

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 July 20th Regular and the July 27th, July 29th and August 5th Special Board meetings.
 - b. Approve the August bills.
 - c. Review and accept the August Treasurer's report.
4. Acknowledgement of Donations or Contributions
5. Open Forum
6. Review Student Council Representative's report. - No report this month.
7. Review Elementary Principal's report. - No report this month.
8. Review Activities/Community Ed Director report.
9. Consider 2015-2016 Coaching and Fine Art Assignments.
10. Review High School Principal's report.
11. Consider approving changes to 2015-2016 High School Student Handbook.
12. Review District Assessment Coordinator's report. - No report this month.
13. Superintendent's Report - No report this month.
14. School Board members' reports/updates.
15. Consider Personnel items.
16. Consider approval of five secretarial job descriptions.
17. Consider Resolution Relating to the School Board Member General Election and Calling an Election Thereon.
18. Consider MN School Boards Association membership renewal for 2015-16.
19. Consider authorizing calling for bids for lease agreement on school owned property (farmland)
20. Consider Designation of the Identified Official with Authority to authorize MDE user access.
21. Consider approval of the proposed changes to the Parent/Student ChromeBook Agreement.
22. Consider SECOND reading of MSBA and district Policies for update and revision.
23. Consider THIRD and FINAL reading of MSBA or District Policies for update and revision.
24. Consider setting Special School Board meeting.
25. Reminder of the September School Board meeting.
26. Adjourn.

ADDENDUM

Regular School Board Meeting
Monday, August 17, 2015
7 p.m. - BAHS - Community Room

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

Roll Call.

2. Adopt agenda.
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3. Consent Agenda.

- a. Approve the minutes of the July 20th Regular and the July 27th, July 29th and August 5th Special and the Board meetings.

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

Regular School Board Meeting
Monday, July 20, 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, Zane Braund, Angie Flowers,
Allison Londgren, and Mike Thompson

Members absent: Supt. Winter

Motion by M. Thompson second by R. Hughes to adopt the agenda with additional items under Personnel #13, to delete duplicated item #19. Carried

Motion by R. Hughes, second by T. Cuda to approve the minutes of the June 15th Regular and June 24th Special School Board meetings; approve the July bills, \$438,496.13; and, accept the July Treasurer’s report. Carried.

Under Open Forum - Nothing addressed.

Motion by A. Londgren, second by A. Flowers to acknowledge the July 2015 donations for the purposes requested: Doug Eklund \$60 value of American and MIA flags; Noah Dahlman \$300 for East gym scoreboard; Target \$50 for high school needs and Paul Knowles for building benches and picnic table at the elementary and \$175 for elementary needs. Carried.

The board reviewed Elementary Principal Jeff Eklund’s written report. He attended the Title I Application Training and NAESP conferences. He updated the board on the hiring for fall, summer building projects, and thanked Paul Knowles for the benches and picnic table he built and provided to the elementary playground as part of his Eagle Scout project.

AD/CE Director Shawn Kuhnke thanked the board for the opportunity to serve the district and community in his new capacity as Community Ed Director. Activities Night is Tuesday, 8/4/15 at 7 p.m. in the W gym at the high school for parents and participants to meet their coaches or directors. Summer camps and lessons have gone well. The meetings with WOLD architects on Friday, 7/17/15 were well attended. WOLD will be finalizing plans soon for the various approved bond referendum projects. Member Hughes stated he had heard great things about the Noah Dahlman basketball camp.

The board reviewed HS Principal Matt Lattimore's written report. Principal Lattimore attended the MASSP summer conference in June. Interviews and hirings are still continuing but should be complete before August. Principal Lattimore met with BEA representatives to go over the teacher evaluation model.

There were no Student Council, District Assessment Coordinator or Superintendent reports submitted.

Board members reported on individual meetings and activities attended. Events attended included: baseball and volleyball games, special board meeting, buildings and grounds walk through, and the SEE meeting.

Motion by A. Londgren, second by T. Cuda to accept the resignations of Allison Marcus, School Counselor; Gayla Bjorkquist-Bone BASK coordinator, and Dave Blomdahl, Varsity FB Assistant Coach. Carried.

Motion by R. Hughes, second by M. Thompson to approve the hiring recommendations of:
Jenna (Naggatz) Grummons as a 1.0 FTE elementary classroom teacher. Ms. Grummons will be placed on BA Step 1 of the BEA contract.

Lindsay Rasmussen as an 8 hour per day Pre-K Teacher/Coordinator. Ms. Rasmussen will start at BA Step 2 of the Early Childhood portion of the BEA contract.

Trista Kirchberg as a 1.0 FTE Special Education District Assessor. Ms. Kirchberg will be placed on BA+45, Step 3 of the BEA contract.

Sonia Utzman as a 1.0 FTE elementary intervention/art/tech teacher. Ms. Utzman will be placed on BA Step 1 of the BEA contract. Carried

Motion by A. Londgren, second by R. Hughes to approve the secretarial realignment creating an Attendance/Special Education and Activities/Community Ed Secretary positions. The motion includes approving the hire of Michelle Becker as the Attendance/Spec Ed secretary for 201 days per year, 40 hours per week. Ms. Becker will retain her current step on the secretary/para contract. It also includes approving the hire of Sarah Golly as the Activities/Community Ed Secretary for 201 days per year, 40 hours per week. Ms. Golly will retain her current step on the secretary/para contract. Carried

Motion by R. Hughes, second by A. Flowers to approve the lane request for Jennifer Lundin, English teacher from MA+15, Step 11 to MA+30, Step 11. Carried.

Motion by A. Londgren, second by M. Thompson to approve Joe Lakeberg as the summer weight training coaching beginning summer 2014 at a prorated amount and summer 2015 at the contractual amount. He was placed on Lane 2, Step 5 of the "C" Schedule Contract. Carried.

Motion by M. Thompson, second by Z. Braund to accept the MOU between the district and Supt. Winter to continue to provide limited administrative support to ISD #314. Carried

Motion by A. Londgren, second by Z. Braund to accept the MOU between the district and the Braham Administrative Association eliminating the AD/AP position and creating the Activities/CE Director position. Carried.

Motion by R. Hughes, second by T. Cuda to renew the CMERDC membership for the 2015-16 school year at a cost of \$1,134. Carried

Motion by M. Thompson, second by A. Flowers to approve the 2015 Health and Safety Plan for submission to MDE. Carried

Motion by A. Londgren, second by T. Cuda to the Health and Safety Policy EA as it currently exists. Carried.

Motion by A. Flowers, second by R. Hughes to approve the Indoor Air Quality Management Plan as required annually. Carried.

Motion by R. Hughes, second by T. Cuda pass the resolution renewing the membership in Schools for Equity in Education (SEE) for 2015-16 at a cost of \$2,057.02. Carried.

Motion by A. Flowers, second by A. Londgren to approve the use of VeriTime through FrontLine Technologies.

Carried.

Motion by M. Thompson, second by R. Hughes to approve the Long-term Facilities Maintenance Revenue 10 year plan beginning FY17 as allowed by Laws 2015, 1st Special Session. Chapter 3, Article 6, sections 1-4 and 14 (2015 Education Act). Carried.

Motion by A. Londgren, second by R. Hughes to accept the 2015 Literacy Plan. Carried.

Consider first reading of MSBA and district policies #208 Development, Adoption, and Implementation of Policies and #524 Internet Acceptable Use and Safety Policy. No action required at this time.

Consider second reading of MSBA and district policies #410 Family and Medical Leave; #509 Non-resident Student Enrollment; #616 School District System Accountability and #806 Crisis Management Policy. Member Thompson requested the removal of the last two paragraphs of #806 which specifically address the nuclear power plants in Monticello and Prairie Island and are not applicable to ISD #314. No further action is required at this time.

Motion by T. Cuda, second by Z. Braund to set Supt. interviews for Monday, July 27th and Wednesday, July 29th at 6, 7 and 8 p.m. with the school board and 7, 8 and 9 p.m. with the Administrative and Staff committee and final interviews with the board on Wednesday, August 5 at 6, 7 and 8 p.m. Carried

Chair Eklund reminded all present of the August Regular School Board meeting set for Monday, August 17th, 2015 at 7 p.m. in B100 - Community Room.

Consider Interview questions for Supt. interviews.

Motion by T. Cuda, second by A. Flowers to adjourn the meeting.

Chair Eklund adjourned the meeting at 7:56 p.m.

Zane Braund, Clerk

Attest: _____
Steven Eklund, Chair

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

Special School Board Meeting
Monday, July 27, 2015
6 P.M. - BAHS Community Room

The Special meeting was called to order by Chair Steve Eklund at 6:00 p.m.

Members present: Steven Eklund, Robert Hughes, Zane Braund, Tony Cuda, Angie Flowers, Allison Londgren, Mike Thompson.

Members absent: None

Motion by A. Londgren, second by A. Flowers to adopt the agenda. Carried.

The purpose of this special meeting was to conduct interviews for the Superintendent of Schools position. Jonas Beugen and Kenneth Gagner were interviewed by the board. One of the candidates, Brian Masterson, withdrew his application prior to interviews.

Following the two interviews there was discussion regarding the questions for the second round of interviews which will be held on Wednesday, August 5, 2015. There was also discussion about site visits and reference checks.

Chair Eklund reminded the board of the Special School Board meeting scheduled for Wednesday, July 29th at 7 p.m. in the Community Room B100 for the next three candidates.

Motion by T. Cuda, second by R Hughes to adjourn the meeting.

Chair Eklund adjourned the special school board meeting at 8:10 p.m.

Attest: _____

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

Steve Eklund, Chair
Special School Board Meeting
Wednesday, July 29, 2015
6 P.M. - BAHS Community Room

The Special meeting was called to order by Chair Steve Eklund at 6:00 p.m.

Members present: Steven Eklund, Robert Hughes, Zane Braund, Tony Cuda, Angie Flowers, Allison Londgren, Mike Thompson.
Members absent: None

Motion by T. Cuda,, second by A. Londgren to adopt the agenda with two additional items. Carried.

Motion by M. Thompson, second by R. Hughes to extend the MOU with Supt. Gregory Winter from Aug. 2, to Aug. 15, 2015. Carried

Motion by T. Cuda, second by A. Flowers to start the 2nd interviews on August 5, 2015 at 5 p.m. Carried.

The purpose of this special meeting was to conduct interviews for the Superintendent of Schools position. Michael Underwood, Beth Schwarz, and Ryan Laager were interviewed by the board.

Following the three interviews there was discussion regarding all five Supt. candidates with the interview sub-committee: J. Eklund, M. Lattimore, S. Kuhnke, J. Lundin, S. Monson, and C. Thielen. Two finalists: Kenneth Gagner and Ryan Laager were chosen by written ballot out of the five candidates.

Chair Eklund reminded the board of the Special School Board meeting scheduled for Wednesday, August 5, 2015 at 5 p.m. in the Community Room B100 for the two finalists.

Motion by A. Londgren, second by M. Thompson to adjourn the meeting.
Chair Eklund adjourned the special school board meeting at 11:15 p.m.

Zane Braund, Clerk

Attest: _____
Steve Eklund, Chair

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

Special School Board Meeting
Wednesday, August 5, 2015
5 P.M. - BAHS Community Room

The Special meeting was called to order by Chair Steve Eklund at 5:00 p.m.

Members present: Steven Eklund, Robert Hughes, Zane Braund, Tony Cuda, Angie Flowers, and Mike Thompson
Members absent: Allison Londgren

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

Both candidates, R. Laager and K. Gagner, were interviewed. Discussion followed.

Motion by T. Cuda, second by M. Thompson to authorize Chair Eklund to offer the position to K. Gagner. Carried

Motion by T. Cuda, second by A. Flowers that should K. Gagner decline Chair Eklund is authorized to call and offer the position to R. Laager. Carried

Motion by A. FLOWERS, second by M. Thompson to adjourn the meeting.
Chair Eklund adjourned the special school board meeting at 8:15 p.m.

Attest: _____

- b. Approve the August bills.
- c. Review and accept the August Treasurer’s report.

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
East Central Energy Round-Up	\$1,000.00	Scoreboard E gym
Toro	\$1,000.00	Value 5 HP engines (\$200 ea)
Toro	\$2,000.00	Value 10 HP engines (\$100 ea)

5. Open Forum.

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

7. Review Elementary Principal’s report.

**Braham Area Elementary
August 2015 Board Report**

1. **Early Childhood**
 - We’ve added a Kinderstep section (3 days a week/all day)
 - In the process of hiring a new teacher to fill this position.
2. **Early Childhood Special Ed.**
 - Posted for a new ECSE teacher. This is a .5 increase from last year.
3. **Summer Building Updates**
 - Moving is almost complete.
 - We will be having a significant space issue in the coming years.
4. **Lake ECMECC**
 - Thank you to Marc Johnson and Jon Larson for organizing this.
 - Many great sessions.

- I particularly enjoyed the sessions on coding and Makerspaces.

5. MCA Scores

	<i>Math</i>	<i>Reading</i>
<i>State Proficiency</i>	60.2%	59.5%
<i>Braham Proficiency</i>	72.0%	61.8%

- We are overall above state averages in both Math and Reading.

6. Presentation on Elementary Student Achievement in the District

8. Review Activities/Community Ed Director report.

Activities/Community Education Director School Board Report

August 17, 2015

1. The Activities Night was held on Tuesday, August 4 and was very well attended.
2. Football started on Monday, August 10. Volleyball and Cross Country have started their practices on Monday, August 17. Participation numbers were not available at the time of submission of this report and will therefore be presented in September.
3. Positions of change to note regarding the Coaching/Fine Arts Assignments for 2015 – 2016 school year include:
 - Nick Hohn – Varsity Assistant Football
 - Eric Tye – Head JV Football
 - Joe Lakeberg – Assistant JV Football

Positions to be hired for the 2015 – 2016 school year include:

 - JV Boys Basketball
 - C-Team Boys Basketball
 - Head Boys and Girls Golf
 - JH Track and Field
 - National Honor Society Advisor
 - Fall Musical Technical Director
 - Spring Play Technical Director
4. The Community Education brochure is being put together now. If you have any class ideas or know of anyone interested in teaching a class in our community, please call the community education office right away. The Fall Brochure should be available early September.

Respectfully Submitted, Shawn Kuhnke

9. Consider 2015-2016 Coaching and Fine Art Assignments.

COACHING ASSIGNMENTS - 2015 – 2016

SPORT	HEAD COACH	ASSISTANT / JV	(JV) 9 TH GRADE	8 TH GRADE	7 TH GRADE
FOOTBALL	Shawn Kuhnke 9 th step	Shane Monson 9 th Step Nick Hohn 9 th Step	Eric Tye 5 th step Joe Lakeberg 5 th step	Jay Sparling 9 th step	Aitor Leniz 9 th step
VOLLEYBALL	Britne Engelking 9 th step	Tammi Johnson 9 th step	Brittany Lakeberg 7 th step	Kearina Maher 5 th step	Karen Leniz 9 th step
CROSS COUNTRY	Joe Rajkowski 9 th step	_____	_____	_____	_____
BOYS BASKETBALL	Jeff Eklund 9 th step	??	??	Nick Hohn 9 th step	_____
GIRLS BASKETBALL	Brittany Lakeberg 7 th step	Becky Swanson 9 th step	Amber Hoffman 2 nd step	Kearina Maher 5 th step	_____
WRESTLING	Jake Shockman 9 th step	_____	_____	_____	_____
SOFTBALL	Becky Swanson 9 th step	Bryan Johnson 9 th step	Weiss/Monson 2 nd step/9 th Step	Monson/Weiss 9 th step/2 nd step	_____
BASEBALL	Aitor Leniz 9 th step	Jay Sparling 9 th step	David Blomdahl 9 th step	Nick Hohn 9 th step	_____
GOLF	??	Britne Engelking 9 th step	_____	_____	_____
TRACK & FIELD	Joe Lakeberg 5 th step	Brea Durovec 2 nd step	_____	??	_____
WEIGHT TRAINING	FALL Joe Lakeberg 5 th step	WINTER Joe Lakeberg 5 th step	SPRING Joe Lakeberg 5 th step	SUMMER Joe Lakeberg 5 th step	_____

CO-CURRICULAR FINE ARTS & ACTIVITIES ASSIGNMENTS 2015 – 2016

SR. HIGH SPEECH: Jennifer Lundin 9th step

JR HIGH SPEECH: None

BAND: Bryan Johnson 9th step

ECHOLON: Katie Thies 2nd step

JAZZ: Bryan Johnson 9th step

SUMMER BAND: Bryan Johnson 9th step

ECHO (Yearbook): ½ Julie Johnson 7th step, ½ Carla Maslow 2nd step

STUDENT COUNCIL: Tammi Johnson 9th step

MUSICAL DIRECTOR: Bryan Johnson 9th step
 ASST MUSICAL DIRECTOR: Tracy Fix 9th step
 MUSIC DIRECTOR: Katie Thies 2nd step
 TECHNICAL DIRECTOR: ???
 CHOREOGRAPHER: Amber Hoffman 2nd step

ACADEMIC BOWL: Amber Hoffman 2nd step

SPRING PLAY DIRECTOR: Tracy Fix 9th step
 ASST PLAY DIRECTOR: Tammi Johnson 9th step
 TECHNICAL DIRECTOR: ???

ONE ACT DIRECTOR: Jennifer Lundin 9th step

PROM ADVISORS: JeanAnn Mattson 5th step ALWAYS

SENIOR ADVISORS: Jennifer Lundin 5th step ALWAYS
 Bryan Johnson 5th step ALWAYS
 Beth Stone 5th step ALWAYS

National Honor Society: ???

Geography Bee: Lori Lemelux

Math Masters: Aitor Leniz

Spelling Bee: Jennifer Lundin

FFA: Luke Becker 6th Step

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10. Review High School Principal's report.

School Board Report

August 2015

Matthew Lattimore, Principal

Lake ECMECC

Attended the Lake ECMECC conference with staff as part of the 1:1 chromebook implementation. We were able to attend many different sessions on technology and the uses of it in the classroom. The resources were abundant and a great starting point for staff on incorporating the chromebooks into their curriculum. Great professional development for myself and staff.

15-16 Planning

We started the planning for back to school. Staff development days have been set for September 1st, 2nd and 3rd with open houses being on the 2nd. K-6 is set for 6-7 pm and 7-12 is set for 7-8pm.

Greenhouse

We are moving ahead with the building of the greenhouse! After working with the architects, we found the appropriate location that will not be in their way for the construction project this fall. This will be another great program for our students to be engaged in. We are hoping to have it completed by October 1st.

Staff Recognition

I received a notification for Conn & Selmer Education Services about Bryan Johnson who attended their institute as one of 300 selected music educators from around the world. It was a four day workshop where all these great educators shared their vast musical knowledge to better serve their students. Bryan has come away with that much more to offer our students after attending this institute. Congrats to him.

Testing Update

Our new testing coordinator, Ursula has attended the state assessment conference. We will have some changes to our testing for this year. First, the ACT is not required of our juniors this year, we only have to offer it to them during the school day to take. We have contracted with ACT to provide this service and it is being reimbursed by the state for this year only. The testing date is April 19th. The OLPA tests will no longer be supported by MDE and we will have to look for an alternative starting in the 16-17 school year. The EXPLORE and PLAN tests that our 8th and 10th graders take to help map out a career path is no longer being offered as well, and we have to find a new program to use to offer to our 9th graders this year as an alternative to a career exploration program that is required by law.

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11. **Consider approving changes to 2015-2016 High School Student Handbook.**

Principal Lattimore is recommending the italicized changes be made in the 2015-2016 HS Student Handbook.

Basic BYOD Guidelines

1) Use of personally owned digital devices in the classroom will be at the discretion of the classroom teacher or supervisor

- Teachers decide when and how your devices will be used in their classroom. No exceptions!

- Devices should have the ability to run Google based applications.
 - Devices should be put away when the bell rings to start class, and remain there until a teacher requests them to be used. This includes headphones.
 - Teacher may confiscate digital devices if they are being used inappropriately
 - First offense: Student will pick up the digital device in the office at the end of the day.*
 - Second offense: Digital device is held for two days.*
 - Third and subsequent offense: Digital device is held for one week.*
 - Choosing not to follow a teacher's directions will result in a referral to administration for not following the teacher's directions.
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12. Review District Assessment Coordinator's report. - No report this month.

13. Superintendent's report. - No report this month.

14. School Board members' reports/updates.

15. Consider Personnel items.

Superintendent Contract Approval

Consider approval of Superintendent Contract with Ken Gagner. A copy of said contract is in the signature file for review and signature.

Letters of Resignation

Jill Pryor, Part-time School Nurse

Jill Pryor has submitted her letter of resignation effective August 15, 2015. Mrs. Pryor has been with the district since August 2003. The family is relocating to Albert Lea.

Employment Recommendations

Ursula Scheele-High School Guidance Counselor/District Assessment Coordinator

High School Principal Matt Lattimore is recommending Ursula Scheele be hired as the 1.0 FTE High School Guidance Counselor/District Assessment Coordinator beginning September 1, 2015. Ms. Scheele has previous experience as a Guidance Counselor/District Assessment Coordinator in the North Branch Area School District. Ms. Scheele will start at MA+30 Step 8 of the Teacher's Contract.

Brianna Nelson - PreK Teacher

Elementary Principal Jeff Eklund is recommending Brianna Nelson be hired as 1.0 FTE Pre-K Teacher. Ms. Nelson will begin teaching in the fall of 2015. Ms. Nelson will start at BA Step 1/Lane 1 of the teacher contract. This is prorated to the hours/days she works.

Maternity Leave Request

Christina Moscho, Elementary Teacher

Christina Moscho, Elementary Teacher, has requested maternity leave beginning approximately October 21, 2015 which is her due date. Mrs. Moscho is requesting to have maternity leave until January 4, 2016 which would be approximately 12 weeks.

“C” Schedule Resignation

Katy Ederer - Junior High Track and Field

Katy Ederer has submitted her letter of resignation for the Junior High Track and Field position effective August 6, 2015.

Lane Change Notification

Karen Leniz, Elementary teacher, lane change is MA to MA+45 effective for the 2014-2015 school year plus interest. No action needed.

16. Consider approval of five secretarial job descriptions.

Consider approval of the Principal’s Secretary/Office Manager (grade 5 - 12), Elementary Principal’s Secretary, Attendance/Special Education Secretary; Activities/Community Education Secretary and, Media Center Secretary job descriptions. These changes were due to the reassignment of the Media Specialist and realignment of the Activities/Community Education Director positions.

Principal’s Secretary/Office Manager (grades 5 - 12)

DEPARTMENT/SECTION:

High School

TITLE OF IMMEDIATE SUPERVISOR:

Matt Lattimore, HS Principal

JOB SUMMARY:

DURATION OF CONTRACTED YEAR DAYS/HOURS

211 days/7:00 a.m. to 3:30 p.m./8 hours/day

TASK DESCRIPTION:

1. Responsible for the supervision and direction of other secretaries, clerical and paraprofessional staff in the high school office in cooperation with the high school and elementary principals.
2. Responsible for calling all subs, last minute and pre-arranged, for teachers, secretaries and paras in the high school building. Call for subs for teachers, secretaries and paras in secondary building for last minute sub needs. This includes before and after school and weekend calls. This includes emergency sub needs that may arise.
 - * Maintain record of personal leave requested by each staff member for grades 5 - 12 for the current year.
 - * Prepare payroll detail summary paperwork for payroll and send to payroll in a timely manner.

3. Handles all correspondence relating to the principal.
4. Assist the principal with all written communications including student programs itineraries and invitations, daily bulletin, student and faculty handbooks, class lists (grades 5 - 6), minutes, curriculum and course outline files. This also includes all honor awards, diplomas, discipline and mid-quarter communication to staff and parents.
5. Assist Principal with all building security measures such as fire drills, lock downs, keys, student locks, building permits, and parking permits for students and staff and maintain records of such.
6. Input purchase orders for secondary needs, coordinates local purchases, maintains a permanent record of all secondary purchases, approves incoming shipments other than food and custodial supplies against purchase orders and distributes appropriately, maintains accurate accounts as requested.
7. Assist Principal with all state reports. All course descriptions will be reported online to MDE under the MCCC regulations.
8. Record student obligations, discipline, and locks in School Information System and EXCEL. Collect fees for student parking permits, locks and obligations. Processes money for deposit. Print fees reports to enclose with report cards for end of year mailing.
9. Assist with minor copier adjustments when possible. Call for repair and supplies as needed for 6 copiers in HS building.
10. Schedule with Administration and Bus Garage and prepare all documents necessary for the annual bus evacuation drills.
11. Assists parents/students that are new to the district to identify bus route to take for transportation.
12. Assists attendance secretary at the office window with visitors, phone calls, and student needs, two way radio communications when they are away from their other assigned duty. In the absence of the Guidance Secretary handles transcript and immunization requests.
13. Will use one contracted day to come in on one Wednesday over the summer to sort all district mail and process all voicemails in elementary, high school and counseling office.
14. Will assist building principal in monitoring employee absences through AESOP and inform principal on a weekly basis noting areas of concern with employee absences. Will also need to reconcile for payroll.
15. Assist with all incoming mail, dust and clean office area.
16. Advise staff members with questions and problems.
17. Will maintain and update school website page on a weekly basis or when needed.
18. The high school secretary is the confidential secretary to the high school principal and will oversee that all information within the office will remain confidential.
19. All other duties as assigned by HS Principal, EL Principal, Assistant Principal/Activities Director, Counselor or Nurse.

Elementary Principal's Secretary

DEPARTMENT/SECTION:

Braham Area Elementary School (PreK - 4)

TITLE OF IMMEDIATE SUPERVISOR:

Jeff Eklund, Elementary Principal

JOB SUMMARY:

The Principal's secretary handles the elementary principal's incoming calls, schedules appointments as required, handles and directs faculty and student traffic for the principal, and handles requests for the principal. She prepares requisitions for supplies, checks in supplies, collects money from staff for organizations. She prepares deposits for banking and facilitates all bookkeeping as pertains to Braham Elementary School accounts.

DURATION OF CONTRACTED YEAR DAYS/HOURS

211 days/7:30 a.m. to 4:00 p.m./8 hours/day

TASK DESCRIPTION:

1. Responsible for the supervision and direction of other secretaries, clerical, health office, and paraprofessional staff in the elementary office in cooperation with the elementary school principal.
2. Handles all correspondence relating to the principal.
3. Responsible for calling all subs, last minute and pre-arranged, for teachers, secretaries and paras in the high school building. Call for subs for teachers, secretaries and paras in elementary building for last minute sub needs. This includes before and after school and weekend calls. This includes emergency sub needs that may arise.
 - * Maintain record of personal leave requested by each staff member for grades preK-4 for the current year.
 - * Prepare payroll detail summary paperwork for payroll and send to payroll in a timely manner.
4. Is the receptionist, coordinates telephone calls according to school policies and procedures, assists and informs visitors, parents, substitute employees and students, advises staff members with questions and problems, maintains lost and found department.
5. Input purchase orders for elementary needs, coordinates local purchases, maintains a permanent record of all elementary purchases, approves incoming shipments other than food and custodial supplies against purchase orders and distributes appropriately, maintains accurate accounts as requested.
6. Prepares as directed by the principal program itineraries and invitations, parent and teacher handbooks, class lists, curriculum materials, advisory council minutes, office forms, due process for handicapped student forms.
7. Compiles all student names and keeps a daily record of absences and tardiness in cooperation with MARSS clerk, refers excessive absences to the principal as requested by the principal.
8. Maintains a cumulative folder on each student, disseminates transcripts for all elementary students entering and leaving the elementary school.
9. Recommends first aid as necessary, prepares accident reports and furnishes central office with one copy of each, prepare school insurance claim forms upon request, prepare Workman's Compensation forms for injured school employees, transport students as needed.
10. Disseminate all incoming mail, dust and clean office area.
11. Maintain a record of dates that items are to be turned into the office, inform the principal when staff members are not getting items in on time.
12. Compile a list of students by families on overlays, prepare all forms and notices regarding conferences, types letters, reports articles and pictures for the paper, Title I forms, State and Federal reports, files, dictation, attendance letters.
13. Will maintain and process building facility use and calendar of scheduled activities and building custodian and district head custodian.
14. Assist Principal with all building security measures such as fire drills, lock downs, keys, building permits, and parking permits for staff and maintain records of such.
15. Will use one contracted day to come in on one Wednesday over the summer to sort all district mail and process all voicemails in elementary, high school and counseling office.
16. Will assist building principal in monitoring employee absences through AESOP and inform principal on a weekly basis noting areas of concern with employee absences.
17. Assists parents/students that are new to the district to identify bus route to take for transportation.
18. Will maintain and update school website page on a weekly basis or when needed.
19. All course descriptions will be reported online to MDE under the MCCC regulations.
20. The elementary school secretary is the confidential secretary to the elementary principal and will oversee that all information within the office will remain confidential.

21. Other jobs as assigned by the principal.

QUALIFICATIONS

*Specific training or job experience required before appointment.

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

*Estimated length of time required for new entrant to achieve acceptable level of proficiency. 1 year

Attendance/Special Education Secretary

DEPARTMENT/SECTION:

High School Department

TITLE OF IMMEDIATE SUPERVISOR:

High School/Elementary Principal

JOB SUMMARY:

The Attendance secretary primarily handles the secondary principal's incoming calls, schedules appointments as required, handles and directs faculty and student traffic for the principal. They will also be in charge of special education clerical work as defined below.

DURATION OF CONTRACTED YEAR DAYS/HOURS

201 days/7:30 a.m. to 4:00 p.m./8 hours/day

TASK DESCRIPTION:

To be assisted by district Receptionist/Clerk in following responsibilities:

1. Admit students to class who have either been absent or tardy for assigned grades 5-12.
2. Process the notes for Blue Passes.
3. Type the absence sheet each morning and place in staff P.O.'s by 9:30 a.m.
4. Refer students who are absent without parental permission to the Administrative Assistant or possibly the social worker for disciplinary action.
5. Handles all correspondence relating to the elementary principal relating to grades 5 & 6.
6. Assists and informs visitors, parents, substitute employees and students.
7. Compiles all student names and keeps a daily record of absences and tardiness in cooperation with MARSS clerk, refers excessive absences to the principal as requested by the principal.
8. Set up Agenda for SST meetings
9. Take notes from SST meetings - to be saved in google docs
10. Coordinate Team Meeting dates and times for all students in special education
11. Send Team Meeting Notices to families, providers, and required team members
12. Due Process Filing/ Update with signed consent forms
13. Create Data Collection Files/Folders
14. Create google doc Aimsweb graphs for data collection of student IEP goals.
15. Route IEP and Evaluation to the appropriate people quarterly/trimester.
16. Monitor return of permission pages and follow-up with parents
17. Document all contact with parents
18. Send Progress reports to families
19. Route classroom adaptations and modifications to teachers
20. Sort and organize student files
21. Submit MARSS form after assessments & update MARSS forms when warranted
22. Fill in general information on MARSS forms at the start of each school year
23. Set up new due process files for transferring students entering Braham Area Schools with active IEPs

- from other districts
24. When requests for information are received by the school (with the direction from the IEP manager) copy the requested information, documented what is sent and to whom the information was sent to, and mail to the person requesting
 25. Develop a spreadsheet showing when evaluations are due with a checklist of what needs to be completed
 26. Remind case managers when IEPs (6 weeks in advance) and Evaluations (8 weeks in advance) are due and meeting need to held
 27. Assist with creating teacher special education materials with guidance of special education teacher
 28. Other duties as assigned by the elementary principal or office head secretary.

QUALIFICATIONS:

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

*Estimated length of time required for the entrant to achieve acceptable level of proficiency. 1 year

Activities/Community Education Secretary

DEPARTMENT/SECTION:

High School Activities Department

TITLE OF IMMEDIATE SUPERVISOR:

Activities Director/Administrative Assistant/Elementary Principal

JOB SUMMARY:

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

DURATION OF CONTRACTED YEAR DAYS/HOURS

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

TASK DESCRIPTION:

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

9. Send the eligibility list to the MSHSL, Coaches and Activities Director.
10. Count money for student activities and athletic contests and make proper bank deposits. Send a money-received receipt to district office bookkeeper/revenues clerk.
11. Type and prepare the athletic programs prior to each home event.
12. Type the news releases concerning athletic events.
13. Compile, type, copy and collate the Awards program.
14. Type the bid sheets for all sports.
15. Distribute all MSHSL mail to the Coaches, Administrators, etc, and keep a check list of the distribution.
16. Keep a file on all athletic accidents and injuries.
17. Provides administrative support to the Director; works on the Annual Report, grant proposals, outcome reports, youth summer camp, census/state reporting, and lining of staff for all community ed. program.
18. Performs marketing and research for direct marketing; creates and maintains marketing database.
19. Handles bulk mailings for community education programs.
20. Prepares Purchase Orders for Activities/Community Ed.
21. Maintains all Activities/Community Ed. web pages.
22. Assists other staff and administrative assistants as needed; serves as a backup when needed.
23. Orders supplies and maintains equipment for Activities/Community Ed.
24. Handles special projects as assigned by the Director.
25. Assists Coordinators in preparing and proofing online registration program and brochure of Community Education class offerings.
26. Will assist ECFE coordinator/Elementary Principal with all tuition billing and state reporting.
27. Other jobs as assigned by the Activities Director/Community Ed. Director.

QUALIFICATIONS:

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

*Estimated length of time required for the entrant to achieve acceptable level of proficiency.

Media Center Secretary

DEPARTMENT/SECTION:

173 days/7:30 a.m. to 3 p.m/7 hours/day

TITLE OF IMMEDIATE SUPERVISOR:

District Wide

JOB SUMMARY:

The Media Secretary assists the ~~Media Specialist~~ in providing an efficient school library media center. Additional duties may be assigned.

TASK DESCRIPTION:

1. Assists students, staff, and visitors in locating and using the school library media center resources and facilities. Is visible, accessible, helpful, and courteous to students, staff, and visitors.
2. Monitors students in the library, including their computer, iPad, and Internet usage.
3. Assist students with online content - online tests/quizzes, ebooks, etc.
4. Processes and catalogs library books, periodicals, equipment, and other materials.
5. Check in/out of digital devices and assisting with basic troubleshooting of such devices.

6. Checks library materials in and out to patrons.
7. Helps maintain a clean, organized, and properly shelved media center.
8. Assists in scheduling library use with teachers.
9. Sends notices of overdue items, fees, and fines. Maintains lists of those with overdue accounts.
10. Maintains continuity of media center operation when Media Specialist is absent.
11. Assists with displays, promotion of literature, and reading advisory.
12. Assists Administration in the supervision and training of student assistants and volunteers.
13. Assigns work to student assistants and/or volunteers.
14. Gives students guidance in their research and/or book selection.
15. Supervise Library Book Fairs.
16. Maintain a current library collection. Maintain yearly inventory of library collection.
17. Assists Technology Coordinator with equipment repairs and maintenance.
18. Assists with other assignments as determined by school Principal.
19. Manage an online circulation system, database management (data import/exports,) perform online searches and processing report. Under the direction of the school Principal, the Media Secretary may assist.
20. Recommend books and materials to be purchased.
21. Order equipment repairs and recommend condemnations.
22. Help determine outdated materials.

QUALIFICATIONS:

Required Knowledge, Skill, and Ability

1. Requires working knowledge of district media policy and procedures.
2. Must be skilled in specific library processes and procedures. Must be skilled in word processing, computer operation, operation of office machines, basic math, record keeping and filing, written and oral communication, and interpersonal relations. Must foster positive working relationships.
3. Ability to work independently with minimum supervision.
4. Ability to use judgment and demonstrate initiative to act without being asked.
5. Ability to read, analyze, and interpret information.
6. Knowledge of call numbers and library organization.

Minimum Entrance Requirements: Training

1. High school diploma or equivalent.
2. One year of formal training in office procedures, word processing, computer operation (including relevant software), bookkeeping, office machines, communication, and interpersonal relations.
3. Basic math skills consistent with the duties of this position.

Minimum Entrance Requirements: Preferred Experience

1. Twelve months of job related work experience with demonstrated competence.
2. Knowledge and experience with online data base systems.

Interaction with Others (Non-Supervisory)

1. Interacts positively with students, teachers, staff, parents, vendors, and other secretaries.
2. Maintains appropriate confidentiality.
3. Ability to react well under pressure.
4. Handle and balance multiple demands at one time.
5. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
6. Display courtesy, tact, and respect when dealing with others.

Working Environment

1. Standard office conditions, with exception of standing, bending, and moving from student to student most of the workday.
2. Must deal with many interruptions.
3. Must monitor patron activity.

Physical Demand Characteristics

- 1. May move or lift items as needed or contact custodial staff for assistance.
- 2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, kneel, crouch, or crawl.

- 17. Consider Resolution Relating to the School Board Member General Election and Calling an Election Thereon.

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

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

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

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

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

2. The general election is hereby called and directed to be held on Tuesday, the 3rd day of November, 2015, between the hours of 10:00 o'clock a.m. and 8:00 o'clock p.m.

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

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

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

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

The clerk is hereby authorized and directed to cause notice of said general election to be published in

the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

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

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

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


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

GENERAL ELECTION BALLOT

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

NOVEMBER 3, 2015

INSTRUCTIONS TO VOTERS

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

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

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

Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

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

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

9. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the general election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.

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

11. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.127 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditor or deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

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

<u>Polling Place</u>	<u>Election Judges</u>
Ind. School District #314	_____
Braham Area High School	_____
531 Elmhurst Ave. South	_____
Braham, MN 55006	To be appointed by October 9, 2015

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

13. The School District clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02 available on the school district's website. The clerk must post the

report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

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

and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said Resolution was declared duly passed and adopted.

_____, _____, _____

18. Consider MN School Boards Association membership renewal for 2015-16.

Minnesota statutes provide that individual school boards, by a two-thirds vote, may join MSBA. This membership provides benefits to member schools in the way of negotiations policy and election support, legal advice and seminars for members and general school management. The premium for the 2015-2016 school year is \$4,402.00 and is based on our average daily membership of students served.

_____, _____, _____

19. Consider authorizing calling for bids for lease agreement on school owned property (farmland)

LEGAL NOTICE

Independent School District 314, Braham, Minnesota, will receive SEALED bids for the rental of school district owned farm land for the 2016 growing season as follows:

a 4.3 acre piece of farmland, located west of the Elementary School.

The rent will be due in its entirety upon the awarding of and acceptance of the contract.

Submit sealed bids by Monday, September 14, 2015, 10:00 a.m. to:

Superintendent of Schools
Braham ISD 314, 531 Elmhurst Ave S
Braham, MN 55006

Individuals wishing to inspect the farm land may make arrangements by calling 320-396-3313.

Braham ISD 314 reserves the right to accept or reject any/all bids, and waive formalities or irregularities in bidding.

_____, _____, _____

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

The Minnesota Department of Education (MDE) requires that the School Board designate the Identified Official with Authority (IOWA) to authorize user access to MDE secure websites for our local education agency. The designation gives the Identified Official the responsibility of assigning job duties to local education agency staff. MDE recommends that the Superintendent of Schools be designated as the Identified Official. Designate Ken Gagner as the IOWA for Braham.

21. Consider approval of the proposed changes to the Parent/Student ChromeBook Agreement.

Dustin Hoeper, District Tech Coordinator, is requesting approval to make the following changes to the Parent/Student ChromeBook Agreement. The only insurance option would decrease to \$30 per year (instead of \$40). There is no longer a 2nd semester payment option. The purchase price has also decreased to \$230. The online link to view the entire Parent/Student Agreement is: <http://goo.gl/forms/PIJW5IPA7b> All agreements will be done and signed online.

22. Consider SECOND reading of MSBA and district Policies for update and revision.

These policies are being presented for the SECOND **reading**: #208 Development, Adoption, and Implementation of Policies replacing old policies BG, BGB, and BGBA and, #524 - Internet Acceptable Use and Safety Policy. These policies are being updated to meet the most current MN State requirements. No action is required at this time.

Adopted: MSBA/MASA Model Policy 208
Orig. 1995
Revised: Rev.2014

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a subsequent meeting after the meetings at which public input was received. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies and developing administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to this policy manual, and a copy shall be placed in the office of each school attendance center. Manuals shall be available in the central office and made available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 410 Family and Medical Leave Policy; 413

Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 506 Student Discipline; 514 Bullying Prohibition Policy; 522 Student Sex Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 616 School District System Accountability; and 806 Crisis Management Policy.

E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: *Minn. Stat. § 123B.02, Subd. 1 (School District Powers)*
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: *MSBA/MASA Model Policy 305 (Policy Implementation)*

Braham Area Public Schools

Ind. School Dist. #314

Braham, MN 55006

Adopted: March 15, 1999

Revised: **November 17, 2014**

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or

(2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “MySpace” and “Facebook” or any other social media website currently present or developed in the future.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district

employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time. Any request to review or terminate a student's account shall be through the building principal in writing.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and email files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

~~C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement. All students will be granted access to the schools interne. If a parent or guardian does not want their child to have access to the internet in school, they will have to notify the school district in writing so their account can be shut down.~~

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or virtual servers, or for delays or changes in or interruptions of service or misdeliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

A. All users shall be notified of the school district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.
2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or virtual servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system, school district devices, and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.

- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.
- E. The school district reserves the right to monitor all activity of the school network without prior notification to student, parents, guardian or school district staff.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnawaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (*Discipline, Suspension, and Dismissal of School District Employees*)
 MSBA/MASA Model Policy 406 (*Public and Private Personnel Data*)
 MSBA/MASA Model Policy 505 (*Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees*)
 MSBA/MASA Model Policy 506 (*Student Discipline*)
 MSBA/MASA Model Policy 515 (*Protection and Privacy of Pupil Records*)
 MSBA/MASA Model Policy 519 (*Interviews of Students by Outside Agencies*)
 MSBA/MASA Model Policy 521 (*Student Disability Nondiscrimination*)
 MSBA/MASA Model Policy 522 (*Student Sex Nondiscrimination*)
 MSBA/MASA Model Policy 603 (*Curriculum Development*)
 MSBA/MASA Model Policy 604 (*Instructional Curriculum*)
 MSBA/MASA Model Policy 606 (*Textbooks and Instructional Materials*)
 MSBA/MASA Model Policy 806 (*Crisis Management Policy*)
 MSBA/MASA Model Policy 904 (*Distribution of Materials on School District Property by Non-school Persons*)

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23. Consider THIRD and FINAL reading of MSBA or District Policies for update and revision.

These policies are being presented for the THIRD AND FINAL **reading**: #410 - Family and Medical Leave Policy; #509 - Non-resident Student Enrollment; #616 - School District System Accountability; and #806 - Crisis Management Policy. The last section of #806 has been struck through following the discussion at the 7/20/15 Board meeting. These policies are being updated to meet the most current MN State requirements.

Adopted: MSBA/MASA Model Policy 410
Orig. 1995
Revised: Rev. 2014

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. "Covered servicemember" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.

E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered service member's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.

F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:

1. a military medical treatment facility as an outpatient; or
2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.

G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
2. to attend military events and related activities of a covered military member;
3. to address issues related to childcare and school activities of a covered military member's child;
4. to address financial and legal arrangements for a covered military member;
5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
7. to attend post-deployment activities related to a covered military member;
8. to address parental care needs; and
9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.

H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. inpatient care in a hospital, hospice, or residential medical care facility; or

2. continuing treatment by a health care provider.

I. "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- a. birth of the employee's child and to care for such child;
- b. placement of an adopted or foster child with the employee;
- c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
- e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.

2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.

4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.

5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:

- a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
- b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of

duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

(i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the service member's office, grade, rank, or rating; or

(ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(iii) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

(iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.

10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified

of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.

11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must

give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 1. take leave for the entire period or periods of the planned medical treatment; or

2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.

C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.

1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.

2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.

3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.

D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.

B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 et seq. (Armed Forces General Military Law)
29 U.S.C. § 2601 et seq. (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin "M" (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

Adopted: MSBA/MASA Model Policy 509

509 ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

1. previous academic achievement of a student;
2. athletic or extracurricular ability of a student;

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

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

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

F. **Exclusion**

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

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

G. **Termination of Enrollment**

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

2. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

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

I. Students that are open enrolling from another state while the parent continues to reside in that state may be charged tuition and other fees related to non-academic activities. If any state has or attains reciprocity with the state of Minnesota, all tuition and fees will be waived.

Legal References: Minn. Stat. § 120A.22, Subd. 3(e) (Residency Determined)
Minn. Stat. § 120A.22, Subd. 8 (Withdrawal from School)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District)
Minn. Stat. § 124D.68 (High School Graduation Incentives Program)
Minn. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant Defined)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

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

Adopted: MSBA/MASA Model Policy 616
Orig. 1997
Revised: Rev. 2013

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the No Child Left Behind Act.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and No Child Left Behind Act will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "Graduation Standards" means the credit requirements and Profile of Learning content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. "Profile of Learning" means content standards formerly required for a high school diploma.
- D. "World's best workforce" means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and the No Child Left Behind Act. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee).

2. The improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

C. Implementation of Graduation Requirements

1. The school board shall appoint a Graduation Standards Implementation Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues.

Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. The Graduation Standards Implementation Committee will be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Graduation Standards Implementation Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Graduation Standards Implementation Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.

3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement

1. By October 1st of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.

2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:

- a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
- b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
- c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
- d. Advising the school board about development of the annual budget.

3. The Advisory Committee shall meet the following criteria:

- a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
- b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.

c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.

d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.

4. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:

- a. The Director of Curriculum (or similar educational leader)
- b. Principal
- c. School Board Member
- d. Student Representative
- e. One teacher from each building or instructional level
- f. Two parents from each building or instructional level
- g. Two residents without school-aged children, non-representative of local business or industry
- h. Two residents representative of local business or industry
- i. School District Test Administrator (if different from "a." above)

5. The Advisory Committee shall meet the following timeline each year:

Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Month(s): Review evaluation results and prepare recommendations.

Month: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.

F. Educational Planning and Assessment System. The school district may elect to participate in the Educational Planning and Assessment System (EPAS) program offered by ACT, Inc., to provide a longitudinal, systematic approach to student educational and career planning, assessment, instructional support, and evaluation.

G. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for

improving curriculum and instruction, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its summary report to the Commissioner.

Legal References: Minn. Stat. § 120B.02 (*Educational Expectations for Minnesota's Students*)

Minn. Stat. § 120B.018 (*Definitions*)

Minn. Stat. § 120B.11 (*School District Process*)

Minn. Stat. § 120B.128 (*Educational Planning and Assessment System (EPAS) Program*)

Minn. Stat. § 120B.35 (*Student Achievement Levels*)

Minn. Stat. § 120B.36 (*School Accountability; Appeals Process*)

Minn. Stat. § 122A.40, Subd. 8 (*Employment; Contracts; Termination*)

Minn. Stat. § 122A.41, Subd. 5 (*Teacher Tenure Act; Cities of the First Class; Definitions*)

Minn. Stat. § 123B.04 (*Site Decision Making Agreement*)

Minn. Stat. § 123B.147, Subd. 3 (*Principals*)

Minn. Rules Parts 3501.0640-3501.0655 (*Academic Standards for Language Arts*)

Minn. Rules Parts 3501.0700-3501.0745 (*Academic Standards for Mathematics*)

Minn. Rules Parts 3501.0800-3501.0815 (*Academic Standards for the Arts*)

Minn. Rules Parts 3501.0900-3501.0955 (*Academic Standards in Science*)

Minn. Rules Parts 3501.1300-3501.1345 (*Academic Standards for Social Studies*)

20 U.S.C. § 6301, et seq. (*No Child Left Behind Act*)

Cross References: MSBA/MASA Model Policy 104 (*School District Mission Statement*)

MSBA/MASA Model Policy 601 (*School District Curriculum and Instruction Goals*)

MSBA/MASA Model Policy 613 (*Graduation Requirements*)

MSBA/MASA Model Policy 614 (*School District Testing Plan and Procedure*)

MSBA/MASA Model Policy 615 (*Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students*)

MSBA/MASA Model Policy 617 (*School District Ensurance of Preparatory and High School Standards*)

MSBA/MASA Model Policy 618 (*Assessment of Student Achievement*)

MSBA/MASA Model Policy 619 (*Staff Development for Standards*)

MSBA/MASA Model Policy 620 (*Credit for Learning*)

Adopted: MSBA/MASA Model Policy 806

Orig. 1999

Revised: Rev. 2014

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, "school districts," shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis

management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. **General Crisis Procedures.** The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

a. **Lock-Down Procedures.** Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

b. **Evacuation Procedures.** Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff

a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

3. School Emergency Response Teams

a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff

shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.

5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.

8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

IV. PROCEDURES TO BE INCLUDED IN THE SCHOOL DISTRICT'S PLAN

The following various hazards/emergency procedures are to be part of the school district's adopted Crisis Management Plan:

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage

- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

~~D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]~~

~~School districts within a 10 mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.~~

~~Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.~~

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
 Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 Minn. Stat. § 121A.035 (Crisis Management Policy)
 Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 Minn. Stat. § 299F.30 (Fire Drill in School)
 Minn. Stat. § 326B.02, Subd. 6 (Powers)
 Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
 Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
 Minn. Rules Ch. 7511 (Fire Safety)
 20 U.S.C. § 1681, et seq. (Title IX)
 20 U.S.C. § 6301, et seq. (No Child Left Behind)
 20 U.S.C. § 7912 (Unsafe School Choice Option)

42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)

MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

24. Consider setting Special School Board meeting.

WOLD Architects is requesting a Special Board meeting to be held on Monday, August 31, 2015 to review Stadium/Field Renovation and Building Renovation.

25. Reminder of the September Regular school board meeting.

The September Regular School Board meeting is set for Monday, September 21st, 7:00 pm, B100 – Community Room.

26. Adjourn.
