

MEMO TO: Board of Education  
TOPIC: Regular School Board Meeting  
FROM: Steve D. Cairns, Superintendent  
DATE: May 27, 2015

A Regular School Board Meeting of the Board of Education will be held June 1, 2015 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**

A. Staff - Resignation of Paraprofessional Sarah Banta

B. Carpet and Flooring for BES - Summer 2015 Flooring Project 4  
Galli Furniture - \$40,995.00  
Cabinet Corner Inc. - \$46,748.39  
Home Depot, Home Services - \$54,508.50

C. Technology Plan 2016-2018 SY 8

**4. CONSENT AGENDA**

A. Minutes - May 18 14

B. Update Policy 509 - Enrollment of Nonresident Students 16

**5. COMMUNICATIONS**

A. Enrollment 20

B. Return Book - "Everything You Wanted to Know About Indians but Were Afraid to Ask"

**6. STUDENT INPUT AND RECOGNITION**

A. May 20 Athletes of the Week  
Erica Gordon  
Aleah Nelson  
Izabell Gerbracht  
Nicholas Kaiser  
May 27 Athletes of the Week

Hunter Stai  
Hayley George  
Blake Erickson  
Courtney Futlz  
Ben Thoma  
Kylie Bergh

B. Elementary April 2015 SOM

Cora Nelson, Jodi Neeland, Olivia Larson, Isabella Nelson, Inez Auginaush, Definity Loftus, Hailey Martine, Noah Wilson, Jackson Kaiser, Benjamin Cymbaluk, Michael Krans, Jeremiah Gordon, Alivia Katzenmeyer, Hailey Berg, Ava Kaiser, Peyton Auginaush, Benjamin Olson, Taylor Pearce, Isaac Schermerhorn, Latriva Pierce, Skylar Boe, Bridget Looney, Alanna Thompson, Atlanta Leines, Jocelyn Beltz and Parker Boe.

**7. PUBLIC PARTICIPATION**

**8. COMMITTEE REPORTS**

A. Transportation

B. Policy

C. Facilities

D. Negotiations

6:00 p.m. - Truancy Tracker/Belinda Schermerhorn

6:30 p.m. - Community Ed Director/Keith Gebhardt

8:15 p.m. - Cooks

8:30 p.m. - Bus Drivers

E. Athletics

F. Security

G. Wellness

H. Other

**9. REPORTS AND PRESENTATIONS**

A. Public Utilities - Winter 2014-15 IPP Total Costs by Customer 22

B. Preliminary Budget SY 2015-2016 27

**10. SCHOOL BOARD ACTION**

A. Policy 427 Workload Limits for Certain Special Education Teachers - Update & Adoption 28

B. Staffing

**11. NEXT MEETING'S AGENDA ITEMS - *Chairman Broden***

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

Monday, June 15, 2015 at 7:30pm in High School Room 101

### 13. ADJOURNMENT

# Bageley Elementary

- (144) cartons of Carpet tile @ \$145<sup>00</sup> - \$20,880<sup>00</sup>
- (15) rolls of Carpet adhesive @ \$95<sup>00</sup> - \$1,425<sup>00</sup>
- (73) cartons of VCT tile (AL-41) @ \$56<sup>00</sup> - \$4,088<sup>00</sup>
- (6) rolls of (AD-42) tile adhes. @ \$100<sup>00</sup> - \$600<sup>00</sup>
- (15) cartons 4" Vinyl Concrete @ \$120<sup>00</sup> - \$1,800<sup>00</sup>
- (24) Tubes of Concrete Adhesive @ \$15<sup>00</sup> - \$360<sup>00</sup>
- (26) Transition strips @ \$19<sup>00</sup> - \$494<sup>00</sup>
- (2) gts T strip adhesive @ 25<sup>00</sup> - \$50<sup>00</sup>
- (2) Rubber Stairnos @ 69<sup>00</sup> - \$138<sup>00</sup>
- (1) 5 gal pail (50000) Floor Tile Polish - \$160<sup>00</sup>

\$29,995<sup>00</sup>  
 11,000<sup>00</sup>  


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 \$40,995<sup>00</sup>

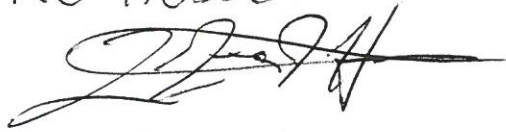
Labor  
Next page

Thank You  
 Galli Furniture

Stair nose - 20 ft	20		
Transitions - 256 Ft	256	312	20 312
Carpet - 740 yds	4440	795	4770
VCT - 3050 ft	3050	3735	3735
Cove Base - 1800		1800	1800
	\$ 9,566		
	+ prep		
		Labor \$ 10,637	
		+ Floor prep	

Labor for Install \$ 10,000 - \$11,000 Total

Luke Hessel



**Cabinet Corner, Inc.**

175 Spirit Ave N.E.  
 Wilton, MN 56601  
 USA

# QUOTATION

Quote Number: 5809  
 Quote Date: May 11, 2015  
 Page: 1

Voice: 218-751-7522  
 Fax: 218-751-3700

<b>Quoted To:</b>
BAGLEY SCHOOL ISD162 202 BAGLEY AVE NW BAGLEY, MN 56621

Customer ID	Good Thru	Payment Terms	Sales Rep
B6946122	6/10/15	C.O.D.	VANDYKE

Quantity	Item	Description	Unit Price	Amount
767.52	03	CARPET TILE: GLIMMER TILE: STYLE 59329/ COLOR 27750	24.50	18,804.24
10.00	03	CARPET TILE ADHESIVE	105.00	1,050.00
1.00	03	THERE ARE TWO COLORS BID FOR VCT. EITHER OR, BUT NOT BOTH. DIFFERENCE IS IN THE COLOR.		
3,195.00	03	FIRST OPTION: VCT COLOR: MULTI-TOAST	1.09	3,482.55
3,195.00	03	SECOND OPTION: VCT/GOLDEN WHEAT OR ANTIQUE WHITE	0.79	2,524.05
13.00	03	VCT ADHESIVE	115.00	1,495.00
1,550.00	033078	4" COVE BASE #20 CHARCOAL----Need to verify color	2.00	3,100.00
31.00	033081	COVE BASE ADHESIVE 30 OZ TUBES	6.05	187.55
1.00	04	LABOR TO INSTALL CARPET TILES AND VCT AND COVE BASE	13,500.00	13,500.00
1.00	05	INSTALLATION UT	1,980.00	1,980.00
			Subtotal	46,123.39
			Sales Tax	
			<b>TOTAL</b>	<b>46,748.39</b>



# Proposal

Crew 2  
 2650 Minnehaha Ave.  
 Minneapolis, Mn 55406  
 Phone: 612-276-7617  
 Fax: 612-276-1742

Authorized Service Provider

DATE: 5/30/15

PROPOSAL SUBMITTED TO <b>BAGLEY SCHOOL</b>	Phone:
STREET <b>202 BAGLEY AVE</b>	Attention: <b>BOB</b>
CITY, STATE & ZIP CODE <b>BAGLEY, MN</b>	Job Location:
Project Consultant: Gabe Goedeke Contract Sales Manager	Cell PHONE: <b>612-366-9118</b>

**WE PROPOSE** Hereby to furnish material and labor complete in accordance with specifications below, for the sum of:

	DOLLARS <b>\$ 54,508.50</b>
--	--------------------------------

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation for specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature: \_\_\_\_\_

NOTE: This proposal may be withdrawn by us if not accepted within 30 DAYS

We hereby submit specifications and estimates for:

QUANTITY	UNITS	DESCRIPTION	TOTAL
<b>MATERIAL</b>			
450	SY	GLIMMER CARPET TILE 59329 BRONZED 27750	\$ 18,900.00
6	EA	PRESSURE SENSITIVE CARPET TILE ADHESIVE	660.00
72	LF	VINYL TRANSITIONS: BLACK	223.20
960	LF	4" BLACK VINYL BASE FOR CARPET AREAS	816.00
			-
6225	SF	ESSENTIALS VCT COLOR TBD	6,225.00
6	EA	V-11 VCT ADHESIVE	528.00
1320	LF	4" BLACK VINYL BASE FOR VCT AREAS	1,122.00
24	LF	BLACK STAIRNOSE	90.00
24	LF	COVE METAL	96.00
			-
		ALL MATERIAL IS TAX EXEMPT	-
			-
<b>MATERIAL TOTAL</b>			<b>Material Total \$ 28,660.20</b>

QUANTITY	UNITS	DESCRIPTION	TOTAL
<b>LABOR</b>			
		CUSTOMER TO DO ALL DEMO AND FURNITURE MOVING	\$ -
3650	SF	EMBOSS OLD ADHESIVE PRIOR TO INSTALL TO PREP FOR CPT TILES	3,467.50
450	SY	INSTALL CARPET TILES	3,060.00
72	LF	INSTALL VINYL TRANSITIONS IN CARPET AREAS	180.00
360	lf	INSTALL VINYL BASE IN CARPET AREAS	522.00
			-
5644	SF	EMBOSS OLD ADHESIVE PRIOR TO PREP FOR VCT	5,361.80
6225	SF	INSTALL VCT- DIAGONAL PATTERN	11,205.00
1320	LF	INSTALL VINYL BASE IN VCT AREAS	1,914.00
24	LF	INSTALL VINYL STAIRNOSE	69.60
24	LF	INSTALL COVE METAL	68.40
			-
			-
		PREP IS FOR A BASIC EMBOSS OF THE OLD ADHESIVES	-
		IF FURTHER PREP IS REQUIRED AFTER DEMO	-
		IT WILL BE ADDRESSED BEFORE WORK IS CONTINUED	-
			-
<b>LABOR TOTAL</b>			<b>Labor Total \$ 25,848.30</b>

**GRAND TOTAL \$ 54,508.50**

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. **Concealed damages and/or items not specifically listed in a quoted above are strictly excluded from this estimate.**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of acceptance: \_\_\_\_\_

## 2016-2018 Technology Plan Guidance

Most local education agencies (LEAs) currently have an approved 2013-15 Technology Plan on file with the Minnesota Department of Education (MDE) that covers the period of July 1, 2013 – June 30, 2015. School districts and charter schools who wish to remain eligible for federal technology funding, such as the federal E-rate discount program, federal technology grant initiatives, and state telecommunications access aid, must develop their next technology plan to cover July 1, 2015 – June 30, 2018. Completion of this 2016-2018 technology plan and submission to MDE for approval will maintain the LEA's eligibility for state and federal programs for 2016-2018.

For the 2015 funding year, which covers services and equipment to be delivered between July 1, 2015-June 30, 2016, form 470's can be completed any time after July 1, 2014. Districts looking for E-Rate funding on priority two services must have their technology plans written by the time they file their form 470's.

The current 2013-15 technology plans only covers your district through June 30, 2015. To accommodate those districts who need to begin writing their plans sooner, the new 2016-18 technology plan template has been posted on the MDE website:  
<http://education.state.mn.us/MDE/SchSup/SchTech/index.html>.

### Plan Development

Technology planning should be an integral part of the strategic planning process of LEAs; therefore, MDE has compiled resources to assist with the technology planning process rather than prescribing a specific process.

### Plan Requirements

The following requirements are imposed by the federal E-rate program and must be met for technology plans submitted for E-rate program eligibility:

1. *The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education services.*
2. *The plan must include a professional development strategy to ensure that staff know how to use these new technologies to improve education services.*
3. *The plan must also include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.*

4. *The plan must include an evaluation process that enables the school or library to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.*
5. *School districts and charter schools receiving E-rate discounts on Internet access must be in compliance with The Children’s Internet Protection Act (CIPA) and the Protecting Children in the 21<sup>st</sup> Century Act.*

Information on CIPA may be found at:

<http://www.universalservice.org/sl/applicants/step06/cipa.aspx>

Information on Protecting Children in the 21<sup>st</sup> Century may be found at:

<http://www.fcc.gov/document/wcb-public-notice-protecting-children-21st-century-act>

6. *Plans need to include any E-rate eligible services for which a school district is seeking E-rate discounts.*
7. *The plan must be written and have a date of creation that pre-dates any E-rate Form 470s filed for services for the specific E-rate program year. The technology plan must also cover the entire E-rate program year.*

[Read more about the E-rate program](http://www.usac.org) (<http://www.usac.org>).

## **Plan Submission and Review**

The 2016-18 Technology Plan may be submitted at any time before June 30, 2018. For LEAs filing for E-rate in funding year 2015 (July 1, 2015 – June 30, 2016) remember that the technology plan must be written before any Form 470s are filed. Form 470’s can be filed by LEAs any time after July 1 for the following program year.

MDE will review and approve 2016-2018 Technology Plans as they are received. Approval letters will be sent to LEAs as soon as they are approved.

To view approved technology plans and approval letters, please visit the Data Center: Data Reports and Analytics: School Technology Plans and Approval Letters.

The 2016-18 Technology Plan template that follows will be reviewed to determine if the LEA has made a good faith effort to address the essential components required for E-rate program eligibility. The LEA may be contacted for specific clarifications, as needed.

Please type information directly into the template, as indicated.

LEAs should post their full 2016-2018 plan to their website and provide a link to the full plan in the appropriate space in the template. **Please do not modify the template.** Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to:

[mde.schooltechplan@state.mn.us](mailto:mde.schooltechplan@state.mn.us).

**Technology Plan Cover Sheet**  
2016-2018 (July 1, 2015 – June 30, 2018)

***Organization Information***

District/Agency/School (legal name): Bagley Independent School District

District Number: 162

***Technology Plan Status***

The District/Agency/School has an approved 2013-15 technology plan:

X Yes  No

2016-2018 Technology Plan Date of Creation: 6-01-2015

***Identified Official with Authority***

Name: Steve Cairns

Title: Superintendent

Address: 202 Bagley Ave., Bagley, MN 56621

Phone: 218-694-6184

E-mail: scairns@bagley.k12.mn.us

***Technology Contact***

Name: Steve Cairns

Title: Superintendent

Address: 202 Bagley Ave., Bagley, MN 56621

Phone: 218-694-6184

E-mail: scairns@bagley.k12.mn.us

## 2016-18 Technology Plan Template

Instructions: Add your responses by typing into the document below.

**Technology Needs Assessment.** Describe the processes(s) used to determine the technology needs for the LEA for 2016-2018 and briefly summarize the needs that have been determined. Make sure to include any technology needs that will be supported through E-rate discounts, such as telephone, telecommunications access, Internet, and other E-rate eligible services:

*The Technology Committee consists of faculty, staff, administration, community members and School Board members who have an interest in the planning, development and implementation of the technology program at Bagley Schools. The membership is invited by the Technology Director and Superintendent at the beginning of each school year. The committee does not require representation from the various stake-holding groups, but will normally include at least one member of the administrative team, one community member and teachers from the elementary school, the high school and other district staff. The committee will meet quarterly. The Technology Director will chair the committee. From time to time, the chair may choose to appoint various task-oriented sub-committees for a set term. These sub-committees will address specific concerns too particular to be addressed by the entire Planning Committee.*

*Independent School District 162 serves approximately 1,000 rural students in north central Minnesota. The School District includes an Elementary School, a High School, and an Alternative Learning Program.*

*Needs are determined by the Technology Director or task-oriented sub-committees assigned to explore future directions in educational technology. Needs may be categorized under several general areas of concern, but the Technology Committee may see the need to create other areas including but not limited to: network infrastructure, district-wide technology integration, staff training, product and plan evaluation, state and federal requirements, e-rate eligible services.*

**Goals and Strategies.** List the specific goals and strategies for 2016-2015 that address how your LEA will use technology to deliver education and assist with school administration:

### **GOALS:**

*The technology program of Bagley Schools strives to address the program needs of students, the information delivery needs of media professionals and administration, the data delivery requirements of government services, coops and other administrative units and the internal communication needs of teachers, administration and other staff. To meet the constantly changing needs of the district and the fast pace changes of technology, Bagley Schools will continue to work toward the following goals:*

- 1. Continue to increase and improve computer hardware and software to increase access for teachers and students to assist in the learning process. This is done within the financial allowances allowing the district to do so.*
- 2. Continue to add interactive white board systems.*
- 3. Provide training and modeling of best practice applications of technology for staff.*

4. *Assess network infrastructure and upgrade access points, wiring, materials, servers and labor as needed to implement a successful one-to-one initiative.*

## **STRATEGIES**

*The Technology Director will prepare recommendations for district wide solutions for administration and staff designed to help teachers apply new technologies to their educational enterprise. The Technology Committee will address the training needs and make staffing recommendations where appropriate. Individual or department specific technology will be discussed between the requesting party and the Technology Coordinator.*

*The Technology Director will regularly evaluation infrastructure, data transmission technologies to insure that the Technology Committee, school administration, and the school board is aware of necessary upgrades and improvements to ensure the uninterrupted delivery of needed services. The Technology Director and the School Board will implement a regular end-of-life program to insure that technology in active use is cost effective and is appropriate to the needs of users, technology staff and students.*

**Professional Development Plan.** Describe the professional development strategies you have in place for 2016-2018 to ensure LEA staff are prepared to use the technology infrastructure, software programs, and online resources provided:

*The Technology Director, Building Technology Committees and Leadership Team members have conducted needs assessment to determine training needs in each building.*

*The Technology Director, with the support of the Technology Committee, the Superintendent, and School Board will implement a program of Technology Integration to ensure that students receive training in technology applications in the classrooms and throughout the instructional environment. Staff is encouraged to reference the K-12 matrix, which is based on the International Society of Technology Education (ISTE) standards, to use as a guide for what technical skills to teach at their specific grade levels.*

*The Technical Committee will, from time to time, administer various tools to evaluate the level of staff competence in technologies already implemented. The results will be used to develop the training needs assessment and help the Technology Coordinator develop timetables for implementing new technologies.*

*The Technology Committee will make every effort to ensure that the district staff receives the formal training needed to implement the necessary programs to enhance the learning process for our students.*

**Evaluation.** Explain the evaluation process for your technology plan for 2016-2018, including timeline, roles and responsibilities, and information gathered to assess how the technology plan goals and strategies are being met.

*The Technology Director along with the Building Technology Committees will conduct and review annual technology surveys. Based on the latest survey, the following topics will be considered for staff development:*

1. *The technical level of staff.*
2. *The adequacy of technical resources and support available.*
3. *Identify best practices in technology to ensure effective teaching and learning.*
4. *Offer staff development in technology workshops and training for staff.*

**Optional Links.** Provide links to district strategic planning documents, survey instruments, policies, or other resources that were used to provide data and help prepare the technology plan:

*Provide additional links to support your technology plan; document will expand to fit.*

**Link to Current Technology Plan.** Provide the link on the LEA website where the technology plan will be posted and updated throughout the planning period:

<http://www.bagley.k12.mn.us/education/components/scrapbook/default.php?sectiondetailid=4011&>

**Children’s Internet Protection Act (CIPA)**

This LEA has an Internet Safety/Acceptable Use Policy in place.

X Yes  No

If yes, please provide a link to access the policy at the LEA website:

<http://www.bagley.k12.mn.us/education/components/docmgr/default.php?sectiondetailid=4882&>

This school district deploys an Internet filter to protect minors from material that is pornographic or otherwise harmful to them.

X Yes  No *CIPA Filter*

*Submit the cover sheet and template in PDF or Word (not a scan) by e-mail to: [mde.schooltechplan@state.mn.us](mailto:mde.schooltechplan@state.mn.us).*

**BAGLEY PUBLIC SCHOOLS  
REGULAR BOARD OF EDUCATION MEETING  
MAY 18, 2015  
MINUTES**

The regular meeting of the Board of Education, Independent School District #162 was held on Monday, May 18, 2015, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Wendy Fultz, Amy Fontaine, LeAnn Agnes, Toby Anderson, Darcie Kaiser and Superintendent Cairns. Members absent: Kathy Clark.

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

1. A motion was made by Toby Anderson, seconded by LeAnn Agnes and carried to approve the following consent agenda items:
  - A. May 4 Minutes
  - B. May Invoices - \$398,712.57
  - C. April Hand Payables - \$316,312.72
  - D. April Statement of Cash Balances - \$3,290,228.93
  - E. April Budget Comparison
  - F. Elementary School & High School Auxiliary Accounts
  - G. Construction Project - \$19,250.00 for two (2) 10 row bleachers for softball & baseball fields.
2. Superintendent Cairns announced that the Staff Recognition Luncheon will be held on Friday, May 29, 2014, at 11:30 a.m. in the elementary cafeteria. All board members are welcome to attend.
3. Superintendent Cairns updated the Board on the D-Ring work being done at the track and field.
4. Carly Paulson, Cassie Keough and Maddy Strandlien, Student Council Members, updated the Board about the 2014-2015 Student Council happenings and announced the 2015-2016 Student Council officers and the 7<sup>th</sup> through 12<sup>th</sup> grade class officers.
5. Chairman Broden announced that Jordan Loiland, Kylie Bergh, McKenzie Halverson and Kara Cease-Bowman were the May 6 Student Athletes of the Week and Camille Merschman, Louis Larson, Dalton Brovold and Cori Bonik were the May 13 Student Athletes of the Week.
6. Chairman Broden announced that Riley Thoma was the April Senior of the Month and Tyler Godin was the May Senior of the Month.
7. A reading of the following policy was held:  
Policy 427 – Workload Limits for Certain Special Education Teachers
8. A motion was made by LeAnn Agnes, seconded by Amy Fontaine and carried, 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:

\$100.00 from First National Bank for ECI  
\$150.00 from Clearwater County for Community Ed. (Master Gardeners Wake Up)  
\$500.00 from Clearwater Trail Blazers for ECI  
\$250.00 from Clearwater Trail Blazers for Summer Youth Recreation

\$3,468.60 from Mahube-Otwa for School Readiness/Pathways II

9. A motion was made by Amy Fontaine, seconded by Toby Anderson and carried, to approve the custodian 2015-2017 work agreement.
10. A motion was made by Toby Anderson, seconded by Darcie Kaiser and carried, to approve the Administrative Assistant and Payroll 2015-2017 work agreement.
11. A motion was made by Amy Fontaine, seconded by Wendy Fultz and carried, to approve the Business Manager 2015-2017 work agreement.
12. A motion was made by Amy Fontaine, seconded by LeAnn Agnes and carried, to approve the SFTF 2015-2017 work agreement.
13. A motion was made by Amy Fontaine, seconded by LeAnn Agnes and carried, to approve the High School Dean 2015-2017 work agreement.
14. A motion was made by Toby Anderson, seconded by LeAnn Agnes and carried, to approve the Elementary School Dean/Athletic Director 2015-2017 work agreement.
15. A motion was made by LeAnn Agnes, seconded by Toby Anderson and carried, to approve the Home-School Interventionist/Title VII 2015-2017 work agreement.
16. A motion was made by Amy Fontaine, seconded by Darcie Kaiser and carried, to hire Aricka Marsh as an .5 to .6 FTE Early Childhood/ECFE Teacher.
17. A motion was made by Amy Fontaine, seconded by Wendy Fultz and carried, to hire Chris Hagen as an Early Childhood/ECFE Teacher at less than .5 FTE.
18. ITEMS FOR THE NEXT AGENDA:
  - A. Policy 427
  - B. Staffing
  - C. Work Agreements
  - D. Update - Winter 2014-2015 IPP Total Costs for Utilities
19. The next meeting of the Board of Education will be held on Monday, June 1, 2015, at 7:30 p.m. in High School Room 101.
20. A motion was made by Amy Fontaine to adjourn the meeting at 8:00 p.m.

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

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

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 509

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2013~~ 2014

## 509 ENROLLMENT OF NONRESIDENT STUDENTS

*[Note: The provisions of this policy substantially reflect statutory requirements.]*

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

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

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

1. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2. possessing or using an illegal drug at school or a school function;

3. selling or soliciting the sale of a controlled substance while at school or a school function; or
  4. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.
- C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:
1. previous academic achievement of a student;
  2. athletic or extracurricular ability of a student;
  3. disabling conditions of a student;
  4. a student's proficiency in the English language;
  5. the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
  6. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section E 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.

E 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.

**F.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.

***[Note: Effective with the 2014-15 school year, the school district may terminate the enrollment of a nonresident student over 17 years of age pursuant to this section.]***

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.

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

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

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

<b>Bagley School</b>												
<b>Enrollment K -12</b>												
<b>SY 2014-2015</b>												
	5/28/15	5/1/15	4/1/15	3/2/15	2/2/15	1/5/15	12/1/14	11/3/14	10/1/14	9/16/14	5/29/14	9/16/13
HK	11	11	11	12	12	11	12	12	12	13	4	5
K	79	79	79	80	79	78	77	78	78	78	76	76
1	74	75	74	75	73	75	76	78	77	79	98	99
2	100	99	98	98	100	99	101	101	100	100	82	81
3	81	81	82	81	82	82	84	84	84	84	86	87
4	84	84	83	84	84	84	85	84	85	87	78	78
5	76	76	76	77	79	79	79	80	81	80	71	73
6	70	71	71	71	71	71	71	71	71	71	66	68
Total K-6	575	576	574	578	580	579	585	588	588	592	561	567
7	66	66	66	67	67	67	66	66	67	68	75	79
8	74	74	75	75	74	75	75	75	78	77	81	83
9	82	82	81	85	85	86	86	88	90	90	79	80
10	77	77	79	78	78	79	80	82	85	86	61	62
11	59	59	58	56	56	56	55	56	57	62	60	66
12	58	58	58	58	59	58	58	59	60	63	68	76
Total 7-12	416	416	417	419	419	421	420	426	437	446	424	446
<b>Total K-12</b>	<b>991</b>	<b>992</b>	<b>991</b>	<b>997</b>	<b>999</b>	<b>1,000</b>	<b>1,005</b>	<b>1,014</b>	<b>1,025</b>	<b>1,038</b>	<b>985</b>	<b>1,013</b>

<b>Bagley School</b>											
<b>Enrollment K -12</b>											
<b>Comparison 2005/06 - 2014/15 SY</b>											
	<b>5/28/15</b>	<b>5/29/14</b>	<b>5/30/13</b>	<b>5/31/12</b>	<b>6/2/11</b>	<b>6/2/10</b>	<b>5/27/09</b>	<b>5/29/08</b>	<b>5/31/07</b>	<b>6/1/06</b>	
HK	11	4	16	19	11	14	13	18	5	9	
K	79	76	90	71	78	75	68	60	75	73	
1	74	98	86	79	76	72	70	66	81	76	
2	100	82	86	72	71	68	68	86	80	66	
3	81	86	76	69	66	72	76	75	67	68	
4	84	78	77	65	80	81	75	64	66	87	
5	76	71	65	75	83	76	65	67	91	78	
6	70	66	74	83	83	69	71	91	79	73	
<b>Total K-6</b>	<b>575</b>	<b>561</b>	<b>570</b>	<b>533</b>	<b>548</b>	<b>527</b>	<b>506</b>	<b>527</b>	<b>544</b>	<b>530</b>	
7	66	75	86	86	72	68	87	80	73	98	
8	74	81	81	65	75	85	72	72	97	71	
9	82	79	64	70	79	75	73	94	65	94	
10	77	61	65	72	70	80	87	60	87	89	
11	59	60	70	63	64	90	66	83	78	65	
12	58	68	63	63	79	63	93	78	58	76	
<b>Total 7-12</b>	<b>416</b>	<b>424</b>	<b>429</b>	<b>419</b>	<b>439</b>	<b>461</b>	<b>478</b>	<b>467</b>	<b>458</b>	<b>493</b>	
<b>Total K-12</b>	<b>991</b>	<b>985</b>	<b>999</b>	<b>952</b>	<b>987</b>	<b>988</b>	<b>984</b>	<b>994</b>	<b>1,002</b>	<b>1,023</b>	

BOARD OF EDUCATION  
Adam Broden, Chairman  
Wendy Fultz, Clerk  
Amy Fontaine, Treasurer

**BAGLEY PUBLIC SCHOOLS**  
Independent School District 162  
202 Bagley Avenue Northwest  
Bagley, Minnesota 56621  
Telephone (218)694-6184 FAX (218)694-3221  
Steve D. Cairns, Superintendent

BOARD OF EDUCATION  
LeAnn Agnes, Director  
Toby Anderson, Director  
Kathy Clark, Director  
Darcie Kaiser, Director

May 18, 2015

To: Bagley Public Utilities Board  
RE: Winter 2014-2015 IPP Total Costs

Dear Directors:

The Bagley Public School District received an invoice from the Bagley Public Utilities on 5/11/2015 in the amount of \$42,031.21 (Exhibit 1). I called Bagley Public Utilities on May 12 to inquire about the billing. Last winter, Minkota Power ran a three-hour Red Zone load control in which the Bagley High School's generator transfer switch failed. The 1500 KWV generator started up and ran continuously, but the transfer switch gear failed to transfer the load over to the generator. The faulty switch gear was repaired three days after the failure on a Saturday, because the repairs required the power to be shut down in the building to make the repairs. As you are aware, the Incremental Pricing Plan selected by the Bagley School District on December 28, 2011 (Exhibit 2) requires the generator to pick up the load when Red Zone load control is called for.

Also under the IPP, the Bagley School District chose to buy energy, when available, through the open market during Yellow Zone load control times. The BHS diesel generator is very expensive to operate because of the huge amount of fuel it consumes. At that time, it was determined by the School District that purchasing the energy was cheaper than using the high school generator, during the Yellow Zone load control times.

The Bagley Public Utilities and the Bagley School District also signed a Bagley Public Utilities Off-Peak Electric Program Agreement for Generation Systems on December 28, 2011 (Exhibit 3). This document clarifies the Bagley Public School District shall furnish a load management device and maintain it. The Bagley Public Utilities has *"the authority to temporarily switch off the delivery of electrical energy to connected loads; and the customer (ISD 162) further agrees that Bagley Public Utilities will periodically inspect the premises to ascertain that the control equipment is in working order."* If periodic load control equipment inspections were made by Bagley Public Utilities, why was the switch gear malfunction unforeseen?

After a phone call to representatives of Minkota Power, we have gained a simplistic understanding of how the billing rates were determined for the 2014-2015 Winter IPP Total Costs. We do feel the total IPP Annual Costs being based off a single 3-hour load control occurrence, are shockingly excessive. We also understood that these costs could be mitigated by signing the Northern Municipal Power Agency's Winter Inadvertent Demand Adjustment Program (IDA). This Demand Insurance was offered as a voluntary *"option for offsetting possible financial losses caused by the malfunction of load management facilities during billing periods."* The Bagley School District was given a notice of the IDA program and incurred costs on December 28, 2011 (Exhibit 4). The

Bagley Public School District Administrative offices have never received a written notice, or inquiry about the IDA program since that inception date. How was the Bagley School District supposed to know when the IDA program costs were due without receiving some type of notice? In speaking with Minkota Power, they send out memos twice per year reminding their member agencies to collect IDA payments by November 15, and May 15.

My office staff called the Fosston Public School District, who also experienced a generator equipment failure at their facility, in the past. The Fosston Schools business office told us, "They receive written statements from Fosston Public Utilities twice per year, explaining the IDA program, the costs and date the payment is due." They have continuously participated in the IDA program based upon these notifications. The IDA program demand insurance paid 72% of the cost of IPP total cost during the time of that generator malfunction. The Fosston Public Schools paid 28% of the total cost.

In an effort to reach some middle-ground, I am proposing the Bagley Public Utilities Board please give consideration to the following Bagley Public School District's request for consideration to mitigate the cost of this winter 2014-2015 IPP total billing due to failed communications.

1. Bagley Public Schools will retroactively pay the costs from the post-winter 2011-2012 season to date, for the Inadvertent Demand Adjustment Program. We understand the Demand Insurance can't be retroactively paid to the Northern Municipal Power Agency; however this payment amount could be received by the Bagley Public Utilities to offset the IPP Total Costs.  
**\$1713.60 Winter IDA Cost x 6 seasons = \$10,281.60**
2. The Bagley Public Schools will pay 28% of the total costs for the 2014-2015 Winter IPP billing. This would have been the cost to the Bagley School District, if participation in the IDA program had not lapsed.  
**IPP Cost Total = \$42,031.21 x .28 = \$11,768.74**
3. \$10,281.60 Cost of IDA program from 2011-12 Winter Season to Date  
\$11,768.74 Twenty eight percent (28%) of the 2014-2015 Winter IPP Billing  
**\$22,050.34 Total Cost to the Bagley Public School District**
4. Pay costs over 12 months, incurring no finance charges or additional fees.  
\$1,837.53 per month. This is a large unexpected and unplanned budget cost to the School District.

Thank you for your consideration in this matter.  
Sincerely,



Superintendent Steve Cairns

***Pursuing Educational Excellence for All***

*In partnership with parents and community, Bagley Public Schools will support, challenge, and empower students to become responsible, productive citizens.*



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(Exhibit 1)

## Winter 2014-2015 IPP TOTAL COSTS BY CUSTOMER

Bagley High School

5/11/2015

Billing Demand 400.69 KW	6.84/kw	Month \$2,740.72	12 Months \$32,888.64
Transmission Demand 200 KW	3.69/kw	\$738.00	\$8,856.00
Yellow Zone IPP 8033.75 kwh	26 Hours 1.7 kwh		\$136.57
Labor Charge			\$150.00
TOTAL DUE			\$42,031.21

General Manager  
Michael Jensen

Bagley Public Utilities is an Equal Opportunity Employer.



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22 May 2015

Bagley Public Schools ISD #162  
202 Bagley Ave NW  
Bagley MN 56621

ISD #162 Representatives;

The Bagley Public Utilities Board of Commissioners would like to express appreciation for your time and participation at the meeting held May 18, 2015. To summarize the discussion:

The switch to engage the generator for the high school failed in January during a peak load, which was measured by Minnkota Power Cooperative and used to determine demand charges for BPU in 2015. The equipment failure was unforeseen, and not due to negligence of either party. The ISD #162 did not purchase the insurance to cover costs incurred from the event.

The Commission continued the discussion after Superintendent Cairns, Chairman Broden, and Director Garland left the meeting. Regrettably, the unfortunate timing coincidence of contributing factors has caused a significant and unexpected debt. The Commission concluded the following:

- a) the customer, ISD #162, was notified of the option to purchase insurance, and
  - b) the cost of the increased demand charges for BPU in 2015, resulting directly from the incident, should be passed through and assessed to the customer.
- Therefore, the original invoice for \$42,031.21 will not be reduced or shared, and is again presented for payment. The Commission will accept twelve monthly payments without additional fees or finance charges.

Again, the Commission appreciates your time and commitment to the school district and taxpayers, as well as the working relationship between our respective entities.

Sincerely,  
  
Michael Jensen, General Manager  
Bagley Public Utilities



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## Winter 2014-2015 IPP TOTAL COSTS BY CUSTOMER

Bagley High School

5/11/2015

		Month	12 Months
Billing Demand			
400.69 KW	6.84/kw	\$2,740.72	\$32,888.64
Transmission Demand			
200 KW	3.69/kw	\$738.00	\$8,856.00
Yellow Zone IPP	26 Hours		
8033.75 kwh	1.7 kwh		\$136.57
Labor Charge			\$150.00
<b>TOTAL DUE</b>			<b>\$42,031.21</b>

*= 12 pmts @ \$3502.60 per month*

General Manager  
Michael Jensen



## 427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

Board Adopted: **June 1, 2015**

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

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

### I. PURPOSE

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

### II. DEFINITIONS

#### A. Special Education Staff; Special Education Teacher

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

#### B. Direct Services

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

#### C. Indirect Services

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

#### D. Workload

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

### III. GENERAL STATEMENT OF POLICY

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

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

#### **IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED**

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