

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, May 15, 2017
7:00 pm – BAHS Community Room

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the April 24, 2017 Regular School Board meeting.
 - b. Approve the May bills.
 - c. Review and accept the May Treasurer's report.
 - d. Enrollment Analysis.
 - e. Personnel
4. Acknowledgement of Donations or Contributions
5. Open Forum.
6. Presentation by PLC Leadership Team.
7. Review Elementary Principal's report.
8. Review High School Principal - Activities Director report
9. Review Community Ed report.
10. Superintendent's Report.
11. Acknowledge Braham "HONORS" Recipients.
12. Review Student Council Representative's report.
13. School Board members' reports/updates.
14. Consider renewal of MSHSL membership.
15. Consider Designation of Identified Official with Authority to authorize MDE user access.
16. Consider Resolution for the Selection of Group Health and Hospitalization Insurance Coverage.
17. Consider Student Assurance Services, Inc.
18. Consider Joint Powers agreement with RRSEC.
19. Consider SECOND reading and discussion of updates to policy #533 - Wellness.
20. Consider cycle review of district policies for adoption.
21. Reminder of the June School Board meeting.
22. Adjourn.

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

Roll Call.

- 2. Adopt agenda.

- 3. Consent Agenda:

- a. Approve the minutes of the April 24, 2017 Regular School Board meeting.

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

Regular School Board Meeting
Monday, April 24, 2017
7:00 pm – BAHS Community Room

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

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

Motion by M. Thompson, second by J. Paitl to adopt the agenda. Carried.

Motion by A. Londgren, second by A. Flowers to approve the minutes of the March 20, 2017 Regular School Board meeting, approve the April bills \$260,018.23; and, accept the April Treasurer’s report. The board approved the following actions: 1) placement of Michelle Becker in the elementary Media Center secretary position for 2017-18. 2) hiring Joan Burke as the 6th grade long-term substitute teacher, start date April 3, 2017. She will be paid at BA, Step 1. 3) .40 FTE leave of absence for Mariah Olson, early childhood teacher for the 2017-18 school year; 4) maternity leave request for Brooke Hohn, 1st grade teacher from Aug. 28, 2017 thru Nov. 6, 2017; 5) maternity leave request for Amber Hoffman, high school science teacher from Aug. 28, thru Nov. 6, 2017; and, accepted the resignation of Ursula Scheele, high school guidance counselor, from her .5 FTE position for 2017-18.

Open Forum - 4th grade student, Addie White, invited the board to attend the 4th grade Social Studies state project family night on Thurs., May 25, 2017.

Motion by J. Paitl, second by T. Cuda to acknowledge the April 2017 donations for the purposes requested: for Sports and Entertainment class field trip \$100 from Walmart; for theatre dept Haier fridge value of \$85 from Tim Burton; for BAES students gloves valued at \$50 from Greg & Pat Tollefsrud; for nature trails near BAES labor from Braham Girl Scouts; for girls softball team \$20.00 from Salem Lutheran church; for Supermileage \$250 from Central MN Manufacturers, \$200 from Aurelius Mfg; \$500 from Braham Moose Lodge; and, \$250 from Bremer Bank; for working with band and math classes \$830 from East Central Regional Arts Council for Darryl Johnson II. Carried

Catie Hanson and Kelly Rud, Special Ed PLC leaders, shared with the board that the elementary PLC teachers meet

once a month to discuss curriculum, assessments, and student IEP goals and positive reinforcement. Once a month all district special ed teachers meet to review curriculum, due process timelines, IEP and evaluation meetings. Principal Eklund complimented them for all their work. He especially noted that when parents leave the IEP meetings led by Ms. Hanson and Ms. Rud, parents feel informed and heard.

Jeff Eklund, Elem Principal, reviewed his written report. The schedule for 2017-18 is complete. Over 130 people attended the early childhood Big Truck Day on Apr. 4th. Thank you to Lindsay Rasmussen and the EC team for organizing the Big Truck event. Congratulations to Katie Blomdahl, 1st grade teacher for being chosen as the T.E.A.M. award winner for April. The Media Center has been reorganizing for a MakerSpace area.

The board reviewed the written report submitted by Shawn Kuhnke, Principal/AD. All students are registered in classes for 2017-18. The board was invited to attend the Academic, Athletics and Arts night scheduled for Thurs., May 11th at 7 p.m. Congratulations to Lauren Kreyer for qualifying to participate in the state Speech meet held on April 21st.

The board reviewed the Community Ed report. ATV safety, Safe On My Own, Babysitting, and Be Prepared Not Scared classes are coming up. ECFE Big Truck Day on April 8th was a huge success. Pre-registration for pre-school classes is all online and running smoothly. Early Childhood carnival is May 4th from 6 to 7 p.m. The board was invited to attend the preschool graduation Friday, May 19th at 1:30 p.m.

Supt. Gagner reviewed his written report. ECMECC will be hiring a full-time network security person. RRSEC will be hiring to replace their director Pauline Bangma who will be retiring July 1, 2017. Five districts Mora, Foley, Milaca, Ogilvie and Braham have sent out the Request for Proposal for an insurance broker for the new three year term. The bids will be opened on May 5 by all five districts.

Supt. Gagner congratulated the following staff, students and community members for their accomplishments as "Braham HONORS" recipients. They are: Jan Strohkirch, Jeff Eklund, Lindsay Rasmussen, Roxanne Kirby, Dawn Olson, Lori Auers, April White, Danika Dahlin, Danae Shaw, Sarah Gamache, Beth Stone, Paulette Weisz, Jack Lanhart, Marion Larson, Jodi Splittstoser, Mindy Campbell, Marie Sward, Julie Johnson, Sarah Golly, Shawn Kuhnke, Stephanie White, Art Kaunonen, Tiffany Flogel, Braham Police, Braham Fire, East Central Electric, Mike Wallace, Keith Golly, Greg Cardey, City of Braham, Braham Ford, Knife River Construction, DNR Forestry Service, Allina Ambulance Service, Lauren Kreyer, Jayden Prill, Chelsey Swanson, Zach Anderson, Lilia Anderson, Kyra Johnson, Suntia Xiong, LeSean Greer, Kaylie Paitl, Kaitlyn Dordal, and Brandon Wyganowski.

Alec Downing reviewed the Student Council report. Student Council members participated in a service project at Feed My Starving Children on April 21st. They also hosted a bake and clothing sale at the elementary school during parent-teacher spring conferences. Adopt a Highway clean up will be done in May. Election of officers will also be in May.

School board members attended various events including baseball, softball, volleyball and track events, conferences, CE committee meetings, SEE executive and regional meetings and grand march.

Motion by M. Thompson, second by A. Flowers to approve the FY17-18 preliminary budget. Carried

Motion by A. Londgren, second by J. Paitl to appoint elementary principal, Jeff Eklund as the Local Education Agency administrator for the Title I, Title II, Title VI, and the Assurance of Mastery programs. Carried.

Motion by A. Flowers, second by A. Londgren to approve the decrease in contract work days for the Community Ed/Activities Secretary from 211 to 201 days effective July 1, 2017. Carried

Motion by J. Paitl, second by A. Flowers to approve the additions of the Beaham Area Chamber of Commerce and

the Braham VFW Post #1731 and Ladies Auxiliary to the not-for-profit group list of policy #902 - Community Use of School Facilities and Buildings. Carried

Motion by M. Thompson, second by A. Londgren to approve the Supermileage trip request to Detroit, Michigan from April 26 - May 1, 2017. Carried

The board considered first reading of policy #533 Student Wellness.

Motion by A. Londgren, second by T. Cuda to adopt the following policies that were up for cycle review: #405 - Veteran’s Preference; #407 - Employee Right to Know; and #420 Students & Employees with AIDS and other Communicable Disease & Infections. Carried.

Chair Eklund reminded all present of the Regular School Board meeting to be held on Monday, May 15th, at 7:00 p.m. in B100 - Community Room.

Motion by M. Thompson, second by A. Flowers to adjourn the meeting. Chair Eklund adjourned the meeting at 7:26 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

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

	Sept 13	Oct 3	Nov 1	Dec 1	Jan 4	Feb 1	Mar 1	Apr 4	May 1
K	61	61	62	61	61	61	61	61	61
1	56	58	57	57	58	58	59	59	60
2	47	47	47	47	47	47	47	48	48
3	62	64	63	65	65	66	66	66	66
4	45	46	46	46	46	46	47	48	48
5	62	63	62	62	62	62	62	62	63
6	63	62	59	58	58	58	58	58	58
7	51	51	51	51	52	50	50	50	50
8	65	64	64	63	63	63	64	64	64
9	56	55	54	55	55	53	52	52	52
10	59	58	58	58	58	57	57	57	57
11	50	50	50	50	51	50	49	47	47
12	54	52	50	50	49	47	48	47	47
K - 12									
Sub-Total	731	731	723	723	725	718	720	719	721
ECSE	15	15	16	19	20	22	24	21	22
TOTAL									
K - 12 plus ECSE	746	746	739	742	745	740	744	740	743

e. Personnel

RECOMMENDATION

Melodi Goble is being recommended by Principal Eklund for a 1:1 special ed para position. Ms. Goble’s start date was April 25, 2017. She will be paid at Step 1 of the para contract.

Meredith Salus is being recommended by Principal Eklund for a 1.0 FTE early childhood special ed teacher. Ms. Salus’ start date is August 28, 2017. She will be paid at BA Step 1.

Joe Rajkowski is being recommended by Principal/AD Kuhnke for the head boys and girls cross country coach position. His start date will be August 14, 2017. He will be paid at Lane 9, Step 9 of the C-Schedule.

Alex Sundly is being recommended by Principal/AD Kuhnke in the Summer Weight Training coaching position. His start date will be June 5, 2017. He will be paid on Lane 4, Step 5 of the C-Schedule.

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
Pat Johnson & Schlagel, Inc	undetermined value	Powder coat outdoor 24 activity benches
Howard McCarty Unit 290 Auxiliary	\$500.00	Elementary Climbing Wall
Anonymous	\$100.00	Elementary Climbing Wall
Shell - Sports Dimensions	\$500.00	Supermileage
Park Manufacturing	\$1,000 Value	Supermileage - wire harnesses
Braham NAPA	\$150.00	Supermileage - in-store credit
Mike Thompson	\$150.00	Appreciation Day Parade

5. Open Forum.

6. Presentation by PLC Leadership Team.

Presentation by Dave Blomdahl, Science and Math PLC Chairperson.

7. Review Elementary Principal's report.

**Braham Area Elementary
May 2017 Board Report**

1. Early Childhood Graduation

- May 19 at 1:30

2. **Track and Field Day**
 - May 17 (Grades 1-4)
 - May 24 (Grades 5-6)
3. **Congratulations to Mariah Olson! She is our Elementary T.E.A.M. (Together Everyone Achieves More) Award winner**
 - Mariah Olson is an ECSE teacher in our district. Mariah works with many students and families in school and at their homes during home visits. She runs incredibly efficient IEP meetings. Parents leave meetings feeling informed and listened to. We are lucky to have Mariah working with the students in our district.
4. **Bomber PRIDE**
 - Our last Bomber PRIDE assembly will be Wednesday, May 31.
5. **MCA Testing has finished**
 - Teachers and students did a GREAT job!
 - Excited to see the results
6. **MakerSpace**
 - After the book fair, Mr. Eklund, Mrs. White, and Mrs. Nelson will begin reorganizing the Media Center.
7. **All School Clustering Conference**
 - Attended with Mrs. Lundin
 - Looking at different ways to form classes within grades to challenge students.

8. Review High School Principal's report.

**HS Principal / Activities Director
School Board Report
May 15, 2017**

1. Congratulations to our April students of the month that are chosen by staff members based on contributions that students are making to our school to make it a better place. Some of the criteria for nominations are as follows: grades 7-12, academic excellence, display leadership, display BOMBER PRIDE, helping others and a significant improvement in any area. The April students of the month are: Grade 7: Sophie Anderson, Evelyn Krogerson, Becca Sundvall. Grade 8: Logan Hamersma, Masyn Londgren, Emma Wessel. Grade 10: Dakota Hill Grade 11: Alex Kurvers and Tyler Nelson. Grade 12: Maria Hamlin and Nick Jackson.
2. Awards night was on Thursday, May 11.
3. Braham band students performed at the State/Section MSHSL Solo/Ensemble contest held at Onamia HS. Students were critiqued by a judge who then scored them based on 8 criteria. The jazz band scored a "Superior" rating received a certificate and trophy. The trumpet duet of Alec Downing and Luke Bendickson received a "Superior" rating. The tuba and baritone saxophone duet of Zach Anderson and Josh Klingensmith also received a "Superior" rating. They will get a certificate and a medal from the State High School League for their performance. The saxophone duet of Emma Downing and Maddie Nelson received an "Excellent" rating and will receive a certificate from the State High School League.
4. Braham Choir Students performed at the State/Section MSHSL Solo/Ensemble contest held at Onamia HS. Congratulations to all nine of the students who received a Superior score: Alec Downing, Lauren Kreyer, Isabelle Dorsey, Savannah Clifford, Destiny Roeschlein, Halie Jones, Kiya Moske, Ashley Davis and Elenore Taylor.

5. We have one last concert left, the 7-12th grade Choir Concert at 7:30 in C100 on May 15, 2017.
6. Softball will begin their Sub-Sections at a site to be determined on May 22.
7. Baseball will begin their Sub-Sections at a site to be determined on May 25.
8. Boy & Girls Golf has Section 7A at Virginia Golf Course on May 24 and May 25.
9. Track and Field Subsections are going to be held at Milaca on Tuesday, May 23 and Sections are at St. John's on Wednesday, May 31.
10. I attended the Spring MSHSL meeting in Brooklyn Park. Some of the main discussion points had to do with Safety (Heads Up Football, Return to Play Protocol, Emergency Action Plans), Tournament Related Initiatives (Tournament Seeding, Tournament Classifications, Tournament Format) and Cooperative Sponsorship Classification.

Respectfully,
Shawn Kuhnke

9. Review Community Ed report.

5/8/17

Community Ed-

Youth yoga is going well, last day will be Wed., May 12th
 ATV permit class was held on Saturday, May 6th. 20 students attended.
 Summer flyers went home in backpacks. 3 day Science Explores classes will be offered.
 CE classes from Cambridge were advertised in the flyers as well.
 14 students attended a babysitting course Tuesday, May 2nd.
 12 adults attended a mosaic bird bath class Tuesday, May 2nd.

Preschool & ECFE

Preschool Registration is Open and we've had great enrollment so far. We still have openings in our three and four classes for next year, but not many!

Early Childhood Carnival was a huge success! We had about 150 people attend (children and their families). This is an increase of about 25 people from last year!

Last day of preschool: MWF Class 5/19/17, T/TH Class 5/18/17.

Preschool Graduation is Friday May 19th at 1:30pm in the Elementary Cafeteria. You are welcome to attend! We expect the program to last less than 20 minutes with refreshments served afterwards.

Summer ECFE will take place Tuesdays at the Elementary Playground. Classes will rotate between mornings and evenings. If it is raining/inclement weather, class is cancelled. First class is Tuesday, June 6th from 5:30-7:00.

10. Superintendent's report.

1. ECMECC Governing Board update (April 19):
 - 17-18 preliminary budget approved including addition of a full time network security position
2. SEE General Membership Meeting update (April 21):
 - Continue contacting legislators with the following goals:
 - Minimum of 2% (yr. 1) and 2% (yr. 2) towards basic formula increases
 - Increase debt service equalization
 - Fix TRA pension - funds must be in ADDITION to annual formula increases
 - Kelly Smith, Ross Bennett, and Steve Westerberg provided tips on passing referendums:
 - Board must be unanimous in its support
 - Collect voter data (Morris/Leatherman). How many yes votes will you need?
 - Consider - blast the message to everyone? Or target your 'yes' and swing voters?
 - Depends on election date, your community, # of questions, history, etc.
 - Clear and simple message (8th grade reading level)
 - People often vote on emotions and feelings - not facts
 - Have a clearly defined plan of tasks and timelines
 - Works well if you have a community based 'vote yes' team willing to help
3. Building and Grounds committee update (April 24):
 - Updated the ten year plan (ask for full board approval in July)
 - Reviewed progress of facilities project
 - Reviewed condition of all buildings and grounds
 - Decision made to offer old baseball field and grounds for sale
 - Extensive report available upon request
4. Braham Education Foundation
 - Committee met April 25 and May 10 with Kristi Ackley and Carrie Tripp from the Initiative Foundation to lay groundwork - progress is ongoing.
 - Decision made to have steering committee restructure and become advisory board for initial one year term. Members: Heather Sward, Sue Riesing, Carrie Davis, Tracy Fix, Tim Nelson, Kelby Jennissen, Terry Turnquist, Peter Hesselroth, Tammi Johnson, Stephanie White, and Aitor Leniz.
5. Meet and Confer Meeting update (April 26):
 - Communication is ongoing. Topics discussed included:
 - Progress on previous issues
 - Staff dismissal during snow days
 - Student absences
 - Arrival time of busses and adequate supervision
 - Next meeting is December 6, 2017
6. Isanti County Collaborative Meeting update (April 28):
 - The Collaborative will be reviewing and updating the mission and guiding principles. New coordinator is Tony Buttacavoli, Director of Isanti Cty. Public Health.
 - Motion passed to fund the two school districts of Isanti County for \$23,500 each to support chemical dependency prevention during the '17-'18 school year.
7. Grandy Lions meeting update (May 1):
 - Limit was set on donations for future trip requests at \$200
 - Extensive discussion held on potential construction of an indoor/outdoor building to be located on the Grandy Community Center grounds. No action taken.
8. CMC & Foundation Boards, Community Benefit Council Meeting update (May 8):

- Cambridge Medical Center shared their strategic plan and asked for feedback
 - Item of note - employee surveys indicated two overwhelming desires:
 - More significant communications between employee and administration
 - Seek involvement in decision making
9. Cambridge Medical Center Community Engagement Council meeting update (May 9):
- Tobacco use in Isanti County among juniors is on the rise
 - One of every three Isanti County juniors tried tobacco in the last 30 days (2016 survey)
 - This is higher than state and adult averages
 - District was give a free tobacco prevention curriculum
10. Braham Chamber Meeting update (May 9):
- Braham Appreciation Days is June 3; events 1:00 - 10:00 p.m.
 - School will participate in parade; 3:00 p.m. start
 - I updated Chamber on progress regarding creation of the Braham Education Foundation
 - Farmer’s Market starts June 8; open 3:00 - 6:00 every Thursday.
11. District Assessment Coordinator (DAC) update:
- a. All state assessments are complete. Official results will be released in late July.
12. Ongoing items:
- i. Facilities Project update;
1. All exterior fields are being irrigated on an every other day basis.
 2. Varsity dugouts for softball fields, electrical work on baseball and softball fields, and baseball shed interior are all still in progress
 3. All exterior grounds - other than the football field - have been turned over to the district for mowing. Still working on grass growth in areas.
- ii. The District PLC Leadership team meets once each month while the entire PLC team meets twice monthly with the task of meeting WBWF goals. A member of each PLC team will share a brief report with the board following this schedule:
1. June: Bryan Johnson/Tiffany Flogel (CTE, Art, Business, Music, Counseling)

11. Acknowledge Braham “HONORS” Recipients.

4/21/17	Pam Mortenson, Tina Heidelberger, RaeAnne Olson, Joyce Kranz, Sarah Gamache, Joan Watson, Ryan Davis, Desi Cuda, Marianne Benzen, Kay Pierson, Becky Hesselroth, Keri Bostrom, April White, Melissa Carstenson, Joel Schliecher, Shawn Kuhnke, Betsy Roed, Kyla Rippey, Northland Landscaping, Bruce the Bug Guy, Barry Wendorff, Jamie Gangaware,	Braham Area School District #314 would like to thank you for your volunteer efforts to celebrate "Earth Day 2017" with our elementary students. Your efforts helped to provide many hands on opportunities. You are appreciated!
4/25/17	Luke Becker	Braham Area School District #314 would like to recognize you for your leadership with both Super Mileage and FFA activities. In addition, we want to say thanks for ensuring the successful completion of the greenhouse and athletic benches. We recognize the extra efforts this takes and the benefits it provides to our students.

4/26/17	Lowell Luebeck	Braham Area School District #314 would like to recognize you for your volunteer service to establish a landscaping plan for our new facilities. Your expertise will help ensure safe, aesthetically pleasing, and easily maintainable grounds to benefit the district and community. Thanks!
4/25/17	Carrie Davis, Tracy Fix, Peter Hesselroth, Kelby Jennissen, Tammi Johnson, Aitor Leniz, Tim Nelson, Sue Riesing, Heather Sward, Terry Turnquist, Stephanie White, Marie Meyer, Kristi Ackley, Carrie Tripp	Braham Area School District #314 would like to recognize you for your leadership in the creation of the Braham Education Foundation. Careful planning in the establishment of this organization is a perfect example of 'commitment to service' - one of the two main themes of the district strategic plan. Finally, we know strong school/community ties are critical for student success. Thank you for your professional work!
4/26/17	Julie Johnson, Connie Gelle, Mike Thompson, Marc Johnson	Braham Area School District #314 would like to recognize you for your volunteer service to the Braham Business Expo held on April 27, 2017. This was a great opportunity to promote our district and share good news with our community. Thanks!
4/26/2017	Ursula Scheele, Shawn Kuhnke, Julie Johnson, Teresa Person, Sarah Golly	Braham Area School District #314 would like to thank you for your extra efforts in planning the 2017 Academic, Athletics, and Arts Awards program. Your work in recognizing our students increases motivation and helps build a strong school/community partnership - known to be a key component of a successfully operated school district. We appreciate your work!
4/26/2017	Sarah Anderson, Mary Berry, Mary Kay Bodeen, Joan Burke, Wayne Chase, Lorna Christenson, Merideth Coleman, Ellen Cunningham, Mary Dillner, Julie Donat, Pamela Eklund, Geneva Fix, Kimberly Funes, Shirley Geib, Katherine Genereau, Jacqueline Geving, Erica Gould, Randy Janssen, Bethany Johnson, Hannah Johnson, Karen Knowles, Nicole Laman, Jeanette Lener, Dan Loerzel, Angela Londgren, Candice Lund, Judy Lundeen, Tricia Maile, Joni Mankie, Howard Mathiasen, Lovella Miller, Kari Murrell, Brianna Nelson, Kathleen Olson, Peggy Paulson, Bernie Poh, Daniel Porter, Joseph Rajkowski, Russell Rippon, Kay Rodrigue, Jennifer Rowland, Catherine Ruse, Rachel Schmeltzer, Lindsey Sinell, Deb Thompson, Mike Thompson, Renita Twingstrom, Nancy VanderHeyden, Robert Vaughan	Braham Area Schools would like to recognize you for your willingness to offer your services as a substitute in our district. We understand you have other opportunities and we are truly grateful you choose Braham!

12. Review Student Council Representative's report.

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

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

Feed My Starving Children: On Friday, April 21, Student Council and National Honor Society went down to Feed My Starving Children in Coon Rapids. FMSC is a great nonprofit who provides meals for children across the globe.

Bake Sale: Student Council hosted a bake sale at the Elementary School during conferences. We sold baked goods and Bomber apparel during both days of conferences.

Ditch Clean Up: Each year Student Council participates in Adopt-A-Highway by cleaning the ditches on Highway 65. This event usually takes a couple of hours. Afterwards we will celebrate the year and all of our hard work with a potluck.

Homecoming: We have set Homecoming for the second week of October. We will continue to have Coronation the Sunday before. The week will consist of having a home football and volleyball game with a dance at the end of the week.

Upcoming: Continuing to look at putting up a website to sell clothing. Deciding next year's officers and planning Homecoming events next year.

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

13. School Board members' reports/updates.

14. Consider renewal of MSHSL membership.

Every year the district must renew its membership in the Minnesota State High School League in order to be eligible to participate in league-sponsored activities/events.

Minnesota State High School League
2100 Freeway Boulevard
Brooklyn Center, MN 55430-1735
763-560-2262 Fax: 763.569.0499 www.mshsl.org

**2017-2018 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District Number 0314, County of Isanti, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Braham Area High School
531 Elmhurst Av S
Braham, MN 55006

is/are authorized by this, the Governing Board of said school district or school to:

1. Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
OR;
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by the Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has reviewed the WHY WE PLAY training video which defines the purpose of education-based athletic and activity programs and will assist school communities in communicating a shared-common language as it relates to the value of these said programs.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____ Signed: _____
Clerk/Secretary - Local Governing Board Superintendent or Head of School
Allison Londgren May 15, 2017 Ken Gagner May 15, 2017
Date: _____ Date: _____

District Office Address, City, Zip: 531 Elmhurst Ave S, Braham, MN 55006

School Superintendent's Phone: 320-396-3313 x5199 School Superintendent's Email: kgagner@braham.k12.mn.us

RETURN ONE COPY TO THE MSHSL NOT LATER THAN SEPTEMBER 1, 2017
Retain one copy for the school files.

(over)

**2017-2018 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the schools membership in the MSHSL.

Please complete and return this form with your school's 2017-2018 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Braham Area High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Steven L. Eklund
Designated School Board Member
(Please Print)

Ken Gagner, Superintendent
Designated School Representative
(Please Print)

steveneklund@braham.k12.mn.us
Email Address

kgagner@braham.k12.mn.us
Email Address

208.02 ACTIVITY REPRESENTATIVES

Shawn Kuhnke
Boys' Sports
(Please Print)
Jennifer Lundin

Shawn Kuhnke
Girls' Sports
(Please Print)
Bryan Johnson

Speech
(Please Print)
Ken Gagner, Superintendent

Music
(Please Print)

*Mailing Representative (Please Print)

* The Mailing Representative is the person to whom all mailings from the League office will be sent. Schools usually name the activity director as the primary recipient of the mailings or email messages.

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Board Member (Please Print)

Student (Please Print)

Parent (Please Print)

Faculty Member (Please Print)

15. Consider Designation of Identified Official with Authority to authorize MDE user access.

“The Minnesota Department of Education (MDE) requires that school districts annual designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user’s access to the MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Ken Gagner, Superintendent, to act as the Identified Official with Authority for the ISD #314 Braham Area Schools.”

16. Consider Resolution for the Selection of Group Health and Hospitalization Insurance Coverage.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION FOR THE SELECTION OF GROUP HEALTH AND HOSPITALIZATION INSURANCE
COVERAGE

WHEREAS, the School Board of Independent School District No. 314 has employees for whom the School Board needs to provide health and hospitalization insurance according to agreements with these employees;

WHEREAS, the School Board of Independent School District No. 314 has complied with the applicable Minnesota Statutes to request group health and hospitalization insurance coverage proposals, analyze such proposals, and select a provider for group health and hospitalization coverage insurance;

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 314 that the group health and hospitalization coverage for the period of October 1, 2017 through September 30, 2019 be purchased from Resource Training and Solutions per the terms of its proposal dated May 5, 2017. The Superintendent is authorized to enter into an agreement securing the group health and hospitalization coverage for School District No. 314 with Resource Training and Solutions according to the terms of its May 5, 2017 proposal.

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

and upon vote being taken thereon,

the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Allison Londgren
Clerk of the School Board

Date

_____, _____, _____

17. Consider Student Assurance Services, Inc.

The school district has participated in this program for a number of years. It provides district parents an opportunity to purchase insurance through Student Assurance Services, Inc. of Stillwater, MN to provide coverage for their children for accidents and other purposes. This type of insurance is designed to supplement those high deductibles, copays, and families with students who do not carry health insurance because of high premiums. The board should take formal action if it wishes to authorize Student Assurance Services to continue to offer insurance to parents for students in the Braham School District for the 2017-2018 school year.

_____, _____, _____

18. Consider Joint Powers agreement with RRSEC.

This is an annual agreement signed by all member districts of the Rum River Special Education Cooperative. The purpose of the agreement is to provide, by cooperative effort, comprehensive education programs that can be efficiently and effectively operated by the members districts: Braham, Cambridge, Isle, Milaca, Mora, Ogilvie, and Princeton. A copy of the agreement will be shared with all and the official copy in the signature file.

_____, _____, _____

19. Consider SECOND reading and discussion of updates to policy #533 - Wellness.

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

Adopted: August 21, 2006
Amended/Adopted: June 17, 2013; February 22, 2016
Reviewed: January 23, 2017

#533 WELLNESS - Student

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. WELLNESS GOALS GUIDELINES

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

~~A.~~ Foods and Beverages

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

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

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

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

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

~~D. B.~~ Physical Activity

- ~~1. Students need opportunities for physical activity and to fully embrace regular physical~~

activity

as a personal behavior. Toward that end, health **and physical** education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;

2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

E. C. Communications with Parents

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

IV. STANDARDS AND NUTRITION GUIDELINES

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

A. School Meals

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

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

- they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
 10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

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

C. Competitive Foods and Beverages

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

D. Other Foods and Beverages Made Available to Students

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

(Note: Healthy party ideas are available from the USDA.)

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

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

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

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

B. Public Involvement

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

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

IV. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

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

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

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

B. Annual Reporting

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

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

C. Triennial Assessment

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

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. The extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy.
 - b. The extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.

D. Recordkeeping

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

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

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

IV. IMPLEMENTATION AND MONITORING

- A. ~~After approval by the school board, the wellness policy will be implemented throughout the school district.~~
- B. ~~School food service staff, at the school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.~~
- C. ~~The school district's food service program administrator will provide an annual report to the~~

~~superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.~~

- ~~D. The superintendent or designee will ensure compliance with the wellness policy and will provide an annual report of the school district's compliance with the policy to the school board.~~
- ~~E. The school district will post this wellness policy on its website, to the extent it maintains a website.~~

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

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

20. Consider cycle review of district policies for adoption.

The following policies are up for review: #424 - License Status; #425 Staff Development Policy; #507 - Corporal Punishment. These policies can be revised as printed and adopted at this one meeting, if the board chooses.

Braham Area Public Schools
Ind. School Dist. #314
Braham, MN 55006
Adopted: **April 18, 2016**

#424 LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.

B. No person shall be a qualified teacher until the school district verifies through the Minnesota education licensing system available on the Minnesota Department of Education website that the person is a qualified teacher consistent with state law.

C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. PROCEDURE

A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.

B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.

C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.

D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Highly Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References:

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: June 13, 1994

Reviewed: December 5, 1996

Revised: May 16, 2016

#425 STAFF DEVELOPMENT

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

- A. The School Board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.
1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include non-teaching staff, parents, and administrators.
 2. Members of the Advisory Staff Development Committee shall be appointed by the School Board. Committee members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.
- B. The School Board will establish the Site Professional Development Teams.
1. Members of the Site Professional Development Teams will be appointed by the School Board. Team members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The School Board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.
 2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the School Board twice a year.
- B. The Staff Development Plan must contain the following elements:
1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the School Board;
 2. The means to achieve the Staff Development outcomes;
 3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with re-licensure requirements under Minn. Stat. § 122A.18, Subd. 4;
 4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;

- c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer coaching programs for teachers new to the school or district;
 - e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
 - f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
 - g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.
5. The Staff Development Plan also must:
- a. Support stable and productive professional communities achieved through ongoing and school-wide progress and growth in teaching practice;
 - b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
 - c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
 - d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
 - e. Reinforce national and state standards of effective teaching practice.
6. Staff development activities must:
- a. Focus on the school classroom and research-based strategies that improve student learning;
 - b. Provide opportunities for teachers to practice and improve their instructional skills over time;
 - c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
 - d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;
 - e. Align with state and local academic standards;

- f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
- g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
- h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
- i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.

7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.

8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.

D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the School Board on a quarterly basis* the extent to which staff at the site have met the outcomes of the Staff Development Plan.

E. The Advisory Staff Development Committee shall assist the School District in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The School Board will review the site plans for consistency with the Staff Development Plan twice a year.*

B. The Site Professional Development Team must demonstrate to the School Board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the School Board can be made by the Advisory Staff Development Committee to avoid duplication of effort.

C. If the School Board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the School District is in statutory operating debt or a majority of the School District Board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the School District will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The School District may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the School Board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the School Board and/or Superintendent for consistency with the Staff Development Plan on a quarterly basis.*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. By October 15 of each year, the School District and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures and submit it to the Commissioner of the Department of Education (Commissioner).
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:

- a. curriculum development and curriculum training programs;
- b. staff development training models, workshops, and conferences; and
- c. the cost of releasing teachers or providing substitute teachers for staff development Purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

B. The School District will utilize the reporting form and/or system designated by the Commissioner. The report will be signed by the superintendent and staff development chair.

Legal References: *Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)*
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References:
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Braham Area Public Schools
Ind. School Dist. #314
Braham, MN 55006
 Adopted: April 18, 2016

#507 CORPORAL PUNISHMENT

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to describe limitations on corporal punishment of students.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term “corporal punishment” means conduct involving hitting or spanking a person with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm.

III. EXCEPTIONS

A teacher or school principal may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. Other school district employees, school bus drivers, or other agents of a school district may use reasonable force when necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

IV. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

Legal References: Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 123B.25 (Actions Against Districts and Teachers)
Minn. Stat. § 609.06 Subd. 1 (6)(7) (Authorized Use of Force)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)

- 21. Reminder of the June Regular school board meeting.

The May Regular School Board meeting is set for Monday, June 19th, at 7:00 pm, in B100 – Community Room.

- 22. Adjourn.
