

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

AGENDA  
REGULAR SCHOOL BOARD MEETING  
Monday, March 16, 2015  
7:00 pm – BAHS Community Room

1. Regular meeting called to order by Chair. Pledge of Allegiance.  
Roll call.
2. Adopt Agenda.
3. Consent Agenda:
  - a. Approve the minutes of the February 23 Regular Board meeting.
  - b. Approve the March bills.
  - c. Review and accept the March Treasurer's report.
  - d. Enrollment Analysis.
4. Acknowledgement of Donations or Contributions
5. Open Forum
6. Review Student Council Representative's report.
7. Review Elementary Principal's report.
8. Review Assistant Principal/Activities Director report.
9. Review High School Principal's report.
10. Review District Assessment Coordinator's report. - **No Report This Month**
11. Review Community Education Director's report.
12. Superintendent's Report.
13. School Board members' reports/updates.
14. Consider Personnel items.
15. Consider Resolution Appointing Election Judges for the May 12, 2015 Special Election.
16. Consider board members to hand out diplomas at graduation - May 29, 2015
17. Consider the following addition for Summer Weight Lifting Lettering to the Athletic Handbook.
18. Consider District Policy **SECOND READING** of four policies.
19. Set a working school board meeting.
20. Reminder of the April School Board meeting.
21. Adjourn.

ADDENDUM

Regular School Board Meeting  
Monday, March 16, 2015  
7 p.m. - BAHS - Community Room

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

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Roll Call.

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2. Adopt agenda.

3. Consent Agenda.

- a. Approve the minutes of the February 23, 2015 Regular Board meeting.

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

Regular School Board Meeting  
Monday, February 23, 2015  
7:00 pm – BAHS Community Room

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

Members present: Steve Eklund, Robert Hughes, Tony Cuda, Angie Flowers, Allison Londgren, Mike Thompson, and Supt. Gregory Winter.

Members absent: Zane Braund

Motion by T. Cuda, second by B. Hughes to adopt the agenda as printed.

Motion by M. Thompson, second by A. Londgren to approve the minutes of the January 26th Regular School Board meeting; approve the February bills, \$218,171.96; accept the February Treasurer’s report; and reviewed the current enrollment analysis. Carried

Motion by B. Hughes, second by A. Flowers to acknowledge February 2015 donations for the purposes requested: for East Gym Scoreboard \$20 from Mel & Kendall Grell, \$290 from Bill Stello Memorial, \$50 from anonymous and \$25 from Jim & Phyllis Londgren; for high school \$337.53 and for elementary \$508.68 from Target; for Power Mechanics \$150 in-store credit from Braham NAPA, \$100 from Cambridge Walmart and \$1,500 in DeWalt batteries from Craig Thielen; for Vo Ag \$250 from Isanti Co MN Deer Hunters, \$250 from Andy Englund & family and CNC Lathe from Fergus Falls Schools; for Gr 4 - 6 Bowling Program \$340 from Braham Moose Lodge and \$1,020 from Grandy Lions Club; for Girls’ Basketball Program \$1,000 from Gordon Stone; for Boys’ Basketball Program \$1,000 from Gordon Stone; and for Angel Fund \$200 from Susan Bradford & Charles Larson and \$300 from Arlene Morgan. Carried

There was nothing addressed under Open Forum.

Student Council representative McKenzie Larson reviewed the written report. Student Council thanked the School Board members for all their hard work and dedication to make our school a better learning environment. Student Council prepared a Spirit Basket for the Braham Ambassador program. Snow Daze week was a lot of fun. Pennies for Patients is in full swing for the month of February. Chair Eklund thanked Student Council for the appreciation banner.

The board reviewed written report submitted by Elementary Principal Jeff Eklund. Jump Rope for Heart raised over

\$5,000. Congratulations to Geography Bee winner 6th grader LeSean Greer and Spelling Bee winner 6th grader Garrett Engberg.

Asst Principal/Act Dir Shawn Kuhnke reviewed his written report. Thank you to Bryan Johnson for hosting the very successful All Conference Jazz Festival. One Act Play Sub-sections were hosted in Braham on January 31. Thank you to Jen Lundin, Tracy Fix, Nancy VanderHeyden and Lori Lemieux for making it successful. Wrestling has finished their season and Boys' and Girls' Basketball playoffs are Feb. 26 and Mar. 5. Softball and Track begin March 9th and Baseball and Golf start March 16th.

Motion by T. Cuda, second by M. Thompson to start an MSHSL Clay Target League Team as requested by L. Becker and students and to allow Sup't Winter and AD Kuhnke latitude to work out details. Carried.

High School Principal Matt Lattimore reviewed his written report. The Veteran's lunch was a complete success. Thank you to the VFW and local vets for attending. ECMECC will be offering the same number of classes next year. Scheduling for 2015-16 classes is underway. Paraprofessional recognition week was 1/26 through 1/30 and Counselor week was 2/2 through 2/6. Thank you to both groups for all the hard work they put in, day in and day out for our students. Teacher observations have moved into the next round. It is great to get into classrooms to see the activities, 1:1 and BYOD in use.

The board reviewed the written report submitted by District Assessment Coordinator Allison Marcus. There were no questions.

The board reviewed the written report submitted by Community Education Director Cheryl Arnold.

Sup't Winter's report to the board included updates on recent meetings and conferences attended. The Executive board for ECMECC approved a new 5 year lease for fiber to Midcontinent. The bids were very competitive and will save the districts money. At the Sup't Regional meeting a big topic was how social media is impacting our parents and athletes, school board, superintendents and other district administration. Our insurance carrier is looking at policy to see what is covered in case of a lawsuit. Sup't Winter presented each board member with a certificate honoring their service and thanking them for their commitment to serve. Few people know how much training and work goes into the position.

Board members reported on individual meetings and activities attended. Boys' and Girls' Basketball games, Jazz Festival, Policy Review Committee and an MSBA Negotiations Seminar. Chair Eklund attended the SEE meeting where there was discussion about deferred maintenance money and teacher shortage.

Motion by R. Hughes, second by A. Flowers to adopt the Resolution Relating to the Nonrenewal of the Teaching Contract of Alyssa Jackson, a Probationary Teacher effective the end of the 2014-2015 school year. Carried. A copy of said resolution shall be part of the official minutes.

Motion by A. Londgren, second by M. Thompson to adopt the Resolution Relating to the Nonrenewal of the Teaching Contract of Shawnda Jibben, a Probationary Teacher effective the end of the 2014-2015 school year. Carried. A copy of said resolution shall be part of the official minutes.

Motion by M. Thompson, second by T. Cuda to adopt the Resolution Relating to the Nonrenewal of the Teaching Contract of Brittany Lakeberg, a Probationary Teacher effective the end of the 2014-2015 school year. Carried. A copy of said resolution shall be part of the official minutes.

Motion by R. Hughes, second by A. Flowers to adopt the Resolution Relating to the Nonrenewal of the Teaching Contract of Joseph Lakeberg, a Probationary Teacher effective the end of the 2014-2015 school year. Carried. A copy of said resolution shall be part of the official minutes.

Motion by T. Cuda, second by R. Hughes to adopt the Resolution Relating to the Nonrenewal of the Teaching Contract of Catherine Moos, a Probationary Teacher effective the end of the 2014-2015 school year. Carried. A copy of said resolution shall be part of the official minutes.

Motion by A. Flowers, second by M. Thompson to adopt the Resolution Relating to the Nonrenewal of the Teaching Contract of Sharon Pelovsky, a Probationary Teacher effective the end of the 2014-2015 school year. Carried. A copy of said resolution shall be part of the official minutes.

Motion by R. Hughes, second by A. Londgren to approve the medical leave request under the Family Medical Leave Act for Karen Prigge. Her leave began on January 5, 2015 and is for up to 12 weeks.

Motion by T. Cuda, second by M. Thompson to approve the employment recommendations of:  
 Randy Christison as a part-time Special Ed Van Driver for 20-25 hours per week starting 2/17/15. He will be paid as per the Spec Ed Van Driver #2 Contract for 2014-15.  
 Katie Becker as an Early Childhood Special Ed Paraprofessional for 33.75 hours per week student contact days only. Ms. Becker will start at Step 1 of the Secretary/Para contract. Her start date was 2/17/15. Carried

Motion by R. Hughes, second by A. Flowers to approve the "C" Schedule Employment recommendations of:  
 Ashley Hanson as Head Boys and Girls Golf Coach starting spring 2015. Ms. Hanson will be placed on Lane 10, Step 4 of the "C" Schedule for 14-15.  
 Britne Engelking as Asst Boys and Girls Golf Coach starting spring 2015. Ms. Engelking will be placed on Lane 8, Step 9 of the "C" Schedule for 14-15.

Motion by A. Londgren, second by A. Flowers to approve the "C" Schedule Employment recommendations of:  
 Phil Olson as Spring Play Technical Director starting spring 2015. Mr. Olson will be placed on Lane 5, Step 9 of the "C" Schedule.  
 Joe Lakeberg as the spring Weight Training Coach starting spring 2015. Mr. Lakeberg will be placed on Lane 2, Step 5 of the "C" Schedule.

Motion by R. Hughes second by A. Londgren to adopt the FY 2014-2015 Revised Budget as follows:

**BRAHAM ISD# 314; FY15 REVISED BUDGET**

FUND	REVENUE	EXPENDITURES
GENERAL FUND:		
General -01	\$7,018,977	\$7,010,825
Transportation -03	499,209	574,243
Capital -05	300,895	300,895
Capital Reserve -05	0	329,457
Activities -10	<u>50,125</u>	<u>436,647</u>
TOTAL GENERAL FUND:	\$7,869,206	\$8,652,067
FOOD SERVICE -02	\$424,621	\$472,742
COMMUNITY ED -04	\$255,162	\$227,630
BUILDING CONSTRUCTION -06	\$0	\$0
DEBT REDEMPTION -07	\$796,840	\$759,473
TRUST (Scholarships) -08	\$14,000	\$22,100
POST-EMPLOY IRREVOCABLE TRUST- 45	\$8,000	\$165,050
OPEB DEBT SERVICE -47	\$152,745	\$152,170
<b>TOTAL FY15 REVISED BUDGET</b>	<b>\$9,520,574</b>	<b>\$10,451,232</b>

Carried.

Motion by A. Londgren, second by R. Hughes to approve the Softball Schwan's fundraiser, the Nat'l Honor Society bake sale and the Theater Dept concession stand fundraiser requests. Carried.

Motion by T. Cuda second by R. Hughes to award the low bid submitted to WOLD architects by Nieman Roofing for the summer 2015 re-roofing project at the high school as recommended by WOLD. Carried

The board held its **first reading** of policies for consideration for adoption and addition to the District Policy Manual: #404 - Employment Background Checks, #421 - Gifts to Employees and School Board Members, #610 - Field Trips and #706 -

Acceptance of Gifts.

Motion by M. Thompson, second by S. Eklund to set a Finance/Budget Committee meeting Wednesday, March 9, 2015 at 7 p.m. in the BAHS Community Room. Carried.

Motion by R. Hughes, second by M. Thompson to set two Community Information meetings regarding the upcoming Special Election for Wednesday, March 25 at 7 p.m. and Wednesday, April 22 at 7 p.m. in the BAHS Community Room. Carried.

Chair Eklund reminded all present that the Regular March school board meeting is set for Monday, March 16th at 7:00 p.m., BAHS Community Room.

Motion by A. Flowers, second by R. Hughes to adjourn the regular meeting at 7:45 p.m. Carried.

\_\_\_\_\_  
Zane Braund, Clerk

Attest: \_\_\_\_\_  
Steve Eklund, Chair

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

Grade	Sept 8	Oct 6	Nov 4	Dec 5	Jan 7	Feb 2	Mar 2
K	58	59	60	61	61	60	61
1	65	61	60	61	62	62	61
2	54	49	51	51	51	53	50
3	66	64	64	63	61	63	63
4	63	62	62	63	64	63	62
5	60	59	60	60	61	62	61
6	75	72	72	73	72	72	72
7	72	71	72	72	73	71	70
8	62	62	64	64	64	65	65
9	63	65	65	63	63	61	60
10	57	56	56	56	56	56	55
11	72	75	75	74	73	70	69
12	50	47	46	48	47	44	44
<b>K - 12 Sub- Total</b>	<b>817</b>	<b>802</b>	<b>807</b>	<b>809</b>	<b>808</b>	<b>802</b>	<b>793</b>
EC/SE	12	12	16	15	19	21	22
<b>TOTAL K - 12 plus ECSE</b>	<b>829</b>	<b>814</b>	<b>823</b>	<b>824</b>	<b>827</b>	<b>823</b>	<b>815</b>

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.

<b>Donor</b>	<b>Item and/or Amount</b>	<b>Purpose</b>
Adult Evening VB Players Collection	\$92.00	Scoreboard E gym
Braham Moose Lodge	\$500.00	Power Mechanics
Bert's Auto Body	\$100.00	Power Mechanics
East Central Corn Growers Assoc	\$400.00	Power Mechanics

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5. Open Forum.

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6. Review Student Council Representative's report.

**BAHS Student Council  
School Board Report  
March, 2015**

**Pennies for Patients**

Pennies for Patients ended once again. The class wars between advisories went well, and the Parking Lot Pennies drew in quite a bit of money for cancer research as well.

**Braham Chamber**

The Braham Area Chamber of Commerce has asked if Student Council would be interested in partnering with them to sell clothing at select business locations. We will continue to look in to this excellent opportunity.

**Recycling and Announcements:**

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

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7. Review Elementary Principal's report.

**Braham Area Elementary  
March Board Report**

**1. Reading Corps and Math Corps Positions (def. from website)**

- We have been awarded...
  - 1.5 Pre K Tutors
  - 1 KG Literacy Tutor
  - 1 Grade 1-3 Tutor
  - 2 Grade 4-8 Math Tutors
- This is FANTASTIC News....
  - If you know of a good candidate, please have them contact the school.

- Compensation and benefits
    - Small biweekly living stipend,
    - Money to further schooling.
    - Opportunity to see as student grow!
  - **Minnesota Reading Corps in preschool settings**
    - Minnesota Reading Corps Preschool Literacy Tutors work with preschool-aged children in their classrooms to create literacy-rich environments, focusing on the “Big Five” emergent literacy skills. Data is regularly collected for each child in order to tailor literacy interventions for individual children, children in small groups, and for whole classrooms.
  - **Minnesota Reading Corps in Kindergarten–3rd grade settings**
    - Minnesota Reading Corps Elementary Literacy Tutors serve as one-on-one tutors and provide research-based interventions to students who are just below proficiency in reading. The tutors meet with each student daily for 20 minutes to build phonics, phonemic awareness, and fluency skills. A Response to Intervention (RtI) model is followed. Additional Minnesota Reading Corps members, serving as Volunteer Coordinators, also recruit and train volunteers to support literacy efforts within the school.
  - **Minnesota Math Corps in Grades 4-8.**
    - Minnesota Math Corps is an AmeriCorps program that provides trained math tutors for students grades four through eight.
2. **Scheduling**
    - We have started to work on next years schedule.
  3. **Earth Day**
    - April 22
  4. **Preschool Open House**
    - Thursday, March 12, 2015
    - First-Step 5:30-6:15
    - Kinderstep 6:15-7:30
  5. **MESPA Conference (Feb. 4-6)**
    - Many good conversations about interventions
    - Technology in the classroom and in general
      - Student announcements
      - Twitter
      - Facebook
- 

8. Review Assistant Principal/Activities Director report.

**Activities Director  
School Board Report  
March 16, 2015**

1. Congratulations to the Boys Basketball team for their Great River Conference Championship.
2. Girls Softball and Boys and Girls Track have started on Monday March 9.
3. For Track, Braham will once again be hosting the GRC Indoor meet in Foley as their first event of the season. This will take place on March 28<sup>th</sup> at 10:00 am.
4. Baseball and Boys and Girls Golf both begin on Monday, March 16.
5. I will have spring participation numbers for you at the next meeting.

6. Band/Choir had an ALL Day, MSHSL Large Group contest in R.C. on the Thursday, March 13. Results will be available at the Board meeting on Monday.
7. Both our Speech and our Knowledge bowl teams are still successfully competing.
8. We will be hosting the GRC Speech meet on Monday, March 23.
9. The Spring Play will be held on April 10 at 7:00 pm, April 11 at 7:00 pm and April 12 at 2:00 pm.
10. The MSHSL has given us our new section assignments for the 2015-2016, 2016-2017 school years. They can be found at: <http://mshsl.org/mshsl/SectionAssignments.asp>

9. Review High School Principal's report.

**School Board Report**  
**March 2015**  
**Matthew Lattimore, Principal**

**Teacher Observations**

We have finished the winter teacher observations. There was a lot of amazing things happening in the classrooms. Teachers are really doing a great job of incorporating BYOD, along with other technology into their lessons.

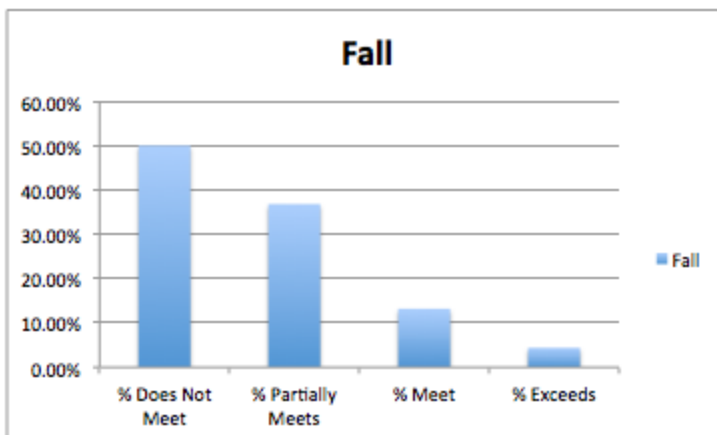
**Registration**

We finished up the registration process for students and are now building the master schedule for the 2015-16 school year. The process went smooth using our the new system we came up with. There will be some modifications for next year though.

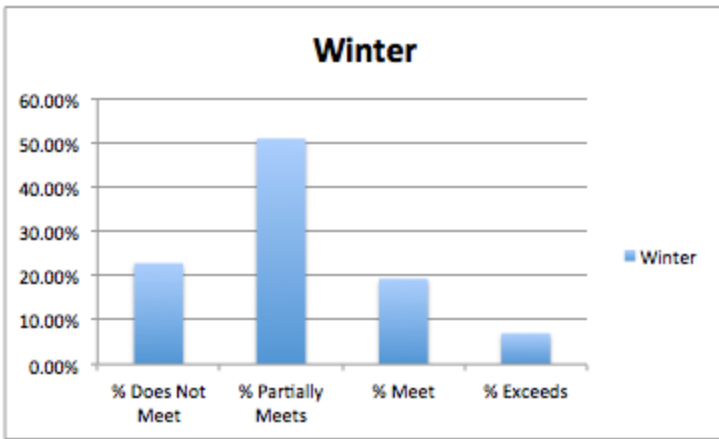
**OLPA Testing**

We wrapped up the winter OLPA Math testing. We saw positive growth in for our 7th and 8th grade scores. From the graphs below you can see that we grew in the %Partially Meets, %Meet and %Exceed. We then decreased in the %Does Not Meet category.

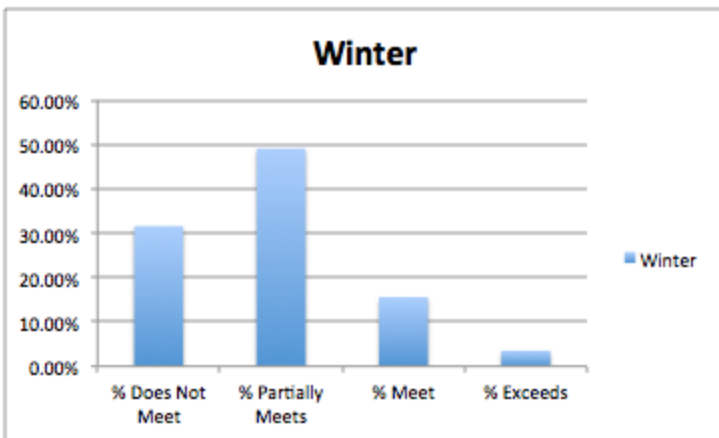
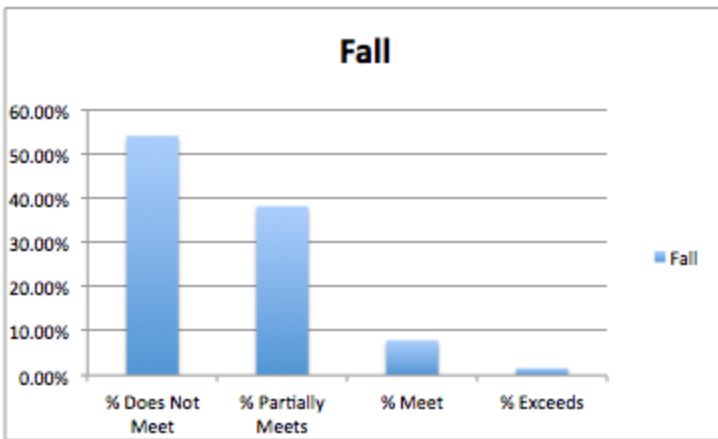
**7th Grade**







8th



**Staff Development Week**

We are hosting our staff development March 23rd-27th. Staff will be able to attend a presentations on Mental Health, Reading and Technology in the classroom. Sessions will run before and after school. We will also be videotaping the sessions so staff who cannot make one of the sessions will be able to view it at a different time.

10. Review District Assessment Coordinator's report. - **No Report This Month**
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11. Review Community Education Director's report.

**Community Education Updates as of 3/9/15**

**Community Ed**

Class registrations still going well. Lots of participants!

Feb. 25th- **Sexual Predators presentation**- we had 20 participants that consisted of students, parents and county workers.

March 20th- **Wine & Canvas**- 30 already signed up. Putting on at the Braham Event Center

**Marketing-**

Still using a variety of sources to advertise our classes and events. We now did a trial ad with the local radio. We advertised our 55+ Defensive Driving Classes. We did see additional call ins.

**Community Ed Advisory-**

March 19th - working meeting at 6pm

**ECFE Program-**

February 26th- **Parent Workshop**- "Kindergarten Readiness"  
Kindergarten/Preschool Staff Presented. Free supper with childcare.

Upcoming-

March 18th- **Music & Movement Class**

March 21st- **Community Baby Shower**

Conferences- ECCE survey distribution

**Preschool Program-**

March 12th- **Preschool Open House** for 2015-16 Enrollment

Very busy month with reports/applications due-

- Parent Aware 4 star ratings recertification
- S.R. Program Plan Update
- Pathway II Grant re-certification
- ECE Grant submitted
- Community Ed Adult Survey

Submitted by Cheryl Arnold 3/9/15

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12. Superintendent's report.



Superintendent's Report for March '15

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

HITA Session: Ms. Patzoldt, Ms. Sward and I attended the Health Insurance Transparency Act (HITA) Session at Resource Training & Solutions. The session offered an outline on how school districts are to obtain bids from insurance providers and the selection process in determining the insurance carrier for the district. This is a totally different process because of the new legislation passed last year.

MSBA Negotiation Session: A number of topics were covered including impact of the Affordable Healthcare Act (AHA). Along with some general negotiations discussion, another guest speaker discussed the timeline for the "cadillac tax" on fringe benefits.

ICCAB: Cheryl McHugh was the guest speaker and discussed the expansion of TSA support in both Isanti and North Branch. Tim MacMillan also discussed giving districts statistical data on juvenile offenses to the schools to help monitor the impact on truancy.

MASA Spring Conference: Will report at the board meeting.

Update on Legislative Session/Bond Referendum:

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13. School Board members' reports/updates.

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14. Consider Personnel items.

**Letter of Resignation**

**Kendell Proell, HS Physical Education Teacher**

Kendell Proell, HS Physical Education Teacher has submitted his letter of resignation effective the end of the 2014-2015 school year. Mr. Proell has accepted another position closer to his hometown. He has been here since the fall of 2013. Mr. Proell has also resigned from his "C" team basketball coaching position.

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**Letter of Retirement**

**Mary Berry, Elementary Teacher**

Mary Berry, Elementary Teacher has submitted her letter of retirement effective the end of the 2014-2015 school year. Mrs. Berry has been with the district since the fall of 1981 and has served the district for 34 years.

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**Employment Recommendations**

**Holly Olson, High School Special Ed 1:1 Paraprofessional**

High School Principal Matt Lattimore is recommending Holly Olson be hired as full time High School Special Education 1:1 Paraprofessional for 33.75 hours a week student contact days only. Ms. Olson will start at Step 2 on the para scale of the Secretary/Paraprofessional Contract. Ms. Olson’s start date was Wednesday, December 3rd, 2014. She has previous experience as a para in the North Branch School district.

**Joseph Lakeberg- High School Physical Education Teacher**

High School Principal Matt Lattimore is recommending Joseph Lakeberg be hired as the 1.0 FTE High School Physical Education Teacher for the 2015-16 school year. Mr. Lakeberg has previous experience teaching Special Education and as a Long Term Physical Education Teacher in Braham. Mr. Lakeberg will start at BA Step 2 of the Teacher’s Contract.

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**Lane Advancement Request**

**Kearina Maher, High School Math Teacher**

Kearina Maher, High School Math Teacher has submitted a request for lane advancement from BA to BA+15. Ms. Maher has completed all necessary requirements to qualify for this lane advancement. Ms. Maher’s 2014-2015 second semester salary will be based on BA+15, Step 5.

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- 15. Consider Resolution Appointing Election Judges for the May 12, 2015 Special Election.

**EXTRACT OF MINUTES OF A MEETING  
OF THE SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 314  
(BRAHAM), STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a REGULAR meeting of the School Board of Independent School District No. 314 (Braham), State of Minnesota, was duly held in said school district on March 16, 2015, at 7:00 o'clock p.m. for the purpose, in part, of adopting a resolution appointing election judges.

Member \_\_\_\_\_ moved the adoption of the following Resolution:

**RESOLUTION APPOINTING ELECTION JUDGES  
FOR THE May 12, 2015  
SCHOOL DISTRICT SPECIAL ELECTION**

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's school special election on May 12, 2015 to act as such at the polling place listed on said exhibit.
2. 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 all school district elections.
3. The clerk may arrange for substitute judges, if necessary.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_.

On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

Dated: March 16, 2015

\_\_\_\_\_  
 Zane Braund, School Board Clerk  
 ISD #314 Braham  
 Braham, MN 55006

## EXHIBIT A

### LIST OF PROPOSED ELECTION JUDGES

#### Special Election 5-12-15

#### SPECIAL ELECTION

Tuesday, May 12, 2015 -- 8 a.m. - 8:00 p.m.

Braham Area High School - Community Room B100

Head Judge: Gary Skarsten - Braham - Trained Head Judge

Regular Judges:

- 1) Val Anderson - Stanchfield
- 2) Lorna Christenson - Braham
- 3) Duane Swanson - Royalton
- 4) Dixie Randall - Braham

Absentee Ballot Judges at 3 p.m.:

- 1) Edie Kaunonen - Braham
- 2) LeeAnn Anderson - Stanchfield

#### Alternates:

Head Judge: Duane Swanson - Royalton - THJ

Regular Judges:

- 1) Cindy Broman - Maple Ridge
- 2) Patricia Rydlund - Stanchfield

\*\*Absentee Ballot Board:

- 1) Teresa Person - Stanchfield
- 2) Julie Johnson - Grass Lake
- 3) Dana Hendren - Nessel

Each person has been contacted and has indicated that they are willing to serve if appointed. All are certified election

judges, trained by their respective counties.

\*\* These absentee ballot judges are deliberately different than the absentee ballot judges the day of the election. The training for this ballot board is handled by the district.

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16. Consider board members to hand out diplomas at graduation - May 29th, 7 p.m.

Each year two school board members are selected to hand out diplomas, with one to “accept the graduating class”, at the high school graduation ceremonies. Graduation is set for Friday, May 30th, at 7 p.m. At this time I would ask that two board members volunteer for this very important responsibility. The past few years have been as follows:

2011 - Tony C. & Craig H.

2012 - Max E., Tony C., Zane B., and Angie F.

2013 - Zane B., Angie F., and Robert H.

2014 - Steven E., Allison L., and Mike T.

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17. Consider the following addition for Summer Weight Lifting Lettering to the Athletic Handbook.

AP/AD Shawn Kuhnke is requesting the addition of the following item to the Athletic Handbook.

Weight Lifting Letter

- Student must attend 80% of the days during the summer session.
- Student must be entering the 9th - 12th grade.
- Student must complete all of the core lifts for each day present.
- Student must complete all of the required auxiliary lifts for the day.
- Student must also participate in the speed and/or agility training for the day.
- Student must record the results for all required lifts.

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18. Consider District Policy **SECOND READING** of four policies which are: #404 - Employment Background Checks, #421 - Gifts to Employees and School Board Members, #610 - Field Trips, and, #706 - Acceptance of Gifts.

**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: **January 22, 1996**

Consider Update to MSBA #404

**404 EMPLOYMENT BACKGROUND CHECKS**

**I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal

history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

## **II. GENERAL STATEMENT OF POLICY**

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

## **III. PROCEDURES**

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.

- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
  2. the other school hiring authority conducted a criminal background check within the previous 12 months;
  3. the individual executes a written consent form giving the school district access to the results of the check; and
  4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees. *This procedure will also apply to any volunteer who works within organized programs in the district or outside sponsored clubs or organizations that work in the district with Braham Students.*
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.



#### **IV. CRIMINAL HISTORY CONSENT FORM**

A form to obtain consent for a criminal history background check is included with this policy.

**Legal References:** Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)

Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)

Minn. Stat. § 123B.03 (Background Check)

Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)

Minn. Stat. § 364.09(b) (Exception for School Districts)

**Cross References:**

**INFORMED CONSENT FORM**  
**Administrative & Instructional Personnel**  
BRAHAM AREA PUBLIC SCHOOLS - ISD #314  
531 Elmhurst Ave S, Braham, MN 55006  
320-396-3313

The following individual has made application with this School District to be employed as a(n)

\_\_\_\_\_.

\_\_\_\_\_

Print Full First Name

\_\_\_\_\_

Print Full Middle Name

\_\_\_\_\_

Print Full Last Name

\_\_\_\_\_

Date of Birth (Month/Day/Year)

Male or Female: \_\_\_\_\_

\_\_\_\_\_

Driver's License Number

\_\_\_\_\_

Maiden, Previous, Alias

I authorize Braham ISD 314 to request a criminal background check on me through the Minnesota Bureau of Criminal Apprehension or any other agency necessary to collect any available information, pursuant MN Statute 1998, 123B.03.

**Conditional Hiring:**

I understand that the School District may permit me to commence my employment duties pending completion of the criminal history background check and acknowledge and agree that my employment may be terminated based on the result of the background check.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

***There is a \$15.00 fee for processing this form. Please attach your personal check payable to: Braham Area Public Schools.***

**RETURN THIS FORM, WITH CHECK ATTACHED, TO THE DISTRICT OFFICE -- (Attn: Connie).**

**INFORMED CONSENT FORM**  
**Support, Substitute & Volunteer Personnel**  
BRAHAM AREA PUBLIC SCHOOLS - ISD #314  
531 Elmhurst Ave S, Braham, MN 55006  
320-396-3313

The following individual has made application with this School District to be employed as a(n)

\_\_\_\_\_.

\_\_\_\_\_

Print Full First Name

\_\_\_\_\_

Print Full Middle Name    Print Full Last Name

\_\_\_\_\_

Date of Birth (Month/Day/Year)

Male or Female: \_\_\_\_\_

\_\_\_\_\_

Driver's License Number

\_\_\_\_\_

Maiden, Previous, Alias

I authorize Braham ISD 314 to request a criminal background check on me through the Minnesota Bureau of Criminal Apprehension or any other agency necessary to collect any available information, pursuant MN Statute 1998, 123B.03.

**Conditional Hiring:**

I understand that the School District may permit me to commence my employment duties pending completion of the criminal history background check and acknowledge and agree that my employment may be terminated based on the result of the background check.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

***There is a \$15.00 fee for processing this form. Please attach your personal check payable to: Braham Area Public Schools.***

**RETURN THIS FORM, WITH CHECK ATTACHED, TO THE DISTRICT OFFICE -- (Attn: Connie).**

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

Adopted: May 26, 1998

Reviewed: March 19, 2003

Consider adoption of MSBA Policy #421

**421 GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS**

**I. PURPOSE**

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

**II. GENERAL STATEMENT OF POLICY**

A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.

B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.

C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature. The superintendent has discretion to determine what value is "insignificant."

D. Teachers may accept from publishers free samples of textbooks and related teaching materials.

E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.

F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

**III. DEFINITIONS**

A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.

B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

**IV. PROCEDURES**

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

## **V. VIOLATIONS**

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

**Legal References:** Minn. Stat. § 10A.07 (Conflicts of Interest)  
Minn. Stat. § 10A.071 (Prohibition of Gifts)  
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)  
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

**Cross References:** MSBA/MASA Model Policy 209 (Code of Ethics)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

### **Braham Area Public Schools**

#### **Ind. School District #314**

#### **Braham, MN 55006**

Adopted: August 20, 2001

Revised: December 15, 2003

Revised: **October 16, 2006**

**UP FOR REVIEW 2/23/15, 3/16/15, and 4/20/15**

## **610 FIELD TRIPS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

### **II. GENERAL STATEMENT OF POLICY**

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

#### **A. Instructional Trips**

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

#### **B. Supplementary Trips**

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest

groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

1. *Supplementary trip participants may miss no more than 3 school days.*
2. *Supplementary trips must have a minimum of 12 students participating.*
3. *The school administration or designee shall be responsible for providing more detailed procedures, including supervision, and such other factors deemed important and in the best interest of students such as the need for medical insurance coverage and certification of coverage inclusive of trip.*

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

**III. REGULATIONS**

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
  2. An employee must obtain pre-approval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If pre-approval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.
- F. *All participating students' trip finances (expenses and revenues) will be processed through school accounts by the activities director and the business office.*

#### **IV. CHAPERONES**

- A. For trips that exceed 12 hours, at least two adult chaperones must be on a school trip, 1 female and 1 male when students of mixed genders are attending. There must be a minimum of 1 certified staff to accompany no more than 2 uncertified chaperones on any school sponsored trip. Partnership arrangements with other School Districts may be made to fulfill the male/female mix. The minimum number of chaperones will be at a ratio of 1 chaperone for up to 10 students for trips. This would be done without loss of personal leave by the teacher chaperone(s). The traveling group will pay all teacher sub costs, and the program/activity will bear the full contract cost, for supplementary or extended trips.
- B. All chaperones shall abide by all rules, regulations and laws, including a required background check, governing school grounds and activities.

#### **V. SCHOOL BOARD REVIEW**

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)  
Minn. Stat. § 169.011, Subd. 71(a) (Definition of a School Bus)  
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards – Exemption)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 423 (Employee – Student Relationships)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 707 (Transportation of Public School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

TRIP REQUEST FORM

I. Organization or Group Requesting Trip: \_\_\_\_\_

II. Name(s) of staff requesting and willing to chaperone the trip: \_\_\_\_\_

III. Destination: \_\_\_\_\_

IV. Number of Students anticipated to participate on this trip: \_\_\_\_\_ Grade limits: \_\_\_\_\_

V. Preliminary itinerary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

VII. Number of contract days certified staff is missing \_\_\_\_\_ x number of staff  
chaperones \_\_\_\_\_ x (approx. \$100 per day) = Total Cost \_\_\_\_\_

(The traveling group is responsible for the staff expense to the School district.)

VIII. Mode(s) of transportation used:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

IX. Anticipated cost per participant \_\_\_\_\_

X. Date form submitted to Activities Director \_\_\_\_\_

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
Activities Director                      Building Principal                      Superintendent

\_\_\_\_\_  
Date    Date    Date

District Policy #610 Form

**Braham Area Public Schools**

**Ind. School District #314**

**Braham, MN 55006**

Adopted: Consider MSBA Policy for Adoption

**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.

**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:**

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19. Set a working school board meeting.

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20. Reminder of the April school board meeting.

The April Regular School Board meeting is set for Monday, April 20th, 7:00 pm, B100 – Community Room. The public will be given opportunity to offer input on the WWBF (World’s Best WorkForce) at the April meeting.

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21. Adjourn.

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