

MEMO TO: Board of Education  
TOPIC: Regular School Board Meeting  
FROM: Steve D. Cairns, Superintendent  
DATE: November 2, 2016

A Regular School Board Meeting of the Board of Education will be held November 7, 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 - October 17 Public Hearing 4

B. Minutes - October 17 5

**5. COMMUNICATIONS**

A. Enrollment - November 8

B. Upcoming training opportunities for School Board members:

MSBA Phase I Training - new School Board members, January 10, 2017, Minneapolis Hilton from 6:30 PM to 9:30 PM.

MSBA Phase II Training - new School Board members, January 11, 2017, Minneapolis Hilton from 8:45 AM to 4:00 PM

MSBA Leadership Conference - All Board members, January 12 & 13, 2017, Minneapolis Convention Center. All day Thursday, and 1/2 day AM on Friday.

**6. STUDENT INPUT AND RECOGNITION**

A. Student Council

1) Homecoming recap and upcoming Veteran's Day program

2) Clearwater Christmas Project Fundraiser Request - Jane Merschman  
The fundraiser will collect new gifts as well as money for Clearwater County residents in need.

We did this fundraiser last year.

B. Athletes of the Week

- 1) October 19
  - Justice Farnworth (7th, Volleyball)
  - Payton Hinrichs (Sr., Volleyball)
  - Sam Scherzer (9th, Football)
  - McKenzie Halverson (8th, Volleyball)

**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. November 18 Staff Development Day - Update for grades 5-12

**10. SCHOOL BOARD ACTION**

- A. Staffing
  - 1) Maternity Leave - Employee A for 8 weeks. Beginning approximately January 6
  - 2) Hire - Bonnie Erlandson, Paraprofessional  
Contingent upon meeting the No Child Left Behind requirements and receipt of a satisfactory background check.
  - 3) Hire - Jill Phillips, Paraprofessional  
Contingent upon meeting the No Child Left Behind requirements and receipt of a satisfactory background check.
  - 4) Hire - Felry Larson, Bus Driver  
Contingent upon receipt of a satisfactory background check and licensure.
- B. Policy 461 - Parent Reporting Policy 10
- C. Policy 610 - Policy Relating to Overnight Trips, Excursions and Overnight or Out-of-State Trips and the Chaperoning Thereof 11  
Policy 610F - BES and BHS Field Trip Forms & Overnight or Out-of-State Trip Request Form
- D. Transmittal of Resolution and Indian Parent Committee Roster 19
- E. Hoops for Heart - Elementary School Fundraiser - Lee Furuseth 24

F. Title VII/AMI Overnight Trip Request - David Gooch  
Colleges visit on November 21 & 22 for twelve students.  
AMI grant will pay for hotel, food and transportation costs.  
Chaperones - Carol Vik, Jenny Fraley and John Sutherland

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

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

A special school board meeting will be held on Monday, November 14, 2016, at 7:30 p.m. in High School Room 101.

A public hearing will be held on Monday, November 21, 2016, at 7:00 p.m. in High School Room 101.

The next regular school board meeting will be held on Monday, November 21, 2016, at 7:30 p.m. in High School Room 101.

**13. ADJOURNMENT**

**14. SCHOOL BOARD ACTION**

**BAGLEY PUBLIC SCHOOLS  
PUBLIC HEARING  
OCTOBER 17, 2016  
MINUTES**

MINUTES OF THE PUBLIC HEARING HELD OCTOBER 17, 2016

The Bagley School Board held a joint hearing with the local Indian Education Parent Committee and the Johnson O'Malley Committee concerning Impact Aid and Indian Education Programs on Monday, October 17, 2016, beginning at 6:00 p.m. The hearing was held at the Rice Lake Community Center. Members present: Adam Broden, Wendy Fultz, LeAnn Agnes, Toby Anderson, Jamie Grover and Superintendent Cairns. Members absent: Kathy Clark and Amy Fontaine.

1. A motion was made by Jamie Grover, seconded by Toby Anderson to revise Policy 330 – Policy Regarding PL 81-874. Motion passed 5-0.
2. A motion was made by Wendy Fultz, seconded by Jamie Grover to revise Policy 331 – Indian Policies and Procedures of Independent School District 162. Motion passed 5-0.
3. A motion was made by LeAnn Agnes, seconded by Toby Anderson to revise Policy 401 – Equal Education Opportunity and 401F Equal Employment Opportunity Discrimination Grievance Report Form. Motion passed 5-0.
4. Discussion was held regarding Local Indian Education Parent Committee Resolution, Indian Education Programs offered by the school district, the Elementary Secondary Education Act (ESEA) Title I & II, Title VII, Impact Aid, American Indian funding and Bagley ISD #162 Indian Education Needs Assessment Survey Results for 2016-2017.
5. The hearing adjourned at 7:03 p.m.

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

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

**A BAGLEY PUBLIC SCHOOLS  
REGULAR SCHOOL BOARD MEETING  
OCTOBER 17, 2016  
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on Monday, October 17, 2016, at 7:15 p.m. at the Rice Lake Community Center. Members present: Adam Broden, Wendy Fultz, LeAnn Agnes, Toby Anderson, Jamie Grover and Superintendent Cairns. Members absent: Kathy Clark and Amy Fontaine.

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 Toby Anderson to approve the following consent agenda items:
  - A. October 3 Minutes
  - B. October 2016 Invoices - \$258,224.34 – Ck# 57439-57528
  - C. September 2016 Hand Payables - \$129,692.93 – Ck# 31435-31470
  - D. September 2016 Statement of Cash Balances - \$4,247,747.15
  - E. September 2016 Budget Comparison
  - F. September 2016 Wires Payments - \$50,078.79
  - G. Elementary School and High School Auxiliary AccountsMotion passed 5-0.
2. Upcoming Events:

Veteran's Day Program – November 10 at 9:30 a.m. at the Bagley High School Gymnasium. Speaker is Craig Giddings, First Sergeant, National Guard.
3. Chairman Broden announced that Savannah Eck, Carly Scherzer, Devin Lykins, Zachary Anderson, Kyle Thorson, Kylli Anderson, Jaden Chesley, and Ellie Bonik were the October 5 Student Athletes of the Week and Chris Maschler, Sarah Pullins, Cori Bonik, Lily Ann Haugse and Remington Aufforth were the October 12 Student Athletes of the Week.
4. Chairman Broden announced that Brady Brueland was the September Senior of the Month.
5. First readings and comments of the following policies were held:
  - A. Policy 461 – Parent Reporting Policy
  - B. Policy 610 – Policy Relating to Overnight Trips, Excursions and Overnight or Out-of-State Trips and the Chaperoning Thereof  
Policy 610F – Elementary and High School Field Trip Forms & Overnight or Out-of-State Trip Request Form
6. A motion was made by LeAnn Agnes, seconded by Toby Anderson to delete Policy 460 – Emergency Leave for Full-Time Summer Employees. Motion passed 5-0.
7. A motion was made by Wendy Fultz, seconded by LeAnn Agnes to revise Policy 462 – Keyless Entry Access Card Fee. Motion passed 5-0.
8. A motion was made by Jamie Grover, seconded by Toby Anderson to delete Policy 464 – Custodial Overtime Policy. Motion passed 5-0.

9. A motion was made by Toby Anderson, seconded by Wendy Fultz to delete Policy 465 – ISD 162 Transportation Cell Phone Use Policy. Motion passed 5-0.
10. A motion was made by LeAnn Agnes, seconded by Toby Anderson to approve six-weeks maternity leave for Employee A that will begin March, 2017. Motion passed 5-0.
11. A motion was made by Jamie Grover, seconded by LeAnn Agnes to extend maternity leave for Employee B until November 30, 2016. Motion passed 5-0.
12. A motion was made by Wendy Fultz, seconded by Jamie Grover to approve medical leave for Employee C from October 5 through November 16, 2016. Motion passed 5-0.
13. Board Member Wendy Fultz introduced the following Resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION OF THE EMPLOYMENT OF EMPLOYEE A**

WHEREAS, the administration has recommended the termination of Employee A and provided notice to the employee of its proposed action on October 17, 2016;

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 162 as follows:

1. That the School Board terminates the employment of Employee A for the reasons identified in Attachment A;
2. That the Administration of the School District is directed to send written notice to the employee regarding the termination of employment as provided by law; and
3. That Attachment A to this Resolution contains private data on individuals pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. The Administration is specifically directed to maintain the private data classification of Attachment A in accordance with all applicable laws, including the provisions of Minnesota Statutes, Chapter 13.

The motion for the adoption of the foregoing Resolution was duly seconded by Board Member Jamie Grover, and upon vote being taken thereon, the following voted in favor thereof: Adam Broden, Wendy Fultz, LeAnn Agnes, Toby Anderson, and Jamie Grover and the following voted against the same: none whereupon said Resolution was declared duly passed and adopted.

14. The following bids were publicly read for the Copley Township school forest timber sales bids:
  - A. Dukek Logging, Inc. - \$53,396.70
  - B. Gerbracht Logging, Inc. - \$47,714.25
  - C. Erickson Logging, LLC - \$36,833.95
  - D. Mark Bellefy - \$14,088.80
 A motion was made by LeAnn Agnes, seconded by Toby Anderson to accept the bid of Dukek Logging, Inc. in the amount of \$53,396.70. Motion passed 5-0.

15. ITEMS FOR THE NEXT AGENDA:

- A. Staffing
- B. Second Readings of School Board Policies

16. The next School Board meeting will be held on Monday, November 7, 2016, at 7:30 p.m. in High School Room 101.

17. A motion was made by Wendy Fultz to adjourn the meeting at 7:45 p.m. Motion passed 5-0.

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

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

<b>Bagley School</b>					
<b>Enrollment K -12</b>					
<b>SY 2016-2017</b>					
	<b>11/1/16</b>	<b>10/3/16</b>	<b>9/20/16</b>	<b>5/2/16</b>	<b>9/15/15</b>
HK	10	7	6	16	14
K	73	76	77	57	60
1	67	67	67	89	91
2	90	92	92	71	75
3	75	74	74	98	102
4	103	103	104	79	77
5	80	79	80	82	84
6	80	80	80	77	80
Total K-6	578	578	580	569	583
7	76	76	76	71	74
8	69	68	68	68	68
9	76	76	75	77	77
10	71	71	70	78	86
11	83	82	82	61	70
12	62	63	63	48	56
Total 7-12	437	436	434	403	431
<b>Total K-12</b>	<b>1,015</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>												
	11/1/16	11/2/15	11/3/14	11/1/13	11/1/12	11/1/11	11/1/10	11/2/09	11/3/08	11/1/07	11/1/06	11/1/05
HK	10	16	12	5	14	19	13	15	14	17	5	9
K	73	61	78	76	88	70	74	75	67	58	76	73
1	67	90	78	100	87	85	73	73	68	66	84	84
2	90	72	101	80	85	77	74	69	66	84	79	67
3	75	102	84	88	76	69	65	70	77	76	66	71
4	103	78	84	77	76	65	79	76	76	65	66	86
5	80	83	80	72	65	82	83	77	64	66	88	78
6	80	80	71	69	75	85	82	66	72	92	78	77
Total K-6	578	582	588	567	566	552	543	521	504	524	542	545
7	76	73	66	77	87	88	69	74	88	80	73	98
8	69	68	75	85	84	64	73	89	77	75	97	73
9	76	78	88	79	67	74	80	77	73	100	71	95
10	71	83	82	60	66	81	75	82	96	66	88	96
11	83	64	56	67	69	67	71	98	65	89	87	71
12	62	53	59	70	63	67	84	66	91	83	62	74
Total 7-12	437	419	426	438	436	441	452	486	490	493	478	507
<b>Total K-12</b>	<b>1,015</b>	<b>1,001</b>	<b>1,014</b>	<b>1,005</b>	<b>1,002</b>	<b>993</b>	<b>995</b>	<b>1,007</b>	<b>994</b>	<b>1,017</b>	<b>1,020</b>	<b>1,052</b>

**461 Parent Reporting Policy**

School Board Adopted: January 22, 2008

School Board Revised: November 7, 2016

All BHS and BES teachers are required to update their grade reporting on the ~~JMC parent page~~ Synergy gradebook once per week, for every class they teach. BES teachers will be given consideration by the principal for developmental appropriateness and specialists on rotational schedules.

**610 Policy Relating to Overnight Trips, Field Trips, Excursions and the Chaperoning Thereof**

School Board Adopted: October 2, 1980

School Board Revised: November 7, 2016

The Board of Education believes that the Board, administration and chaperons share in the responsibility, directly and indirectly, for the planning, implementation and evaluation of all overnight trips, field trips and excursions sponsored by Independent School District 162. In addition, the Board of Education believes that the conduct and behavior of the student is the ultimate responsibility of the students and their parents.

Prior to the authorization of any overnight trip, field trip or excursion, a Study/Field Trip Request form or an Overnight or Out-of-State Trip Request form must be completed and an itinerary must be approved by the appropriate administrator. Overnight or Out-of-State Trips must be approved by the school board. The delineation of duties and delegation of responsibilities shall be mutually understood and agreed upon by staff chaperons and administration, and one chaperon shall be designated as activity supervisor.

The Board recognizes that chaperons have supervisory responsibilities throughout the duration of said overnight trips, field trips, or excursions. The Board further recognizes that chaperons are responsible to be physically and mentally fit while on duty. Chaperons will be either on duty or on call continuously until all chaperons' responsibilities are terminated.

Chaperons are expected to maintain appropriate discipline and to report serious problems to the appropriate administrator and/or the appropriate law enforcement agency on or before returning to the school. Concurrent, the Board recognizes the right of the chaperons to expect behavior which conforms with school rules, policies, and/or state law.

Finally, the Board recognizes that:

- A. On any school-sponsored activity, field trip or excursions, the approximate ratio of chaperon to student is:
  - 1. Overnight trips – 8 students to 1 chaperon.
  - 2. Day trips – 30 students to 1 chaperon.
- B. On any school-sponsored activity, field trip or excursion, parents of students will be asked to assume a role in chaperoning by the activity supervisor.
- C. On any school-sponsored coeducational overnight activity, field trip or excursion, there will be both male and female chaperons.

BAGLEY PUBLIC SCHOOLS  
Chaperon Guidelines

Guidelines For Chaperons on Duty:

- A. Chaperons will meet with the supervisor daily.
- B. Know "Policies Regarding Student Behavior" and enforce them.
- C. Do not make a major decision without first discussing it at the daily staff meeting or individually with the supervisor.
- D. Emergency situations: immediate rational action may be necessary. When time permits, consult the supervisor.
- E. Keep communication channels open between students, chaperons, bus drivers, and the supervisor.

- F. Daily time schedules will be announced. Please follow them and see that students are punctual in meeting the schedules.
  - G. Report any unusual behavior or information to the supervisor.
  - H. It is essential that chaperons supervise assigned students and areas to the best of their ability.
  - I. The supervisor will set additional guidelines as deemed necessary to provide a safe and meaningful experience for all individuals on the trip.
  - J. Chaperons shall not consume alcohol.
  - K. Chaperons shall be dressed appropriately for the occasion.
- \*Supervisor means activity supervisor.

**Permission Slip for Off-Campus Activities & Student Behavior Guidelines Bagley Public Schools**

ACTIVITY DATE: \_\_\_\_\_ ACTIVITY: \_\_\_\_\_ LOCATION: \_\_\_\_\_

**PLEASE COMMENT ON ANY SPECIAL HEALTH PROBLEM(S) THAT WE SHOULD BE AWARE OF:**

Student Behavior on School Sponsored Activities and Trips:

Appropriate student behavior is essential to provide a safe, meaningful experience for all involved in school sponsored activities and trips.

The following policies will be strictly enforced by the activity supervisor and designated chaperons:

- A. Students shall not possess or use alcohol, tobacco, drugs or drug paraphernalia.
- B. Students shall not engage in disturbing behavior on activity bus or at any school activity.
- C. Students will report promptly and be prepared for all activities and bus schedules.
- D. Students shall not visit any areas except those designated by the supervisor.
- E. Students will be assigned to rooms on over-night trips. Only students in the activity and of the same sex are permitted to be in rooms of other activity members. When boys and girls want to meet together, it must be in an area designated by the activity supervisor.
- F. Students shall adhere to curfews as established by the supervisor.
- G. Students shall not leave a lodging accommodation, activity area or any other group activity without the permission of the supervisor.
- H. Students will be responsible for paying the cost of any damaged property.
- I. Students will dress to reflect the occasion. The purpose is to look respectable and well groomed at all times. Dress should be clean, neat and shoes are required wearing apparel.
- J. Initiations of any kind are strictly forbidden.
- K. Students shall not engage in behavior which endangers, embarrasses, harasses, or violates the rights of others.
- L. Students' rooms, luggage, and personal belongings are subject to periodic inspection by the supervisor or designee as deemed necessary to insure the enforcement of these policies.
- M. Disciplinary action shall be taken for the violations of any of the above policies. The supervisor will take appropriate disciplinary action depending upon the frequency or severity of the violation. If the supervisor determines that a violation of these policies is intolerable or severe, a student will be returned or sent home prior to the completion of the activity or trip.

**My child and** I have read and fully understand the policies listed above and agree to comply with them. I further agree to accept responsibility for my behavior.

\_\_\_\_\_ Date

\_\_\_\_\_ Parent Signature

\_\_\_\_\_ Student Signature

\*Please sign ~~one copy~~ and return to \_\_\_\_\_  
Activity Supervisor

~~Keep the second copy for your information.~~

**ELEMENTARY SCHOOL  
STUDY/FIELD TRIP REQUEST FORM**

Top portion needs to be approved 2 weeks or more prior to field trip

Group/Grade Level requesting trip: \_\_\_\_\_ Staff in charge: \_\_\_\_\_

Destination: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Phone number at site: \_\_\_\_\_ Staff Emergency Number: \_\_\_\_\_

Time leaving school: \_\_\_\_\_ Time returning to school: \_\_\_\_\_

What standard(s) will be covered by this study trip: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**OFFICE USE:**

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
OK TO PROCEED

\_\_\_\_\_  
DATE

\*\*\*\*\*

Number of students: \_\_\_\_\_ Cost per student: \_\_\_\_\_ = Total \$ \_\_\_\_\_

Number of adults: \_\_\_\_\_ Cost per adult: \_\_\_\_\_ = Total \$ \_\_\_\_\_

Amount collected from each child \$ \_\_\_\_\_ Scholarships needed: \$ \_\_\_\_\_

**Circle one:** In district trip      Out of district trip      Total round trip in miles \_\_\_\_\_

Miles x \$2.00 per mile = \$ \_\_\_\_\_ **MAX** \$15 per student = \$ \_\_\_\_\_

Checklist:

\_\_\_\_ Itinerary turn into office (if all day or overnight trip) on (date): \_\_\_\_\_

\_\_\_\_ List of students and parents attending trip turned into office on (date): \_\_\_\_\_

\_\_\_\_ Buses were ordered on (date): \_\_\_\_\_ (please attach copy of faxed form)

\_\_\_\_ Printout with parent emergency numbers for bus driver is ready (need info. for every student)

\_\_\_\_ Lunch staff (Terri Christianson/Nichole Hinrichs) was told/emailed on (date): \_\_\_\_\_

\_\_\_\_ Approximate number of lunches needed: \_\_\_\_\_

Additional Staff attending trip: \_\_\_\_\_

\_\_\_\_\_

\*\* PLEASE NOTE; IF PARENT/GUARDIAN/ADULT RELATIVE WANTING TO ATTEND THIS TRIP (3 hours or more, or overnight) DOES NOT HAVE A CRIMINAL HISTORY CHECK FORM FILED IN THE OFFICE, A COMPLETED CRIMINAL HISTORY FORM NEEDS TO BE RECEIVED IN THE OFFICE MORE THAN ONE WEEK IN ADVANCE OF THE TRIP.

**List of All Students and Parent/Guardian/Adult Relative Participating in this Study Trip:  
(List out individually or attach a list)**

**HIGH SCHOOL  
FIELD TRIPS, EXCURSIONS & BUS REQUISITION FORM**

A. DATE & TIME OF EVENT: \_\_\_\_\_

B. LOCATION OF EVENT: \_\_\_\_\_

C. ACTIVITY GROUP & SUPERVISOR: \_\_\_\_\_

D. PURPOSE OF FIELD STUDY: \_\_\_\_\_  
\_\_\_\_\_

E. CONTACT PHONE NUMBER(S) AT STUDY SITE(S): \_\_\_\_\_

F. NAME, LOCATION & PHONE NUMBER OF EMERGENCY MEDICAL  
FACILITIES NEAR STUDY SITE(S)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. SUBSTITUTE NEEDED: \_\_\_\_\_ YES \_\_\_\_\_ NO

H. TRANSPORTATION WILL BE REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO

I. NUMBER OF PASSENGERS: \_\_\_\_\_ NUMBER OF BUSES: \_\_\_\_\_

J. DISTANCE: \_\_\_\_\_ MILES @ \_\_\_\_\_ PER MILE = \$ \_\_\_\_\_

K. BUS WILL DEPART FROM: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_ AM/PM

L. BUS WILL RETURN TO: \_\_\_\_\_ APPROX. RETURN TIME: \_\_\_\_\_ AM/PM

**BY SIGNING BELOW, THE SUPERVISOR AGREES TO ABIDE BY ALL GUIDELINES AS  
OUTLINED ON THE BACK OF THIS PAGE.**

Signature of Activity Supervisor

Date

REQUEST IS: \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNED COPIES WILL BE DISTRIBUTED TO: TRANSPORTATION DIRECTOR, REQUESTING SUPERVISOR &  
SUPERINTENDENTS OFFICE, HS OFFICE- ORIGINAL COPIES WILL BE FILED IN PRINCIPAL'S OFFICE

## **CHAPERONE GUIDELINES**

### **GUIDELINES FOR CHAPERONES ON DUTY:**

- A. Chaperones will meet with the supervisor daily.
  - B. Know “Policies Regarding Student Behavior” and enforce them.  
Do not make a major decision without first discussing it at the daily staff meeting or individually with the supervisor.
  - C. Emergency situations: immediate rational action may be necessary, when time permits, consult the supervisor.
  - D. Keep communication channels open between students, chaperones, bus drivers, and the supervisor.
  - E. Daily time schedules will be announced. Please follow them and see that students are punctual in meeting the schedules.
  - F. Report any unusual behavior or information to the supervisor.
  - G. It is essential that chaperones supervise assigned students and areas to the best of their ability.
  - H. The supervisor will set additional guidelines as deemed necessary to provide a safe and meaningful experience for all individuals on the trip.
  - I. Chaperones shall not consume alcohol.
  - J. Chaperones shall be dressed appropriately for the occasion.
- \*Supervisor means activity supervisor

## **FIELD TRIPS AND OVERNIGHT TRIPS**

### **FOLLOW THESE STEPS CLOSELY:**

- You must pre-approve all trips/field trips, etc. with the appropriate principal.
- Overnight trips must be approved in advance by the School Board.
- When trips involve a Sunday or Wednesday, the ministerium must be notified one month in advance.
- On overnight trips there must be one chaperone for every 8 students attending. For day trips one chaperone for every 30 students.
- No alcohol or illegal drugs may be used during outings involving students.
- All receipts must be turned in with Claim Forms if reimbursement is to be paid.
- For further requirements please see Policy 610 of the School Board Policy Book.

# Overnight or Out-of-State Trip Request Form

School Board Adopted: 2016

Group/Grade Level Requesting trip: \_\_\_\_\_ Staff in Charge: \_\_\_\_\_

Destination: \_\_\_\_\_

Agency making the arrangements: \_\_\_\_\_

Dates of Trip: \_\_\_\_\_ Number of School Days Missed: \_\_\_\_\_

Number of Students Participating: \_\_\_\_\_ Departure/Return Times: \_\_\_\_\_

Goal or purpose of the trip and its relationship to curriculum objectives: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Supervision requirements: one adult for every 8 students. Same gender chaperone must be included for each gender participating.

Staff Accompanying: \_\_\_\_\_  
\_\_\_\_\_

Other Adults Accompanying: \_\_\_\_\_  
\_\_\_\_\_

## Cost Factor:

Trip Funded by:  Student/Parents  Fundraiser  School  Other \_\_\_\_\_

Cost per student: \_\_\_\_\_

This cost includes: Trip cost for student (transportation, meals, lodging, admissions, etc.) \$ \_\_\_\_\_  
Portion of trip cost for adult chaperones \$ \_\_\_\_\_  
Other (please describe) \$ \_\_\_\_\_

What provision has been made for students with financial difficulties? Fund raising activities conducted?

\_\_\_\_\_  
\_\_\_\_\_

What efforts have been made to acquire the most cost effective price? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Transportation Information: How will students be transported?

Bus \_\_\_\_\_ Name of Company \_\_\_\_\_

Plane \_\_\_\_\_ Name of Airline \_\_\_\_\_

School District bus or van \_\_\_\_\_

School District not responsible for transportation \_\_\_\_\_

Other – explain \_\_\_\_\_

Meal (and lodging if relevant) arrangements (attach additional pages if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of trip plan and routes (attach additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Communication – Please attach a copy of the trip itinerary. Include parental and student input in the planning process and all parent meetings conducted to ensure full disclosure of the trip and associated topics to include but not limited to: purpose of the trip, cost (to include spending money), fund raising, adult chaperones, emergency telephone numbers, medical insurance needs, procedures for sending a student home in case of an emergency (medical, disciplinary, etc.) and itinerary.

Person in Charge Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

Date School Board Approved \_\_\_\_\_

## 2016-17 PARENT COMMITTEE RESOLUTION

**WHEREAS**, the Bagley Independent School District #162 provides an opportunity for all of its citizens to participate in district program communities, and

**WHEREAS**, the Indian Education Parent Committee of the Bagley Independent School District #162 is the duly elected and established Parent Committee comprised of parents of children eligible to be enrolled in American Indian programs, secondary students, representatives from community groups, school administrators, and

**WHEREAS**, the Parent Committee's current responsibilities are addressed in adopted by-laws and apply to programs specifically designed for American Indian learners implemented through Indian Education Program, and

**WHEREAS**, the Parent Committees responsibilities have been expanded to include involvement in and advisement of all educational programs, programs for elementary and secondary grades, special education programs and support services, and

**WHEREAS**, the Indian Education Parent Committee of Bagley Independent School District #162 did meet on October 17, 2016 to review, recommend and approve this Resolution, and

**WHEREAS**, the Parent Committee has found most of the District's educational programs to be adequate in meeting the needs of American Indian students, and

**WHEREAS**, the Director of Indian Education, serve as an advocate for students and parents and as a liaison between school and home and works closely with the truancy tracker program and all Indian Education programs, and

**BE IT RESOLVED**, that the Bagley Indian Education Parent Committee, Inc., concurs with the District's educational programs for elementary and secondary programs, special education programs and support services.

- To encourage the Board to continue transportation for the JOM /Title VII class trips and two workshops per year within the state for JOM/Title VII committee members.
- Hire Native American teachers and staff as the student population is 25% Native American. The Indian Education Committee would take an active role in securing and identifying candidates for any employment opportunities in the school district.
- Support the Anishinaabe cultural club and encourage students to participate.
- Continue to promote the online Ojibwe language program.
- The School District is mandated to implement Native American cultural sensitivity training and all staff and school board members are required to complete the training.

- To encourage Administration to include the Director of Indian Education or designee, whenever possible, in the disciplinary actions at both the high school and elementary, involving Native American students, whenever suspensions or similar actions will be involved.

**BE IT FURTHER RESOLVED**, that the Bagley Indian Education Parent Committee, Inc. strongly recommends that Independent School District 162 maintain all Indian Education programs currently being offered in our districts elementary and secondary education programs.

**THEREFORE, BE IT RESOLVED**, the Parent Committee of Bagley Independent School District #162 does concur that the district's programs, meet American Indian student needs.

In favor of Resolution   4  

Not in favor of Resolution\*   0  

Shaila Thompson  
 Name  
 Chairperson  
 Indian Education Parent Committee

10/17/2014  
 Date

*\*If the committee does not concur with the Resolution, the reasons for the non-concurrence and recommendations shall be submitted with this Resolution. By resolution, the Board must respond in writing within 60 days, to each recommendation made by the committee and state its reasons for not implementing the recommendation. (M.S., 124D.78, Sub.1)*

**Office of Indian Education  
Transmittal of Resolution and Parent Committee Roster**

Identification Information		
School District Name Bagley Public School District		District Type/No. 162
Name of person completing form Carol Vik	Title Director of Indian Education	Telephone 2186943120

Resolution/Parent Committee Information
<p><b>Check all applicable items and attach the requested information:</b></p> <p><input type="checkbox"/> This district does not have 10 or more American Indian students enrolled, therefore no Parent Committee has been established, and no resolution/recommendations are attached (sign below and return the form to the Office of Indian Education).</p> <p><input checked="" type="checkbox"/> Resolution is attached:</p> <p style="padding-left: 40px;">Date resolution passed by Parent Committee: <u>10/17/16</u></p> <p style="padding-left: 40px;">Date resolution presented to Local School Board: <u>11/7/16</u></p> <p style="padding-left: 40px;">The attached resolution is a resolution of (check one): <input checked="" type="checkbox"/> Concurrence <input type="checkbox"/> Non-concurrence</p> <p style="padding-left: 40px;">Recommendations are (check one): <input checked="" type="checkbox"/> Included <input type="checkbox"/> Not included</p> <p><input type="checkbox"/> Resolution is NOT attached. If not attached, explain:</p> <p><input checked="" type="checkbox"/> School Board Response is NOT attached. If not attached, explain: The school board is in agreement, no changes suggested.</p> <p><input type="checkbox"/> A Parent Committee has NOT been established. If checked, please explain why not, including discussion of any steps that have been taken to establish a parent committee:</p> <p>The district requests that the Office of Indian Education provide assistance in the following area(s):</p> <p><input checked="" type="checkbox"/> Parent Committee Training</p> <p><input checked="" type="checkbox"/> Staff Development on American Indian history and culture</p> <p><input type="checkbox"/> Other (explain):</p>

The information provided on this form is true and accurate to the best of my belief and knowledge.

\_\_\_\_\_  
Signature – Superintendent of School District/Authorized Representative

\_\_\_\_\_  
Date signed

**Parent Committee Membership Roster**

Identify the members of your district's American Indian Education Program Parent Committee below. List the chairperson first (include address of chairperson only), and provide the area of representation (parent, teacher, secondary student, counselor, etc.) for each committee member. Check to indicate whether the member is an American Indian. Attach an additional page if more space is needed.

Name of Committee Member	Area of Representation	American Indian?	
		Yes	No
Cheryl Thompson	Bagley	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Lenora Neeland	Rice Lake	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Sheila Thompson	Rice Lake	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Lee Furseth	Elementary Principal	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
David Gooch	Bagley Senior High Principal	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Carol Vik	Bagley School District	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Steve Cairns	Bagley School District	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Penni Cairns	AMI Coordinator	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Melody Auginaush	Bagley/Rice Lake	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Lucille Thompson	Bagley/Rice Lake	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
James Hvezda	Bagley/Rice Lake	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Angela L. Neeland	Bagley/Rice Lake	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Parent Committee Membership Roster**

Identify the members of your district's American Indian Education Program Parent Committee below. List the chairperson first (include address of chairperson only), and provide the area of representation (parent, teacher, secondary student, counselor, etc.) for each committee member. Check to indicate whether the member is an American Indian. Attach an additional page if more space is needed.

Name of Committee Member	Area of Representation	American Indian?	
		Yes	No
Cheryl Thompson	Bagley	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Lenora Neeland	Rice Lake	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Heile Thompson	Rice Lake	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Leed Furuseth	Elementary Prin.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
David Koch	Bagley A.S. Principal	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Carol Wu	Bagley School District	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Steve Cairns	Bagley School District	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Jenni Cairns	AMI Coordinator	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Melody Mesina	Bagley/Rice Lake	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Shalby Thompson	Bagley/Rice Lake	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
James Hark	Bagley/Rice Lake	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Angela A. Neeland	Bagley Rice Lake	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Dear Bagley School Board Members:

In 2015, Bagley Elementary School students participated in a fundraiser to combat cardiovascular diseases, sponsored by the American Heart Association, called **Hoops for Hearts**. Through the generosity of district residents and extended families and friends, the students raised an incredible \$7,248.48. This money went to the American Heart Association for research, public health education, professional education and training, and community services.

Cardiovascular disease continues to be prevalent in Clearwater County, attributing to 30.4% of all deaths in in 2013. As shown on the accompanying map, that rate was near the top of all counties in the northern third of Minnesota. Statewide, cardiovascular diseases were the leading cause of death, accounting for 23.7% of all deaths.

The Physical Education Department at Bagley Elementary School is asking for permission to participate in this fundraiser again. If approved, we would like to set February 10<sup>th</sup>, 2017, as the kick-off date. It will run for two weeks, with collection envelopes being turned in on February 23<sup>rd</sup> and 24<sup>th</sup>.

At this time we are seeking School board approval to proceed with this fundraiser for cardiovascular diseases.

Thank you for your consideration.

Thomas Higgins  
Darin Carstens  
Mike Larson