week with an FTE not exceeding .49.

Lindsey Rasmussen, Part-time Early Childhood Teacher

Cheryl Arnold would like to recommend Lindsey Rasmussen for a Part-time Early Childhood Teacher position. Lindsey would begin at the community education starting pay of \$15 per hr. She would work about 25 hours per week with an FTE not exceeding an .57.

Maternity Leave Request

Britne Engelking, High School Health, PE and DAPE teacher

Britne Engelking, High School Health, PE and DAPE teacher, is requesting maternity leave from November 17, 2014 through January 30, 2015. Mrs. Engelking’s plan is to return to work on February 2, 2015.

- 16. Consider ratification of individual contracts for 2013-2015.

The school board negotiating team has reached a tentative agreement with additional district employees who are on individual contract agreements.

School Nurse

The School Nurse contract is in the signature file for review, if desired. It is recommended that the full board act to ratify this contract agreement.

Special Education Van Driver

The Special Education Van Driver contract is in the signature file for review, if desired. It is recommended that the full board act to ratify this contract agreement.

Braham Administration Association

The contract for the Braham Administration Association is in the signature file for review, if desired. It is recommended that the full board act to ratify this contract agreement.

- 17. Consider Resource Training and Solutions membership renewal for 2014-2015.

Central MN Resource Training & Solutions provides services and programs in a variety of areas including staff development, gifted, curriculum, special education, educational effectiveness, grant assistance, the medical/Health Insurance Pool, etc. The base membership fee and the per pupil fee are combined for a total of \$2,818.58 for school year 2014-2015.

- 18. Consider MN School Boards Association membership renewal for 2014-2015.

Minnesota statutes provide that individual school boards, by a two-thirds vote, may join MSBA. This membership provides benefits to member schools in the way of negotiations policy and election support, legal advice and seminars for members and general school management. The premium for the 2014-2015 school year is \$4,274.00 and is based on our average daily membership of students served.

- 19. Consider 2015 Health and Safety Plan Attachment 10 Performance Criteria for submission

MDE.

The Performance Criteria has been uploaded in the Shared File for Board review.

20. Consider Health and Safety Policy EA as it currently exists.

Policy EA

Health and Safety Levy Program

1. PURPOSE

The purpose of this policy is to support the goal of providing a safe and healthy environment for students and staff to learn and work utilizing the Health and Safety Levy administered by the MN Department of Education to facilitate and fund compliance activities.

2. GENERAL STATEMENT OF POLICY

The policy of this district is to comply with the requirements of regulatory agencies, including MN Occupational Safety and Health Administration (MN OSHA), the Office of the State Fire Marshal (SFM), the MN Department of Health and others to provide the optimal learning environment for students. The school board supports staff training to achieve compliance with this policy and has approved and implemented a disciplinary process for compliance failures based on recommendations developed by the Administration.

The District Maintenance Supervisor is assigned as the designated person for this activity. In addition, the Board of Education approves the hiring of consulting professionals by the Superintendent to provide support to the District Maintenance Supervisor.

3. HEALTH AND SAFETY PROGRAM

The school board supports the development and implementation of the following management programs as part of the Health and Safety Levy Program qualifications:

1. Minnesota "A Workplace Accident and Injury Reduction" Program (AWAIR).
2. Bloodborne Pathogens.
3. Community Right-to-Know (CRTK).
4. Compressed Gas.
5. Confined Space Entry.
6. Electrical Safe Work Practices.
7. Employee Right-to-Know
8. Hazardous Waste.
9. Hoist, Lift & Jack.
10. Indoor Air Quality (IAQ).
11. Integrated Pest Management (IPM).
12. Chemical Hygiene.
13. Control of Hazardous Energy (LOTO).
14. Machine Guarding, but not Best Practices.
15. Personal Protective Equipment (PPE).
16. Radon.
17. Asbestos.

- 18. Respiratory Protection.
- 19. Welding/Cutting/Brazing.
- 20. Underground/Above Ground Storage Tanks (UST/AST)
- 21. Mock- OSHA Inspections (Management Assistance Program).

4. FUNDING

The school board will annually file a request with the MN Department of Education to apply for funding to support the Braham Area Schools Health and Safety Budget prepared by the Administration. In order to qualify for support of this request, the school board acknowledges it must have and support an active Health and Safety Levy Program as described in item III.

5. REVIEW

The school board will conduct an annual review of the sufficiency of the effectiveness of this program and make whatever modifications and changes to ensure compliance with the requirements of this program and to meet the health and safety needs of the district.

Legal References: Capital Expenditure: Health and Safety Revenue Application,
Per Minnesota Statutes Section 123B.57

Adopted: July 16, 2012
Revised: _____

*Braham Area Schools ISD 314 – Policy
Orig. 2012*

_____, _____, _____

- 22. Consider Indoor Air Quality Management Plan (IAQMP).

No changes to the IAQMP. Annual board approval requested.

_____, _____, _____

- 22. Consider **second** reading of MSBA Policy #514 - Bullying Prohibition Policy.

This policy is being presented for the **second reading** and discussion for consideration of adoption to replace Policy # 514, Old Policy JFC Bullying Prohibition Policy in the District Policy Manual. This policy is being updated to meet the most current MN State requirements.

Adopted: MSBA/MASA Model Policy 514
Orig. 2003
Revised: Rev. 2014

514 BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or

victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all

or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)

- MSBA/MASA Model Policy 501 (School Weapons Policy)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 507 (Corporal Punishment)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
- MSBA/MASA Model Policy 711 (Video Recording on School Buses)
- MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

23. Review District Policies.

The following policies were identified by MSBA as Mandatory for the District Policy Manual: #406 - Public and Private Personnel Data; #502 - Search of Student Lockers, Desks, Personal Possessions, and Student's Persons; #522 - Student Sex NonDiscrimination; #531 - The Pledge of Allegiance; and, #705 - Investments. These policies are being presented for the **third and final reading** and discussion for consideration of adoption to be added to the District Policy Manual.

Adopted:

MSBA/MASA Model Policy 406

Orig. 1995

Revised:

Rev. 2013

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.

D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

E. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

G. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.

H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

A. The following information on employees, including volunteers and independent contractors, is public:

1. name;
2. employee identification number, which may not be the employee's social security number;
3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationship;
6. contract fees;
7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. §

- 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of timesheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and
6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:

- a. name;
- b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
- c. education and training;
- d. employment history;
- e. volunteer work;
- f. awards and honors;
- g. prior government service;
- h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
- i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected or maintained by the school district to administer employee assistance programs are private.

D. Parking space leasing data are private.

E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.

F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
3. a court, law enforcement agency, or prosecuting authority.

H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

K. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.

L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.

O. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district

operations is private.

P. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.

Q. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

R. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data. If you have any questions, contact [*him/her*].

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

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

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 13.39 (Civil Investigation Data)

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)

Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)

P.L. 104-191 (HIPAA)

45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: 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 515 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Braham Area Public Schools

Adopted:

MSBA/MASA Model Policy 502

Orig. 1995

Revised:

Rev. 1999

502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages,

controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.

B. “Personal possessions” includes but is not limited to purses, backpacks, book bags, packages, and clothing.

C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.

C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the

school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
Minn. Stat. § 121A.72 (School Locker Policy)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

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

Adopted:

**MSBA/MASA Model Policy 522
Orig. 1995**

Revised:

Rev. 2003

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

B. It is the responsibility of every school district employee to comply with this policy.

C. The school board hereby designates **ACTIVITIES DIRECTOR, 531 ELMHURST AVE S,**

BRAHAM, MN 55006 OFFICE PHONE: 320-396-5209 as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.

B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.

C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. The school board hereby designates **SCHOOL COUNSELOR, 531 ELMHURST AVE S, BRAHAM, MN 55006 OFFICE PHONE: 320-396-5215** as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.

F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.

H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.

E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is

not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.

B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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

Adopted:

MSBA/MASA Model Policy 531

Orig. 2003

Revised:

Rev. 2003

531 THE PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

A. By each individual classroom teacher or the teacher's surrogate; or

B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal References: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)

Minn. Stat. § 121A.11, Subd. 4 (Instruction)

Cross References:

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted:

MSBA/MASA Model Policy 705

Orig. 1995

Revised:

Rev. 2009

705 INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of school district funds.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

III. SCOPE

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

IV. AUTHORITY; OBJECTIVES

A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.

B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows

1. **Safety and Security.** Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
2. **Liquidity.** The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.

3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

V. DELEGATION OF AUTHORITY

A. The **Superintendent** of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.

B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

VI. STANDARD OF CONDUCT

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

VII. MONITORING AND ADJUSTING INVESTMENTS

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

VIII. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

IX. PERMISSIBLE INVESTMENT INSTRUMENTS

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

X. PORTFOLIO DIVERSIFICATION; MATURITIES

A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.

B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.

1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

XIII. SAFEKEEPING AND COLLATERALIZATION

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. § 118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.
- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

XIV. REPORTING REQUIREMENTS

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer

shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.

D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

XV. DEPOSITORIES

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

Legal References: Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)
Minn. Stat. § 118A.03 (Depositories and Collateral)
Minn. Stat. § 118A.04 (Investments)
Minn. Stat. § 118A.05 (Contracts and Agreements)
Minn. Stat. § 118A.06 (Delivery and Safekeeping)
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)
MSBA Service Manual, Chapter 7, Education Funding
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

24. Set a working school board meeting.

25. Reminder of the August Regular school board meeting.

The August Regular School Board meeting is set for Monday, August 18th, 7:00 pm,
B100 – Community Room.

26. Adjourn.
