

Bagley Public Schools School Board Meeting Agenda

Monday, October 17, 2016 at 6:00 PM

Public Hearing

Rice Lake Community Center

1. CALL TO ORDER

A. Pledge - Chairman Broden

2. PUBLIC HEARING

A. School Board Policies

- 1) Policy 330 - Policy Regarding PL 81 2
- 2) Policy 331 - Indian Policies and Procedures of Independent School District 162 3
- 3) Policy 401 - Equal Education Opportunity 6

B. Summaries of Programs Conducted by the School District to Address Special Needs of Indian Students

- 1) Title VII - Carol Vik 11
- 2) Title I - Lee Furuseth 12
- 3) Impact Aid - Superintendent Cairns 14
- 4) American Indian Funding - Penni Cairns 15
- 5) Johnson O'Malley (JOM) - Kathy Clark

C. Programs Conducted by the School District to Address Special Needs of Indian Students

- 1) Title I, Title VII, AMI Funding, Anishinabe Club, After School Tutoring, Read 180/Math 180, Special Education Services, 504 Plan Services - Steve Cairns

D. General Overall Programs of the School District

- 1) Described in 2016-2017 BHS and BES Student Handbooks

E. School District Facilities and Needs

F. Presentation of LIEC Resolution - Shelia Thompson

- 1) Overview Presented

3. ADJOURNMENT

* If any one board member wishes to remove an item from the consent agenda for discussion, that item should be added to the board meeting agenda prior to its approval.

330 Policy Regarding PL 81-874
Board Review and Approval: October 19, 2015

In order to meet Indian Assurances necessary to qualify for PL 81-874 impact aid, Independent School District #162 Board of Education adopts the following policy:

The Superintendent of Schools should meet with the Title IV Part A Indian Education parent committee, Johnson O'Malley Local Indian Education Committee and other interested Indian people to discuss utilization of PL 81-874 funds, thereby, providing for Indian people advisory in-put into programs funded by the law.

Interested parties will be given an opportunity to make recommendations to the educational programs proposed for funding under this program and an opportunity to present their general overall views on the total educational programs of the district.

It is the policy of Independent School District #162, Bagley, Minnesota, to comply with all state and federal discrimination laws that are applicable to public, elementary, and secondary schools, and that all students shall be afforded the opportunity to participate in any program established and funded by the school district.

331 INDIAN POLICIES AND PROCEDURES OF INDEPENDENT SCHOOL DISTRICT #162, BAGLEY, MN. ENSURING TRIBAL AND PARENTAL INVOLVEMENT IN EDUCATIONAL PROGRAM PLANNING

Board Revised and Approved: October 19, 2015

The mission of Bagley Public School is to fully provide a positive learning experience for all learners, promoting academics, citizenship and individual self-esteem.

Following are the policies and procedures relating to Indian parental and tribal involvement in the education programs of Independent School District #162, the Bagley Public Schools, of Bagley, Minnesota.

Policies

It is the policy of the Bagley Public Schools to comply with all State and Federal discrimination laws that are applicable to public elementary and secondary schools. It is further the policy of the school district to afford Indian students equal access to all programs provided by the district.

Any Indian student who feels he/she is not being given an equal opportunity to programs offered at Bagley School be advised to bring a complaint to the Superintendent of Schools, the Title VII Director, or follow the complaint procedure outlined in the Title VII, Elementary and Secondary Education Act, Impact Aid Regulations.

District policy further assures that School District officials will actively consult and involve the parents of Indian students and Tribal Officials, or their designee, in discussion relative to the application for Title VII, Elementary and Secondary Education Act, Impact Aid and other programs which affect Indian students, seeking their views and recommendations as to ways of meeting student needs. The district encourages parental and tribal involvement in the application for and the development of programs, the evaluation of programs, and will afford parents and tribal officials an opportunity to present overall views on the total educational programs in the district.

Procedures

The School District will conduct a hearing in fall of each school year. Topics covered in these hearings will include:

- Equal access of students to programs.
- Program applications, Title VII, Elementary and Secondary Education Act, Impact Aid.
- American Indian Education Funding
- Programs conducted by the School District to address special needs of Indian students.

- The general overall programs of the school district.
- School District facilities and needs.

Parents and tribal officials will be notified of these hearings in the official newspaper of the district as well as by direct contact with the Local Indian Education Committee (LIEC)(designated by resolution of the tribe to represent them in Title VII, Elementary and Secondary Act, Impact Aid Matters) and other Indian Parent Committees. The hearings will be conducted in the community most convenient for Indian Parents to attend.

At the hearing, parents and tribal representatives will be given an overview of the topics to be covered and will be encouraged to provide input at the hearing, verbally or in writing to school officials or to contact LIEC parent committee members with their concerns.

A summary of the suggestions and recommendations is presented to the school board for their review through an administrative report of the hearing, by school board member attendance at the hearing and/or written recommendation by LIEC resolution.

Following the hearing each year, the school board will authorize application for the Title VII, Elementary and Secondary School Act, Impact Aid funds and review its policies and procedures at a public meeting.

Indian staff members and tribal officials assist in the gathering of data for the application.

Indian parents are invited to participate in all district level committees focusing on educational concerns.

Parents are invited to participate in parent-teacher conferences at the school the student attends. The elementary school meets twice a year and the high school meets four times a year. The high level of participation is testimony to the partnership that exists between school and home.

In the spring each year Indian students, parents of Indian students, and the Indian community complete a needs assessment survey conducted by the LIEC seeking input on programs and services for Indian students. The results of this survey will be shared with the school district officials and LIEC committees.

In the event that we find through surveys, assessments, public hearings or parent/student concerns that modifications are needed in programs or activities of the school to assure equal participation by Indian Children then a proposal will be drafted by the administration in consultation with the LIEC to recommend changes to the school board.

Annually, the input of the Indian community will be the subject of a school board meeting; response to input will be made and the IPP amended if necessary.

A Home School Interventionist serves as an advocate for students and parents and as a liaison between school and home.

Additional opportunities for parental input are:

- A preschool screening of all students is conducted annually to determine if there are unique learner needs. Services are provided by the school district to all students needing preschool handicapped services. Questions and suggestions are encouraged.
- A kindergarten roundup is held each spring to orient parents and students to the school facilities and to programs available to all students.
- Immediately prior to the beginning of the school year in the fall, parents of incoming 7th-12th graders are invited to an orientation day in the Bagley High School. At this orientation parents and students (especially 7th graders) are introduced to the facility and to the academic programs and extra-curricular activities that are available to all students on an equal basis. Parents are given the opportunity to ask questions and give input.
- All parents are involved with registration of their students for classes at the high school level annually. Individual concerns are heard and forwarded to the administration.
- Monthly Title VII Indian Education Parent Committee Meetings.

We encourage parents to call or come to the school at any time to share their concerns or to just find out what is going on in the school or with their student.

These policies and procedures will be reviewed by the school board at the October meeting each year following the fall public hearing.

401 EQUAL EMPLOYMENT OPPORTUNITY

Board Revised: October 19, 2015

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the Bagley School District is to provide equal employment opportunity for all applicants and employees. The Bagley School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The Bagley School District prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. It is the responsibility of every school district employee to follow this policy.

III. GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

The following grievance procedure applies to claims of sex and disability discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

Human Rights Officer
Principal Helen Kennedy
1130 Main Avenue North
Bagley, MN 56621
Tel (218) 694-3120

Superintendent
Steve Cairns
202 Bagley Avenue NW
Bagley, MN 56621
Tel (218) 694-6184

- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligation.

IV. INVESTIGATION

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.
- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.
- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.
- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

F. The district shall comply with federal and state law pertaining to retention of records.

V. APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures".

VI. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination. School district action taken for violation of this policy shall be consistent with the requirements of application collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in any investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

VIII. CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

IX. DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

X. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office of Civil Rights, Region V
500 West Madison Street, Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

MN Department of Human Rights
190 East 5th Street
St. Paul, MN 55101
Toll Free: 800-657-3704
Tel: 651-296-5663
TDD: 651-296-1283

For complaints of employment discrimination:

Equal Employment Opportunity Commission
330 S. 2nd Avenue, Suite 430
Minneapolis, MN 55401
Toll Free: 800-669-4000
Tel: 612-335-4040
TDD: 612-335-4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

INDEPENDENT SCHOOL DISTRICT NO. 162

401 FORM: EQUAL EMPLOYMENT OPPORTUNITY DISCRIMINATION GRIEVANCE REPORT FORM

General Statement of Policy Prohibiting Equal Employment Opportunity Discrimination

Independent School District No. 162 maintains a firm policy prohibiting all forms of discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status. All persons are to be treated with respect and dignity. Discrimination will not be tolerated.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

I have been discriminated against based on _____
because _____

Date of alleged incident(s): _____

Name of person you believe discriminated against you or another person: _____

If the alleged discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: any verbal statements; what, if any, physical contact was involved; etc. (attach additional pages if necessary): _____

Location of the incident(s): _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has discriminated against me or another person based on _____. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)

Indian Education 2016- 2017

Title VII Estimated Award Amount -	\$52,392.00
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		Salaries	FICA - 7.65%	PERA - 7.5%	Total
Carol Vik	10%	4,300.00	328.95	322.50	\$4,951.45
Briana Goodwin	100%	17,334.61	1,326.10	1,300.10	\$19,960.81
Stacey Goodwin	100%	17,379.61	1,329.54	1,303.47	\$20,012.62
Krystal Schuppert	25%	3,613.00	276.39	270.98	\$4,160.37

Salary Totals with FICA/PERA	\$49,085.25
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Travel			
In-District - Transporation - Sent home, sick, head lice, etc	van or minibus @.45 cents/mile	2223 miles total	\$1,000.00
Out of District - Transportation -Anishinaabe Club, college visits,	**Van or Minibus could have max 14 people	778 miles total	\$350.00
Professional Development - STAFF Meetings/trainings/conferen	**School bus max of 71 people	445 miles	\$200.00
Summer School Transportation	School bus @ \$2.00/mile	200 miles total	\$400.00

Travel Totals	\$1,950.00
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Supplies		
Student Consumables - Supplies used by students		\$100.00
Direct Instructional- Supplies used by the Indian Ed Department		\$756.75
Anishinaabe Club		\$500.00

Supply Totals	\$1,356.75
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Total Spent	\$52,392.00
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Title I and Title II and Title I Rural and Low Income Grant Summary
Budget

2015-2016	2016-2017	Title I
Allocation	Allocation	
\$296,414	\$328,507	
<u>\$20,810 (balance forward , bf)</u>	<u>\$24,819 (bf)</u>	
\$317,224 (total)	\$353,226 (Total)	

2015-2016	2016-2017	Title II
Allocation	Allocation	
\$81,371	\$80,578	
<u>\$ 2,237</u>	<u>\$ 1,852 (bf)</u>	
\$83,608 (total)	\$ 82,430 (Total) Anticipated bf \$.00	

2015-2016	2016-2017	Title I Rural and Low Income Schools
Allocation	Allocation	
\$18,816	\$20,528	
<u>\$19,019 (balance forward)</u>	<u>\$ 00 (balance forward)</u>	
\$37,835 (total)	\$20,528 (Total)	

Major Expenditure Areas in 2016-2017

<u>Title I</u>	<u>Totals</u>	
Admin Salary	\$ 12,999	
15% of eight K-1 teachers (Guided Reading).	\$ 72,803	Was 20%. Reduced \$40 K.
50% of eight paraprofessional staff (Guided Reading).	\$ 77,758	Was 7 paras. Increased 20K
READ 180/System 44 Teacher (1FTE).	\$ 82,663	Increased \$2K
LLI Teach (.5 FTE)	\$ 41,331	New Position. Increase \$41K
Early Childhood Match	\$ 17,554	
Summer School and Extended Day	\$ 9,458	
Reading Curriculum	\$ 6,000	
Subs for School Improvement Team/BEST Team	\$ 4,758	
<u>Title II</u>		
Class Size Reduction, Teachers (.95 FTE)	\$ 82,430	
 Title I Rural and Low Income Schools		
<u>TBA (Grant Application due on Oct. 31)</u>	<u>\$ 20,528.</u>	

Major Program Description

Bagley Elementary School has implemented a School-wide Program in 2016-2017 as well as the last few years. BES qualified for a School-wide Program as a result of being greater than 50% Free and Reduced Lunch (poverty index). School-wide allows for more flexibility in providing services to students.

Professional Learning Communities (PLC) continue in 2016-17. PLCs are teams of teachers meeting on a regular basis to engage in conversation about instruction, assessment, curriculum, classroom systems and intervention systems.

Scholastic READ 180/System 44 is an intervention program at the Bagley Elementary School. This position/program is fully funded by Title I. The program serves third, fourth, fifth and sixth grade students.

LLI (Leveled Literacy Instruction) is an intervention system. This system is largely used in first, second and third grades. Title I funds a ½-time LLI position. The Title I position is modeled in the ADSIS (Alternative Delivery of Specialized Instructional Services) Program through about 1.3 positions.

2016-2017 includes funding for summer school and extended day.

In 2016-2017, the Title I grant includes \$17,554 funding for an Early Childhood initiative, which no longer receives matching funds from the state and federal government. This funding formula was established in 2013-2014 and has continued through 2015-2016.

Impact Aid

Description	FY 17 Budget	FY 16 Actual
Para's Salary-Impact Aid	\$10,909.00	\$2,500.00
FICA/Medicare-Impact Aid	\$842.00	\$293.90
PERA-Impact Aid	\$647.00	\$0.00
Scholarships	\$110.00	\$0.00
School Interventionist Contract	\$6,600.00	\$41,026.00
Instructional Salary-High School ~Impact Aid	\$33,462.00	\$19,494.90
Paras Salary-High School~ Impact Aid	\$34,673.00	\$9,204.16
FICA/Medicare-High School~Impact Aid	\$5,212.00	\$2,037.95
PERA- High School~Impact Aid	\$2,613.00	\$690.29
TRA-High School~Impact Aid	\$2,510.00	\$1,377.03
Group Hospitalization-High School~Impact Aid	\$3,623.00	\$1,710.00
403(b) Match~Impact Aid	\$1,087.00	\$524.94
Travel~Impact Aid	\$5,000.00	\$200.00
General Supplies~Impact Aid	\$0.00	\$0.00
Special Education Costs-Elem*Tuitions, **Salaries	\$0.00	\$70,000.00
Special Eduacation Costs-HS*Tuitions, **Salaries	\$0.00	\$70,000.00
Total Expenditure	\$107,288.00	\$219,059.17
Revenues to Date		\$217,536.99

* Tuitions include~ Services provided to Resident Special Education Students that are outside of the district. These services also include fees paid to treatment programs and Early Childhood Program in White Earth.

** Salaries are a small portion of the unreimbursed Special Education Salaries of local district staff, AMI Staff and Title VII Staff

AMI Funding Plan		2016-17			
Indian Education Formula Funding Program Plan					
World's Best Workforce Area	2015-16 Results	2016-17 Goal	Strategies for 2016-17	Budget for 2016-17	
All children ready for school	Six grade K-3 AMI students received mentoring support services in 2015-16.	Provide mentoring support services for up to six AMI students in grades K-3.	Elementary School Based Interventionist (Social worker) to identify and work with up to six AMI at risk students, grades K-3.	Interventionist @3 hrs. per week for 32 weeks = \$4,200.	\$4,200.00
Grades K-6					
	3/ 15 students were enrolled in kindergarten having not participated in a recognized 4-Star rated early education program.	100% of AMI preschoolers and their parents will receive information about the school District early childhood programs.	Indian Ed. Staff will communicate with AMI families of pre-schoolers to provide information about the School District's 4-Star rated early education program.	2 para's @ \$125.00 each for communications & Kindergarten Round Up plus salary & fringe 287.88	\$287.88
				Postage for mailings =\$75.00.	\$75.00
	An undetermined number of AMI parents participated in a school sponsored introductory program with their preschool children.	100% of the AMI preschool students and their parents will participate in a school sponsored introductory program for kindergarten.	Indian Ed. Staff will participate in a school sponsored introductory programs such as Kindergarten Round-Up.	(See above para hours.)	
All third graders achieve grade level literacy.	19% of third grade AMI students were proficient in MCA III Reading in 2015-16.	Increase the percentage of 3rd grade AMI students proficient in the MCA III Reading from 19% to 30% in 2016-17.	AMI Indian Education staff will provide direct instructional support for AMI 3rd grade students.	.25 FTE Paraprofessional for direct services = salary & fringe. 4160.37	\$4,160.37

