

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

AGENDA
REGULAR SCHOOL BOARD MEETING
Monday, December 18, 2017
8:15 pm – BAHS Community Room

1. Regular meeting called to order by Chair. Pledge of Allegiance
2. Adopt Agenda
3. Consent Agenda:
 - a. Approve the minutes of the November 20, 2017 Regular School Board meeting
 - b. Approve the December bills
 - c. Review and accept the December Treasurer's report
 - d. Personnel
 - e. Enrollment
4. Acknowledgement of Donations or Contributions
5. Open Forum
6. Presentation by PLC Leadership Team
7. Consider the proposed Final 2017 Payable 2018 District 314 Property Tax Levy, Truth-in-Taxation.
8. Review Elementary Principal's report
9. Review High School Principal - Activities Director report
10. Review Community Ed report
11. Superintendent's Report
12. Acknowledge Braham "HONORS" Recipients
13. Review Student Council Representative's report
14. School Board members' reports/updates
15. Consider acceptance of the Final FY17 School District Audit Report
16. Consider Adoption of the 2018-2019 School Calendar
17. Review Compulsory Attendance report
18. Consider re-alignment of two food service positions
19. Consider approval of agreement with Verizon
20. Consider adoption of Resolution to Fully Fund Special Education Services - Minnesota
21. Consider adoption of Resolution to Fully Fund Special Education Services - Federal
22. Review Proposed Superintendent's Evaluation Document
23. Consider approval of Superintendent 2018-2021 Contract
24. Consider request from non-profit group to be added to policy #902- Community use of facilities.
25. Consider cycle review of district policies for adoption - Page 20
26. Reminder of the January 8th Organizational and the January 22nd Regular school board meetings
27. 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 November 20th Regular School Board meeting.

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

Regular School Board Meeting
Monday, November 20, 2017
7:00 pm – BAHS Community Room

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

Members present: - S. Eklund, M. Thompson, T. Cuda, A. Londgren, A. Flowers, R. Hughes, Supt. Gagner, and Student Rep A. Kurvers. Members absent: - none

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

Motion by R. Hughes, second by T. Cuda to approve the minutes of the October 16th Regular and the November 13th Special meetings, approve the November bills \$337,010.15; accept the November Treasurer’s report, and review the enrollment analysis. The board accepted the resignation of: 1) Cindy Ledford, high school head cook, effective Dec. 14, 2017. The board approved the following: 1) Ellen McKinney, special ed para, increase from 6.25 to 6.5 hours per day effective Oct. 23, 2017. 2) Andrew Shaw’s title change from ECFE teacher to community pre-school teacher retroactive to the start of the 17-18 school year. Carried

Motion by A. Londgren, second by A. Flowers to acknowledge the November 2017 donations for the purposes requested: for BAHS students \$100 from Target; for FB \$1,000 from Gordon Stone; for Dallas Brass Concert \$1,000 from Ogilvie Lions and \$500 from anonymous; for the German Trip \$300 from Grandy Community Center, \$250 from Grandy Lions, and, \$200 from Cynthia Maas; for Supermileage car \$2,000 from Grandy Lions, \$1,000 from Drive America and \$100 from Braham Motor Service; for BAES Climbing wall \$400 from anonymous donor and \$2,000 from ECE Operation Round-Up; for BAES pre-school \$3,000 from ECE Operation Round-up; for softball trip \$150 from Royal Neighbors of Grasston; for Empty Bowls project \$500 from Grandy Lions; for school supplies \$318.11 from Braham Ev Lutheran Church; and, for district needs \$800 from Ken and Jill Gagner. Carried.

Parent Katie Kunshier requested more information to be on the school website and the integration of the activities

calendar with the school calendar. This should create a centralized communication center for all parents in the district. Ms. Kunshier was thanked for her comments and told it would be looked into.

Andrea DeRushia presented on behalf of the 2nd grade PLC. Their PLC is concentrating on student assessments and using the information to track student progress. They also compare the data to the academic standards to evaluate that student needs are being met.

Auditor Greg Burkhardt reviewed the district's FY17 audit. Based on information provided to the auditors and the twenty-five random samples across the seven areas they considered, it was a clean audit. Findings included a lack of segregation of duties - meaning that due to limited staffing the district technically should have additional over site in accounting and financial reporting. This is a customary finding in all smaller districts with fewer employees. He encouraged the board to continue monitor. He also complimented Judy and Marie for "a job well done" and the district for staying within the budget. Food Service revenue is down a bit. Community Service fund is holding its own.

Principal Eklund reviewed his written report. Thanks go out to many groups: to BEPO for updating the elementary staff lounge; Jen Lundin and the 4th gr students for the "Little Library" located on the south side of the building by the playground; JeanAnn Mattson and Kim Halvorson for organizing the Veteran's Day program; and, Jonelle Klemz for her hours of work on the Halloween party.

Principal/AD Kuhnke reviewed his written report. The Veteran's had lunch with the 7 - 12 students and all seemed to enjoy. Thanks to Donna Bryant and the food service staff for the decorations and the hearty meal. Varsity 2018 Fall schedules have been finalized. "Shrek", the fall musical had three out of five sell out performances. Congratulations to the cast, crew, pit band and advisors for a job well done.

The Community Ed report was reviewed. Driver's ed class had 22 students in the fall session. Youth Zumba and Yoga are going well. Classes are being booked for winter and spring. Anyone with a talent or skill they wish to share or teach is encouraged to call the community ed office.

Supt. Gagner reviewed his written report. Fiscal audit for special ed is in progress. The boy's varsity locker room is undergoing a major renovation, including new lockers, new stall dividers, base tile replacement in the shower, touch up painting and all new light fixtures. Supt. Gagner attended the RRSEC governing board, Grandy Lions, Isanti County Children's Collaborative, Braham Chamber, and, Allina Health Community Engagement Council meetings.

Supt. Gagner congratulated the following staff, students, and community members for their accomplishments as "Braham HONORS" recipients. They are: Mary Adam, Jeff Eklund, Bob Hughes, Shawn Kuhnke, Steven Eklund, Ken Lindgren, Allison Londgren, Trina Olson, Mike Thompson, Alex Kurvers, Luke Becker, Chris Grote, Tammi Johnson, Becky Swanson, Jonelle Klemz, Lori Auers, Megan Gruba, Amelia Fiedler, Jason Cline, Michael Levine, Buddy Deshler, Garrett Kleim, Juan Berrios, Ryan Christianson, Paul Carlson, Adrian Valderrama, Bryan Johnson, Jonelle Klemz, Ryan Ferrin, Alex Sundly, Jay Sparling, Aitor Leniz, Marion Larson, Sharon Gudilias, Maddie Altendorf, Kyla Rippey, Maddie Nelson, Alexis Hasser, Grace Schultz, JR Mager, Connie Gelle, Tracy Fix, Karl Fix, Nancy VanderHeyden, Andrea Downing, Darwin Nelson, Mike Williams, Chloe Forslund, Dan Downing, Susan Severson, Julie Anderson, Kathy Olson, Roberta Kopel, Katie Kunshier, Jenna Wicklund, JeanAnn Mattson, Kim Halvorson, Donna Bryant, Jeff Campbell, and Marlys Carlson.

Alex Kurvers, Student Council representative, reported student representatives attended the World's Best WorkForce

meeting. The students working with the mentor program are planning a Christmas social for the students they work with. The council earned \$303 with the fall bake sale held in both school buildings during conferences. They will be sponsoring a fall/winter service project collecting hygiene products that will be kept at school and accessible to all staff to distribute to students in need.

School board members attended various events including: World's Best WorkForce meeting, football and volleyball games, School of Excellence celebration, "Shrek, the musical", conferences, the election forum, Dallas Brass concert, RRSEC, Halloween party, special school board meeting, school board boot camp, Supt. negotiations, and the Veteran's day program and lunch.

Motion by A. Londgren, second by T. Cuda to approve the two evaluation forms to be added to the Activities Handbook. Carried

Reviewed the proposed 2018-2019 School Calendar.

Motion by A. Londgren, second by R. Hughes to approve the World's Best WorkForce Summary for 2016-2017. Supt. Gagner stated "we set the standards very high" and overall we have made tremendous progress. Chair Eklund thanked the committee and Supt. Gagner for an excellent report. Carried

Motion by M. Thompson, second by A. Londgren to approve the World's Best WorkForce Plan for 2017-2018. Carried

Motion by R. Hughes, second by A. Londgren to approve the MOU with the BEA for a teacher on special assignment. Carried

Motion by A. Londgren, second by A. Flowers to adopt the resolution naming Dan Klemz, former school board member, to fill a school board vacancy by appointment. He will take his seat at the Organizational meeting to be held on January 8, 2018. This is a one year appointment until a Special Election can be held in the fall of 2018. Carried

Motion by M. Thompson, second by R. Hughes to adopt MSBA policies #614 - Testing Plan and Procedures; #620 - Credit for Learning and #903 - Visitors to School District Buildings and Sites. Carried

Motion by M. Thompson, second by T. Cuda to adopt MSBA policies #701.1 - Modification of School District Budget; #702 - Accounting; #703 - Annual Audit; #704 - Development & Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System; and, #705 - Investments. Carried

Motion by R. Hughes, second by T. Cuda to authorize calling/advertising for bids for student transportation for the 2018-2019 and 2019-2020 school years. Carried

The following announcement was made by Chair Steve Eklund: **Ind. School District #314's Truth-In-Taxation Public Hearing will be set as an agenda item at the regular December school board meeting that will be held on Monday, December 18th, 8:15 p.m. in the BAHS Community Rm.**

Motion by A. Londgren, second by R. Hughes to adjourn the meeting. Chair Eklund adjourned the meeting at 8:28 p.m.

Attest: _____

Allison Londgren, Clerk

Attest: _____

Steven Eklund, Chair

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

	Sep 12	Oct 2	Nov 1	Dec 4
K	53	53	54	49
1	63	63	64	63
2	65	65	68	66
3	46	46	45	44
4	64	63	64	64
5	51	52	54	54
6	65	64	64	65
7	56	56	59	59
8	49	49	48	48
9	64	62	63	62
10	48	50	46	47
11	49	49	48	49
12	53	52	52	52
K - 12				
Sub-Total	726	724	729	722
ECSE	17	19	19	19
TOTAL				
K - 12				
plus				
ECSE	743	743	749	741

- e. Personnel

RESIGNATION

Alex Sundly, Varsity Football Special Teams Coach has submitted his resignation from that position effective 11/28/2017.

Peter Duvernay, special ed van driver #2, has submitted his letter of resignation from van driving effective Dec. 13, 2017. Days and hours were on an as needed basis.

RECOMMENDATIONS

Terri Stone is being recommended by Donna Bryant, FS Director, as the high school head cook. She will be paid at level 4 of the cook's pay scale plus .80 per hour as head cook override and .50 per hour for Level I certification with School Nutrition Association. Her first day in this position was Dec. 15, 2017.

Dawn Olson and JeanAnn Mattson are being recommended by Principal Eklund as Bomber Boost teachers 2.5 hours for 27 sessions each. Their start date was Dec. 5, 2017.

Dayla McDonald, Nicole Wink, Karen Leniz, and Korey Sybrant, are being recommended by Principal Eklund as Bomber Boost teachers for 2.5 hours for 13 to 14 sessions each. Their start date was Dec. 5, 2017.

LANE CHANGE REQUEST

Kaily Heitkamp, 2nd grade teacher, has submitted a request for lane advancement from MA to MA+15. Ms. Heitkamp has completed all necessary requirements to qualify for this lane advancement. Her 2017-18 2nd semester salary will be based on MA+15, Step 5.

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
MN Vikings	\$1,000.00	Football
Moose Lodge	\$500.00	Supermileage
Yergan Construction	\$500.00	Supermileage
Cambridge State Bank	\$50.00	Supermileage
Dale's Heating and Plumbing	\$100.00	Supermileage
East Central Energy	\$150.00	Supermileage
North Post	\$25.00	Supermileage
Bert's Auto Body	\$75.00	Supermileage
Anonymous	\$1,000.00	Supermileage

5. Open Forum.

6. Presentation by PLC Leadership Team. -

Jen Lundin will present on behalf of the English PLC Team.

7. Consider the proposed Final 2017 Payable 2018 District 314 Property Tax Levy, Truth-in-Taxation

It is important at this point in the meeting, any district resident who may be in attendance and wishes to ask questions or to express an opinion on the proposed final levy being considered for adoption by the school board is given the opportunity to do so.

Minnesota Department of Education
 Levy Limitation and Certification Report
 2017 Payable 2018

District Number-Type: 0314-01
 District Name: BRAHAM PUBLIC SCHOOL DISTRICT
 Home County: ISANTI

Date Printed: 12/8/17
 Limits Updated: 11/27/17
 Certified Submitted: 12/8/17

	LIMIT	PROPOSED	CERTIFIED
SUBTOTALS BY LEVY CATEGORY			
GENERAL - RMV VOTER - JOBZ EXEMPT	0.00	0.00	0.00
GENERAL - RMV OTHER - JOBZ EXEMPT	372,682.33	372,682.33	372,682.33
GENERAL - NTC VOTER - JOBZ EXEMPT	0.00	0.00	0.00
GENERAL - NTC OTHER GENED - EXEMPT	0.00	0.00	0.00
GENERAL - NTC OTHER - JOBZ EXEMPT	278,738.78	278,738.78	278,738.78
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT	53,837.71	53,837.71	53,837.71
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT	572,470.69	572,470.69	572,470.69
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT	115,891.92	115,891.92	115,891.92
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT	0.00	0.00	0.00
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT	151,201.92	151,201.92	151,201.92
SUBTOTALS BY FUND			
GENERAL FUND	651,421.11	651,421.11	651,421.11
COMMUNITY SERVICES FUND	53,837.71	53,837.71	53,837.71
GENERAL DEBT SERVICE FUND	688,362.61	688,362.61	688,362.61
OPEB/PENSION DEBT SERVICE FUND	151,201.92	151,201.92	151,201.92
SUBTOTALS BY TAX BASE			
REFERENDUM MARKET VALUE	372,682.33	372,682.33	372,682.33
NET TAX CAPACITY	1,172,141.02	1,172,141.02	1,172,141.02
SUBTOTALS BY TRUTH IN TAXATION CATEGORY			
VOTER APPROVED	572,470.69	572,470.69	572,470.69
OTHER	972,352.66	972,352.66	972,352.66
TOTAL LEVY			
TOTAL LEVY	1,544,823.35	1,544,823.35	1,544,823.35

The school district must submit the completed original of this form to the home county auditor by December 28, 2017. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 1500 Highway 36 West, Roseville, MN 55113, by January 7, 2018.

The certified levy listed above is the levy voted by the school board for taxes payable in 2018.

Signature of School Board Clerk

Date of Certification

8. Review Elementary Principal's report.

Braham Area Elementary December 2017 Board Report

1. Bomber Boost

- Almost 70 kids registered
- Looking for teachers and paras

2. Christmas Concert

- December 22nd
- KG - 10:00
- 1st - 10:30
- 2nd - 11:00
- 3rd - 11:30
- 4th - 12:05
- 5th - 12:40
- 6th - 1:40

3. Central MN Principal's Meeting

- Lots of questions regarding the School of Excellence process.
- Incredibly proud of our staff!
- Schools get turned away because of the process/work

4. School of Excellence

- Celebration November 17
- All school celebration May 22.

5. Technology

- Hour of Code.
- Lots of students learning how to code through fun activities in the classroom

6. Gingerbread Houses

- Friday, December 15, 1st grade had their annual gingerbread building. Thanks to parents, grandparents, and others for volunteering their time to make this memorable for kids!

7. Congratulations to Jonelle Klemz! She is our Elementary T.E.A.M.

(Together Everyone Achieves More) Award winners

- Mrs. Klemz works tirelessly with any student that needs support. She works 1:1 or with small groups. Jonelle does a great job communicating with families about some very difficult topics. She is a wonderful example of Bomber PRIDE for our students and staff!
Thank you!
-

9. Review High School Principal - Activities Director report.
HS Principal / Activities Director
School Board Report
December 18, 2017

1. Congratulations to our November 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 November students of the month are: Grade 7: Ella Doble, Ashlyn Giffrow, Zach Nelson, Teya Prill and Mykenna Schroeder. Grade 8: Emily Anderson. Grade 9: Michael Hackler. Grade 10: James Herman. Grade 11: Alex Berneking, Casey Petersen. Grade 12: Paige Pass.
2. We had a guest speaker by the name of Sarah Panzau Evans. She describes herself as *Living Proof* that poor choices can have drastic consequences. Sarah spoke to the 9-12th grade Braham students with her messages about underage drinking, drunk driving, making smart choices, respecting parents and rising above disabilities. She poignantly described the physical and emotional pain of a life that is forever changed because of the poor decisions she made. She also spoke about peer pressure, the “wrong crowd” and the meaning of “real” friends. She encouraged the students to spot the telltale warning signs in others and underscored the need to seek help. A very powerful and hopefully impactful message delivered to our students.
3. Thank you to Mr. Drew Klemz for syncing our r-school activities calendar to the District calendar on the Braham School website. This will automatically update every hour with any changes that do occur to the ever changing activities schedule.
4. Winter Participation Numbers:

Activity	2015-2016	2016-2017	2017-2018
9-12 Boys Basketball	25	27	29
7-8 Boys Basketball	26	23	18
9-12 Girls Basketball	17	20	22
7- 8 Girls Basketball	18	18	19
9-12 Wrestling	8	9	7
7-8 Wrestling	4	4	9

5. All winter sporting activities are up and running smoothly, with the exception of JH GBB, which will start on January 4, 2018.
6. Congratulations to our AAA Award winners for this 2017-2018 school year, Hunter Giffrow and Amelia Fiedler. To be eligible for the AAA Award a student must: Be a high school senior at the time of nomination, have a cumulative GPA of 3.0 or higher at the date of nomination, participate in League-sponsored athletics and fine arts activities, and comply with the MSHSL’s Student Code of Conduct. Applications are due to the MSHSL by January 10, 2018, but will be sent in before the Christmas break.

7. The All-Conference Band/Choir will practice in Pine City on December 13 for their upcoming event on January 6 also in Pine City. This will be a wonderful opportunity to listen to some great local talent.

I wish you all the best this holiday season!

Respectfully Submitted,

Shawn Kuhnke

10. Review Community Ed report.

The last few Community Education Classes are getting wrapped up for the 2017 year. The 2018 Winter/ Spring Brochure has been sent to the printers and will be mailed out in early Jan. 2018. There is a wide variety of new & old classes that will be available in 2018.

Also new for 2018 will be B.A.S.K. payments & registrations available online. This will streamline the whole B.A.S.K system and make it more user friendly.

ECFE is running smoothly. Story Time and Open Play continue to be well attended. We are looking forward to Messy Sensory Family Fun on December 15.

11. Superintendent's report.

1. Promotional video for Braham Public Schools, Braham Educational Foundation, & Initiative Foundation: <https://www.youtube.com/watch?v=5pXbC1JNgNs&feature=youtu.be>

2. A required *Meet and Confer meeting* was held with representatives from the board and the Braham Education Association on November 29. Several topics were discussed including requests for custodial service protocol, financial status of the district, renovation of boy's locker room, and the proposed 2018-2019 school calendar.

3. SEE General Membership meeting highlights - Dec. 8:

- Amy Walstein (executive director MN Precision Manufacturing Association), MN Rep. Jim Nash, and MN Senator Paul Anderson spoke about the critical shortage of a skilled workforce for CTE careers. Legislation is in the works (HF 1944, VPSEO - *V stands for vocational*) to make it easier for interested students to successfully enter the workforce.
- The final legislative platform was approved with a provision that proposed language for a state sales tax could be modified. Contact me if you would like a copy.
- Jay Stoffel (executive director TRA) and MN Senator John Jasinski spoke on the topic of fixing the TRA system. This is an ongoing issue requiring legislative action and would impact retiree, employee, and school district budgets.

4. Braham Chamber meeting highlights - Dec. 12:

- Brief meeting held in conjunction with the Open House for Diversified Bronze (new construction in the Braham Industrial Park). No meeting will be held in January and the chamber’s annual meeting will be conducted February 13, 2018.

5. RRSEC Executive Council meeting highlights - Dec. 13:

- Reviewed progress regarding the ongoing MDE audit. No issues at this point.
- Reviewed a study on student capacity - no action proposed at this time.
- A special meeting is being scheduled in January to explore fiscal management options.
- A decision was made to modify the lease for Rum River East to incorporate a new security system. The terms of the modified lease will begin July 1, 2018.

6. Renovation of the boys varsity locker room is complete. The renovations included new lockers, new stall dividers, base tile replacement in the shower, touch up painting, and all new light fixtures. This planned event utilized resources from LTFM and Fund 6.

7. An omission was recently noticed on the 2017-2018 Community Calendar. **Friday, February 16, should be listed as NO SCHOOL for students.** This is a teacher inservice day. Please spread the word.

12. Acknowledge Braham “HONORS” Recipients.

Megan Gruba, Jody Baker	Braham Area School District #314 would like to recognize you for your willingness to participate on the Braham Event Center Youth Committee. Your input and suggestions for youth events to be hosted by the community at the Braham Event Center are valuable. Thank you!
Teresa Person, Dana Hendren, Nickie Nelson, Dana Hendren	Braham Area School District 314 would like to recognize you for your help during the school board election by serving on the legally required Absentee Ballot Board. Your service made it possible to respond in a timely fashion so everyone had an equal opportunity to vote. You are appreciated!
Tony Davidson	Braham Area School District #314 would like to recognize you for your contribution towards the 2017 production of 'Shrek'. Your generous donation of steel to reinforce the set construction support is greatly appreciated. Thank you!.
Emily Lindquist	Braham Area School District #314 would like to recognize you for your accomplishment in being named a U.S. Marine Corps National Athlete of the Week. Congratulations Emily!
Hunter Giffrow	Braham Area School District #314 would like to recognize you for your accomplishment in being selected to the Class 1A Individual Academic All-State Football Team for 2017. Congratulations Hunter!

13. **Review Student Council Representative's report. -**

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

Clothing Website: We have decided to discontinue our search of a year round clothing website, as Watson's expressed they are too busy for it. We are considering a FanCloth order like the ones sports teams have been using.

WE Day: On Wednesday, November 8, a number of our group once again attended WE Day at the EXCEL in Minneapolis.

Winter Service Project: Part way through November we started a service project to collect personal care items and non-perishable food items for students in our school that may not have what they need at home. Before Thanksgiving we usually create Thanksgiving dinner baskets for those in need. This year we had no families wanting baskets, and we decided this would be a worthwhile service project to take its place. We will be taking items from advisories through the last day before break and keeping them in a locker in the Student Council office. In January upon coming back to school, we will award prizes to winning advisories.

Community Center Youth Meeting: On November 17, Jody Baker and Megan Gruba met with representatives from the Community Center about what types of youth activities they should host. Some of the ideas discussed were a ninja warrior course, a bowling event with the Braham police, a lock in, a dodgeball tournament, an ice rink in the parking lot, and a nerf war. They are also open to any ideas we may have. Megan sent out a survey to the student body for their input.

Mentor Program: Our mentoring program is once again a success, with most groups having 2 students to a mentor and some even having one on one mentoring. We will be having a Christmas social for the kids on Wednesday, December 20 during advisory.

Bake Sale: On Thursday, November 9 we held a bake sale at both the elementary school and the high school during conferences. We brought in a profit of \$303. We will be holding another bake sale at the elementary school for spring conferences.

November Blood Drive: On November 28 we hosted a blood drive in C100. It was a very successful event and we had people signed up to give blood for all but a few spots, with a good amount of walk ins as well. We will be assisting with the community blood drive in January as well.

Santa Day: On December 9 we once again helped with Santa Day by working the photo booth and assisting with the waffle breakfast.

Candy Grams: We will be selling candy grams for students to send one another and delivering them the Friday before break, the 22nd.

Snow Daze: We have set snow daze week to be February 5-9 and will be working on preparations for dress up days, snow daze court, and the dance.

Pennies for Patients: Emma Downing and Lilia Anderson are taking the lead for pennies for patients and we are beginning to plan dates and activities to meet our fundraising goals.

Recycling and Announcements:

We will continue to read announcements on Fridays. We are considering moving our recycling pickup to Mondays to prevent being stuck with full bins on Fridays.

Respectfully submitted by,
Emma Downing, Co-Secretary
12/7/17

14. School Board members' reports/updates.

15. Consider acceptance of the Final FY17 School District Audit Report.


The Board is asked to take formal action to accept the FY 2017 School District Audit Report as presented by District Auditors Burkhardt & Burkhardt at the regular November meeting. A motion is requested.

16. Consider adoption of the 2018-2019 School Calendar.

BRAHAM AREA SCHOOLS											
2018-2019 School Calendar											
M	T	W	TH	F	27 - Teacher In-Service - 7:45 - 2:25 pm	M	T	W	TH	F	
August 2018					28 - Teacher In-Service - 7:45 - 2:25 pm	January 2019					
13	14	15	16	17	29 - Work Day - 7:45 - 2:25 pm		1	2	3	4	1 - No School - Winter Break
20	21	22	23	24	29 - Open House - 5:00 - 7:30 pm	7	8	9	10	11	
27	28	29	30	31	30 - 31 - No School	14	15	16	17	18	17 - 2nd Qtr ends - 44 days
September 2018						21	22	23	24	25	18 - Teacher Work Day
3	4	5	6	7	3 - No School - Labor Day	28	29	30	31		21 - No School - MLK Day
10	11	12	13	14	4 - First day of school - Gr 1 - 12	February 2019					
17	18	19	20	21	4 - 7 Kindergarten Orientation					1	
24	25	26	27	28	10 - First day - PK(MWF) & K	4	5	6	7	8	
October 2018					11 - First day - PK (TuTh)	11	12	13	14	15	15 - Teacher In-Service - Curriculum
1	2	3	4	5	5 - Teacher In-Service - Curriculum	18	19	20	21	22	18 - No School - President's Day
8	9	10	11	12		25	26	27	28		
15	16	17	18	19	18 - 19 - No School - MEA	March 2019					
22	23	24	25	26						1	
29	30	31				4	5	6	7	8	
November 2018					2 - 1st Quarter ends - 41 days	11	12	13	14	15	21 - End of 3rd Qtr - 41 days
			1	2	5 - Teacher Work Day	18	19	20	21	22	22 - Teacher Work Day - No School
5	6	7	8	9	8 - K-12 Conferences - 3:15 - 7:15 pm	25	26	27	28	29	25 - No School
12	13	14	15	16	13 - K-12 Conferences - 3:15 - 7:15 pm	April 2019					
19	20	21	22	23	22 - 23 - No School - Thanksgiving	1	2	3	4	5	2 - K-6 Conferences - 3:15 - 7:15 pm
26	27	28	29	30		8	9	10	11	12	4 - K-6 Conferences - 3:15 - 7:15 pm
December 2018						15	16	17	18	19	19 - 22 Spring Break
3	4	5	6	7		22	23	24	25	26	
10	11	12	13	14		29	30				
17	18	19	20	21	24 - 31 - No School - Winter Break	May 2019					
24	25	26	27	28			1	2	3	24 - GRADUATION	
31						6	7	8	9	10	27 - No School - Memorial Day
KEY:						13	14	15	16	17	29 - End of 4th Qtr - 44 days
					No School	20	21	22	23	24	29 - Last day of School
					No School (Teacher In-Service OR Work Day)	27	28	29	30	31	30 - Teacher Work Day
					3:15 - 7:15 pm - Parent/Teacher conferences						
End of 1st Trimester - 11/30/18 ----- End of 2nd Trimester 3/1/19											
*1st snow day make-up: January 21											
*2nd snow day make-up: March 25											
*3rd snow day make-up: April 22											
*4th snow day make-up: May 30											
*5th snow day make-up: May 31											
Adopted:											
						Qtr	Student Days	Tchr Work / In-Service / Conference			
						1	41	1 - 3 - 0			
						2	44	1 - 0 - 1			
						3	41	1 - 1 - 0			
						4	44	2 - 0 - 1			

17. Review Compulsory Attendance report

MSBA has recommended that School District Boards review the Compulsory Attendance annual report. This report is a count of all home school and nonpublic school students. This is information only. No action is required.



[Skip navigation](#) Signed in as: [conniegelle](#)
 Acting as role: User Organization: 0314-01 Braham Public School District [Log Out](#)

[Home](#) > [View Data](#) > **Compulsory**

Compulsory Data for Year 17-18

View the compulsory instruction compliance data details.

Data Year: 17-18
Date Window: 10/31/2017 07:00 AM to 01/16/2018 09:00 AM

Open Instructions: We are open

Age as of September 1	Students IN COMPLIANCE		Students NOT IN COMPLIANCE	
	Nonpublic	Home School	Nonpublic	Home School
Age 5	0	1	0	0
Age 6	0	2	0	0
Age 7	1	6	0	0
Age 8	0	3	0	0
Age 9	0	5	0	0
Age 10	0	5	0	0
Age 11	0	5	0	0
Age 12	1	3	0	0
Age 13	0	6	0	0
Age 14	0	6	0	0
Age 15	0	5	0	0
Age 16	0	4	0	0
Age 17	0	1	0	0
Age 18	0	1	0	0

Free/Reduced Price Meal

Free Meals:	0	Reduced Meals:	0
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18. Consider realignment of food service positions.

Donna Bryant, Food Service Director is recommending the elimination of the 6.25 hour per day assistant cook position and the addition of a 6 hour per day helper/server position to better the food service department by training all staff in working in all different areas in the food service department. A copy of her request has been sent to the board in the addendum packet.

19. Consider approval of agreement with Verizon

Verizon cellular service is requesting authorization to install a “boost station” for their cellular phone service on school property. They will install the pole and pay the district \$1,000 upfront, plus \$70 per month for the location and \$125 per month for electricity. The Lease Agreement and Memorandum of Lease agreements are in the signature file for review, if desired.

20. Consider adoption of Resolution to Fully Fund Special Education Services - Minnesota

MSBA is recommending that local school boards pass the following resolution requesting that the Governor and Legislature of Minnesota place a very high priority on ensuring that ALL students receive high quality special education programs and instructions.

Member _____ introduced the following resolution and moved its adoption:

**Resolution to Fully Fund Special Education Services
(Minnesota)**

WHEREAS, local boards of education place a very high priority on ensuring that ALL students receive high quality special education programs and instruction; and

WHEREAS, in 1975 Congress enacted the Education for All Handicapped Children Act (P.L. 94-142) now known as The Individuals with Disabilities Act IDEA to: improve access to education for children with disabilities by guaranteeing a Free Appropriate Public Education (FAPE) in the least restrictive environment; assure that the rights of children with disabilities and their parents are protected; assist States and school systems to provide for the education of all children with disabilities; and to assess and assure the effectiveness of efforts to educate all children with disabilities; and

WHEREAS, when IDEA became law in 1975, the federal government promised to fund 40 percent of the additional cost of educating children with disabilities; and yet the federal government has failed to adequately fund the mandated programs and services arising under IDEA, never providing more than 15 percent of the additional cost; and

WHEREAS, sufficient federal funding for IDEA would significantly enhance the ability of local school systems to provide an excellent education for all students; and

WHEREAS, the special education cross-subsidy continues to be a major obstacle for Minnesota School Districts to grapple with, due to the growing number of students receiving special education, more specialized services and rising costs associated with those services and inadequate funding; and

WHEREAS, the state special education funding system has not kept pace with the rising cost of mandated services and supports for students with special needs; and,

WHEREAS, the cross-subsidy for school districts for FY2016 is \$679 million; a 5.6 percent increase from FY2015; and

WHEREAS, between rising need and insufficient state and federal aid, the amount of funding school districts as a whole in Minnesota will be forced to pay for special education costs will reach an average of \$815 per student in FY17;

NOW, THEREFORE, BE IT RESOLVED, that we urge the Governor and Legislature to strenuously advocate for significant increases in federal special education funding and meaningful special education reforms at the federal and state levels; and

NOW, THEREFORE BE IT RESOLVED that there is an urgency the Minnesota Legislature to convene a task force to work on special education funding, specifically with a focus on the impacts of the new special education funding formulas, the projected cross-subsidy and recommendations with a timeline to eliminate the cross-subsidy.

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: December 18, 2017

_____, _____, _____

21. Consider adoption of Resolution to Fully Fund Special Education Services - Federal

MSBA is recommending that local school boards pass the following resolution requesting that the President and Legislature of the United States place a very high priority on ensuring that ALL students receive high quality special education programs and instructions.

Member _____ introduced the following resolution and moved its adoption:

**Resolution to Fully Fund Special Education Services
(Federal)**

WHEREAS, local boards of education place a very high priority on ensuring that ALL students receive high quality special education programs and instruction; and

WHEREAS, in 1975 Congress enacted the Education for All Handicapped Children Act (P.L. 94-142) now known as The Individuals with Disabilities Act IDEA to: improve access to education for children with disabilities by guaranteeing a Free Appropriate Public Education (FAPE) in the least restrictive environment; assure that the rights of children with disabilities and their parents are protected; assist States and school systems to provide for the education of all children with disabilities; and to assess and assure the effectiveness of efforts to educate all children with disabilities; and

WHEREAS, when IDEA became law in 1975, the federal government promised to fund 40 percent of the additional cost of educating children with disabilities; and yet the federal government has failed to adequately fund the mandated programs and services arising under IDEA, never providing more than 15 percent of the additional cost; and

WHEREAS, sufficient federal funding for IDEA would significantly enhance the ability of local school systems to provide an excellent education for all students; and

WHEREAS, the special education cross-subsidy continues to be a major obstacle for Minnesota School Districts to grapple with, due to the growing number of students receiving special education, more specialized services and rising costs associated with those services and inadequate funding; and

WHEREAS, the state special education funding system has not kept pace with the rising cost of mandated services and supports for students with special needs; and,

WHEREAS, the cross-subsidy for Minnesota school districts for FY2016 is \$679 million; a 5.6 percent increase from FY2015; and

WHEREAS, between rising need and insufficient state and federal aid, the amount of funding school districts as a whole in Minnesota will be forced to pay for special education costs will reach an average of \$815 per student in FY17;

NOW, THEREFORE, BE IT RESOLVED, that we urge the President and Legislature to strenuously advocate for significant increases in federal special education funding and meaningful special education reforms at the federal and state levels; and

NOW, THEREFORE, BE IT RESOLVED, that the State of Minnesota calls upon the Congress of the United States to pass appropriate legislation in order to increase funding for federal special education mandates to meet the urgent financial special education needs of our cities and towns; and

BE IT FURTHER RESOLVED, that the Secretary of the Senate cause a copy of this resolution to be delivered to all United States Representatives and Senators representing Minnesota in the Congress of the United States.

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: December 18, 2017

_____, _____, _____

22. Review Proposed Superintendent’s Evaluation Document.

Chair Eklund will provide board members with copies of the proposed Superintendent’s Development and Evaluation Document. Board will take action at the January 22, 2018 Regular Board meeting.

23. Consider approval of Superintendent 2018-2021 Contract

Consider approval of the contract between ISD #314 and Superintendent Ken Gagner for 2018 - 2021. A copy of said contract is in the signature file for review.

_____, _____, _____

24. Consider request from non-profit group to be added to policy #902- Community use of facilities.

Consider request from the Braham Snappers town baseball team to be added to the not-for-profit group list on policy #902 - Community use of School Facilities and Buildings.

25. Consider cycle review of district policies for adoption.

The following policies are up for their ANNUAL review: #427 - Workload Limits for Certain Special Education Teachers; #706 - Acceptance of Gifts; #708 - Transportation of Nonpublic School Students; and, #807 - Health and Safety Policy. There are no substantive changes to these policies. The board may choose to adopt at this time.

Braham Area Public Schools

Ind. School District #314

Braham, MN 55006

Adopted: March 21, 2016

Reviewed: **December 18, 2017**

[Note: School districts are required by Minn. Rule 3525.2340, Subp. 4.B., to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services 60 percent or less of the instructional day.]

*[Note: Minn. Stat. § 179A.07, Subd. 1, of the Public ~~Employers~~ **Employment** Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, the organizational structure, selection of personnel, and direction and number of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education teachers.]*

#427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.

B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public ~~Employers~~ **Employment** Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers’ exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”)
Minn. Rule 3525.2340, Subp. 4.B. (CaseLoads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

Braham Area Public Schools
Ind. School District #314
Braham, MN 55006
Adopted: April 20, 2015
Reviewed: **December 18, 2017**

#706 ACCEPTANCE OF GIFTS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

[Note: This voting requirement and gift use provision is specified by Minn. Stat. § 465.03.]

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 465.03 (Gifts)

Cross References:

Braham Area Public Schools
Ind. School Dist. #314
Braham, MN 55006
Adopted: September 15, 2008

Revised: June 20, 2016

Reviewed: **December 18, 2017**

#708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. §§ 123B.88 and § 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)

B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. Minn. Stat. § 123B.86, Subd. 2(a))

C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)

E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion,

control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)

F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

IV. SPECIAL EDUCATION/DISABLED STUDENTS

A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)

B. Disabled students whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport disabled students on the basis of the handicapping condition and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600, Subd. 1)

C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)

D. Any parent of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References: Minn. Stat. § 123B.44 (Provision of Pupil Support Services)

Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Children With a Disability)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.,
288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References: MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA Service Manual, Chapter 2, Transportation

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

Adopted: March 21, 2016
Reviewed: December 18, 2017

#807 HEALTH AND SAFETY POLICY

[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district’s health and safety policy. ~~The provisions of this policy substantially reflect statutory requirements.~~ This policy has been approved by the Minnesota Department of Education.

The subdivisions of Minn. Stat. § 123B.57 that relate to a school district’s ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.

- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

1. Asbestos
2. Fire and Life Safety
3. Employee Right to Know
4. Emergency Action Planning
5. Combustible and Hazardous Materials Storage
6. Indoor Air Quality
7. Mechanical Ventilation
8. Mold Cleanup and Abatement
9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
10. Infectious Waste/Bloodborne Pathogens
11. Community Right to Know
12. Compressed Gas Safety
13. Confined Space Standard
14. Electrical Safety
15. First Aid/CPR/AED
16. Food Safety Inspection
17. Forklift Safety
18. Hazardous Waste
19. Hearing Conservation
20. Hoist/Lift/Elevator Safety
21. Integrated Pest Management
22. Laboratory Safety Standard/Chemical Hygiene Plan
23. Lead
24. Control of Hazardous Energy Sources (Lockout/Tagout)
25. Machine Guarding
26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Aboveground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employee's job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Applicability)
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

Cross References:

MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

26. Reminder of the January 8, 2018 Organizational and the January 22nd Regular School Board meetings.

The Organizational School Board meeting is set for Monday, January 8th, 2018 and the Regular School Board meeting is Monday, January 22nd. Both meetings will be held at at 7:00 p.m., in B100 Community Room at the high school.

27. Adjourn.
