

1. Regular meeting called to order by Chair. Pledge of Allegiance.
2. Adopt Agenda.
3. Consent Agenda:
 - a. Approve the minutes of the May 15, 2017 Regular and the May 22, 2017 Special School Board meetings.
 - b. Approve the June bills.
 - c. Review and accept the June 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. **No report this month.**
13. School Board members' reports/updates.
14. Consider approval of FY18 Final budget.
15. Consider membership renewal in Schools for Equity in Education (SEE) for 2017-18.
16. Consider approval of the employment of School Board Member.
17. Consider resolution authorizing the sale of school district property located at the corner of 3rd St NW and Elmhurst Ave.
18. Consider Resolution Relating to the election of School Board Members and Calling the School District General Election.
19. Consider Resolution Calling for Special Election to Fill School Board Vacancy.
20. Consider Resolution Establishing Dates for Filing Affidavits of Candidacy for the School Board Member General Election.
21. Consider resolution for the non-appropriation of funds for leasing HP Chromebooks for 2017-18.
22. Consider an increase to the PreK - 12 student breakfast and lunch and adult breakfast and lunch meal prices for 2017-18.
23. Consider Resolution Announcing Availability of Position

24. Consider first of 2 readings of All Employee Handbook
25. Consider Fiscal Compliance Procedures Manual as per MN Statute 471.35 - Uniform Municipal
26. Consider first of 2 readings of changes to Mentor Handbook
27. Consider first of 2 readings of changes to Faculty Handbook
28. Consider first of 2 readings of changes to Paraprofessional Handbook
29. Consider first of 2 readings of changes to Activities Handbook
30. Consider first of 2 readings of changes to HS Student Handbook
31. Consider first of 2 readings of changes to Elementary Student Handbook
32. Review five secretarial and two food service job descriptions
33. Consider THIRD reading and adoption of updated policy #533 - Wellness
34. Consider cycle review of district policies for adoption.
35. Consider FIRST reading of new policy #534 - Unpaid Meal Balances
36. Reminder of the July School Board meeting.
37. 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 May 15, 2017 Regular and the May 22, 2017 Special School Board meetings.

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

Regular School Board Meeting
Monday, May 15, 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, J. Paitl and Supt. Gagner.
Members absent: R. Wyganowski, A. Flowers

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

Motion by A. Londgren, second by J. Paitl to approve the minutes of the April 24, 2017 Regular School Board meeting, approve the May bills \$92,761.14; and, accept the May Treasurer’s report. The board approved the following actions: 1) hiring of **Melodi Goble** as a 1:1 special ed para. Her start date was 4/25/17. She will be paid at Step 1 of the para contract; 2) hiring of **Meredith Salus** as a 1.0 FTE early childhood special ed teacher. Her start date will be 8/28/17. She will be paid at BA Step 1. 3) hiring of **Joe Rajkowski** as the head boys and girls cross country coach. His start date will be 8/14/17. He will be paid at Lane 9, Step 9 of the C-schedule. 4) hiring of **Alex Sundly** as the summer weight training coach on Mondays, Wednesday, and Fridays. His start date will be 6/5/17. He will be paid on Lane 4, Step 5 of the C-schedule. 5) hiring **Leah West** as the .5 FTE work based learning teacher. She will continue in her current position for 2017-18. 6) accepted the resignation of **Gay Hagford** from her helper/server position in food service effective 5/15/17. Carried.

Alec Downing reviewed the Student Council report. Student Council members continue to serve as mentors for younger students. He feels this is a great program. Ditch clean-up was done on May 12th and followed with an end of year potluck. Homecoming will be October 8 - 15. Chair Eklund thanked Alec for his service as a student representative on the school board and wished him well as he goes on to school.

No comments during Open Forum.

Motion by A Londgren, second by T. Cuda to acknowledge the May 2017 donations for the purposes requested: for powder coating 24 activity benches from Pat Johnson & Schlagel, Inc; for elementary climbing wall \$500 from Howard McCarty Unity 290 Auxiliary and \$100 from an anonymous donor; for Supermileage \$500 from Shell-Sports Dimensions, \$1,000 value of wire harnesses from Park Manufacturing, and, \$150 in-store credit from Braham NAPA; for Appreciation Day Parade \$150 from Mike Thompson; and, for German Club Trip \$450 from Grandy Lions. Carried

David Blomdahl, Science/Math PLC leader, shared with the board that they have been evaluating the MCA data using graphs and charts to determine where the gaps are in the standards to create lessons to meet the needs of students.

Jeff Eklund, Elem Principal, reviewed his written report. Congratulations to Mariah Olson for being chosen by her peers as the T.E.A.M. award winner for May. MCA testing is finished. He attended an All School Clustering Conference with Jen Lundin. Attendance at this conference opens great options for the 17-18 school year for professional development for free.

Shawn Kuhnke, Principal/AD reviewed his written report. The softball and baseball teams are seeded 2nd for playoffs. Braham band and choir students received many superior and excellent ratings at the MSHSL competitions. Awards night was held on May 11th and many students received scholarships and other awards.

The board reviewed the Community Ed report. Twenty students attended the ATV permit class; fourteen students attended a babysitting course; and, twelve adults attended the mosaic bird bath class. Enrollment for preschool is online and going very well. There are still a few openings. Over 150 people attended the early childhood carnival. Summer ECFE will take place on Tuesdays at the elementary playground. Classes will rotate between mornings and evenings with the first class scheduled for June 6 from 5:30 - 7 p.m.

Supt. Gagner reviewed his written report. The Isanti County Collaborative passed a motion to fund \$23,500 to support chemical dependency prevention for 2017-18. Mary Keller, with Teen Focus in Rush City, is currently providing these services to Braham. Braham Appreciation Day is June 3 with events from 1 - 10 p.m. The school will participate in the parade. All state assessments are complete. Official results will be released in July.

Supt. Gagner congratulated the following staff, students and community members for their accomplishments as "Braham HONORS" recipients. They are: 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, Luke Becker, Lowell Luebeck, 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, Julie Johnson, Connie Gelle, Mike Thompson, Marc Johnson, Ursula Scheele, Shawn Kuhnke, Julie Johnson, Teresa Person, Sarah Golly, Jen Lundin, 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, and Robert Vaughan.

School board members attended various events including baseball, softball, and track events, buildings and grounds committee meeting, meet and confer, awards night, Braham Business Expo, walk-through outdoor facilities with Peterson Co., RRSEC governing board meeting, and the FFA plant sale.

Motion by A. Londgren, second by M. Thompson to renew the MSHSL membership for 2017-18 in order to be eligible to participate in league-sponsored activities/events. Carried

Motion by T. Cuda, second by J. Paitl to designate Supt. Ken Gagner as the Identified Official with Authority to authorize MDE user access for 2017-18. Carried

Motion by A. Londgren, second by J. Paitl to adopt the Resolution for the Selection of Group Health and Hospitalization Insurance Coverage from Resource Training and Solutions. Carried A copy of said resolution shall be part of the official minutes.

Motion by M. Thompson, second by T. Cuda to authorize Student Assurance Services, Inc., Stillwater, MN to provide district parents an opportunity to purchase insurance coverage for their children for accidents and other purposes for the 2017-2018 school year. Carried.

Motion by A. Londgren, second by M. Thompson to approve the annual Joint Powers agreement with RRSEC. A copy of said agreement will be sent to RRSEC and become part of the official minutes. Carried.

The board considered second reading of policy #533 Student Wellness. There was no discussion.

Motion by T. Cuda, second by A. Londgren to adopt the following policies that were up for cycle review: #424 - License Status; #425 Staff Development Policy; and, # 507 - Corporal Punishment. Carried.
Chair Eklund reminded all present of the Regular School Board meeting to be held on Monday, June 19th, at 7:00 p.m. in B100 - Community Room.

Motion by M. Thompson, second by J. Paitl to adjourn the meeting. Chair Eklund adjourned the meeting at 7:35 p.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steven Eklund, Chair

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

Special School Board Meeting
Monday, May 22, 2017
7:30 a.m.
BAHS Community Room - B100

The Special meeting was called to order by Chair Steve Eklund at 7:30 a.m.
The Pledge of Allegiance was given.

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

Motion by A. Londgren, second by M. Thompson to adopt the agenda as printed. Carried.

Motion by A. Londgren, second by J. Paitl to rescind the .5 FTE counselor reduction and the placement of guidance counselor Ursula Scheele on .5 FTE unrequested leave of absence from the March 21, 2017 Regular School Board

meeting. Carried

Motion by M. Thompson, second by J. Paitl to adopt the resolution eliminating the 1.0 FTE high school counselor position. Carried. A copy of said resolution shall be part of the official minutes.

Motion by A. Londgren, second by T. Cuda to adopt the resolution placing high school counselor Ursula Scheele on 1.0 FTE unrequested leave of absence at the end of the 2016-17 school year. Carried. A copy of said resolution shall be part of the official minutes.

Motion by A. Londgren, second by J. Paitl to adjourn the meeting.
Chair Eklund adjourned the special school board meeting at 7:33 a.m.

Attest: _____
Allison Londgren, Clerk

Attest: _____
Steve Eklund, Chair

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

| | Sept 13 | Oct 3 | Nov 1 | Dec 1 | Jan 4 | Feb 1 | Mar 1 | Apr 4 | May 1 | Last Day |
|------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| K | 61 | 61 | 62 | 61 | 61 | 61 | 61 | 61 | 61 | 61 |
| 1 | 56 | 58 | 57 | 57 | 58 | 58 | 59 | 59 | 60 | 61 |
| 2 | 47 | 47 | 47 | 47 | 47 | 47 | 47 | 48 | 48 | 48 |
| 3 | 62 | 64 | 63 | 65 | 65 | 66 | 66 | 66 | 66 | 66 |
| 4 | 45 | 46 | 46 | 46 | 46 | 46 | 47 | 48 | 48 | 48 |
| 5 | 62 | 63 | 62 | 62 | 62 | 62 | 62 | 62 | 63 | 61 |
| 6 | 63 | 62 | 59 | 58 | 58 | 58 | 58 | 58 | 58 | 58 |
| 7 | 51 | 51 | 51 | 51 | 52 | 50 | 50 | 50 | 50 | 50 |
| 8 | 65 | 64 | 64 | 63 | 63 | 63 | 64 | 64 | 64 | 64 |
| 9 | 56 | 55 | 54 | 55 | 55 | 53 | 52 | 52 | 51 | 51 |
| 10 | 59 | 58 | 58 | 58 | 58 | 57 | 57 | 57 | 57 | 57 |
| 11 | 50 | 50 | 50 | 50 | 51 | 50 | 49 | 47 | 47 | 47 |
| 12 | 54 | 52 | 50 | 50 | 49 | 47 | 48 | 47 | 47 | 47 |
| K - 12 | | | | | | | | | | |
| Sub-Total | 731 | 731 | 723 | 723 | 725 | 718 | 720 | 719 | 720 | 719 |
| ECSE | 15 | 15 | 16 | 19 | 20 | 22 | 24 | 21 | 22 | 22 |
| TOTAL | | | | | | | | | | |
| K - 12 | | | | | | | | | | |
| plus | | | | | | | | | | |
| ECSE | 746 | 746 | 739 | 742 | 745 | 740 | 744 | 740 | 742 | 741 |

e. Personnel

RESIGNATION

Jennifer Lundin has submitted a letter of resignation from her Spelling Bee Coordinator position for the 2017-18 school year.

Robert Wyganowski has submitted his letter of resignation from his position on the School Board effective June 1, 2017.

RECOMMENDATIONS

Alex Sundly, is being recommended by Principal Eklund as the 5th & 6th grade Special Ed teacher for 2017-18. Mr. Sundly will be paid at Lane 1, Step 2.

Nicole Zimpel, is being recommended by Principal/AD Kuhnke as the junior high volleyball coach. Mrs. Zimpel's start date is Aug. 28, 2017. She will be paid on Lane 5, Step 6 of the C-schedule.

Jay Sparling and **Aitor Leniz** are being recommended by Supt. Gagner as temporary seasonal workers for grounds support from June 1 thru Aug. 25, 2017. All duties must be approved in advance by J. Campbell, buildings and grounds supervisor. Their combined hours are up to 20 per week and may not exceed 200 hours for the season. They will be paid \$13 per hour.

Rebecca Swanson, is being recommended by Principal Kuhnke as the .5 FTE long-term science teacher from 8-28-17 thru 11-3-17. She will be paid per the BEA contract at long-term sub rate.

Brea Schminski, JeanAnn Mattson, Tracy Fix, and Jonelle Klemz are being recommended by Principal Eklund as the Bomber Boost Teachers for summer 2017. They will work 12 sessions each beginning June 13, 2017.

CHANGE OF HOURS RECOMMENDATIONS

Donna Bryant, Food Service Director is making the following change of hours recommendations:

Heidi Hecht, Elem helper/server, will go up from 2.5 hours to 2.75 hours per day; **Melinda**

Husnick, Elem Clerk/Helper/Server, will go down from 5.75 hours per day to 5.5 hours per day;

Sarah Tilkens-Rogstad, HS Helper/Server/Dishwasher, will go up from 5.75 hours per day to 6 hours per day.

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 |
|--|---------------------------|--------------------------------|
| Cambridge Medical Center - Allina Health | \$1,000.00 | Climbing Wall at BAES |
| Anonymous | \$1,280.00 | Activities posters (16 x \$80) |

5. Open Forum.

6. Presentation by PLC Leadership Team.

Presentation by Bryan Johnson for the Career & Tech Ed, Music, Business, Art and Counseling PLC group.

7. Review Elementary Principal's report.

**Braham Area Elementary
June 2017 Board Report**

- 1. Bomber PRIDE**
 - Final assembly was May 31.
 - Lots of parents took part
 - Handprints were put up on the wall
 - Thanks to Bryan Johnson for bringing the band down
 - 2. Bomber Boost**
 - Starts June 13th
 - 50 kids enrolled
 - 3. ESY**
 - Starts June 20th
-

8. Review High School Principal - Activities Director report.

**HS Principal / Activities Director
School Board Report
June 19, 2017**

1. Congratulations to our May 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 May students of the month are: Grade 8: Tristan Clemmer, Destry Hill, Kiera Hollenkamp, Shane Lund, Emma Wessel. Grade 9: Austin Ahmann. Grade 10: Destiny Roeschlein. Grade 11: Damien Johnson.
2. I apologize for my not being able to attend the school board meeting this month. I have 22 football players and 2 coaches up at the UMD Football Team Camp June 19, 20 & 21.
3. Graduation for the class of 2017 went very well! Thank you to Steve, John and Bob for taking part in the ceremony.
4. The student, staff and activity handbooks were reviewed and updated with the needed changes. A summary was submitted for your review.
5. Varsity schedules are nearly complete for next year, just need to add a couple for softball and baseball. All lower level schedules are done for fall and winter.
6. I have submitted to Mrs. Gelle the Activities for the upcoming 2017-2018 school year for inclusion into the Community Calendar.
7. In the Minnesota Supermileage Championships, Braham finished in third place in the stock class with the best run of 481 miles per gallon. The urban concept that placed first in the shell eco-marathon in the ethanol class had a top round of 183 miles per gallon. This was good enough to place fourth and win the Quality and craftsmanship award.

8. Congratulations to Alex Kurvers, Hunter Richmond and Emma Downing for advancing to the State Tournament in Golf. They will be participating on Tuesday, June 13 and Wednesday, June 14 at Pebble Creek in Becker.
9. Congratulations to Hannah Cornelius who finished in 1st place in the 400M to advance to the state track and field meet. She competed in Class A on Friday, June 9 and Saturday, June 10 and took 5th place overall in the state in the girls 400M..
10. The softball team advanced to the section semifinals before losing to Sebeka.
11. The baseball team lost in the first round of the playoffs to East Central.
12. Many kids in the school with camps (basketball, volleyball, football), leagues, practices and summer workouts/training.

Respectfully Submitted,
Shawn Kuhnke

9. Review Community Ed report.

Community Ed -

Youth summer activities:

Musical Theater Camp for Kids

For students who have just completed grades 3-7

Come join the Braham Theater Department for a fun musical theater camp! We will focus on the fundamentals of musical theater: singing, dancing and acting. This year's production will be Seussical Kids! The kids will portray the characters from the ever popular Dr. Seuss books.

Please wear comfortable clothing to dance in as well as tennis shoes. Also, bring a water bottle and a snack.

Dates: Monday - Friday, June 19th - 30th

Time: 1pm - 4pm

Place: Braham High School, C100

Cost: \$25per child

Please register online through community education at: braham.revtrak.net This activity is funded partly through a grant from East Central Regional Arts Council thanks to an appropriation from the Minnesota State Legislature with money from the state's general fund.

Science Explorers- 3 day camp scheduled Tue/Wed/Thur. - July 25-27th

Youth Summer Science Classes

Extreme Chemistry...Mystery

Challenges! (Grades: Entering 1st-5th)

9:30am - 11:30am, BAHS-D110, \$25

Science Explorers' Super STEM Sampler 2017

(Entering Grades 2nd-5th)

12:30-2:30, BAHS- D110, \$25

Both Science Classes

(Entering Grades 2nd-5th)

Lunch is NOT provided, you will need to send a bagged lunch with your child.

9:30am - 2:30pm, BAHS-D110, \$55

Register Online: <https://braham.revtrak.net/tek9.asp?pg=RegWerks>

10. Superintendent's report.

1. Braham Education Foundation committee update:

- Community survey has been shared - everyone is encouraged to respond.
 - <https://goo.gl/forms/b0K6gnFoZIB3JHWh1>
- Officers elected:
 - Chair - Tim Nelson
 - Vice Chair - Terry Turnquist
 - Treasure - Kelby Jennissen
 - Secretary - Stephanie White
- Planning continues - creating mission, operating guidelines, marketing materials, etc.
- Next meeting is June 26 at 5:00 in HS Media Center. Anyone interested invited to attend.

2. RRSEC Governing Board Meeting update:

- RRN (Milaca) - several upgrades completed and more are planned for the summer
- After two rounds of interviews the new director position was offered to Tanya Tacker. Ms. Tacker is currently the RRSEC Administrative Coordinator in the Cambridge-Isanti school district and has worked in special education for 15 years.
- 2017-2018 budget was approved - 1.2% increase
- The Joint Powers Agreement was updated

3. District representatives from Ogilvie, Milaca, Mora, Foley, and Braham met several times regarding the selection of a **new insurance broker**. The group interviewed Bremer, Princeton Agencies, Marsh & McLennan Agency, and Arthur J. Gallagher & Co. and agreed to retain the services of Princeton Agencies to serve as broker for the next three years, with an option for year four. The agreement does allow for dissolution at any point with a 60 day notice. Property/casualty, liability, vehicle, and worker's compensation rates for the Braham Area School District will increase significantly for the 2017-2018 school year as a result of increased claims in worker's compensation.

4. ISD #314 has an ad running at the Cambridge Theater which started May 19 and will continue until mid August.

5. ECMECC Operating Committee Meeting update (May 19):

- Over 740 cooperative students are registered in '17-'18 for distance learning
- Contracts have been signed with Pine Technical and Comm. College and Lake Superior College which apply common tuition rates for all members of ECMECC.
- No 5th quarter billing will take place for the 2016-2017 school year (similar to past years). This will likely change in 2017-2018 as ECMECC hires an additional employee (network security).

6. SEE General Membership Meeting update (May 25):

- Tom Melcher and Adosh Unni, financial and policy experts at MDE, presented information regarding the current legislative session.
 - Ericca Maas (Close Gaps by 5) and Steve Kerr (Anoka-Hennepin Community Education) spoke on behalf of the importance of early childhood education. In a nutshell, quality early childhood education is one of the best investments you can make in maintaining a successful educational program.
7. Negotiations currently taking place (or will start soon) with the four bargaining units:
- BEA
 - Custodians
 - Secretaries/Paras
 - Food Service
8. Grandy Lions meeting update (June 5):
- A fundraising request submitted by Sue Pearson to build a climbing wall in the PreK-4 building was granted \$2,500+ (+*depending on June revenue from pull tabs*). Sue has a target of \$12,000.
9. Isanti County Corrections Advisory Board meeting update (June 7):
- 2016 Probation Department annual report was shared.
 - New judge to replace retiring Justice James E. Dehn to be announced soon
10. Braham Chamber meeting update (June 13):
- Routine business, no meeting in July, next meeting August 8.
11. District Assessment Coordinator (DAC) update:
- a. All state assessments are complete. Official results are scheduled to be released to the district on August 4 and publically August 7.
12. Ongoing items:
- i. Work continues in all departments on collecting data to determine progress towards fulfilling goals outlined in the World's Best Workforce plan.
 - ii. Facilities Project update;
 1. Playing fields are being irrigated on an every other day basis. *Irrigation systems have rain sensors.*
 2. Varsity dugouts for softball fields are 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.
 4. Various summer maintenance projects taking place (inquire for a detailed list), including:
 - a. Install 4 roof exhaust fans at HS
 - b. Install two steel doors on junior high locker rooms
 - c. Honeywell recommissioning; June 19-23
 - d. Install low voltage strobe lights in several areas (safety)
 - e. Install four drinking fill stations (3 in 5-12 / 1 in PreK-4)
 - f. Fiber optic cable and camera to fb/track complex
 - g. Construct new ticket booth near entrance to fb/track complex
-

11. Acknowledge Braham “HONORS” Recipients.

| | |
|---|---|
| <p>Lee Kreyer, Eli Dean, Luke Becker, Jane Goodson</p> | <p>Braham Area School District #314 would like to thank you for chaperoning the two overnight trips to Detroit, Michigan and Brainerd, MN for the Supermileage team competition. Your willingness to give of your time made it possible for our students to be a part of a "once in a lifetime" opportunity to compete at both local and national levels. We sincerely thank you!</p> |
| <p>Alec Downing, Luke Bendickson, Zach Anderson, Josh Klingensmith, Lauren Kreyer, Isabelle Dorsey, Savannah Clifford, Destiny Roeschlein, Halie Jones, Kiya Moske, Ashley Davis, Elenore Taylor</p> | <p>Braham Area School District #314 would like to recognize you for your recent achievements in earning MSHSL solo and/or ensemble Band and/or Choir Superior ratings. We are proud of you!</p> |
| <p>Maddie Altendorf</p> | <p>Braham Area School District #314 would like to recognize you for your volunteer efforts in support of the softball team for the 2017 season. We appreciate your commitment and positive attitude in helping our students have a great experience. Thanks!</p> |
| <p>April White, Becky Hesselroth, Candy Hart, Carrie Davis, DeeAnna Schmakel, Heather Ruppert, Heather Sward, Jennifer Ollestad, Joan Schleicher, Julie Merchlewicz, Lisa Bremer, Sara King, Sue Riesing, Tina Heidelberger, Tracy Erickson</p> | <p>Braham Area School District #314 would like to recognize you for your participation in BEPO. This organization has a direct impact on opportunities for students in the Braham School District and we are grateful for your service!</p> |
| <p>Amelia Fiedler, Emma Downing, Samantha Hansen</p> | <p>Braham Area School District #314 would like to recognize you for your accomplishment in being chosen as one of the Braham Ambassadors. Each of you will do a great job representing not just the community, but also Braham Schools. We hope you will have a terrific and exciting year as you promote Braham!</p> |
| <p>Alex Kurvers, Emma Downing, Hunter Richmond</p> | <p>Braham Area School District #314 would like to recognize you for earning a trip to the MN State High School League State Golf Tournament. Your leadership and commitment to excellence makes a difference. Congratulations!</p> |
| <p>Hannah Cornelius</p> | <p>Braham Area School District #314 would like to recognize you for earning a trip to the MN State High School League State Track and Field Meet in the 400M. Your leadership and commitment to excellence makes a difference. Congratulations!</p> |
| <p>Robert Wyganowski</p> | <p>Braham Area School District #314 would like to recognize you for your service to the students, staff, and community as a School Board Member. We appreciate your work!</p> |

12. Review Student Council Representative’s report. - No report this month.

13. School Board members’ reports/updates.

14. Consider approval of FY18 Final budget.

| BRAHAM ISD# 314; FY18 PROPOSED BUDGET | | |
|---------------------------------------|--------------------|--------------------|
| FUND | REVENUE | EXPENDITURES |
| GENERAL FUND: | | |
| General -01 | \$6,663,502 | \$6,348,534 |
| Transportation -03 | 445,640 | 517,404 |
| Capital -05 | 362,636 | 212,963 |
| Capital Reserve -05 | 0 | 0 |
| Activities -10 | 51,652 | 430,052 |
| TOTAL GENERAL FUND: | \$7,523,430 | \$7,508,953 |
| FOOD SERVICE -02 | \$506,577 | \$485,555 |
| COMMUNITY ED -04 | \$268,267 | \$269,332 |
| BUILDING CONSTRUCTION -06 | \$600 | \$50,000 |
| DEBT REDEMPTION -07 | \$911,197 | \$928,430 |
| TRUST (Scholarships) -08 | \$23,000 | \$30,000 |
| POST-EMPLOY IRREVOCABLE TRUST- 45 | \$3,000 | \$154,213 |
| OPEB DEBT SERVICE -47 | \$151,084 | \$150,470 |
| TOTAL FY18 PROPOSED BUDGET | \$9,387,155 | \$9,576,953 |

15. Consider membership renewal in Schools for Equity in Education (SEE) for 2017-18.

The school district has been a member of SEE for a number of years. This organization has been very instrumental in obtaining legislation providing equity funding for school districts in the state. This funding has been, and continues to be, very critical for the district. The cost of membership for 2017-2018 is \$2,006.94. The following resolution will serve this purpose:

WHEREAS Braham, District #314, seeks professional assistance for the purpose of obtaining legislative information affecting schools and for legislative representative 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, 2017 for the 2017-2018 membership year and authorize payment for the membership in the amount of \$2,006.94.

16. Consider approval of the employment of School Board Member.

Mike Thompson has been employed as an on-call substitute teacher and test monitor in ISD #314 since April 2009. Based on M.S. 123B.195, a School Board member may continue to be employed by the School District if there is a reasonable expectation that the amount to be earned under that employment relationship will not exceed \$8,000.00 in that fiscal year. Your action to approve Mike Thompson's continuation as a substitute teacher/test monitor for the 2017-2018 school year, within the statute of limitations, is recommended.

17. Consider resolution authorizing the sale of school district property located at the corner of 3rd St NW and Elmhurst Ave.

RESOLUTION TO SELL REAL ESTATE

WHEREAS, the INDEPENDENT SCHOOL DISTRICT ISD #314, BRAHAM, owns certain real estate that is no longer needed for the education of the students and that it would be desirous to sell;

BE IT RESOLVED, that the School District sell real estate known or described as the old baseball field area at the corner of 3rd St NW and Elmhurst Ave South on the north side of the school district property to be surveyed for a purchase price yet to be determined.

The undersigned hereby certifies that he/she is the duly elected and qualified School Board Clerk of Independent School District ISD #314,, a school district duly formed pursuant to the laws of the state and that the foregoing is a true record of a resolution duly adopted at a meeting of the School Board of Independent School District #314 and that said meeting was held in accordance with state

law on Monday, June 19, 2017, and that said resolution is now in full force and effect without modification or rescission.

IN WITNESS WHEREOF, I have executed my name as School Board Clerk and have hereunto.

Dated: June 19, 2017

BY ORDER OF THE SCHOOL BOARD

/s/ _____
School District Clerk
Independent School District No. 314, Braham
State of Minnesota

18. Consider Resolution Relating to the election of School Board Members and Calling the School District General Election.

Member _____ introduced the following Resolution and moved for its adoption:

RESOLUTION RELATING TO THE ELECTION OF
SCHOOL BOARD MEMBERS AND CALLING
THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 314, Braham Area Schools, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held on Tuesday, the 7th day of November, 2017, between the hours of 8:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for said general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is

ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

GENERAL ELECTION BALLOT

**INDEPENDENT SCHOOL DISTRICT NO. 314
BRAHAM AREA SCHOOLS**

NOVEMBER 7, 2017

INSTRUCTIONS TO VOTERS






To vote, completely fill in the oval(s) next to your choice(s) like this:



**SCHOOL BOARD MEMBER
VOTE FOR UP TO THREE**

 CANDIDATE V

 CANDIDATE W

| | |
|---|------------------|
|  | CANDIDATE X |
|  | _____ |
| | write-in, if any |
|  | _____ |
| | write-in, if any |
|  | _____ |
| | write-in, if any |
|  | _____ |
| | write-in, if any |

Optical scan ballots must be printed in black ink on white material, except that marks not to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice in the office of the county auditor and each local election official conducting the test, and by notifying the county or legislative district chair of each major political party. The clerk is further authorized and directed to comply with all other requirements for the testing of the optical scan voting system in Minnesota Statutes chapter 206 and accompanying Minnesota Rules.

10. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the general election and in the newspaper of widest circulation once on the day preceding the general election, or once the week preceding the general election if the newspaper is a weekly.

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditor or deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of

members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

12. The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election, to act as such at the respective polling places listed below:

Polling Place

Election Judges

Ind. School District #314
Braham Area High School
531 Elmhurst Ave. South
Braham, MN 55006

To be appointed by October 13, 2017

The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

13. The school district clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02 available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

14. The school district clerk is hereby authorized and directed to take all necessary actions to ensure that this general election is properly submitted to the electorate of the school district.

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

and the following voted against the same:

whereupon said Resolution was declared duly passed and adopted.

_____, _____, _____

19. Consider Resolution Calling for Special Election to Fill School Board Vacancy.

RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2020;

WHEREAS, the vacancy has occurred more than 90 days prior to the first Tuesday after the first Monday in

November in the second year of the term of the seat;

WHEREAS, under these circumstances, Minn. Stat. § 123B.09, subd. 5b, requires that a special election be held no later than the first Tuesday after the first Monday in November in the year in which the vacancy occurs; and

WHEREAS, a person elected at the special election held pursuant to this resolution shall take office immediately after receiving the certificate of election, filing the bond, and taking the oath of office.

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

1. A special election shall be held to elect one (1) individual to fill a vacant seat on the School Board, the term of which shall expire on January 6, 2020.

2. The clerk shall accept affidavits of candidacy for this office during the same filing period as applicable to the school district general election, i.e. between 84 and 98 days before the date of the special election.

3. The special election shall be held on Tuesday, the 7th day of November, 2017 between the hours of 8:00 o'clock a.m. and 8:00 o'clock p.m.

The school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this special election.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall include the date of said special election and the office to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said election and to cause two sample ballots to be posted in each polling place or combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place or combined polling place shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place or combined polling place on Election Day.

The notice of election so posted and published shall state the office to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The notices to be posted and published may be combined with the Notice of General Election.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the

ballot under the separate heading “Special Election for School Board Member to fill vacancy in term expiring January 1, 2020.” Their names must be listed as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

6. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.

7. Language in substantially the following form shall be included on the general election ballot for the school district general election on November 7, 2017:

**SCHOOL DISTRICT VACANCY
SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 314
BRAHAM AREA SCHOOLS**

NOVEMBER 7, 2017

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this:



**SPECIAL ELECTION FOR SCHOOL BOARD MEMBER
TO FILL VACANCY IN TERM EXPIRING JANUARY 6, 2020
VOTE FOR ONE**

- CANDIDATE V
 - CANDIDATE W
 - CANDIDATE X
 - _____
write-in, if any
 - _____
write-in, if any
 - _____
write-in, if any
 - _____
write-in, if any
-

8. The school district clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district’s website. The clerk must post the report on the school district’s website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district’s website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

9. The school district clerk is hereby authorized and directed to take all necessary actions to ensure that this

special election is properly submitted to the electorate of the school district in conjunction with the school district general election.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

_____, _____, _____

20. Consider Resolution Establishing Dates for Filing Affidavits of Candidacy for the School Board Member General Election.

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY
FOR GENERAL AND SPECIAL ELECTION**

WHEREAS, a school district general election shall occur on November 7, 2017, for the purpose of electing three (3) school board members for four (4) year terms to begin on the first Monday in January, 2018; and

WHEREAS, a school district special election shall occur on November 7, 2017, for the purpose of electing one (1) school board member for a term ending on the first Monday in January, 2020.

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

1. This Resolution applies equally to affidavits of candidacy and notice for both the general and special elections on November 7, 2017.
2. The clerk is directed to ensure that potential candidates are informed that no individual can be a candidate in both the general and special election simultaneously, pursuant to Minn. Stat. § 204B.04, subd. 4.
3. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 314 shall begin on August 1, 2017, and shall close on August 15, 2017. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 15, 2017, when the office will close.
4. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district at least two (2) weeks prior to the first day to the affidavits of candidacy.
5. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
6. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR GENERAL AND SPECIAL ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 314
BRAHAM
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period of filing affidavits of candidacy for election by general or special election to the office of school board member of Independent School District No. 314 shall begin on August 1, 2017, and shall close at 5:00 o'clock p.m. on August 15, 2017.

The general election shall be held on Tuesday, November 7, 2017. At the general election, three (3) members will be elected to the School Board for terms of four (4) years each, from January 1, 2018 until January 3, 2022.

Concurrent with the general election on November 7, 2017, a special election shall be held for the election of one (1) member to fill a vacant seat on the School Board, the term of which will expire on January 6, 2020.

Affidavits of Candidacy are available from the school district clerk, Braham Area Schools, District Office, 531 Elmhurst Ave S, Braham, MN. The filing fee for either the general or special election is \$2. A candidate for either the general or special election must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and is not a convicted sex offender.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 15, 2017.

Dated: June 19, 2017

BY ORDER OF THE SCHOOL BOARD

/s/ _____
School District Clerk
Independent School District No. 314, Braham
State of Minnesota

21. Consider resolution for the non-appropriation of funds for leasing HP Chromebooks for 2017-18.

Supt. Gagner and Tech Coordinator Hoepfer are recommending the board pass the following resolution for non-appropriation of funds for the lease of HP Chromebooks for the 2017-18 school year.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION FOR THE NON-APPROPRIATION OF FUNDS OR BUDGETING FUNDS FOR THE
LEASE-PURCHASE OF HP CHROMEBOOKS FOR 2017-2018**

WHEREAS, the School Board of Independent School District No. 314 has decided to terminate the lease-purchase agreement at the conclusion of the 2016-2017 school year pursuant to Minn. Stat. § 465.71 that school districts “must have the right to terminate a lease-purchase agreement at the end of any fiscal year during its term.”;

WHEREAS the School Board of Independent School District No. 314 has determined not to enter into a lease-purchase agreement for the 2017-2018 school year;

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 314 that no funds be appropriated for the lease-purchase of HP Chromebooks for the 2017-2018 school year and all equipment will be returned to Hewlett-Packard.

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

22. Consider an increase to the PK - 12 student breakfast and lunch and adult breakfast and lunch meal prices for 2017-18.

Donna Bryant, Food Service Director, is recommending an increase in the PK-12 breakfast meal from \$1.25 to \$1.50 and lunch from the \$2.50 to \$2.60 for 2017-18. She is also recommending an increase in the adult breakfast from \$1.75 to \$2.00 and lunch from \$3.50 to \$4.00 for 2017-2018.

23. Consider Resolution Announcing Availability of Position

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION ANNOUNCING AVAILABILITY OF POSITIONS.

BE IT RESOLVED, by the School Board of Independent School District No. 314, as follows:
That the following specific position is declared to be available:

1. .5 FTE High School Counselor
2. That Reinstatement rights to the above positions shall be determined as of June 19, 2017.
3. That the superintendent and the administration are directed to notify the appropriate persons on the reinstatement list of the availability of the position.

Member _____ seconded the foregoing resolution and upon vote being taken thereon,

the following voted in favor thereof:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 314

Allison Londgren
CLERK OF THE SCHOOL BOARD

Dated: June 19, 2017

24. Consider first of 2 readings of All Employee Handbook.

No action required at this time.

**ALL EMPLOYEE
HANDBOOK**

**BRAHAM AREA SCHOOLS / ISD #314
BRAHAM, MINNESOTA**

2017-2018

THIS HANDBOOK IS NOT INTENDED TO CONSTITUTE A NEGOTIATED AGREEMENT WITH STAFF OR ANY TYPE OF LEGAL OBLIGATION FOR THE SCHOOL DISTRICT

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WELCOME

This handbook was prepared as a way to communicate several of the ISD 314 policies, benefits, and practices. It is important that employees be familiar with the contents of this handbook. Employees should feel free to discuss the contents of this handbook with their supervisor or the superintendent. Please note the your individual contract may supersede information found in the handbook. It is YOUR responsibility to understand your individual contract rights. Copies of current contracts may be found on the employee information section of the school website (found under district tab).

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

It is Independent School District #314's policy to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status. The school district also makes reasonable accommodations for disabled employees. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedure for addressing complaints of harassment, please refer to the school district's policy on harassment and violence. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities or privileges of employment. It is the responsibility of every school district employee to follow this policy. Any person having any question regarding this policy should discuss it with the Superintendent.

IMPORTANCE OF WHAT YOU DO

The chief responsibility of this school district is to educate the hundreds of children that attend school in our district. To do this task satisfactorily, it is necessary to have all employees understanding and working toward this goal.

EXPECTATIONS

SERVICE / EXCELLENCE: Employees should strive to provide an effective and efficient service to the school district and the community AND do so at the very highest level.

INTEGRITY: Employees should be courteous, just, and professional in all relations with administrators, office personnel, pupils, teachers, various employees, and visitors to the school. Personnel need to avoid voicing unfavorable criticism of other school employees, unless that criticism is formally and discretely presented to a school official for the welfare of the school.

SKILLS: Employees should perform assigned duties with efficiency, quality, and enthusiasm. They should improve skills by attending workshops when possible and keeping abreast of new procedures and methods in handling their duties.

FUNDRAISING /GRANTS

The principal and the superintendent must approve any solicitation of businesses, or grant requests, on behalf of the school or school activities in advance. Per board policy #706, all gifts must be accepted by the school board prior to use.

- Grants: Turn in a copy of the grant request (prior to submission) to your building administrator.
- Fundraisers: Complete a ***Fundraiser Planning Sheet & Request Form*** and submit to your building administrator prior to start.

PUBLIC RELATIONS

The job of the employee is a diversified, challenging, and responsible one - approach it with enthusiasm. The employee should learn the responsibilities of their job and perform them in a manner that is a credit to them and their profession. They should be loyal to their job, co-workers, and themselves. There are continuously evolving changes and improvements in school procedures and the employee should follow the trends and stay up-to-date.

Keep in mind that you may be the first person with whom the public comes in contact. The impression made at the initial contact is important. You should serve people courteously, efficiently, and promptly. A greeting, pleasant smile, and perhaps the words “May I help you?” will make visitors feel welcome. Numerous personal contacts take place each day and the importance of good communication skills cannot be over-emphasized. This is the only contact some people have with the school.

If an employee has a thorough knowledge of the building, the educational program and personnel, and of the general policies of the Braham Area Schools, they can do much to help the public understand the schools. In contacts with the public, they represent the school district and what is said is regarded as authoritative.

Confidentiality is very important; consequently, it is never appropriate to discuss a child’s situation with school personnel or anyone in the presence of the child or another pupil – this is a violation of student/parent data privacy and something we must all strive to avoid. Confidential records and information should be treated accordingly. Do not leave confidential information accessible to pupils, visitors, or others.

PERSONAL APPEARANCE

The school district takes pride in its professional reputation. Each of us plays a role in either building that reputation or contributing to it in a negative way. Your personal appearance not only reflects on you, but also on the school district and the professional image we wish to maintain. Employees are expected at all times to present a professional, appropriate image to students, staff, and the public.

Dress – All staff are expected to dress in an appropriate fashion at all work times commensurate with the staff member’s position. Attire should be neat and clean and should reflect the staff member’s role in providing a high-quality education to the learners in this District. Attire or other articles that convey obscene messages or messages that are designed to or actually serve to incite hostilities in other staff members, students or visitors are prohibited while the employee is at work.

Conduct – All staff are expected to conduct themselves in a professional manner while on duty. While off duty, staff members are expected to refrain from conduct that would have a negative impact on the staff member’s effectiveness in his or her position, or that would call into question the integrity of the district. This requirement is not intended to limit a staff member’s first amendment rights in any manner insofar as the conduct does not negatively impact the staff member’s work performance or effectiveness.

Political activities – Employees of this district are public employees and are recognized to likely have a vested interest in political decisions and events. Employees are encouraged to express their political voices and participate in the political process as their own interests and values guide them. However, while on active duty time, employees must not engage in any political activity that could create the impression to the public that the School District as a public body endorses any particular candidate, party or position, or that the School District as a public body encourages or discourages voting in a particular fashion.

POLICY REVIEW

A complete list of school district policies is available on the school website. These policies are typically reviewed on a three year annual cycle unless extenuating circumstances occur. Your input is welcome should you have any suggestions to improve district policy.

REPORTING PROCEDURE

An employee who believes a policy has been violated should immediately report the incident to their supervisor or the superintendent. The employee may be asked to put the facts surrounding the alleged policy violation in writing. Thereafter, an investigation may include interviews with the employee making the charge a policy was violated and other personnel involved in the incident. Any employee who believes he or she has been subject to harassment of any sort should report the incident to their supervisor or the superintendent. The employee reporting the negative behavior may be asked to put the facts surrounding the offensive conduct or communication in writing. Thereafter, an investigation may include interviews with the employee making the charges, the accused employee, and appropriate witnesses, depending upon the individual circumstances of the matter. Determination of whether prohibited harassment occurred will be made on a case-by-case basis, depending upon the circumstances of the matter, including the type of harassment alleged, the context in which the alleged harassment occurred, and any other facts deemed relevant. The employee making the complaint will be advised of the final disposition of the matter.

PERSONNEL RECORDS

A record of payroll and personnel actions pertaining to your employment is maintained in the district office. It contains such items as performance reviews, course requests, and payroll action requests. Employees are encouraged to keep their file up to date by informing their supervisor of any changes in marital status, address, or phone number changes.

PROBATIONARY PERIOD

Many employees shall serve a probationary period (see length in your contract) during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employees.

ABSENCES / AESOP / VERITIME / PAYROLL

All new employees will receive a welcome letter from the Human Resources Department (Marie Sward) which contains login information for AESOP and VeriTime. If you are an hourly employee, you must clock in and out on VeriTime. Kiosks are in each of the building's main office, in the break room at the High School, and in the Special Education Dept. at the Elem. You can also access AESOP and VeriTime on the school website located under the **For Staff** tab. ***You must be on the school wifi to access VeriTime.***

All employee absences must be requested in the AESOP system. Whenever possible absences (AESOP) should be entered at least 72 hours in advance. Exceptions to this rule would be unexpected illness or other extraordinary events. When entering data into AESOP which will fall in the sick category we are asking you to provide information in the "Notes to Administrator." Examples of what may be entered include:

- illness
- dental appointment starting at 9:00 a.m.

Enter absence information in AESOP prior to 7:00 a.m. - make sure you receive a confirmation number (write it down) - OR you will be liable for any repercussions. If after 7:00 a.m. call Jan S. at 320-396-5180 (PreK-4) or Julie at 320-396-5201 (5-12). Special Ed Paras are also required to notify the special ed teacher they work most directly with of their absence. Support and questions can be answered by office staff or at the following link: http://help1.frontlinek12.com/?b_id=3397

For those of you who use VeriTime to clock in and out every day, please be sure to submit time sheets according to the payroll calendar. The payroll calendar is posted on the district website and anything **not submitted, approved, and reconciled** by the deadline will not be included on the current payroll.

Payday is twice a month, usually the 15th and end of the month to accommodate 18 pay periods by May 31st and 24 pay periods by August 31st. Consult your specific contract to determine if you are eligible for 24 pay periods. There will be a Payroll Calendar posted to our school website for your convenience.

Check your individual work agreement or contract for the number of allowable days for illness, personal leave, bereavement, etc. **Only under extenuating circumstances, i.e. non-recurring nature, limited or special circumstances, and with prior written approval from the superintendent, will employees be allowed to miss work without leave available or utilizing some type of leave.**

To Use VERITIME

- Enter USER ID (usually your phone number)
- Enter PIN (If you are an employe AND a substitute, please remember to use the corresponding PIN)
- Click on “Log In”

Submitting Time Sheets (at least once each week for hourly employees)

- Login in AESOP (USER ID and PIN same as VeriTime)
- Click on VeriTime Tab
- Click on Timesheet
- Review timesheet (make sure you are in the right time period and enter comments if needed)
- Click on “Submit” button (Upper right corner)

LEAVE INFORMATION (current as of approval, however contract language always supercedes this handbook).

Administrators: 15 days per year up front every year

- Sick days, medical/dental appts, bereavement and personal leave are all subtracted from this bank.

Teachers: 15 days per year up front the first year

- Sick days, medical/dental appts, bereavement and personal leave are all subtracted from this bank. After the first year, days are accrued at 1.66 days per month (Sept - May) and must be earned before they can be used. Teachers earn 3 personal leave days per year and may carry over a maximum of 4. A maximum of 6 days may be used at one time.

Secretaries & Paras: 12 days per year up front the first year

- Sick days, medical/dental appts, bereavement and personal leave are all subtracted from this bank. After the first year, days are accrued at 1.33 days per month (Sept - May) and must be earned before they can be used. A day is equal to the number of hours that employee works. Secretaries and paras can use 2 personal leave days per year or they can be banked to a total of 5 personal leave days.

Custodians: 12 days per year up front the first year

- Sick days, medical/dental appts, bereavement and personal leave are all subtracted from this bank. After the first year, days are accrued at 1 day per month (year round) and must be earned before they can be used. A day is equal to the number of hours that employee works. Custodians can use 3 personal leave days per year. Personal leave is not cumulative.

Food Service: 12 days per year

- Sick days, medical/dental appts, bereavement and personal leave are all subtracted from this bank. Days accrue at 1.33 days per month and must be earned before they can be used. A day is equal to the number of hours employee works. Food Service workers can use 2 personal leave days per year or they can be banked to a total of 5 personal leave days.

FAMILY MEDICAL LEAVE ACT (FMLA)

Employees may be eligible for leave under the Family and Medical Leave Act. Eligible employees have:

- Worked for employer for at least 12 months - which need not be consecutive;
- Worked at least 1,250 hours for employer during 12 months preceding leave;

Employees are entitled to a total of 12 weeks of unpaid leave per year in connection with the birth or adoption of a child or for a serious health condition or to care for an ill or injured minor child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. Leave may also be granted for themselves or a relative (as listed above) to provide or receive assistance because of sexual assault, domestic abuse or stalking. (M.S. §181.9413). If you have questions about FMLA, contact the U.S. Department of Labor at (612) 370-3341 or www.dol.gov/whd/fmla.

DRUG FREE WORKPLACE

Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school locations, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy. An employee who has properly been prescribed medication by a qualified healthcare provider, which may impair the employee's work performance or safety or the safety of others, is required to inform his or her supervisor of the potential impairment, prior to reporting for work.

TOBACCO FREE ENVIRONMENT

It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district, or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

CHILD ABUSE/NEGLECT

It is the policy of the school district to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It shall be a violation of this policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused within the preceding three years.

EMPLOYEE RIGHT TO KNOW

It is the policy of the school district to provide information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent or infectious agent.

SECURITY BADGES / KEYS / DOORS

Security badges must be worn at all times when an employee is in any part of a school building. Any staff member who sees another person in a school building who is wearing neither a security badge nor a visitor's pass shall direct that person to the principal's office. If the person does not proceed to the office, the staff member shall alert the office immediately. If the person presents an imminent threat, the staff member should take immediate action to implement the building's emergency procedures and Crisis Plan. Please make sure all doors are securely locked behind you.

VIDEO SURVEILLANCE

Independent School District #314 uses internal & external video surveillance in district facilities.

FRINGE BENEFITS

Each August you will be contacted by Human Resources (Marie Sward) regarding your benefits package (check your contract or work agreement to determine which benefits you are eligible for). This email will require you to complete paperwork in the SmartER system (online) and submit to Human Resources by the Friday prior to Labor Day. If you are a new employee, this information will be given to you prior to your first day of work and must be submitted within ten days.

WORKER'S COMPENSATION

The district recognizes that the safety, health, and well-being of its employees is important. To this end, a priority will be placed on the prevention of accidents and occupationally-incurred illnesses. It is the responsibility of every employee to work in a safe manner and to intervene when others are performing in an unsafe manner.

All on-the-job accidents and injuries or occupationally incurred illnesses should be reported immediately to the supervisor and to the school nurse. Something seemingly minor today, CAN wind up to be more serious than anticipated.

Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the school district, under the provisions of the Worker's compensation Act, M.S.A. Chapter 176, the school district will pay the difference between the compensation received pursuant to the Worker's compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave. The employee will turn in a copy of their compensation check(s) to the district.

A deduction shall be made from the employee's accumulated sick leave accrual time according to the pro-rated portions of days of sick leave time which is used to supplement worker's compensation.

Such payment shall be paid by the school district to the employee only during the period of disability.

In no event shall the additional compensation paid to the employee by virtue of sick leave result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

FACILITY USE REQUEST

All requests for building usage AFTER SCHOOL HOURS are to be submitted to the Community Education office (Nickie Nelson) during the school year and to the District office (Connie Gelle) during the summer months.

- Requests for usage DURING SCHOOL HOURS (regular school year) are to be submitted to Jan in the Pre K-4 building or Nickie in the 5-12 building.
- IEP meetings will be scheduled through Michelle Becker in the Elementary Media Center.
- Requests for usage are due a minimum of five days in advance
- Reference District Policy #902 if you have questions

BUILDING AND GROUNDS PROTOCOLS

Should you have a specific request regarding building and grounds you are asked to access the Employee Information section of the school website - found under the district tab - complete the appropriate columns, and submit to your immediate supervisor. Your supervisor will approve/disapprove and forward to Jeff Campbell. You may ask your supervisor to check progress.

CRISIS PLAN

Please familiarize yourself with the crisis plan located in the **Employee Information** section of the school website - found under the **District** tab.

SCHOOL MESSENGER

Emergency (and other) important information will be sent through the School Messenger system. Please contact the district office (Connie Gelle @ 320-396-5199 or cgelle@braham.k12.mn.us) to ensure we have your most current information.

MEALS

Staff meals may be purchased in both cafeterias. Breakfast is \$2.00 per meal. Lunch is \$4.00 per meal. You may also sign up online with “My School Bucks” to receive access to online payments and low balance alerts. Please see the Food Service Director for more information. **It is required by MDE that all adult meals purchased are paid in full and do not run a negative balance.*

PERSONAL ITEMS

All personal items brought into the workplace must meet federal and state safety standards and fit within all district policies and guidelines. Unless these items are formally donated to the district they are under the full responsibility of the employee - including disposal.

PHYSICAL EXAMS

The School Board requires that all employees new to the district shall provide the Superintendent of Schools with a physical examination form from a physician indicating that the candidate is in good health.

25. Consider Fiscal Compliance Procedures Manual as per MN Statute 471.35 - Uniform Municipal

Consider first of two readings of the following:

It is the intention of the Braham, RRSEC and its member districts to comply with all federal, state, and local fiscal laws. The regulatory citations covering fiscal management practices are:

- IDEA 34
- EDGAR
- UGG/2 CFR- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Minnesota Statute 471.35- Uniform Municipal Contracting Law

It is also the intention of Braham, RRSEC and its member districts to ensure special education expenditures are necessary, reasonable and allowable. The procedures and practices used to accomplish these tasks are outlined in this manual. It is the goal of the management of Braham, RRSEC and its member districts to ensure these practices and procedures are followed.

Braham’s staff is expected to review this manual to gain familiarity and understanding of Braham’s fiscal procedures and practices. If you have questions regarding the implementation of these procedures, contact the RRSEC Director or Braham’s Business Manager.

The procedures and practices will be reviewed and updated annually.

A copy of the full Fiscal Compliance and Procedure Manual and Appendices will be emailed to the board for review.

26. Consider first of 2 readings of the Mentor Handbook.

Consider first reading of Mentor Handbook. It is the mission of the Braham Area School District Mentoring Program to provide information, support, and encouragement for the success of educators new to the District. A copy of complete Mentor Handbook will be sent to the school board for review. No action required at this time.

27. Consider first of 2 readings of changes to Faculty Handbook

No action required at this time.

STAFF HANDBOOK:

Update the times / dates / years throughout document when necessary.

Due to fire safety restrictions ceiling panels are not to be altered in any fashion (no painting, etc.).

Add:

The principal and the superintendent must approve any solicitation of businesses, or grant requests, on behalf of the school or school activities in advance. Per board policy #706, all gifts must be accepted by the school board prior to use.

- Grants: Turn in a copy of the grant request (prior to submission) to your building administrator.
- Fundraisers: Complete a ***Fundraiser Planning Sheet & Request Form*** and submit to your building administrator prior to start.

Add: Study Lounge - Staff must check in the same as students on days they work at the after school Study Lounge.

Add: Field trips: Staff must notify the attendance secretary, food service director and staff at least 1 week in advance of the students that are going to be gone. Also, update the day of to the attendance secretary the students that did not show for the field trip.

Add: Data privacy - School business should not be discussed under social media.

For Meeting Schedule - Delete the current Meeting Schedules information.

Add: A meeting schedule will be sent out prior to the first week of school.

28. Consider first of 2 readings of changes to the Paraprofessional Handbook

Consider review of the Paraprofessional Handbook. A copy has been sent by email to board members for review. No action is required at this time.

29. Consider first of 2 readings of changes to the Activities Handbook

No action required at this time.

ACTIVITIES HANDBOOK:

Add: Students who choose to work toward, and earn credit recovery, over the summer will gain eligibility at the beginning of the very next fall. That same student will be put on an automatic mid-quarter check during the first quarter and must be passing all of their classes to remain eligible. If the student is failing a single class or more, that student shall remain ineligible until they are passing all of their classes.

30. Consider first of 2 readings of changes to the HS Student Handbook

No action required at this time.

Update the times / dates / years throughout document when necessary.

HIGH SCHOOL STUDENT HANDBOOK

Page 3: Add Dean of Students job title to descriptions.

Page 14: Beginning in 9th grade, the students will begin exploring career options and then creating an individual learning plan for graduation and post-secondary options.

Page 16: Add ECCO as a bullet point.

Page 18: Add: Share Braham Honor Roll with the Kanabec Times and Braham Journal.

Page 22: Add: Tardiness:

| | |
|-----------------------------------|-----------------|
| 3 tardies | Lunch detention |
| 6 tardies | Lunch detention |
| 9 tardies | 1 day of ISS |
| Each subsequent 3 tardies after 9 | 1 day of ISS |

Page 23: Add Chromebooks and blankets to things not allowed through the lunch line.

Page 24: Under Dress and Appearance: Add bullet point - No blankets allowed.

Change 4" to shorts / skirts that are too short (administrative decision).

Remove - Pants that are torn 6" above the knee: (This is covered by another bullet point within Dress and Appearance).

Page 24: Change: Clothing which is related to or offensive in regard to a contemporary sensitive issue will not be tolerated.

To: Clothing (or other items found on school grounds) which are related to or offensive in regard to a contemporary sensitive issue will not be tolerated.

Page 25: Add: Students wanting a visitor during the school day must be in good academic and behavioral standing. This means passing all classes and no discipline reports within the current school year.

Page 31: Change After School Detention to Lunch Detention.

Page 32: After 2nd offense: Add - 3rd and subsequent offense - Cell phone or electronic device will be confiscated for 5 days.

Page 33: Replace "will also" to "may be".

Page 35: Tobacco and Drug Use: Add a minimum of 3 sessions with the Chemical Dependency Counselor.

Page 46: Add: Students who choose to work toward, and earn credit recovery, over the summer will gain eligibility at the beginning of the very next fall. That same student will be put on an automatic mid-quarter check during the first quarter and must be passing all of their classes to remain eligible. If the student is failing a single class or more, that student shall remain ineligible until they are passing all of their classes.

31. Consider first of 2 readings of changes to Elementary Student Handbook

No action required at this time.

Student Handbook

Update the times / dates / years throughout document when necessary.

Pg. 4 - Truancy - *Following **seven unexcused absences** the child is considered "**habitually truant**". The school is required to report that the student is in violation of compulsory attendance laws. ~~The school will send a letter home on the 3rd unexcused absence.~~*

Pg. 3 - Arrival Time - Add - *5/6 students can walk or ride a bike to school with a parent note.*

Pg. 5 - Bicycles - Add - *with a parent note*

Pg. 6 - Cell Phones - Delete - *Students are not allowed to have cell phones in their possession from the time classes start in the morning until after the dismissal bell at 3:00 pm. If a phone call needs to be made during the school day, ~~the teacher may choose to have the student use the classroom phone, or teachers may send students to the office to make the phone call.~~ Parents can also call the office and leave a message*

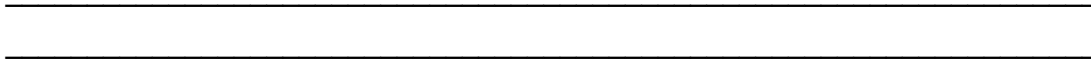
Add - *Using a cell phone to take pictures in a locker room **or bathroom** could result in detention or suspension depending on the incident.*

Pg. 8 - School Closings - Add - *SchoolReach will also be used to notify staff and parents of school closures, late starts, and early dismissals.*

Pg. 15 - Reporting Student Progress - Delete current grading scale. Change to:

- 95 – 100% = A
- 94 – 90% = A-
- 89 – 86% = B+
- 85 – 83% = B

- 82 – 80% = B-
- 79 – 76% = C+
- 75 – 73% = C
- 72 – 70% = C-
- 69 – 66% = D+
- 65 – 63% = D
- 62 – 60% = D-
- 59% - = F



32. Review five secretarial and two food service job descriptions.

Due to the realignment of five secretarial and two food service positions for fall 2017 the board is asked to review the job descriptions of the High School Principal Secretary, Elementary Principal Secretary, High School Guidance Secretary, Activities/Community Ed Secretary, Media Center Secretary, the high school helper server / dishwasher and the helper server / salad bar positions. No action is required.

DEPARTMENT/SECTION: High School - Principal's Secretary

TITLE OF IMMEDIATE SUPERVISOR:

HS Principal

JOB SUMMARY:

Assists with the daily functions of an effectively run office. All items on task description are generally for grades 7 - 12 unless otherwise noted.

DURATION OF CONTRACTED YEAR DAYS/HOURS

211 days / 8 hours per day / 7:00 a.m. to 3:30 p.m. or as determined by HS Principal

TASK DESCRIPTION:

1. Responsible for the supervision and direction of other secretaries, clerical and paraprofessional staff in the high school office in cooperation with the high school and elementary principals.
2. Responsible for calling all subs, last minute and pre-arranged, for teachers, secretaries and paras in the 5-12 building. This includes before and after school and weekend calls.
 - Maintain record of personal leave requested by each staff member for grades 5 - 12 for the current year.
 - Prepare payroll summary paperwork for grades 5-12 (which includes reconciling all absences in Aesop, verifying para & sub timesheets, teacher bank hours, and keeping a google document of all teacher subbing that is not able to be on Aesop) for payroll and send to payroll in a timely manner and inform principal on a weekly basis noting areas of concern with employee absences.

3. Handles all correspondence relating to the 7-12 principal.
4. Responsible for student attendance for the 5-12 building, including processing all passes, attendance reports, referring excess absences and tardies to administration, and cooperating with MARSS clerk, as needed.
5. Assist the principal with all written communications including student programs, itineraries, invitations, daily bulletin, student and faculty handbooks, minutes, curriculum, and course outline files. This includes honor awards, and 5-12 discipline.
6. Assist principal with all 5-12 building security measures such as fire drills, lock downs, keys, student locks, and parking permits for students/staff and maintain records of such.
7. Input purchase orders, coordinates local purchases, maintains a permanent record of all secondary purchases, approves incoming shipments other than food and custodial supplies against purchase orders and distributes appropriately, maintains accurate accounts as requested.
8. Assist principal with all state reports including (but not limited to) MCCC (grades 7-12), Transportation (PK-12), Interscholastic, Civil Rights Data Collection, & DIRS (5-12).
9. Record student obligations, emergency forms and 5-12 discipline in school information system and EXCEL. Collect fees for student parking permits, locks and obligations.
10. Processes money for deposit. Print fees reports to enclose with report cards for end of year mailing.
11. Assist with minor copier adjustments and call for repair/supplies as needed for copiers in 5-12 building.
12. Schedule with Administration and Bus Garage and prepare all documents necessary (PK-12) for the annual bus evacuation drills.
13. Assists parents/students that are new to the district to identify bus route to take for transportation and electronically maintain bus numbers.
14. Assists with visitors, phone calls, and student needs. In the absence of the Guidance Secretary handles transcript and immunization requests.
15. Will use one contracted day to come in on one Wednesday over the summer to sort all district mail and process all voicemails in elementary, high school and counseling office.
16. Advise staff members with questions and problems.
17. Assists with maintenance of school website/other communications on a weekly basis or when needed.
18. The high school secretary is the confidential secretary to the high school principal and will oversee that all information within the office will remain confidential.
19. Attend work regularly, assist with meeting the basic needs of students, and all other duties as assigned by administration.

QUALIFICATIONS

*Specific training or job experience required before appointment. High school diploma, type 50 words per minute, knowledge of office machines operation, valid driver's license, capable of accurately performing bookkeeping duties, capable of working with people on a professional level, effective communication skills.

*Estimated length of time required for new entrant to achieve acceptable level of proficiency. 4.5 months

DEPARTMENT/SECTION:

Braham Area Elementary School - Principal's Secretary

TITLE OF IMMEDIATE SUPERVISOR:

Elementary Principal

JOB SUMMARY:

Assists with the daily functions of an effectively run office. All items are generally for grades K-6 unless otherwise noted.

DURATION OF CONTRACTED YEAR DAYS/HOURS

211 days / 8 hours per day / 7:00 a.m. to 3:30 p.m. or as determined by the Elementary Principal

TASK DESCRIPTION:

1. Responsible for the supervision and direction of other secretaries, clerical, and paraprofessional staff in the elementary office in cooperation with the elementary school principal.
2. Handles all correspondence relating to the principal.
3. Responsible for calling all subs, last minute and pre-arranged, for teachers, secretaries and paras in the PK-4 building. This includes before and after school and weekend calls.
 - Prepare payroll summary paperwork for grades PK-4 (which includes reconciling all absences in Aesop, verifying para & sub timesheets, teacher bank hours, and keeping a document of all teacher subbing that is not able to be on Aesop) for payroll and send to payroll in a timely manner. Assist building principal in monitoring employee absences (including personal leave) through AESOP and inform principal of concerns.
4. Responsible for K-4 student attendance, including processing all passes, attendance reports, referring excess absences/tardies to administration, and cooperating with MARSS clerk as needed.
5. Is the receptionist, coordinates telephone calls according to school policies and procedures, assists and informs visitors, parents, substitute employees and students, advises staff members with questions and problems, maintains lost and found department.
6. Input **PreK-4** purchase orders, coordinates local purchases, maintains a permanent record of all

- elementary purchases, approves incoming shipments other than food and custodial supplies against purchase orders and distributes appropriately, maintains accurate accounts as requested.
7. Prepares and/or records as directed by the principal program itineraries and invitations, parent and teacher handbooks, class lists - which includes entering students into homerooms in student information system (PowerSchool), emergency forms, K-4 discipline forms, curriculum materials, office forms and others as directed.
 8. Compiles all student names and keeps a daily record of absences and tardiness (**PreK-4**) in cooperation with MARSS clerk, refers excessive absences to the principal as requested by the principal.
 9. Maintains cumulative folders, electronic student information system, transcripts for students entering and leaving, and maintains lists of student withdrawals and new student enrollments in grades K - 4.
 10. Recommends first aid as necessary, prepares accident reports and furnishes district office with one copy of each, prepare school insurance claim forms upon request, prepare Workmen's Compensation forms for injured school employees, transport students as needed.
 11. Effectively maintain office area and all incoming mail.
 12. Maintain a record of dates that items are to be turned into the office, inform the principal when staff members are not getting items in on time.
 13. Compile a list of students by families on overlays, prepare all forms and notices regarding conferences , types letters, reports articles and pictures for the paper, Title I forms, State and Federal reports, files, dictation and attendance letters.
 14. Handles health and emergency situations when students are injured and monitors the health room in the absence of the nurse. Administers medications in the nurse's absence and performs additional duties as directed by the nurse.
 15. Maintain and process building facility use and calendar of scheduled activities during the school day.
 16. Assist principal with building security measures including, but not limited to, security doors, fire drills, lock downs, bus evacuation, keys, building and parking permits and maintain records of such.
 17. Will use one contracted day to come in on one Wednesday over the summer to sort all district mail and process all voicemails in elementary, high school and counseling office.
 18. Organize parents and children for Kdgn Orientation. Inform parents about registration forms.
 19. Assists parents/students that are new to the district to identify bus route to take for transportation

and electronically maintain all grades PK-6 bus numbers.

- 20. Assists with maintenance of school website/other communications on a weekly basis or when needed.
- 21. Assist principal with state reports including, but not limited to MCCC & K-4 DIRS.
- 22. Collects money from staff for organizations, prepares and deposits funds for banking, facilitates all bookkeeping as pertaining to Braham Elementary School accounts.
- 23. The elementary school secretary is the confidential secretary to the elementary principal and will oversee that all information within the office will remain confidential.
- 24. Other jobs as assigned by administration.
- 25. Attend work regularly.

QUALIFICATIONS

*Specific training or job experience required before appointment.

High school diploma, type 50 words per minute, knowledge of office machines operation, valid driver's license, capable of accurately performing bookkeeping and record keeping duties, capable of working with people on a professional level, effective communication skills.

*Estimated length of time required for new entrant to achieve acceptable level of proficiency. 4.5 months

DEPARTMENT/SECTION:

High School - Guidance Office Secretary

TITLE OF IMMEDIATE SUPERVISOR:

School Counselor & Principal

JOB SUMMARY:

Assists with the daily functions of an effectively run office and with items as noted in task description.

DURATION OF CONTRACTED YEAR DAYS/HOURS

191 days / 8 hours per day / 7:30 a.m. to 4:00 p.m. or as determined by HS Principal

TASK DESCRIPTION:

- 1. Prepares student registration materials and assists in the registration process. Enters schedules and distributes to students. Updates and maintains as necessary.
- 2. Prepares report cards, prints, and distributes. Creates and reports to appropriate person the Honor Rolls, Ineligibility Lists, etc. (Grades 5 - 12)
- 3. Orders all diplomas & covers, honor cords and stoles for graduation.

4. Records and files all student test scores and testing result. Examples include (but not limited to) PSAT, SAT, ACT, MCA, FAST.
5. Maintains cumulative folders and course history transcripts, updates and posts data as necessary (grades 5-12)
6. Prepares locker assignments each school year and updates as needed.
7. Processes all requests for transcripts.
8. Prepares lists of student withdrawals and new student enrollments in grades 5-12; copies records and pertinent information for students exiting the district, processes incoming records for new students, and assigns specials for band, reading, and math (grades 5-12).
9. Assists with maintenance of school website/other communications on a weekly basis or when needed.
10. Handles all correspondence relating to the guidance counseling office including: computer processing of correspondence, memos, scholarship forms, academic recognition forms, etc.
11. Obtains, maintains, and displays poster and catalogs regarding post-high school opportunities and career information.
12. Coordinates all correspondence relating to scholarships including: maintaining website and daily bulletin information, collecting the scholarships from students and consolidating them for scholarship committee selection.
13. Handles miscellaneous monetary transactions as required.
14. Handles appointments for counselors. Monitors the Conference Room schedule.
15. Maintains confidentiality relevant to all counselor/student communications, financial aids, and student/staff records.
16. Handles health and emergency situations when students are injured and monitors the health room in the absence of the nurse. Administers medications in the nurse's absence and performs additional duties as directed by the nurse.
17. Assists Chemical Dependency Counselor and School Social Worker with records, appointments, duties as needed.
18. Assists, when asked, with Honor Society Program and Girls/Boys State nomination.
19. Assists in coordinating the Spring Academic Awards night and prepares data used in determining who receives the awards.
20. Handles all duties associated with Student of the Month.
21. Assists with all items related to post-secondary education.
22. Will use one contracted day to come in on one Wednesday over the summer to sort all district mail and process all voicemails in elementary, high school and counseling office.

23. Assist with meeting the basic needs of students and other duties as assigned by the Counselors, Principals, or Office Head Secretary.

24. Attend work regularly

QUALIFICATIONS

*Specific training or job experience required before appointment.

High school diploma, type 50 words per minute, knowledge of office machines operation, valid driver's license, capable of accurately performing bookkeeping and record keeping duties, capable of working with people on a professional level, effective communication skills.

*Estimated length of time required for new entrant to achieve acceptable level of proficiency. 4.5 months

DEPARTMENT/SECTION: High School Activities / Community Education Department Secretary

TITLE OF IMMEDIATE SUPERVISOR:

Activities Director/Community Education Director/High School Principal/Elementary Principal

JOB SUMMARY:

Performs intermediate skilled administrative support work providing support to the Activities/Community Education Departments, performing marketing and research, working with the general public, handling bulk mailings, and related work of an effectively run office as apparent or assigned. Work is performed under limited supervision.

DURATION OF CONTRACTED YEAR DAYS/HOURS

201 days / 8 hours per day as determined by the Activities/Community Ed. Director

TASK DESCRIPTION:

1. Type the weekly bulletin. Send the weekly sports schedule to opponents, coaches, bus company, etc.
2. Prepares the coaches' pre & post season packets for each sport and distribute.
3. Enter into the computer, via the rSchool Program, all the schedules for the various sports, official and game contracts. Prepare officials and entry fee vouchers from this list and submit to district office one week in advance whenever possible.
4. Check the other schools' season sports booklets against ours to be sure the information in each corresponds with our schedule.
5. Prepare the Fall, Winter, and Spring Sports schedules booklet and distribute to all opposing schools. Highlight fall games of each opponent.
6. Keep a confidential list of ineligible students as determined by requirements.
7. Send out worker assignment sheets to all district employees, asking for workers, prepare workers' schedules & distribute. Eligibility lists: Gather all the eligibility information from the coaches, collate the information and type up the eligibility list.
8. Assign ticket takers to all home events and/or sell tickets yourself when needed.

9. Send the eligibility list to the MSHSL, Coaches and Activities Director.
10. Count money for student activities and athletic contests and make proper bank deposits. Send a money-received receipt to district office bookkeeper/revenues clerk.
11. Type and prepare the athletic programs prior to each home event.
12. Type the news releases concerning athletic events.
13. Compile, type, copy and collate the Awards program.
14. Type the bid sheets for all sports.
15. Keep a file on all athletic accidents and injuries.
16. Provides administrative support to the Director; works on the Annual Report, grant proposals, outcome reports, youth summer camp, census/state reporting, and lining up staff for all community ed. programs.
17. Performs marketing and research for direct marketing; creates and maintains marketing database.
18. Handles bulk mailings for community education programs.
19. Prepares Purchase Orders, orders supplies and maintains equipment for Activities/Community Ed.
20. Assists with maintenance of school website/other communications on a weekly basis or when needed.
21. Assists staff and administration as needed or directed; serves as a backup when needed.
22. Prepares online registration program and brochure of Community Education class offerings.
23. Will assist ECFE coordinator/Elementary Principal with all tuition billing and state reporting.
24. Will use one contracted day to come in on one Wednesday over the summer to sort all district mail and process all voicemails in elementary, high school and counseling office.
25. Maintain activities/athletic (coaches, directors, advisors) evaluation cycle and pertinent evaluation documents.
26. Serve as assistant District Assessment Coordinator; includes all duties as assigned by administration.
27. Attend work regularly.

QUALIFICATIONS

*Specific training or job experience required before appointment. High school diploma, type 50 words per minute, knowledge of office machines operation, valid driver's license, capable of accurately performing bookkeeping and record keeping duties, capable of working with people on a professional level, effective communication skills.

*Estimated length of time required for new entrant to achieve acceptable level of proficiency. 4.5 months

DEPARTMENT/SECTION: Media and as assigned

TITLE OF IMMEDIATE SUPERVISOR: Principals

JOB SUMMARY: The Media Secretary assists the students in the use of the media center, processing and circulating materials while overseeing the daily functions of the media center. This position will also assist with the maintenance and operation of technology equipment and/or software for staff and students, other duties as noted, and the daily functions of an effectively run department.

QUALIFICATIONS:

1. High school degree, GED, or equivalent.
 2. Ability to work effectively with students, staff and parents in positive relationships.
 3. Experience or knowledge in current office and technology software desirable.
 4. Willingness to accept and follow direction and work independently with minimum supervision.
 5. Good organizational skills including scheduling and resource allocation and utilization.
 6. Training and/or experience in the use of computer and office equipment.
 7. May be required to stand, walk, sit, stoop, kneel, crouch, or crawl.
 8. Knowledge of call numbers and library organization.
 9. Ability to work overtime including evenings, weekends and holidays.
 10. Must be skilled in specific library processes and procedures. Must be skilled in word processing, computer operation, operation of office machines, basic math, record keeping and filing, written and oral communication, and interpersonal relations.
-

DURATION OF CONTRACTED YEAR DAYS/HOURS

173 days per year - 7.0 hours per day as determined by Principals

TASK DESCRIPTION:

1. Assists students and staff in the use of the media center. Transfers student information between systems. Assist students with online content - online tests/quizzes, ebooks, etc.
2. Setup and problem solve equipment issues (cameras, LCD projectors, computers) when students and/or teachers need assistance.
3. Supervise students in the media center or other school locations so that students and teachers are able to find what they need and students act in a safe manner appropriate to the school environment.
4. Check out equipment to students to use each night and check on returns the following morning.
5. Managing an online circulation/student management system - database management (data import/exports). Handles the circulation of media materials (books, magazines, audio visual materials) to include checking out, keeping files on checked out materials, distributing overdue notices, and replacement cards; shelving and material repairs. Keeps collection in reasonable order to allow for efficient circulation of materials.
6. Assists in the ordering, receiving, and processing of new media and resource materials. Processes added copies and re-cataloged and reclassified resources to assure that up-to-date materials are available for use.
7. Run various reports for teachers.

8. Assists with technology equipment setup/upgrades, repairs and maintenance. and assisting with basic troubleshooting of such devices and prioritizing problems in order to ensure that equipment is operational and ready for use by students and staff.
9. Performs general clerical duties; such as, typing correspondence, copying and laminating, purchase orders; compiling new book lists and circulating to teachers; filing, data entry, packaging and insuring materials for shipment or inter-library loan so that clerical duties are completed and the media center operates smoothly.
10. Coordinate library Book Fairs, handles displays, promotion of literature, and “I Love to Read Month”.
11. Maintains appropriate confidentiality.
12. Additional Elementary Media Center duties
 - Assist in Elementary health office during lunch or as directed by administration
 - Serve as Special Education Secretary
 - Coordinate team meeting dates and times by sending team meeting notices to families, service providers, and other required team members. Case managers will provide an electronic document listing specific student and all related service providers.
 - Send SST meeting reminders for K-4 and 5-12 buildings
 - Document all contacts with parents (sped forms - communication log)
 - Responsible for record retention procedure
 - Submit and update MARSS forms when warranted. Secretary will send out electronic reminders on the first and third Wednesday’s of each month (use checklist)
 - When asked copy and send the sp. Ed. cum file to requesting district. Date and document this transaction for future reference.
 - Serve as district site coordinator to assign special education staff access to Woodcock Johnson assessments
13. Additional HS Media Center duties
 - Responsible for all aspects of district grant writing
 - Actively research and seek out all appropriate grants benefiting the district and pursue and complete all aspects relating to securing said grants
 - Assist with transportation duties
 - ECMECC classroom facilitator (stipend)
 - supervise students as needed
14. Assists with maintenance of school website/other communications on a weekly basis or when needed.
15. Other duties as assigned by administration.
16. Attend work regularly.

QUALIFICATIONS

*Specific training or job experience required before appointment.

High school diploma, type 50 words per minute, knowledge of the office machines operation, valid driver's

license, capable of accurately performing bookkeeping and record keeping duties, capable of working with people on a professional level, effective communication skills.

*Estimated length of time required for new entrant to achieve acceptable level of proficiency. 4.5 months

JOB TITLE: Helper Server/ Salad Bar – 7:30-1:30 (6 hours per day)

Title of Immediate Supervisor: Food Service Director

JOB SUMMARY:

Our main goal is to serve the students in our district the best nutritious, healthy and safe food possible, work with them in a pleasing manner, greet them with a smile and respect. You must assist the Head Cook areas of breakfast and lunch preparation and clean up. You must have the ability to multi task and to work well with other employees in a positive manner.

DESCRIPTION:

- Must carry a Food Manager Certificate from the State of Minnesota; SNA certified.
 - Assembles food supplies, measure ingredients, and prepares meals according to standardized recipes and instructions from the Food Service Director. To follow the monthly menu as planned.
 - Will assist in all documentation of all temperatures of food/equipment that are required by the MDH and MDE. (HACCP) Documentation must be eligible for all people to read and understand.
 - Clean and sanitize counters/walls, dishes, equipment used in daily preparation of meals and store items in proper location. All items should be dry and free of food/debris.
 - Will assist putting any deliveries away in an orderly fashion.
 - At POS; treat all students/staff appropriately as they enter the line to pay for their meal. Greet all in a friendly manner.
 - At POS; make sure that all students that are free/reduced receive the required serving amount(s) and the right number of components to be a reimbursable meal.
 - Will wear a hairnet for entire shift, maintain good hand washing practices, wear disposable gloves when appropriate and change often.
 - Nail polish is not allowed.
 - Assist in setting up or preparing any catering requests that are scheduled.
 - Assist with end of shift clean up and complete a daily cleaning chart. Work cleaning in throughout the work day.
 - **This position will rotate weekly with the Helper/Server Dishwasher position. This includes job description and routines. (every other week)**
 - Attend monthly in-services and seminars as required
- Perform all other work related duties as required by the Food Service Director

Daily Routine

- Clock in 7:30 am
- Prepare for daily salad bar. Look at production guide to assure not forgetting anything. Make sure veggies are cut into bite size pieces. Make sure stock is rotated.
- Make an extra dessert on Tuesday and Thursday's.
 - Peanut butter bars
 - Cake
 - Pudding cups, etc
- Cut/Dice/Slice meats as needed for the week. Always a variety and at least 2 kinds for the salad bar.

- Pan up and bake cookies. 4x6 = 24 cookies per pan. follow baking instructions on box and cool. (6 pans per day)
- Break
- Prepare Ala Carte; Entrees, Baskets, Snacks.
 - Once food is panned up store in cooler.
 - Do not prepare to early.
 - Pan up cookies/baked goods.
- Set up salad bar. No earlier than 10:00 am and no later than 10:45 am
 - Take and document temperatures
- Pull freezer items for ala carte.
 - Mondays; keep it simple. Pizza, hot pockets, nacho, pretzels etc
 - Tuesday for Wednesday
 - Thursday for Friday.
- Run POS for Lunch
 - Make sure meals are reimbursable. Don't hesitate to send students back to the line.
 - Notify students when they have a low balance of \$10.00
- Between serving times refill/clean the following as necessary.
 - Salad Bar, refill & clean
 - Wash Pots and Pans
 - Assist in serving line if needed.
 - Document 3 comp-sink PPM's
- End of Service Clean up.
 - Take down Salad Bar, clean & sanitize
 - Cover and store all salad bar items in cooler. Make sure everything is dated and labeled.
 - Wash dishes and put away
- Break
- Clock out at 1:30pm

**JOB TITLE: Helper Server/Dishwasher – ~~7:45-1:30 (5 ¾ hours per day)~~
7:30-1:30 (6 hours per day)**

Title of Immediate Supervisor: Food Service Director

JOB SUMMARY:

Our main goal is to serve the students in our district the best nutritious, healthy and safe food possible, work with them in a pleasing manner, greet them with a smile and respect. You must assist the Head Cook areas of breakfast and lunch preparation and clean up. You must have the ability to multi task and to work well with other employees in a positive manner.

DESCRIPTION:

- Must carry a Food Manager Certificate from the State of Minnesota; SNA certified.
- Assembles food supplies, measure ingredients, and prepares meals according to standardized recipes and instructions from the Food Service Director. To follow the monthly menu as planned.
- Will assist in all documentation of all temperatures of food/equipment that are required by the MDH and MDE. (HACCP) Documentation must be eligible for all people to read and understand.
- Will assist putting any deliveries away in an orderly fashion.
- Clean and sanitize counters/walls, dishes, equipment used in daily preparation of meals and store items in

- proper location. All items should be dry and free of food/debris.
- At POS; treat all students/staff appropriately as they enter the line to pay for their meal. Greet all in a friendly manner.
 - At POS; make sure that all students that are free/reduced receive the required serving amount(s) and the right number of components to be a reimbursable meal.
 - Will wear a hairnet for entire shift, maintain good hand washing practices, wear disposable gloves when appropriate and change often.
 - Nail polish is not allowed.
 - Assist in setting up or preparing any catering requests that are scheduled.
 - Assist with end of shift clean up and complete a daily cleaning chart. Work cleaning in throughout the work day.
 - **This position will rotate weekly with the Helper/Server Salad Bar position. This includes job description and routines. (every other week)**
 - Attend monthly in-services and seminars as required
- Perform all other work related duties as required by the Food Service Director

Daily Routine

- Clock in 7:30 am
- Assist Head Cook in bringing Grab n' Go Breakfast to the front of the building for service.
- Prepare Afterschool Snacks
 - Pull 36 each PB & J's (grape and strawberry)
 - Put 2 cases of Capri Sun in an empty milk crate
- ~ 7:55 am - Assist Head Cook in bringing back breakfast carts
 - Make 12 turkey and 12 ham sandwiches (total of 24ct) May use up other products as well from lunch. ex tuna, chicken salad etc
 - Date and Label all and store in cooler.
- Wash breakfast dishes. Document dish machine temperatures/ppm
- Prepare Ala Carte snack cart, Set up Chip stands/baskets etc.
- Refill Ala Carte cooler (water/juice) and ice cream freezer (if in use)
- Break
- Fill milk cooler, before filling make sure cooler is clean and free of food.
 - Document milk cooler temperature.
 - 5 - chocolate milk, 3 - 1% milk and 2 - skim milk (this may need adjustment)
- Clean, Sanitize and fill silverware carts
- Set up Ala Carte equipment (Computers, warmer(s), condiment cart, dessert cart etc.) and set up appropriate signs. Make sure all is cleaned and sanitized.
- Set up special functions as needed. (Nacho Bar, etc)
- Assist in helping bring salad bar items.
- Assist if needed finishing Ala Carte foods.
- Turn on computers. Login in and start POS equipment and refresh
- Serve Lunch
- Between serving times clean the following.
 - Wash dishes in the dishroom
 - Fill beverage cooler
- End of Service Clean up.
 - Wash dishes in the dishroom and put away.

- Cleaning chart
 - Document dish machine temperatures/ppm
 - Break
 - Clock out at 1:30 p.m.
-
-

33. Consider THIRD reading and adoption of updated 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~~ **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.

E. 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

34. Consider cycle review of district policies for adoption.

The following policies are up for review: #508 - Extended School Year for Certain Students with IEP's; #509 - Enrollment of Nonresident Students; #520 - Student Surveys; #528 - Student Parental, Family & Marital Status. There are no substantive changes to these policies. The board may choose to adopt at this time.

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

Adopted: **April 18, 2016; June 19, 2017**

#508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

I. PURPOSE

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free

appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.

B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:

1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.

C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:

1. Prior observations of the student's regression and recoupment over the summer;
2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.
2. The student's degree of impairment.
3. The student's rate of progress.
4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with nondisabled peers.
7. The areas of the student's curriculum which need continuous attention.
8. The student's vocational needs.

E. No Unilateral Decisions. In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in School District. A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References: Minn. Stat. § 125A.14 (Extended School Year)
Minn. Rules Part 3525.0755
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
34 C.F.R. Part 300 (IDEA Regulations)

Cross References:

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: January 24, 2000

Revised: August 17, 2015; May 16, 2016; **June 19, 2017**

#509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

1. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
2. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minn. Stat. § 124D.03.
3. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minn. Stat. § 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;
3. selling or soliciting the sale of a controlled substance while at school or a school function; or
4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;
3. disabling conditions of a student;
4. a student's proficiency in the English language;
5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.

D. Application. The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education (that enrollment form follows this policy).

E. Lotteries. If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. Siblings of currently enrolled students and applications related to an approved integration and achievement plan must receive priority in the lottery. The process for the school district lottery must be established by school board policy and posted on the school district's website.

F. Exclusion

1. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2. Superintendent's review. The superintendent may make further inquiries. If the

superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

G. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under ~~16~~ 17 years of age who is absent from attendance at school without lawful excuse for seven school days **in a school year** if the child is in elementary school or for one or more class periods on seven school days **in a school year** if the child is in middle school, junior high school, or high school, or a child who is ~~16 or~~ 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days **in a school year** and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
2. The school district may also terminate the enrollment of a nonresident student over ~~16~~ 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)

Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)
MSBA Service Manual, Chapter 5, Various Educational Programs

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: April 18, 2016; June 19, 2017

[Note: School districts are required by statute to have a policy addressing student surveys.]

#520 - STUDENT SURVEYS

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

III. STUDENT SURVEYS IN GENERAL

A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.

B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.

C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the

welfare of the child.

b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).

e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

(2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

- (a) college or other post-secondary education recruitment or military;
- (b) book clubs, magazines, and programs providing access to low cost literary products;
- (c) curriculum and instructional materials used by elementary and secondary schools;
- (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- (e) the sale by students of products or services to raise funds

- (f) for school-related or education-related activities; and student recognition programs.

(3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.

a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

b. The notice will provide parents with an opportunity to opt out of participation in the following activities:

(1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.

(3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.

d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.

B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of

planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, email, or another direct form of communication.

- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: 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)

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

Adopted: April 17, 2000
Revised: May 16, 2016; **June 19, 2017**

#528 STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

II. GENERAL STATEMENT OF POLICY

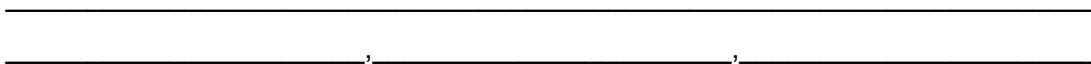
- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student’s actual or potential parental, family, or marital status which treats students differently on the basis of sex.
- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students’ pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the

student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated the District Activities Director as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- G. 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.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.

Legal References: 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 522 (Student Sex Nondiscrimination)



35. Consider FIRST reading of new policy #534 - Unpaid Meal Balances

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: August 21, 2017

#534 UNPAID MEAL CHARGES

[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017

clarified that school districts could adopt a “policy” or “standard practice.” Although this document is styled as a “policy,” school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. The High School has 2 deposit boxes if paying by cash or check. One is located by the High School Office and the other is located in the Cafeteria under the menu board. Both of these deposit boxes will be emptied at 9:30 a.m. and ready for use in the lunch account that day.
- Please write student name(s) and lunch numbers on payments.
 - We encourage all high school students to deposit their monies in the locked safe box as this will assure a faster lunch line and allow students more time to eat.
- B. Elementary School: Please give your teacher your lunch money. Please write student name(s) and lunch numbers on payments.
- C. You may also pay online with “My School Bucks”.
- To access this service:
 - Go to the district website at www.braham.k12.mn.us
 - Click the District Tab then scroll to Food Services news and updates.
 - Click the mySchoolBucks link. (More detailed instructions available under this line.)
 - From this website you can create your account and add money to your child’s school meal account and receive low balance alerts. All you need is your child’s name, school, and student ID number.
- D. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- E. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- F. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student’s account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals.

The cost of the alternative meal (\$2.60) will be charged to the student's account or otherwise charged to the student.

- G. When a student has a negative account balance, the student will not be allowed to charge a snack item, or be allowed to purchase any ala carte items, but will be allowed to have a reimbursable meal through the regular lunch line(s).
- H. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the student's accounts. If not specified, Food Service Personnel will divide to each sibling as they see fit.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.
 - The parent/guardian of all PreK-12 students will be notified when the student account is at \$10.00 or less with www.myschoolbucks.com Automatic e-mails are sent out daily when balances are low. Parents that do not have email accounts will be sent weekly notifications.
 - Students will be given verbal notification in line each day their account is \$10.00 or less.
 - If the student account is less than adequate (-\$13.00) or 5 days of meals to pay for breakfast and/or lunch, the student will be given an alternative meal. When the account is negative, the Braham Food Service Department will call the family. If the household cannot be reached, another letter will be sent home either by mail or email.
 - After the third consecutive day of offering the alternative breakfast and lunch, the building principal/assistant principal will contact the household and review with them their responsibility to provide meals for their child(ren).
 - Assistance from county social services may be requested by the school social worker for possible neglect when above procedures are unsuccessful.
 - Alternative Meal: A milk and grain item will be offered at breakfast when the account balance is negative. A PB or cheese sandwich, vegetable, fruit and milk will be offered at lunch. (While schools are not obligated to provide meals to children who forget their lunch money, the United States Department of Agriculture (USDA) encourages schools to be flexible in this area; particularly with young children and children with disabilities who may be unable to take full responsibility for their money.)

IV. UNPAID MEAL CHARGES

- A. Braham Area School District recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.

- B. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- C. Households may apply for free/reduced meals anytime during the school year. Applications are mailed out to all households in the school district prior to the school year and are included in enrollment packets. In addition, applications are available at both the elementary and high school food service departments.
- D. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- E. When a student has a zero or negative balance, the student will not be allowed to purchase ala carte, but will be allowed to have a reimbursable meal through the regular lunch lines.
- F. Negative balances of more than \$30.00, not paid prior to *the end of every month*, will be turned over to the Food Service Director for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be available to the public on the district Website.

Legal References: Minn. Stat. § 124D.111, Subd. 4

- 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
- 7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
- 7 C.F.R. § 220.8 (School Breakfast Program Regulations)
- USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
- USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
- USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

36. Reminder of the July Regular school board meeting.

The July Regular School Board meeting is set for Monday, July 17th, at 7:00 pm, in B100 – Community Room.

37. Adjourn.
