

MEMO TO: Board of Education  
TOPIC: Regular School Board Meeting  
FROM: Steve D. Cairns, Superintendent  
DATE: September 28, 2016

A Regular School Board Meeting of the Board of Education will be held October 3, 2016 at 7:30 PM in the High School Room 101.

### Agenda

**1. CALL TO ORDER**

A. Pledge - Chairman Broden

**2. PREVIEW OF AGENDA**

*During this time any board member may pull any item(s) from the Consent Agenda*

**3. ADDITIONS TO THE AGENDA**

**4. CONSENT AGENDA**

A. Minutes - September 19 4  
B. Policy 466 - Conduct of School on Certain Holidays - **NO CHANGE** 6

**5. COMMUNICATIONS**

A. Enrollment - September 20 7  
B. Upcoming School Board Meeting Dates  
October 17 - Public Hearing and Board Meeting at Rice Lake Community Center  
November 7 - Regular School Board Meeting  
November 14 - Special School Board Meeting - Canvass School Board Election  
November 21 - Regular School Board Meeting

**6. STUDENT INPUT AND RECOGNITION**

A. Athletes of the Week

- 1) September 21
  - Garrett Riewer (7th grade, football)
  - Bryce Evje (Sr., football)
  - Alex Dawson (8th grade, football)
  - Brody Paggen (Jr., football)
  - Maria Melbo (Fr., volleyball)
  - Elliot Logan (So., football)
  - Tristan McCoy (Fr., football)
  - Audrey Soderstrom (8th grade, volleyball)

Rachael Broten (7th grade, volleyball)

2) September 28

Kylli Anderson (Fr., Volleyball)

Alex Rolfson (8th grade, Football)

Skylar Boe (7th grade, Volleyball)

Gracie Highberg (8th grade, Volleyball)

Levi Larson (Sr., Football)

B. Elementary School Student of the Month - September

- 1) Natalie Berg, Carmelita Rodriguez, Hailey Berg, Hannah Wilcowski, Jasmine Harwood, Lexi Cloose, Victoria Dudley, Gracie Halberg, Tyson Olson, LaDainian Leines, Evelyn Warmbold, Mystic Hall, Raylynn Miller, Lela Netland, Nora Stout, Gabrielle Jesness, Morgan Neeland, Abigail Strutz and Jaime Jones

**7. PUBLIC PARTICIPATION**

**8. COMMITTEE REPORTS**

- A. Transportation
- B. Policy
- C. Facilities
- D. Negotiations
- E. Athletics
- F. Security
- G. Wellness
- H. Other

**9. REPORTS AND PRESENTATIONS**

- A. Cultural Trip - Maria Bjorklund 10

**10. SCHOOL BOARD ACTION**

- A. Student Science Fair Survey Request 11
- B. Staffing
  - 1) Medical Leave Request - Employee A. November 15 - December 5, 2016
  - 2) Hire - Sarah Johnson, Paraprofessional  
Contingent upon meeting the No Child Left Behind requirements and receipt of a satisfactory background check.
- C. Policy First Reading & Comments
  - 1) 460 - Emergency Leave for Full-Time Summer Employees - **DELETE** 13
  - 2) 462 - Keyless Entry Access Card Fee - **REVISED** 14

3) 464 - Custodial Overtime Policy - **DELETE** 15

4) 465 - ISD 162 Transportation Cell Phone Use Policy - **DELETE** 16

**11. NEXT MEETINGS AGENDA ITEMS - *Chairman Broden***

**12. MEETING SCHEDULE - *Chairman Broden***

Public Hearing - Monday, October 17, 2016, at 6:00 p.m. at the Rice Lake Community Center. The regular school board meeting will follow about 7:00 p.m.

**13. ADJOURNMENT**

**14. SCHOOL BOARD ACTION**

**A BAGLEY PUBLIC SCHOOLS  
REGULAR SCHOOL BOARD MEETING  
SEPTEMBER 19, 2016  
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on Monday, September 19, 2016, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Wendy Fultz, Amy Fontaine, LeAnn Agnes, Toby Anderson, Kathy Clark and Superintendent Cairns. Members absent: Jamie Grover.

Chairman Broden called the meeting to order and opened with the Pledge of Allegiance to the Flag.

1. A motion was made by Wendy Fultz, seconded by LeAnn Agnes to approve Employee A medical leave request that will start approximately October 19 for six weeks. Motion passed 6-0.
  
1. A motion was made by Toby Anderson, seconded by Kathy Clark to approve the following consent agenda items:
  - A. September 6 Minutes
  - B. September 2016 Invoices - \$320,051.46 – Ck# 57347-57438
  - C. August 2016 Hand Payables - \$431,427.98 – Ck# 31390-31434
  - D. August 2016 Statement of Cash Balances - \$4,049,303.55
  - E. August 2016 Budget Comparison
  - F. August 2016 Wires Payments - \$51,515.25
  - G. Elementary School and High School Auxiliary AccountsMotion passed 6-0.
  
2. Superintendent Cairns announced the 2016-2017 Meet and Confer meeting dates:  
Tuesday, December 8, 2016 @ 7:30 p.m. in the High School Staff Lounge  
Tuesday, February 23, 2017 @ 7:30 p.m. in the High School Staff Lounge  
Thursday, April 27, 2017 @ 7:30 p.m. in the High School Staff Lounge
  
3. Chairman Broden announced that Tess Tramm, Cassie Keough, Tiffany Gerbracht, Cori Bonik, Keenly Gordon and Weston O’Beirne were the September 7 Student Athletes of the Week and Hallie Lindgren, Kolten Schultz, Bailey Engesether, Jessa Olson and Carson Grover were the September 14 Student Athletes of the Week.
  
4. A motion was made by Amy Fontaine, seconded by LeAnn Agnes to adopt resolution accepting gifts/donations to Bagley Public Schools:  
  
**WHEREAS** the following; therefore, **BE IT RESOLVED** by the School Board of Independent School District #162 – Bagley School Board does hereby accepts the following donations:  
\* \$3,400 from NW Minnesota Foundation for ECI  
\* \$2,300 from NW Minnesota Foundation for Banner Board  
Motion passed 6-0.
  
5. A motion was made by Amy Fontaine, seconded by Toby Anderson to correct Carol Vik’s job title from Title VII Director to Indian Education Director in the September 6<sup>th</sup> minutes, item #15. Motion passed 6-0.
  
6. A motion was made by Toby Anderson, seconded by Kathy Clark to approve the work agreement between the District and Clearwater County Nursing Service for the 2016-2017 school year. Motion passed 6-0.

7. A motion was made by Kathy Clark, seconded by Toby Anderson to approve the AMI application and budget for the 2016-2017 SY. Motion passed 6-0.
8. A motion was made by Kathy Clark, seconded by LeAnn Agnes to approve the Title VII budget for the 2016-2017 SY. Motion passed 6-0.
9. A motion was made by Amy Fontaine, seconded by Wendy Fultz to levy the “Maximum” for the 2016 Payable 2017 Proposed Levy Limitation. Motion passed 6-0.
10. A motion was made by Wendy Fultz, seconded by LeAnn Agnes to hire Kati Martin as a paraprofessional contingent upon meeting the No Child Left Behind requirements and receipt of a satisfactory background check. Motion passed 6-0.
11. A motion was made by Wendy Fultz, seconded by Toby Anderson to accept the coaching resignation of Adam Broten. Motion passed 6-0.
12. A motion was made by Amy Fontaine, seconded by Toby Anderson to revise Policy 506 Student Discipline and 506F Student Discipline form. Motion passed 6-0.
13. A motion was made by LeAnn Agnes, seconded by Amy Fontaine to revise Policy 520 Student Survey Policy. Motion passed 6-0.
14. A motion was made by Wendy Fultz, seconded by Kathy Clark to revise Policy 529 Notification to Staff Regarding Placement of Students with Violent Behavior and to adopt 529F Staff Notification of Violent Behavior by Students form. Motion passed 6-0.
15. A motion was made by Kathy Clark, seconded by Toby Anderson to revise Policy 714 Fund Balance. Motion passed 6-0.
16. A motion was made by Amy Fontaine, seconded by LeAnn Agnes to revise Policy 533 Wellness Policy with correction and adjustments. Motion passed 6-0.
17. ITEMS FOR THE NEXT AGENDA:
  - A. Staffing
18. The next School Board meeting will be held on Monday, October 3, 2016, at 7:30 p.m. in High School Room 101.
19. A motion was made by Amy Fontaine to adjourn the meeting at 8:08 p.m. Motion passed 6-0.

Adam Broden, Chairman  
School Board  
Ind. School District #162

Wendy Fultz, Clerk  
School Board  
Ind. School District #162

**466 CONDUCT OF SCHOOL ON CERTAIN HOLIDAYS**

Board Adopted: October 18, 2010

Board Revised: October 3, 2016

BE IT RESOLVED that, pursuant to M.S. 645.44, Subd. 5, the School Board of Independent School District No. 162 has determined that Columbus Day and the Friday after Thanksgiving are not legal holidays.

<b>Bagley School</b>					
<b>Enrollment K -12</b>					
<b>SY 2016-2017</b>					
	<b>10/3/16</b>	<b>9/20/16</b>	<b>5/2/16</b>		<b>9/15/15</b>
HK	7	6	16		14
K	76	77	57		60
1	67	67	89		91
2	92	92	71		75
3	74	74	98		102
4	103	104	79		77
5	79	80	82		84
6	80	80	77		80
<b>Total K-6</b>	<b>578</b>	<b>580</b>	<b>569</b>		<b>583</b>
7	76	76	71		74
8	68	68	68		68
9	76	75	77		77
10	71	70	78		86
11	82	82	61		70
12	63	63	48		56
<b>Total 7-12</b>	<b>436</b>	<b>434</b>	<b>403</b>		<b>431</b>
<b>Total K-12</b>	<b>1,014</b>	<b>1,014</b>	<b>972</b>		<b>1,014</b>

<b>Bagley School</b>												
<b>Enrollment K -12</b>												
<b>Comparison 05/06 - 16/17 SY</b>												
	<b>9/20/16</b>	<b>9/15/15</b>	<b>9/16/14</b>	<b>9/16/13</b>	<b>9/17/12</b>	<b>9/20/11</b>	<b>9/7/10</b>	<b>9/8/09</b>	<b>9/15/08</b>	<b>9/14/07</b>	<b>9/15/06</b>	<b>9/1/05</b>
HK	6	14	13	5	12	20	13	15	14	17	6	8
K	77	60	78	76	88	69	74	74	66	60	75	74
1	67	91	79	99	87	84	73	76	66	67	81	84
2	92	75	100	81	82	77	73	69	66	85	80	65
3	74	102	84	87	74	71	65	71	77	76	66	71
4	104	77	87	78	74	65	79	77	75	67	66	84
5	80	84	80	73	65	82	82	77	64	67	87	79
6	80	80	71	68	75	84	81	66	73	93	79	76
Total K-6	580	583	592	567	557	552	540	525	501	532	540	541
7	76	74	68	79	86	88	71	77	90	80	76	101
8	68	68	77	83	83	66	71	90	79	77	97	76
9	75	77	90	80	66	75	79	78	75	105	74	96
10	70	86	86	62	68	81	77	86	100	67	92	97
11	82	70	62	66	70	69	70	104	63	92	97	71
12	63	56	63	76	62	68	86	73	86	84	67	78
Total 7-12	434	431	446	446	435	447	454	508	493	505	503	519
<b>Total K-12</b>	<b>1,014</b>	<b>1,014</b>	<b>1,038</b>	<b>1,013</b>	<b>992</b>	<b>999</b>	<b>994</b>	<b>1,033</b>	<b>994</b>	<b>1,037</b>	<b>1,043</b>	<b>1,060</b>



<b>Bagley School</b>												
<b>Enrollment K -12</b>												
<b>Comparison 05/06 - 16/17 SY</b>												
	<b>10/3/16</b>	<b>10/1/15</b>	<b>10/1/14</b>	<b>10/1/13</b>	<b>10/1/12</b>	<b>10/1/11</b>	<b>10/1/10</b>	<b>10/1/09</b>	<b>10/1/08</b>	<b>10/1/07</b>	<b>10/2/06</b>	<b>10/3/05</b>
HK	7	16	12	5	13	19	13	15	14	17	6	9
K	76	59	78	78	87	70	74	74	65	57	76	74
1	67	91	77	101	86	84	72	76	66	67	81	85
2	92	75	100	81	82	78	73	69	66	85	82	68
3	74	102	84	88	74	71	65	71	77	75	65	73
4	103	77	85	78	74	66	79	77	76	65	66	86
5	79	83	81	73	65	82	83	77	64	67	88	78
6	80	80	71	68	75	86	81	66	72	93	79	78
<b>Total K-6</b>	<b>578</b>	<b>583</b>	<b>588</b>	<b>572</b>	<b>556</b>	<b>556</b>	<b>540</b>	<b>525</b>	<b>500</b>	<b>526</b>	<b>543</b>	<b>551</b>
7	76	75	67	78	87	88	70	73	87	80	74	99
8	68	68	78	85	83	66	73	89	78	75	97	71
9	76	77	90	80	67	75	79	77	73	101	73	96
10	71	86	85	62	67	81	76	85	97	67	89	99
11	82	67	57	67	70	69	72	98	62	90	93	71
12	63	56	60	75	64	68	87	72	85	85	63	75
<b>Total 7-12</b>	<b>436</b>	<b>429</b>	<b>437</b>	<b>447</b>	<b>438</b>	<b>447</b>	<b>457</b>	<b>494</b>	<b>482</b>	<b>498</b>	<b>489</b>	<b>511</b>
<b>Total K-12</b>	<b>1,014</b>	<b>1,012</b>	<b>1,025</b>	<b>1,019</b>	<b>994</b>	<b>1,003</b>	<b>997</b>	<b>1,019</b>	<b>982</b>	<b>1,024</b>	<b>1,032</b>	<b>1,062</b>

September 27, 2016

Bagley School District

School Board Members:

Our Spanish class is taking a nine day Cultural trip to Costa Rica on June, 2017, between 12-20 with Education First Explore America. (EF) or with Explorica. We still are looking at the lowest price. We took our Cultural Trip to Puerto Rico this June and it was awesome!

We would like to be included in your next School Board Meeting to get your approval to begin our Fundraiser as soon as possible.

These two travel companies are giving me a great list of ideas to do this Fundraiser. The list is long but these are the ones we want to do:

1. Auction Night/Silent Auction

How it works: Invite the Community to a night of bidding on merchandise and Gift Cards

- To obtain the merchandise and gift cards, we are going to send letters of interest to the community, businesses and companies, as well as to our wonderful staff to assist us.

2. Concessions: without conflicting with Flyers.

3. Individual Fundraising: without being sponsor by Bagley.

At this moment I don't have the exact dates and prices, but I would like to get your approval in order to have a meeting with parents and students participating in this Cultural trip to Costa Rica.

Note: hopefully you have my information with the list of fundraising activities we got from EF Explore America last year. If not, please let me know.

Sincerely,

Maria Bjorklund/Sra. B  
World Language Teacher/Spanish  
Bagley High School  
mbjorklund@bagley.k12.mn.us  
Ext. 315

# SURVEY

Hi, my name is Isaiah Tramm and I am in sixth grade at Bagley Elementary. I am doing a Science Fair project on Live Trapping Mice and Feeding Habits of Mice. The survey is optional. If you choose to do the survey, please return it to your child's teacher. If you have questions or concerns please contact me or my parents, Seth and Sara Tramm, at 218.467.9223 or Mr. Cage at 218.694.6528.

Name: (Optional) \_\_\_\_\_

What is your favorite mouse trap?

\*style-

\*brand-

draw pictures/attach pictures if needed:

What is your favorite bait to use?

Where do you typically catch mice?

What time of year do you typically catch mice?

What is the estimated time of day that you typically catch mice?

Any other information you think might be helpful to me!:

I appreciate your help and the time you have taken to fill out and return this survey.  
Sincerely, Isaiah Tramm



**460 Emergency Leave for Full-Time Summer Employees**

Board Adopted: September 17, 2007

Board Deleted: 2016

Employees who work full time at Independent School District #162 during the regular school year and who also have worked full time, in another capacity for the district, during the summer months for the past three consecutive years, may be granted paid emergency leave during the summer months. Emergency leave may be deducted from the employee's school year sick leave at the discretion of the Superintendent.

Delete – the employee this applied to has retired.

**462 Keyless Entry Access Card Fee**

Board Adopted: October 15, 2007

Board Revised: ~~May 19, 2008~~ 2016

The initial keyless entry access card will be free to staff members. Lost or broken access cards must be replaced, in the Superintendent's Office, for a fee of \$10.00 for lost cards and \$5.00 for broken cards.

For safety purposes, all ~~staff and~~ visitors are required to wear ~~a their keyless entry access card or~~ visitors badge, while in the school building, during the school day.

~~To ensure that all keyless entry access cards are accounted for, pay checks will be withheld, until keyless entry access cards are returned, from temporary position employees (Ex. Part-time coaches, summer recreation coaches and etc.) as determined by school administration.~~

**464 Custodial Overtime Policy**

Board Adopted: September 15, 2008

Board Deleted: 2016

Overtime will be on a limited, as needed basis. Any overtime must be pre-approved by the supervisor.

Delete – Not needed as a policy.

**465 ISD 162 Transportation Cell Phone Use Policy**

Board Adopted: October 20, 2008

Board Deleted: 2016

Bagley Public Schools emphasizes the importance of safety while taking calls on the road. ISD 162 prohibits the driver of any/all school vehicles to use a cell phone (ex. hands free, texting, blackberrys, laptops and etc included) while the vehicle is in motion. Employees are required to get off the road to make or answer calls, except in emergency situations.

~~Delete - Policy is State Law~~