

MEMO TO: Board of Education
TOPIC: Regular School Board Meeting
FROM: Steve D. Cairns, Superintendent
DATE: August 16, 2017

A Regular School Board Meeting of the Board of Education will be held August 21, 2017 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 - August 7 4
- B. Monthly Invoices - August 2017 - \$336,332.89 - Ch# 58267-58364 7
- C. Hand Payables - June 2017 - \$167,847.77 - Ck# 32049-32083 27
- D. Statement of Cash Balances - July 2017 - \$3,248,073.17 34
- E. Budget Comparison 35
- F. Wires Payments - July 2017 - \$79,770.76 36
- G. Knife River Bill - Paving Elementary Parking Lot - \$68,820.28 38

5. COMMUNICATIONS

- A. Staff Back to School Luncheon will be held on Wednesday, August 30 at 11:00 am - Noon in the High School Cafeteria.
- B. Back to School guest speaker, Michelle Backes, Trust Edge Leadership Institute, will present to staff on Wednesday, August 30 at Noon in the High School Auditorium.

6. STUDENT INPUT AND RECOGNITION

- A. Student Council Update and Homecoming Fundraiser Request (Merchandise and Button Sales) - Jarret Merschman 39

7. PUBLIC PARTICIPATION

8. COMMITTEE REPORTS

- A. Transportation

B. Policy	
C. Facilities	
D. Negotiations	
1) Work Agreements	
a. Bus Driver	52
b. MSEA Agreement	57
E. Athletics	
F. Security	
G. Wellness	
H. Other	

9. REPORTS AND PRESENTATIONS

10. SCHOOL BOARD ACTION

**A. RESOLUTION ACCEPTING GIFTS/DONATIONS
TO INDEPENDENT SCHOOL DISTRICT #162–BAGLEY**

WHEREAS the following ;therefore, **BE IT RESOLVED** by the School Board of Independent School District #162–Bagley School Board does hereby accepts the following donation:

- * \$1,700.00 from NW Minnesota Foundation for ECI
- * \$700.00 from Choice Therapy for Summer Rec
- * \$1,700.00 from NW Minnesota Foundation for ECI

B. Policy Second Reading, Comments and Adoption	
1) Policy 709 - Student Transportation Safety Policy	76
2) Policy 601 - School District Curriculum and Instruction Goals	96
3) Policy 603 - Curriculum Development	101
4) Policy 612.1 - Development of Parental Involvement Policies for Title I Programs	103
5) Policy 616 - School District System Accountability	109
C. BES Bathrooms Renovation	
EAPC Architects Engineers - \$9,000	
Karvakko Engineering, Architecture, & Surveying - \$47,600	
Recommendation to accept EAPC Architects Engineers proposal in the amount \$9,000	
D. Staffing	
1) Hire - High School Special Education Teacher - Reva Renollet	

- 2) Resignation - Bonnie Erlandson, HS PARA
- 3) Resignation - Stephanie Syverson, Bus Driver
- 4) Resignation - Jean Carter, Bus Driver

E. Board Discussion on Land Parcels

- 1) Surveying - Brustad Land Surveying
- 2) Land Appraisal

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

12. **MEETING SCHEDULE - Chairman Broden**

Special Board Meeting - Tuesday, August 29, 2017, 7:30 **AM** in High School Room 101

Regular School Board Meeting - **Tuesday**, September 5, 2017, at 7:30 p.m. in High School Room 101

13. **ADJOURNMENT**

**BAGLEY PUBLIC SCHOOLS
REGULAR SCHOOL BOARD MEETING
AUGUST 7, 2017
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on August 7, 2017, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Wendy Fultz, Amy Fontaine, LeAnn Agnes, Renee Benson, Jeremy Davies, Jamie Grover and Superintendent Cairns. Members absent: None.

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

1. A motion was made by Wendy Fultz, seconded by LeAnn Agnes to approve the following consent agenda items:
 - A. July 15 MinutesMotion passed 7-0.
2. Chairman Broden apprised that Board that the negotiations committee has a tentative contract settlements between the School District and the BEA and MSEA.
3. First reading and comments of the following policies were held:
 - A. Policy 709 – Student Transportation Safety Policy
 - B. Policy 601 – School District Curriculum and Instruction Goals
 - C. Policy 603 – Curriculum Development
 - D. Policy 612.1 – Development of Parental Involvement Policies for Title I Programs
 - E. Policy 616 – School District System Accountability
4. A motion was made by LeAnn Agnes, seconded by Wendy Fultz to adopt the BES Student Handbook with recommended changes. Motion passed 7-0.
5. A motion was made by Jeremy Davies, seconded by Jamie Grover to adopt the BHS Student Handbook with recommended changes. Motion passed 7-0.
6. A motion was made by LeAnn Agnes, seconded by Jeremy Davies to adopt Policy 570 – Cell Phones and Personal Electronic Devices as written by Director Davies.

Roll call: Adam Broden – yes; Wendy Fultz, - yes; Jeremy Davies – yes; Renee Benson – no; Jamie Grover – no; LeAnn Agnes – yes; Amy Fontaine – no. Motion passed 4-3.
7. Superintendent Cairns apprised the Board that our lease agreement between Clearwater County Fair Agricultural Society has expired. We lease a 5 acre parcel of land which includes the student parking lot and part of the old track and field. The School District owns 40 acres of land in the Industrial Park that is not used. Superintendent Cairns would like to have the properties surveyed and appraised to know their values. The information will be brought to the next board meeting.
8. A motion was made by Amy Fontaine, seconded by Jamie Grover to delete Policy 534 – Personnel Policy for Wellness Programs and Incentives. Motion passed 7-0.
9. A motion was made by Jamie Grover, seconded by Renee Benson to adopt Policy 534 – Unpaid Meal Charges. Motion passed 7-0.

10. A motion was made by Amy Fontaine, seconded by Wendy Fultz to approve the 2017-2018 Annual Federal Impact Aid Notification to Parents and Survey. Motion passed 7-0.
11. A motion was made by LeAnn Agnes, seconded by Jamie Grover to approve the purchase of Math 180 and Read 180 for the Jr/Sr. High School in the amount of \$34,504.76. Motion passed 7-0.
12. A motion was made by Amy Fontaine, seconded by Renee Benson to approve the purchase of System 44 purchase for Jr/Sr. High School Special Education Department in the amount of \$4,202.50. Motion passed 7-0.
13. A motion was made by Jamie Grover, seconded by Amy Fontaine to renew the Stellher Human Services Mental Health Professional contract. The District cost is \$4,000. Motion passed 7-0.
14. A motion was made by Amy Fontaine, seconded by Jamie Grover to renew the 2017-2018 Bagley School District & Stellher Human Services - Interventionist Agreement - District cost is \$21,888.70. Motion passed 7-0.
15. A motion was made by LeAnn Agnes, seconded by Renee Benson to renew the 2017-2018 Bagley School District & Stellher Human Services Agreement for Children's Therapeutic Services & Support (CTSS) and Contracted Mental Health Services. The District's cost is \$43,461.41. Motion passed 7-0.
16. A motion was made by Wendy Fultz, seconded by LeAnn Agnes, to renew the Twin Pines Golf Course Annual Rental - \$3,100 for 2017-2018 SY. Motion passed 7-0.
17. A motion was made by Renee Benson, seconded by Jamie Grover to authorize R&J Broadcasting Inc. all-inclusive advertising contract for the 2017-2018 SY in the amount of \$6,015. Motion passed 7-0.
18. A motion was made by Wendy Fultz, seconded by Renee Benson to approve the work agreement between the District and Clearwater County Nursing Service for the 2017-2018 school year. Motion passed 7-0.
19. A motion was made by LeAnn Agnes, seconded by Jamie Grover to hire Amy Fontaine as a junior high volleyball coach. Motion passed 7-0.
20. A motion was made by Jeremy Davies, seconded by Wendy Fultz to accept the resignation of Transportation Director, Aaron Edman. Motion passed 7-0.
21. A motion was made by Jeremy Davies, seconded by Jamie Grover to reinstate Wenesdai Goldstein as a bus driver. Ms. Goldstein will keep her bus driver seniority but with route changes as necessary. Motion passed 7-0.
22. A motion was made by Jamie Grover, seconded by Renee Benson to approve the request for extended unpaid personal leave for Dixie Boe. Motion passed 7-0.
23. A motion was made by Jeremy Davies, seconded by LeAnn Agnes to hire Cheryl Hutchens as an elementary school art teacher contingent upon receipt of a satisfactory background check and licensure. Motion passed 7-0.
24. A motion was made by Jamie Grover, seconded by Wendy Fultz to hire Nichole Ekre as a paraprofessional contingent upon meeting the No Child Behind requirements and receipt of a satisfactory background check. Motion passed 7-0.

25. A motion was made by LeAnn Agnes, seconded by Amy Fontaine to hire Kristina Malterud as a paraprofessional contingent upon meeting the No Child Behind requirements and receipt of a satisfactory background check. Motion passed 7-0.
26. A motion was made by LeAnn Agnes, seconded by Jamie Grover to accept the resignation of Jessica Lewis as a paraprofessional. Motion passed 7-0.
27. A motion was made by Amy Fontaine, seconded by LeAnn Agnes to approve the 2017 MSBA/Bagley School District Strategic Planning Internal & External surveys. Adam Broden and Jeremy Davies will serve as the Board representatives at the organizational meeting on August 25, 2017. Motion passed 7-0.
28. NEXT AGENDA ITEMS
 - A. Policy Reading and Adoption
 - B. Staffing
 - C. Land Parcels – land survey markers and appraisal costs
29. The next meeting of the school board will be held on Monday, August 21, 2017, at 7:30 p.m. in High School Room 101.
30. A motion was made by Amy Fontaine to adjourn the meeting at 9:43 p.m. Motion passed 7-0.

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

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

Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58267	1125		ACCT, INC		Check		
				E 01	005 865 358 305 000	Fees For Services-Asbestos		\$2,645.75	
		Voucher #: 65846	Invoice		Invoice No: 105370	8/21/2017			
								Paid Amt:	\$2,645.75
								Check Amount:	\$2,645.75
0162	FNB	58268	1125		ACCT, INC		Check		
				E 01	005 865 358 305 000	Fees For Services-Asbestos		\$23,811.75	
		Voucher #: 65845	Invoice		Invoice No: 105370	8/21/2017			
								Paid Amt:	\$23,811.75
								Check Amount:	\$23,811.75
0162	FNB	58269	00396		ACT		Check		
				E 01	300 710 000 461 000	Standardized Tests-HS Guidance Office		\$3,978.00	
		Voucher #: 65842	Invoice		Invoice No: 125545	8/21/2017			
								Paid Amt:	\$3,978.00
								Check Amount:	\$3,978.00
0162	FNB	58270	04003		ADA BADMINTON & TENNIS		Check		
				E 01	300 241 000 430 000	PLEASE SEE ATTACHED QUOTE		\$654.00	
		Voucher #: 65869	Invoice		Invoice No: K-7020-2017	8/21/2017			
								Paid Amt:	\$654.00
								Check Amount:	\$654.00
0162	FNB	58271	01725		AMERIPRIDE LINEN, INC.		Check		
				E 01	005 760 720 305 000	Fees For Services-Business Office		\$35.00	
		Voucher #: 65796	Invoice		Invoice No: 3501093615	8/21/2017			
								Paid Amt:	\$35.00
								Check Amount:	\$35.00
0162	FNB	58272	03349		ARROW PRINTING		Check		
				E 01	100 050 000 401 000	EMERGENCY CARDS		\$66.00	
				E 01	100 050 000 401 000	Freight		\$7.32	
		Voucher #: 65797	Invoice		Invoice No: 88050	8/21/2017			
								Paid Amt:	\$73.32
								Check Amount:	\$73.32
0162	FNB	58273	18860		BAGLEY COOP OIL ASSN.		Check		
				E 01	310 810 000 440 000	Heating Fuel-Maintenance		\$160.97	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$106.00	
				E 01	005 760 720 440 000	Fuels-Reg Transportation		\$873.86	
		Voucher #: 65889	Invoice		Invoice No: JULY17	8/21/2017			
								Paid Amt:	\$1,140.83
								Check Amount:	\$1,140.83
0162	FNB	58274	05980		BAGLEY MERCANTILE HARDWARE, INC		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$321.91	
		Voucher #: 65776	Invoice		Invoice No: JULY17	8/21/2017			
								Paid Amt:	\$321.91
								Check Amount:	\$321.91

Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58275	06113		BAGLEY OIL CO.		Check		
				E 01	310 810 000 440 000	Heating Fuel-Maintenance		\$678.40	
		Voucher #: 65783	Invoice		Invoice No: 18549	8/21/2017			Paid Amt: \$678.40
									Check Amount: \$678.40
0162	FNB	58276	06683		BATTERY WHOLESALE INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$58.40	
		Voucher #: 65718	Invoice		Invoice No: 67317BEM	8/21/2017			Paid Amt: \$58.40
									Check Amount: \$58.40
0162	FNB	58277	08414		BEMIDJI STEEL COMPANY		Check		
				R 01	300 255 000 619 000	MATERIALS PURCHASED FOR RESALE		\$687.79	
		Voucher #: 65799	Invoice		Invoice No: 146247	8/21/2017			Paid Amt: \$687.79
									Check Amount: \$687.79
0162	FNB	58278	08625		BEMIDJI WELDERS SUPPLY		Check		
				E 01	300 255 302 530 000	K39631 LINCOLN POWER MIG		\$6,390.00	
				E 01	300 255 302 530 000	TRADE-IN DIALANE 250		(\$1,800.00)	
				E 01	300 255 302 530 000	TRADE-IN MM200 WIREFEED		(\$900.00)	
∞				E 01	300 255 302 530 000	QUOTE 313410		\$0.00	
		Voucher #: 65751	Invoice		Invoice No: 320024	8/21/2017			Paid Amt: \$3,690.00
				E 01	300 255 000 305 000	Fees For Services-Industrial Tech		\$85.50	
		Voucher #: 65760	Invoice		Invoice No: B17070015	8/21/2017			Paid Amt: \$85.50
									Check Amount: \$3,775.50
0162	FNB	58279	11500		BOWL INN		Check		
				E 01	300 241 000 305 000	Consulting/Fees For Services		\$1,800.00	
		Voucher #: 65898	Invoice		Invoice No: 137	8/21/2017			Paid Amt: \$1,800.00
									Check Amount: \$1,800.00
0162	FNB	58280	1289		BRADY, MARTZ & ASSOCIATES, P.C.		Check		
				E 01	005 010 000 305 000	Fees for Service-School Board		\$8,000.00	
		Voucher #: 65874	Invoice		Invoice No: 17167-648867	8/21/2017			Paid Amt: \$8,000.00
									Check Amount: \$8,000.00
0162	FNB	58281	12219		BSN SPORTS		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$2,655.59	
		Voucher #: 65689	Invoice		Invoice No: 900146457	8/21/2017			Paid Amt: \$2,655.59
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$2,588.20	
		Voucher #: 65690	Invoice		Invoice No: 900146458	8/21/2017			Paid Amt: \$2,588.20
				E 04	005 586 332 401 132	General Supplies-Youth Enrich.-S Rec		\$175.10	
		Voucher #: 65711	Invoice		Invoice No: 900170124	8/21/2017			Paid Amt: \$175.10
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$1,513.25	
		Voucher #: 65805	Invoice		Invoice No: 900103677	8/21/2017			Paid Amt: \$1,513.25

Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58281	12219		BSN SPORTS		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$1,741.00	
	Voucher #:	65843	Invoice		Invoice No: 900201223	8/21/2017	Paid Amt:	\$1,741.00	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$544.25	
	Voucher #:	65850	Invoice		Invoice No: 900218547, 900218548	8/21/2017	Paid Amt:	\$544.25	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$565.55	
	Voucher #:	65875	Invoice		Invoice No: 900228895	8/21/2017	Paid Amt:	\$565.55	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$2,459.60	
	Voucher #:	65878	Invoice		Invoice No: 900245121	8/21/2017	Paid Amt:	\$2,459.60	
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$1,509.85	
	Voucher #:	65879	Invoice		Invoice No: 900245122	8/21/2017	Paid Amt:	\$1,509.85	
				E 04	005 586 332 401 100	General Supplies-Youth Enrich.-W Rec		\$176.40	
	Voucher #:	65880	Invoice		Invoice No: 900245123	8/21/2017	Paid Amt:	\$176.40	
								Check Amount:	\$13,928.79
0162	FNB	58282	13037		BUS PARTS WAREHOUSE		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$255.03	
	Voucher #:	65687	Invoice		Invoice No: 78468	8/21/2017	Paid Amt:	\$255.03	
								Check Amount:	\$255.03
0162	FNB	58283	16443	16443-1	CG COMMUNITY ED.		Check		
				E 04	005 586 332 305 132	Fees For Services- Youth Enrich. - S Rec		\$818.00	
	Voucher #:	65768	Invoice		Invoice No: 073117	8/21/2017	Paid Amt:	\$818.00	
								Check Amount:	\$818.00
0162	FNB	58284	16215		CITY OF FOSSTON		Check		
				E 04	005 586 332 305 132	Fees For Services- Youth Enrich. - S Rec		\$377.92	
	Voucher #:	65769	Invoice		Invoice No: 073117	8/21/2017	Paid Amt:	\$377.92	
								Check Amount:	\$377.92
0162	FNB	58285	16215	16215-1	CITY OF FOSSTON		Check		
				E 04	005 586 332 305 132	Fees For Services- Youth Enrich. - S Rec		\$5,088.80	
	Voucher #:	65755	Invoice		Invoice No: 072717	8/21/2017	Paid Amt:	\$5,088.80	
								Check Amount:	\$5,088.80
0162	FNB	58286	17509		COLE PAPERS INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$2,427.34	
	Voucher #:	65809	Invoice		Invoice No: 9337565	8/21/2017	Paid Amt:	\$2,427.34	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$162.70	
	Voucher #:	65855	Invoice		Invoice No: 9339802	8/21/2017	Paid Amt:	\$162.70	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$45.14	
	Voucher #:	65860	Invoice		Invoice No: 9339432	8/21/2017	Paid Amt:	\$45.14	
								Check Amount:	\$2,635.18

Bagley Public Schools #162

August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	58287	1245		CONSTRUCTIVE PLAYTHINGS		Check
				E 01	100 200 000 401 000	TM-40 - SPACESAVER TALL STORAGE	\$429.99
				E 01	100 200 000 401 000	FREE SHIPPING - CODE 17SF01	\$89.00
		Voucher #: 65706	Invoice		Invoice No: 5153338400	8/21/2017	Paid Amt: \$518.99
							Check Amount: \$518.99
0162	FNB	58288	18881		CONTRACT PAPER GROUP, INC.		Check
				E 01	005 110 000 401 000	PLEASE BILL AFTER JULY 1, 2017	\$0.00
				E 01	005 110 000 401 000	WHITE PAPER - 8.5X11 - CASES	\$8,700.00
				E 01	005 110 000 401 000	WHITE PAPER 11X17 - CASE	\$118.00
				E 01	005 110 000 401 000	COLORED PAPER - 8.5X11	\$0.00
				E 01	005 110 000 401 000	BLUE	\$98.70
				E 01	005 110 000 401 000	BUFF	\$32.90
				E 01	005 110 000 401 000	CANARY	\$164.50
				E 01	005 110 000 401 000	CHERRY	\$131.60
				E 01	005 110 000 401 000	GOLDEN ROD	\$32.90
				E 01	005 110 000 401 000	GREEN	\$164.50
				E 01	005 110 000 401 000	ORCHID	\$131.60
				E 01	005 110 000 401 000	PINK	\$32.90
				E 01	005 110 000 401 000	SALMON	\$65.80
				E 01	005 110 000 401 000	TAN	\$65.80
				E 01	005 110 000 401 000	BRIGHT COLORED PAPER - 8.5X11	\$0.00
				E 01	005 110 000 401 000	LIGHTNING LIME	\$267.50
				E 01	005 110 000 401 000	COMBUSTIBLE ORANGE	\$107.00
				E 01	005 110 000 401 000	ROMAN CANDLE RED	\$53.50
				E 01	005 110 000 401 000	LEMON ZEST	\$107.00
		Voucher #: 65657	Invoice		Invoice No: 43006252201	8/21/2017	Paid Amt: \$10,274.20
							Check Amount: \$10,274.20
0162	FNB	58289	19435		CROOKSTON PUBLIC SCHOOLS		Check
				E 01	998 211 000 390 000	Ed Pay to MN Sch Ds	\$1,746.36
		Voucher #: 65864	Invoice		Invoice No: 1963	8/21/2017	Paid Amt: \$1,746.36
							Check Amount: \$1,746.36
0162	FNB	58290	1408		CUSTOM SPRINKLERS		Check
				E 01	310 810 000 305 000	Fees For Services-Maintenance	\$140.00
		Voucher #: 65896	Invoice		Invoice No: 4704	8/21/2017	Paid Amt: \$140.00
							Check Amount: \$140.00
0162	FNB	58291	21200		DAROOS INC.		Check
				E 01	300 605 510 401 000	2016-17 END OF YEAR BANQUET	\$58.50

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Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58291	21200		DAROOS INC.		Check		
				E 04	005 505 321 401 000	General Supplies-Comm Ed		\$22.44	
		Voucher #:	65756	Invoice	Invoice No: 3, 4	8/21/2017	Paid Amt:		\$80.94
							Check Amount:		\$80.94
0162	FNB	58292	21204		DARRELL'S AUTO GLASS		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$95.00	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$60.00	
		Voucher #:	65890	Invoice	Invoice No: 24952	8/21/2017	Paid Amt:		\$155.00
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$30.00	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$120.00	
		Voucher #:	65891	Invoice	Invoice No: 24813	8/21/2017	Paid Amt:		\$150.00
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$41.67	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$30.00	
		Voucher #:	65892	Invoice	Invoice No: 24815	8/21/2017	Paid Amt:		\$71.67
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$41.67	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$30.00	
		Voucher #:	65893	Invoice	Invoice No: 24817	8/21/2017	Paid Amt:		\$71.67
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$75.00	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$30.00	
		Voucher #:	65894	Invoice	Invoice No: 24816	8/21/2017	Paid Amt:		\$105.00
							Check Amount:		\$553.34
0162	FNB	58293	21406		DECKER INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$65.45	
		Voucher #:	65777	Invoice	Invoice No: 202172A	8/21/2017	Paid Amt:		\$65.45
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$42.75	
		Voucher #:	65826	Invoice	Invoice No: 203195A	8/21/2017	Paid Amt:		\$42.75
							Check Amount:		\$108.20
0162	FNB	58294	21453		DELL MARKETING L.P.		Check		
				E 01	005 810 000 401 181	DELL KEYBOARD FOR DELL PRECISION M.		\$278.50	
		Voucher #:	65674	Invoice	Invoice No: 10177881582	8/21/2017	Paid Amt:		\$278.50
							Check Amount:		\$278.50
0162	FNB	58295	21560		DEPARTMENT OF HUMAN SERVICES		Check		
				E 01	100 203 000 280 000	Re-employment-Elem		\$92.27	
				E 01	300 211 000 280 000	Re-employment-High School		\$797.08	
				E 01	310 810 000 280 000	Unemployment Compensation		\$155.24	
		Voucher #:	65688	Invoice	Invoice No: 071817	8/21/2017	Paid Amt:		\$1,044.59
							Check Amount:		\$1,044.59

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Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58296	23383		EDMENTUM		Check		
				E 01	030 211 305 506 000	EDMENTUM COURSEWARE LICENSE - ALF		\$7,355.68	
				E 01	300 211 302 506 000	HS PORTION OF LICENSE		\$8,826.82	
		Voucher #:	65717	Invoice	Invoice No: 088490	8/21/2017	Paid Amt:	\$16,182.50	
							Check Amount:	\$16,182.50	
0162	FNB	58297	23555		EDUCATION TO GO		Check		
				E 04	005 505 321 305 000	Fees For Services-Comm Ed		\$65.00	
		Voucher #:	65781	Invoice	Invoice No: 1299472	8/21/2017	Paid Amt:	\$65.00	
							Check Amount:	\$65.00	
0162	FNB	58298	1259		EVERBIND BOOKS		Check		
				E 01	300 211 000 460 000	60935467 TO KILL A MOCKINGBIRD - EVERI		\$183.45	
				E 01	300 211 000 460 000	SHIPPING		\$14.68	
		Voucher #:	65831	Invoice	Invoice No: 212068	8/21/2017	Paid Amt:	\$198.13	
							Check Amount:	\$198.13	
0162	FNB	58299	27140		FARMERS PUBLISHING CO., INC.		Check		
				E 01	005 020 000 401 000	General Supplies-Supt. Office		\$26.00	
				E 02	005 770 701 305 000	Fees For Services-Lic and Inspections		\$156.00	
		Voucher #:	65820	Invoice	Invoice No: 44341, 44405, 44408	8/21/2017	Paid Amt:	\$182.00	
				E 01	100 050 000 401 000	500 - MILK TICKETS		\$130.88	
				E 01	100 050 000 401 000	5,000 - #10 REGULAR ENVELOPES		\$280.00	
				E 01	100 050 000 401 000	1,000 - WHITE REPORT CARD ENVELOPES		\$147.70	
		Voucher #:	65821	Invoice	Invoice No: 44579, 44586, 44587	8/21/2017	Paid Amt:	\$558.58	
				E 01	300 211 000 401 000	#10 BUSINESS ENVELOPES - 7500		\$611.00	
		Voucher #:	65822	Invoice	Invoice No: 44585	8/21/2017	Paid Amt:	\$611.00	
							Check Amount:	\$1,351.58	
0162	FNB	58300	1158		FB SUMMER REC.		Check		
				E 04	005 586 332 305 132	Fees For Services- Youth Enrich. - S Rec		\$180.00	
		Voucher #:	65694	Invoice	Invoice No: 072017	8/21/2017	Paid Amt:	\$180.00	
							Check Amount:	\$180.00	
0162	FNB	58301	1528		FLR SANDERS		Check		
				E 01	005 865 379 520 000	ART WORK UPGRADE FOR ELEMENTARY (\$2,100.00	
				E 01	005 865 379 520 000	rubber base		\$9,979.20	
				E 01	005 865 379 520 000	Urethane Floor System		\$33,400.00	
		Voucher #:	65758	Invoice	Invoice No: 3551	8/21/2017	Paid Amt:	\$45,479.20	
							Check Amount:	\$45,479.20	

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Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58302	30590		GALLI FURNITURE, INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$300.00	
		Voucher #:	65848	Invoice	Invoice No: JULY17				
						8/21/2017		Paid Amt:	\$300.00
								Check Amount:	\$300.00
0162	FNB	58303	30935		GARDEN VALLEY TELEPHONE		Check		
				E 04	005 505 321 320 000	Telephone-Comm Ed		\$38.07	
				E 04	005 580 325 320 000	Telephone -ECFE		\$38.07	
				E 01	310 810 000 320 000	Telephone-Maintenance		\$3,783.97	
		Voucher #:	65716	Invoice	Invoice No: 200699225				
				E 01	310 810 000 320 000	Telephone-Maintenance		\$1,500.00	
		Voucher #:	65759	Invoice	Invoice No: 13316				
						8/21/2017		Paid Amt:	\$1,500.00
								Check Amount:	\$5,360.11
0162	FNB	58304	33291		GRAINGER		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$47.43	
		Voucher #:	65720	Invoice	Invoice No: 9503240096				
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$15.72	
		Voucher #:	65778	Invoice	Invoice No: 9512674038				
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$168.44	
		Voucher #:	65779	Invoice	Invoice No: 9511515976				
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$28.08	
		Voucher #:	65824	Invoice	Invoice No: 9515011600				
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$36.64	
		Voucher #:	65825	Invoice	Invoice No: 9514547919				
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$281.01	
		Voucher #:	65882	Invoice	Invoice No: 9523953983				
						8/21/2017		Paid Amt:	\$281.01
								Check Amount:	\$577.32
0162	FNB	58305	36593		HEINEMANN		Check		
				E 01	100 203 000 430 000	PLEASE SEE ATTACHED SHEETS		\$1,109.35	
		Voucher #:	65680	Invoice	Invoice No: 6789901				
				E 01	100 203 000 430 000	BACKORDERED ITEMS		\$69.30	
		Voucher #:	65695	Invoice	Invoice No: 6792313				
				E 01	100 203 000 430 000	BACKORDERED ITEMS		\$16.50	
		Voucher #:	65709	Invoice	Invoice No: 6794244				
				E 01	100 216 401 430 000	PLEASE SEE ATTACHED		\$4,950.00	
				E 01	100 216 401 430 000	SHIPPING		\$445.50	
		Voucher #:	65818	Invoice	Invoice No: 6800338				
						8/21/2017		Paid Amt:	\$5,395.50
								Check Amount:	\$6,590.65

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Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58306	36847		HILLYARD, INC.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$370.45	
		Voucher #:	65655	Invoice	Invoice No: 700292315	8/21/2017		Paid Amt:	\$370.45
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$305.22	
		Voucher #:	65693	Invoice	Invoice No: 700292968	8/21/2017		Paid Amt:	\$305.22
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$28.97	
		Voucher #:	65808	Invoice	Invoice No: 700295089	8/21/2017		Paid Amt:	\$28.97
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$29.33	
		Voucher #:	65881	Invoice	Invoice No: 700296459	8/21/2017		Paid Amt:	\$29.33
								Check Amount:	\$733.97
0162	FNB	58307	37131		HOME DEPOT CREDIT SERVICES		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$360.00	
		Voucher #:	65721	Invoice	Invoice No: 6194687	8/21/2017		Paid Amt:	\$360.00
								Check Amount:	\$360.00
0162	FNB	58308	37835		HOUGHTON MIFFLIN CO.		Check		
				E 01	100 203 302 460 000	PLEASE SEE ATTACHED QUOTE		\$6,447.98	
		Voucher #:	65678	Invoice	Invoice No: 953194660	8/21/2017		Paid Amt:	\$6,447.98
				E 01	300 211 302 460 000	PLEASE SEE ATTACHED QUOTE - READ 18		\$32,972.95	
		Voucher #:	65865	Invoice	Invoice No: 710067973	8/21/2017		Paid Amt:	\$32,972.95
				E 01	300 403 740 433 000	S44 SAM Hosting Service		\$110.25	
		Voucher #:	65866	Invoice	Invoice No: 710067972	8/21/2017		Paid Amt:	\$110.25
				E 01	300 403 740 433 000	PLEASE SEE ATTACHED QUOTE - SYSTEM		\$559.65	
		Voucher #:	65867	Invoice	Invoice No: 710067954	8/21/2017		Paid Amt:	\$559.65
								Check Amount:	\$40,090.83
0162	FNB	58309	38814		IMPACT APPLICATIONS INC		Check		
				E 01	300 292 000 305 295	Consulting/Fees For Services		\$655.00	
		Voucher #:	65782	Invoice	Invoice No: 20175261	8/21/2017		Paid Amt:	\$655.00
								Check Amount:	\$655.00
0162	FNB	58310	42665		KAPLAN SCHOOL SUPPLY		Check		
				E 04	005 580 325 401 000	17-32306 GEO LACING SHAPES		\$34.95	
				E 04	005 580 325 401 000	86-31878 JUMBO SHAPE SORTER		\$19.95	
				E 04	005 580 325 401 000	86-63419 SIZE AND SEQUENCE FARM PUZ		\$39.95	
				E 04	005 580 325 401 000	1456OZ TOTALLY MESMERIZING MUZE		\$29.95	
				E 04	005 580 325 401 000	86-4844 CIRCLE SHAPE SORTER		\$24.95	
				E 04	005 580 325 401 000	86-30807 MIGHTY MONKEY PEGS AND PEC		\$20.95	
				E 04	005 580 325 401 000	Freight		\$25.59	
		Voucher #:	65761	Invoice	Invoice No: 0004492227	8/21/2017		Paid Amt:	\$196.29
								Check Amount:	\$196.29

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Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58311	43077		KENNEDY & GRAVEN, CHARTERED		Check		
				E 01	005 010 000 305 000	Fees for Service-School Board		\$1,034.75	
		Voucher #:	65749	Invoice	Invoice No: 138137	8/21/2017	Paid Amt:	\$1,034.75	
				E 01	005 010 000 305 000	Fees for Service-School Board		\$2,479.00	
		Voucher #:	65750	Invoice	Invoice No: 138138	8/21/2017	Paid Amt:	\$2,479.00	
				E 01	005 010 000 305 000	Fees for Service-School Board		\$1,431.00	
		Voucher #:	65897	Invoice	Invoice No: 138605	8/21/2017	Paid Amt:	\$1,431.00	
								Check Amount:	\$4,944.75
0162	FNB	58312	05598		KUBIAK'S FAMILY FOODS		Check		
				E 02	005 770 709 490 000	Food- Summer Food Service		\$28.65	
		Voucher #:	65868	Invoice	Invoice No: JULY17	8/21/2017	Paid Amt:	\$28.65	
								Check Amount:	\$28.65
0162	FNB	58313	41616	REMIT	KURTZ BROTHERS, INC.		Check		
				E 01	100 201 000 401 000	PLEASE SEE ATTACHED		\$234.35	
		Voucher #:	65662	Invoice	Invoice No: 34137.00	8/21/2017	Paid Amt:	\$234.35	
				E 01	100 201 000 401 000	PLEASE SEE ATTACHED		\$212.51	
		Voucher #:	65663	Invoice	Invoice No: 34129.00	8/21/2017	Paid Amt:	\$212.51	
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED		\$70.89	
		Voucher #:	65676	Invoice	Invoice No: 45764.00	8/21/2017	Paid Amt:	\$70.89	
				E 01	100 201 000 401 000	PLEASE SEE ATTACHED		\$57.72	
		Voucher #:	65762	Invoice	Invoice No: 52083	8/21/2017	Paid Amt:	\$57.72	
				E 01	100 201 000 401 000	General Supplies		\$9.84	
		Voucher #:	65812	Invoice	Invoice No: 52081.01	8/21/2017	Paid Amt:	\$9.84	
				E 01	100 203 000 401 000	General Supplies-Elem		\$3.95	
		Voucher #:	65813	Invoice	Invoice No: 36204.01	8/21/2017	Paid Amt:	\$3.95	
				E 01	100 203 000 401 000	General Supplies-Elem		\$5.98	
		Voucher #:	65814	Invoice	Invoice No: 35206.01	8/21/2017	Paid Amt:	\$5.98	
				E 01	100 203 000 401 000	General Supplies-Elem		\$5.99	
		Voucher #:	65815	Invoice	Invoice No: 35169.01	8/21/2017	Paid Amt:	\$5.99	
				E 01	100 203 000 401 000	General Supplies-Elem		\$5.99	
		Voucher #:	65816	Invoice	Invoice No: 35164.01	8/21/2017	Paid Amt:	\$5.99	
				E 01	100 201 000 401 000	General Supplies		\$13.44	
		Voucher #:	65817	Invoice	Invoice No: 34129.01	8/21/2017	Paid Amt:	\$13.44	
								Check Amount:	\$620.66
0162	FNB	58314	45536		LIBRARY STORE, INC.		Check		
				E 01	300 620 000 401 000	Backordered Items		\$132.52	

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Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58314	45536		LIBRARY STORE, INC.		Check		
				E 01	300 620 000 401 000	Freight		\$24.82	
		Voucher #:	65708	Invoice	Invoice No: 275746	8/21/2017		Paid Amt:	\$157.34
								Check Amount:	\$157.34
0162	FNB	58315	46136		LISTROM'S DISPOSAL, INC.		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$646.20	
		Voucher #:	65802	Invoice	Invoice No: 080417	8/21/2017		Paid Amt:	\$646.20
								Check Amount:	\$646.20
0162	FNB	58316	46808		MACKIN EDUCATIONAL RESOURCES		Check		
				E 01	100 620 000 470 000	BACKORDERED ITEMS		\$1,837.94	
		Voucher #:	65861	Invoice	Invoice No: 503841	8/21/2017		Paid Amt:	\$1,837.94
								Check Amount:	\$1,837.94
0162	FNB	58317	1191		MAKERBOT INDUSTRIES, LLC		Check		
				E 01	100 203 000 401 000	SMART EXTRUDER 3-D PRINTER		\$398.00	
				E 01	100 203 000 401 000	SHIPPING		\$19.23	
		Voucher #:	65707	Invoice	Invoice No: 120490	8/21/2017		Paid Amt:	\$417.23
								Check Amount:	\$417.23
0162	FNB	58318	47588		MARC		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$254.04	
		Voucher #:	65719	Invoice	Invoice No: 0612769	8/21/2017		Paid Amt:	\$254.04
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$504.68	
		Voucher #:	65828	Invoice	Invoice No: 0613747	8/21/2017		Paid Amt:	\$504.68
								Check Amount:	\$758.72
0162	FNB	58319	47595		MARCO, INC.		Check		
				E 01	100 203 000 380 000	Computer/Technology Lease		\$1,904.15	
		Voucher #:	65872	Invoice	Invoice No: 336906094	8/21/2017		Paid Amt:	\$1,904.15
				E 01	300 211 000 380 000	Computer/Technology Lease		\$1,329.45	
		Voucher #:	65873	Invoice	Invoice No: 336905872	8/21/2017		Paid Amt:	\$1,329.45
								Check Amount:	\$3,233.60
0162	FNB	58320	47626		MARK'S HARDWARE		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$1,351.05	
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$18.99	
		Voucher #:	65806	Invoice	Invoice No: JULY17	8/21/2017		Paid Amt:	\$1,370.04
				E 01	005 810 000 401 181	STORAGE BINS		\$74.67	
		Voucher #:	65807	Invoice	Invoice No: 23168	8/21/2017		Paid Amt:	\$74.67
								Check Amount:	\$1,444.71

Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58321	48402		MENARDS-BEMIDJI		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$399.79	
	Voucher #:	65656	Invoice		Invoice No: 28461	8/21/2017	Paid Amt:	\$399.79	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$539.52	
	Voucher #:	65784	Invoice		Invoice No: 29427	8/21/2017	Paid Amt:	\$539.52	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$181.77	
	Voucher #:	65810	Invoice		Invoice No: 29677	8/21/2017	Paid Amt:	\$181.77	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$143.92	
	Voucher #:	65856	Invoice		Invoice No: 30117	8/21/2017	Paid Amt:	\$143.92	
								Check Amount:	\$1,265.00
0162	FNB	58322	50656		MIDWEST BUS PARTS, INC		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$264.57	
	Voucher #:	65886	Invoice		Invoice No: 95455	8/21/2017	Paid Amt:	\$264.57	
								Check Amount:	\$264.57
0162	FNB	58323	50711		MIDWEST SPORTSWEAR & ATH SUPPL		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$1,289.68	
	Voucher #:	65877	Invoice		Invoice No: 30728	8/21/2017	Paid Amt:	\$1,289.68	
								Check Amount:	\$1,289.68
0162	FNB	58324	52095		MINNESOTA SCHOOL BOARDS ASSOC.		Check		
				E 01	005 010 000 820 000	Dues and Membership-School Board		\$4,907.00	
	Voucher #:	65653	Invoice		Invoice No: 17208R0R6B5	8/21/2017	Paid Amt:	\$4,907.00	
								Check Amount:	\$4,907.00
0162	FNB	58325	52325		MINNESOTA ST H.S. LEAGUE		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$760.00	
	Voucher #:	65789	Invoice		Invoice No: 031243	8/21/2017	Paid Amt:	\$760.00	
				E 01	300 292 000 820 295	Dues,Memberships,Lic, Fees		\$2,080.00	
	Voucher #:	65844	Invoice		Invoice No: 031559	8/21/2017	Paid Amt:	\$2,080.00	
								Check Amount:	\$2,840.00
0162	FNB	58326	55660		NAYLOR'S HEATING AND REFRIGERATION, LLC.		Check		
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$275.00	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$106.24	
	Voucher #:	65800	Invoice		Invoice No: 123997	8/21/2017	Paid Amt:	\$381.24	
				E 01	310 810 000 305 000	Fees For Services-Maintenance		\$2,852.50	
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$2,938.31	
	Voucher #:	65801	Invoice		Invoice No: 124033	8/21/2017	Paid Amt:	\$5,790.81	
								Check Amount:	\$6,172.05

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Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58327	1502		NLFX PROFESSIONAL		Check		
				E 01	100 050 000 401 000	PLEASE SEE ATTACHED		\$1,428.00	
		Voucher #:	65763	Invoice	Invoice No: 174186	8/21/2017		Paid Amt:	\$1,428.00
								Check Amount:	\$1,428.00
0162	FNB	58328	57845		NORTH CENTRAL PARTS & SERVICE		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$94.15	
		Voucher #:	65895	Invoice	Invoice No: JULY17	8/21/2017		Paid Amt:	\$94.15
								Check Amount:	\$94.15
0162	FNB	58329	58420		NORTHWEST SERVICE COOPERATIVE		Check		
				E 01	005 865 352 305 000	Fees For Services-Enviro-H&S Mgmt		\$5,113.37	
		Voucher #:	65798	Invoice	Invoice No: 1070	8/21/2017		Paid Amt:	\$5,113.37
				E 01	005 865 352 305 000	Fees For Services-Enviro-H&S Mgmt		\$1,537.23	
		Voucher #:	65841	Invoice	Invoice No: 1115	8/21/2017		Paid Amt:	\$1,537.23
								Check Amount:	\$6,650.60
0162	FNB	58330	62215		POPPLERS MUSIC INC		Check		
				E 01	100 258 000 430 000	RCA2525 RICO SOPRANO CLARINET REEL		\$47.95	
				E 01	100 258 000 430 000	RJA2525 RICO ALTO SAX REED 2.5		\$66.95	
				E 01	100 258 000 430 000	PVO POPPLERS VALVE OIL		\$7.80	
				E 01	100 258 000 430 000	239A ALTO SAX PAD		\$20.95	
				E 01	100 258 000 430 000	515 MOUTH PIECE BRUSH		\$7.90	
				E 01	100 258 000 430 000	814 MOUTH PIECE BRUSH		\$7.90	
				E 01	100 258 000 430 000	1719 CLARINET LIGATURE		\$6.95	
				E 01	100 258 000 430 000	1714 ALTO SAX LIGATURE		\$6.95	
				E 01	100 258 000 430 000	393B TROMBONE CLEANER		\$10.95	
				E 01	100 258 000 430 000	375 SELMER CLARINET SWAG		\$6.95	
				E 01	100 258 000 430 000	BP104 BOBCAT MOUTHPIECE PULLER		\$63.95	
				E 01	100 258 000 430 000	4655 SELMER SAX SWAG		\$5.95	
		Voucher #:	65833	Invoice	Invoice No: 2051567	8/21/2017		Paid Amt:	\$261.15
								Check Amount:	\$261.15
0162	FNB	58331	1539		PORTA PHONE		Check		
				E 01	300 292 000 401 295	General Supplies-Athletic Support		\$2,345.50	
		Voucher #:	65804	Invoice	Invoice No: 3181	8/21/2017		Paid Amt:	\$2,345.50
								Check Amount:	\$2,345.50
0162	FNB	58332	63020		PUBLIC UTILITIES		Check		
				E 01	310 810 000 330 000	Utilities-Maintenance		\$19,126.74	
		Voucher #:	65811	Invoice	Invoice No: JULY17	8/21/2017		Paid Amt:	\$19,126.74
								Check Amount:	\$19,126.74

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Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58333	63365		QUILL CORPORATION		Check		
				E 01	100 200 000 401 000	PLEASE SEE ATTACHED ORDER		\$387.91	
		Voucher #:	65677	Invoice	Invoice No: 8000771, 81157959	8/21/2017			Paid Amt: \$387.91
				E 01	005 110 000 401 000	PLEASE SEE ATTACHED SUPPLIES		\$112.42	
		Voucher #:	65795	Invoice	Invoice No: 8545182, 8537512	8/21/2017			Paid Amt: \$112.42
									Check Amount: \$500.33
0162	FNB	58334	42445		R & J BROADCASTING, INC.		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$6,015.00	
		Voucher #:	65840	Invoice	Invoice No: KKCQ0596170757556	8/21/2017			Paid Amt: \$6,015.00
									Check Amount: \$6,015.00
0162	FNB	58335	54280		RAMSRUD AUTO PARTS		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$516.32	
		Voucher #:	65885	Invoice	Invoice No: JULY17	8/21/2017			Paid Amt: \$516.32
									Check Amount: \$516.32
0162	FNB	58336	64630		REGION I ESV		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$4,451.27	
		Voucher #:	65757	Invoice	Invoice No: 4995	8/21/2017			Paid Amt: \$4,451.27
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$1,201.46	
		Voucher #:	65790	Invoice	Invoice No: 5090	8/21/2017			Paid Amt: \$1,201.46
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$1,927.81	
		Voucher #:	65803	Invoice	Invoice No: 5122	8/21/2017			Paid Amt: \$1,927.81
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$6,461.94	
		Voucher #:	65863	Invoice	Invoice No: 5178	8/21/2017			Paid Amt: \$6,461.94
									Check Amount: \$14,042.48
0162	FNB	58337	64630		REGION I ESV		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$228.00	
		Voucher #:	65748	Invoice	Invoice No: 4890	8/21/2017			Paid Amt: \$228.00
									Check Amount: \$228.00
0162	FNB	58338	64379		RESOURCES FOR EDUCATORS		Check		
				E 02	005 770 701 401 000	General Supplies-Lunches		\$249.00	
		Voucher #:	65829	Invoice	Invoice No: 2515781	8/21/2017			Paid Amt: \$249.00
									Check Amount: \$249.00
0162	FNB	58339	64381		RESOURCES FOR READING, INC.		Check		
				E 01	100 203 000 401 000	OP084 SWIVEL STAPLER		\$12.79	
				E 01	100 203 000 401 000	PE020 SEND HOME BAGS		\$31.90	
				E 01	100 203 000 401 000	SHIPPING		\$10.00	
		Voucher #:	65660	Invoice	Invoice No: K481900	8/21/2017			Paid Amt: \$54.69
				E 01	100 420 740 433 000	CT002 COVERUP TAPE 1" WIDE		\$10.50	

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Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58339	64381		RESOURCES FOR READING, INC.		Check		
				E 01	100 420 740 433 000	SS001 SENTENCE STRIPS 1" WIDE		\$8.95	
				E 01	100 420 740 433 000	ML148 MANUSCRIPT MAGNETIC RIMES - 3		\$37.90	
				E 01	100 420 740 433 000	ML133 LETTER SOUNDS EXT SET		\$37.90	
				E 01	100 420 740 433 000	SHIPPING		\$10.00	
		Voucher #: 65661	Invoice		Invoice No: K481899	8/21/2017			Paid Amt: \$105.25
								Check Amount:	\$159.94
0162	FNB	58340	1303		RIVARDS		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$206.26	
		Voucher #: 65654	Invoice		Invoice No: 31145	8/21/2017			Paid Amt: \$206.26
								Check Amount:	\$206.26
0162	FNB	58341	65651		ROGER'S TWO WAY RADIO, INC.		Check		
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED QUOTE# 5718		\$720.00	
		Voucher #: 65715	Invoice		Invoice No: 47570	8/21/2017			Paid Amt: \$720.00
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$1,663.75	
		Voucher #: 65887	Invoice		Invoice No: 47697	8/21/2017			Paid Amt: \$1,663.75
								Check Amount:	\$2,383.75
0162	FNB	58342	1101		ROMA KOWA COFFEE ROASTERS, INC		Check		
				E 01	005 020 000 401 000	General Supplies-Supt. Office		\$35.44	
		Voucher #: 65691	Invoice		Invoice No: 7543	8/21/2017			Paid Amt: \$35.44
				E 01	005 020 000 401 000	General Supplies-Supt. Office		\$35.44	
		Voucher #: 65698	Invoice		Invoice No: 7546	8/21/2017			Paid Amt: \$35.44
								Check Amount:	\$70.88
0162	FNB	58343	65899		ROYAL TIRE, INC.		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$620.98	
		Voucher #: 65699	Invoice		Invoice No: 31727510	8/21/2017			Paid Amt: \$620.98
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$312.43	
		Voucher #: 65884	Invoice		Invoice No: 317-27528	8/21/2017			Paid Amt: \$312.43
								Check Amount:	\$933.41
0162	FNB	58344	66925		SCHOLASTIC EQUIPMENT CO		Check		
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED QUOTE		\$2,152.68	
		Voucher #: 65835	Invoice		Invoice No: 11151	8/21/2017			Paid Amt: \$2,152.68
								Check Amount:	\$2,152.68
0162	FNB	58345	1263		SCHOOL MESSENGER		Check		
				E 01	005 810 000 820 181	SCHOOL MESSENGER ANNUAL RENEWAL		\$2,340.00	
		Voucher #: 65832	Invoice		Invoice No: 83870	8/21/2017			Paid Amt: \$2,340.00
								Check Amount:	\$2,340.00

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Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	58346	67160		SCHOOL SPECIALTY, INC.		Check
				E 01	100 620 000 430 000	PLEASE SEE ATTACHED	\$29.15
	Voucher #:	65664	Invoice		Invoice No: 208118482567	8/21/2017	Paid Amt: \$29.15
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED	\$34.94
	Voucher #:	65665	Invoice		Invoice No: 208118482348	8/21/2017	Paid Amt: \$34.94
				E 01	100 620 000 430 000	PLEASE SEE ATTACHED	\$145.98
	Voucher #:	65666	Invoice		Invoice No: 208118482886	8/21/2017	Paid Amt: \$145.98
				E 01	300 260 000 430 000	PLEASE SEE ATTACHED	\$186.25
	Voucher #:	65667	Invoice		Invoice No: 308102764543	8/21/2017	Paid Amt: \$186.25
				E 01	300 291 000 401 112	PLEASE SEE ATTACHED	\$139.01
	Voucher #:	65670	Invoice		Invoice No: 308102761239	8/21/2017	Paid Amt: \$139.01
				E 01	300 256 000 401 000	PLEASE SEE ATTACHED	\$73.38
	Voucher #:	65671	Invoice		Invoice No: 308102761237	8/21/2017	Paid Amt: \$73.38
				E 01	300 215 000 430 000	PLEASE SEE ATTACHED	\$259.59
	Voucher #:	65672	Invoice		Invoice No: 308102761236	8/21/2017	Paid Amt: \$259.59
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED	\$38.46
	Voucher #:	65673	Invoice		Invoice No: 308102761233	8/21/2017	Paid Amt: \$38.46
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED	\$113.53
	Voucher #:	65679	Invoice		Invoice No: 208118482744	8/21/2017	Paid Amt: \$113.53
				E 01	300 212 000 430 000	PLEASE SEE ATTACHED	\$3,323.08
	Voucher #:	65700	Invoice		Invoice No: 308102766676	8/21/2017	Paid Amt: \$3,323.08
				E 01	300 211 000 401 000	backordered items	\$57.58
	Voucher #:	65710	Invoice		Invoice No: 208118507523	8/21/2017	Paid Amt: \$57.58
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED	\$640.57
	Voucher #:	65712	Invoice		Invoice No: 208118541444	8/21/2017	Paid Amt: \$640.57
				E 01	300 256 000 401 000	PLEASE SEE ATTACHED	\$490.17
	Voucher #:	65713	Invoice		Invoice No: 308102766211	8/21/2017	Paid Amt: \$490.17
				E 01	300 620 000 430 000	PLEASE SEE ATTACHED	\$239.19
	Voucher #:	65791	Invoice		Invoice No: 308102780049	8/21/2017	Paid Amt: \$239.19
				E 01	300 710 000 401 000	PLEASE SEE ATTACHED	\$148.77
	Voucher #:	65792	Invoice		Invoice No: 308102783864	8/21/2017	Paid Amt: \$148.77
				E 01	300 255 000 430 000	PLEASE SEE ATTACHED	\$582.09
	Voucher #:	65793	Invoice		Invoice No: 308102784029	8/21/2017	Paid Amt: \$582.09
				E 01	300 211 000 401 000	PLEASE SEE ATTACHED	\$653.31
	Voucher #:	65819	Invoice		Invoice No: 308102793066	8/21/2017	Paid Amt: \$653.31
				E 01	300 211 000 401 000	BACKORDERED ITEM	\$2.84
	Voucher #:	65830	Invoice		Invoice No: 208118784770	8/21/2017	Paid Amt: \$2.84

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Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58346	67160		SCHOOL SPECIALTY, INC.		Check		
				E 01	100 605 510 430 000	PLEASE SEE ATTACHED		\$639.72	
		Voucher #:	65871	Invoice	Invoice No: 308102802720	8/21/2017			Paid Amt: \$639.72
									Check Amount: \$7,797.61
0162	FNB	58347	1384		SEABERG SOLAR SALT		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$391.20	
		Voucher #:	65883	Invoice	Invoice No: 2228	8/21/2017			Paid Amt: \$391.20
									Check Amount: \$391.20
0162	FNB	58348	1439		SOLUS LED		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$239.80	
		Voucher #:	65683	Invoice	Invoice No: 302296	8/21/2017			Paid Amt: \$239.80
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$322.96	
		Voucher #:	65684	Invoice	Invoice No: 302295	8/21/2017			Paid Amt: \$322.96
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$2,389.05	
		Voucher #:	65754	Invoice	Invoice No: 302263	8/21/2017			Paid Amt: \$2,389.05
									Check Amount: \$2,951.81
0162	FNB	58349	69653		SPEEDSKIN		Check		
				E 01	300 215 000 430 000	SPEED SKIN COVERS/PC		\$284.70	
				E 01	300 215 000 430 000	SHIPPING		\$17.75	
		Voucher #:	65836	Invoice	Invoice No: 25435	8/21/2017			Paid Amt: \$302.45
									Check Amount: \$302.45
0162	FNB	58350	71810		STELLHER HUMAN SERVICES, INC.		Check		
				E 01	100 605 000 394 000	to Other Agencies-Mental Health Therapy		\$3,490.70	
		Voucher #:	65838	Invoice	Invoice No: 161313	8/21/2017			Paid Amt: \$3,490.70
				E 01	100 605 000 394 000	to Other Agencies-Mental Health Therapy		\$3,490.70	
		Voucher #:	65839	Invoice	Invoice No: 161314	8/21/2017			Paid Amt: \$3,490.70
									Check Amount: \$6,981.40
0162	FNB	58351	72521		SUMMIT FIRE PROTECTION		Check		
				E 01	005 810 302 530 000	Equipment		\$3,395.00	
		Voucher #:	65785	Invoice	Invoice No: 2119780	8/21/2017			Paid Amt: \$3,395.00
				E 01	005 865 363 305 000	Fees For Services		\$300.00	
		Voucher #:	65854	Invoice	Invoice No: 1203622	8/21/2017			Paid Amt: \$300.00
				E 01	005 865 363 305 000	Fees For Services		\$433.00	
				E 01	005 865 363 401 000	General Supplies		\$477.75	
		Voucher #:	65857	Invoice	Invoice No: 1203724	8/21/2017			Paid Amt: \$910.75
				E 01	005 865 363 305 000	Fees For Services		\$427.50	
		Voucher #:	65858	Invoice	Invoice No: 1203727	8/21/2017			Paid Amt: \$427.50
				E 01	005 865 363 305 000	Fees For Services		\$120.50	

Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58351	72521		SUMMIT FIRE PROTECTION		Check		
				E 01	005 865 363 401 000	General Supplies		\$84.50	
		Voucher #:	65859	Invoice	Invoice No: 1203728				
						8/21/2017			
								Paid Amt:	\$205.00
								Check Amount:	\$5,238.25
0162	FNB	58352	72949		SUPER DUPER PUBLICATIONS		Check		
				E 01	100 401 740 433 000	PLEASE SEE ATTACHED		\$185.65	
		Voucher #:	65658	Invoice	Invoice No: 2261386A				
				E 01	100 203 000 401 000	PLEASE SEE ATTACHED LIST		\$145.18	
		Voucher #:	65659	Invoice	Invoice No: 2261383A				
				E 01	100 412 740 433 000	PLEASE SEE ATTACHED		\$236.84	
		Voucher #:	65675	Invoice	Invoice No: 2261452A				
						8/21/2017		Paid Amt:	\$236.84
								Check Amount:	\$567.67
0162	FNB	58353	1465		SWIVL		Check		
				E 01	005 810 000 401 181	SW3322-C3 SWIVL C3		\$799.00	
		Voucher #:	65668	Invoice	Invoice No: IVT6494				
						8/21/2017		Paid Amt:	\$799.00
								Check Amount:	\$799.00
0162	FNB	58354	1540		TEACHING STRATEGIES, LLC		Check		
				E 01	100 200 000 406 000	GOLD ONLINE ASSESSMENT PORTFOLIOS		\$391.56	
		Voucher #:	65870	Invoice	Invoice No: 0309987				
						8/21/2017		Paid Amt:	\$391.56
								Check Amount:	\$391.56
0162	FNB	58355	74179		TEAM LABORATORY CHEMICAL CORP.		Check		
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$1,462.50	
		Voucher #:	65780	Invoice	Invoice No: 0007451				
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$51.00	
		Voucher #:	65827	Invoice	Invoice No: 0007575				
				E 01	310 810 000 401 000	General Supplies-Maintenance		\$504.00	
		Voucher #:	65847	Invoice	Invoice No: 0007625				
						8/21/2017		Paid Amt:	\$504.00
								Check Amount:	\$2,017.50
0162	FNB	58356	74181		TECH CHECK, LLC		Check		
				E 01	005 810 000 305 181	Consulting/Fees For Services-Technology		\$4,000.00	
		Voucher #:	65837	Invoice	Invoice No: 0032741				
						8/21/2017		Paid Amt:	\$4,000.00
								Check Amount:	\$4,000.00
0162	FNB	58357	74218		TELIN TRANSPORTATION GROUP		Check		
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$315.41	
		Voucher #:	65888	Invoice	Invoice No: JULY17				
						8/21/2017		Paid Amt:	\$315.41
								Check Amount:	\$315.41

Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	58358	74643		THIEF RIVER FALLS ISD # 564		Check		
				E 01	998 211 000 390 000	Ed Pay to MN Sch Ds		\$3,958.92	
		Voucher #:	65899	Invoice	Invoice No: 081617	8/21/2017	Paid Amt:	\$3,958.92	
							Check Amount:	\$3,958.92	
0162	FNB	58359	75095		THIRTEEN TOWNS		Check		
				E 01	300 620 000 401 000	SUBSCRIPTION RENEWAL - HS MEDIA CEN		\$35.00	
		Voucher #:	65704	Invoice	Invoice No: 9555	8/21/2017	Paid Amt:	\$35.00	
				E 01	100 620 000 401 000	SUBSCRIPTION RENEWAL - BAGLEY ELEM		\$35.00	
		Voucher #:	65705	Invoice	Invoice No: 9555	8/21/2017	Paid Amt:	\$35.00	
							Check Amount:	\$70.00	
0162	FNB	58360	75461		TIGER DIRECT INC.		Check		
				E 01	005 810 000 401 181	General Supplies-District Technology		\$253.08	
		Voucher #:	65794	Invoice	Invoice No: L81663510102	8/21/2017	Paid Amt:	\$253.08	
							Check Amount:	\$253.08	
0162	FNB	58361	75451		TIME FOR KIDS		Check		
				E 01	100 201 000 430 000	TIME FOR KIDS		\$108.90	
		Voucher #:	65701	Invoice	Invoice No: 072417	8/21/2017	Paid Amt:	\$108.90	
				E 01	100 201 000 430 000	TIME FOR KIDS		\$108.90	
		Voucher #:	65702	Invoice	Invoice No: 72417	8/21/2017	Paid Amt:	\$108.90	
				E 01	100 201 000 430 000	TIME FOR KIDS - GRADE K		\$108.90	
		Voucher #:	65703	Invoice	Invoice No: 07242017	8/21/2017	Paid Amt:	\$108.90	
							Check Amount:	\$326.70	
0162	FNB	58362	1375		TPRS PUBLISHING, INC.		Check		
				E 01	300 230 000 430 000	PLEASE SEE ATTACHED		\$842.00	
		Voucher #:	65681	Invoice	Invoice No: 51566	8/21/2017	Paid Amt:	\$842.00	
							Check Amount:	\$842.00	
0162	FNB	58363	1527		TUMBLEWEED PRESS INC.		Check		
				E 01	100 620 000 406 000	TUMBLEBOOKS PREMIUM LIBRARY		\$799.00	
		Voucher #:	65669	Invoice	Invoice No: 81702	8/21/2017	Paid Amt:	\$799.00	
							Check Amount:	\$799.00	
0162	FNB	58364	77510		TWIN PINES GOLF COURSE		Check		
				E 01	300 294 000 820 206	Dues-Boys Golf		\$1,550.00	
				E 01	300 296 000 820 206	Dues-Girls Golf		\$1,550.00	
		Voucher #:	65849	Invoice	Invoice No: 2017-1	8/21/2017	Paid Amt:	\$3,100.00	
							Check Amount:	\$3,100.00	

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Bagley Public Schools #162 August 2017 Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	58365	79179		VERIZON WIRELESS		Check
				E 01	310 810 000 320 000	Telephone-Maintenance	\$140.04
		Voucher #: 65862	Invoice		Invoice No: 9790120209	8/21/2017	Paid Amt: \$140.04
							Check Amount: \$140.04
0162	FNB	58366	79331		VISA		Check
				E 01	005 010 000 401 000	FLOWERS FOR LEONARD ANDERSON'S FL	\$25.95
		Voucher #: 65834	Invoice		Invoice No: 26691	8/21/2017	Paid Amt: \$25.95
							Check Amount: \$25.95
0162	FNB	58367	80788		WESTWOOD BUILDING CENTER, INC.		Check
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$408.09
		Voucher #: 65787	Invoice		Invoice No: JULY17	8/21/2017	Paid Amt: \$408.09
							Check Amount: \$408.09
0162	FNB	58368	81075		WILLBERGS AUTO CENTER		Check
				E 01	310 810 000 401 000	General Supplies-Maintenance	\$292.89
		Voucher #: 65786	Invoice		Invoice No: JULY17	8/21/2017	Paid Amt: \$292.89
							Check Amount: \$292.89
							Report Total: \$336,332.89

Bagley Public Schools #162
August 2017 Check Register
Fund Summary

Fund	Description	Total
01	General Fund	\$328,723.15
02	Food Service	\$433.65
04	Community Services	\$7,176.09
Report Total		\$336,332.89

Bagley Public Schools #162 July 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32049	11742		BREEZY POINT RESORT		Check		
				E 01	300 050 000 366 000	ROOM FOR DAVID GOOCH - JUNE 13-16, 2017		\$400.02	
		Voucher #:	65608	Invoice	Invoice No: 277263	7/11/2017			
								Paid Amt:	\$400.02
								Check Amount:	\$400.02
0162	FNB	32050	16443		CLEARBROOK-GONVICK ISD # 2311		Check		
				E 01	005 105 000 305 166	Fees For Services-Radiothon		\$1,062.00	
		Voucher #:	65612	Invoice	Invoice No: 71117	7/11/2017			
				E 01	005 105 000 305 166	Fees For Services-Radiothon		\$2,500.00	
		Voucher #:	65613	Invoice	Invoice No: 071117	7/11/2017			
								Paid Amt:	\$2,500.00
								Check Amount:	\$3,562.00
0162	FNB	32051	1170		DEAN FOODS NC		Check		
				E 02	005 770 709 495 000	Milk- Summer Food Service		\$40.80	
		Voucher #:	65611	Invoice	Invoice No: 13010009	7/11/2017			
								Paid Amt:	\$40.80
								Check Amount:	\$40.80
0162	FNB	32052	47595		MARCO, INC.		Check		
				E 01	100 203 000 380 000	Computer/Technology Lease		\$1,904.15	
		Voucher #:	65609	Invoice	Invoice No: 334654639	7/11/2017			
				E 01	300 211 000 380 000	Computer/Technology Lease		\$1,329.45	
		Voucher #:	65610	Invoice	Invoice No: 334654464	7/11/2017			
								Paid Amt:	\$1,329.45
								Check Amount:	\$3,233.60
0162	FNB	32053	1157		HESSEL, LUCAS		Check		
				E 06	005 870 000 305 391	2014 A Lease/Levy-Fees For Services		\$500.00	
		Voucher #:	65627	Invoice	Invoice No: 71217	7/12/2017			
								Paid Amt:	\$500.00
								Check Amount:	\$500.00
0162	FNB	32054	33350		US FOODSERVICE - GRAND FORKS		Check		
				E 02	005 770 709 490 000	Food- Summer Food Service		\$180.04	
		Voucher #:	65651	Invoice	Invoice No: 3259130	7/13/2017			
								Paid Amt:	\$180.04
								Check Amount:	\$180.04
0162	FNB	32055	1147		US POSTAL SERVICE(POSTAGE BY PHONE)		Check		
				E 01	005 110 000 329 000	Postage/UPS-Business Office		\$2,000.00	
		Voucher #:	65652	Invoice	Invoice No: 071317	7/13/2017			
								Paid Amt:	\$2,000.00
								Check Amount:	\$2,000.00
0162	FNB	32056	1232		NORTHERN AIR FAMILY FUN CENTER		Check		
				E 04	005 586 332 305 132	Fees For Services- Youth Enrich. - S Rec		\$738.00	
		Voucher #:	65682	Invoice	Invoice No: 93823	7/18/2017			
								Paid Amt:	\$738.00
								Check Amount:	\$738.00
0162	FNB	32057	58394		NORTHWEST EVALUATION ASSOCIATI		Check		
				E 01	100 203 000 461 000	Standardized Tests-Elem		\$3,687.50	

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Bagley Public Schools #162 July 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32057	58394		NORTHWEST EVALUATION ASSOCIATI		Check		
				E 01	300 710 000 461 000	Standardized Tests-HS Guidance Office		\$3,687.50	
		Voucher #:	65686	Invoice	Invoice No: 00058537	7/18/2017			
								Paid Amt:	\$7,375.00
								Check Amount:	\$7,375.00
0162	FNB	32058	67632		SELECTACCOUNT		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$90.73	
		Voucher #:	65685	Invoice	Invoice No: 1193973	7/18/2017			
								Paid Amt:	\$90.73
								Check Amount:	\$90.73
0162	FNB	32059	09890		NW SERVICE COOP SCHOOL		Check		
				B 01	215 030	Insurance Payable		\$38,905.25	
		Voucher #:	65174	Invoice	Invoice No: M2017111	7/19/2017			
								Paid Amt:	\$38,905.25
				B 01	215 030	Insurance Payable		\$0.00	
		Voucher #:	65253	Invoice	Invoice No: Z2017110	7/19/2017			
								Paid Amt:	\$0.00
				B 01	215 030	Insurance Payable		\$12,058.50	
		Voucher #:	65480	Invoice	Invoice No: M2017120	7/19/2017			
								Paid Amt:	\$12,058.50
				B 01	215 030	Insurance Payable		\$14,364.75	
		Voucher #:	65692	Invoice	Invoice No: 170630366849	7/19/2017			
								Paid Amt:	\$14,364.75
								Check Amount:	\$65,328.50
0162	FNB	32060	78283		UNITED STATES TREASURY		Check		
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$245.21	
		Voucher #:	65696	Invoice	Invoice No: 072017	7/20/2017			
								Paid Amt:	\$245.21
								Check Amount:	\$245.21
0162	FNB	32061	1157		HESSEL, LUCAS		Check		
				E 01	005 865 379 305 000	LABOR FOR FLOORING INSTALATION		\$5,964.00	
		Voucher #:	65697	Invoice	Invoice No: 072417	7/24/2017			
								Paid Amt:	\$5,964.00
								Check Amount:	\$5,964.00
0162	FNB	32062	67878		SFM		Check		
				E 01	100 203 000 270 000	Worker's Compensation-Elem		\$30,076.50	
				E 01	300 211 000 270 000	Worker's Compensation-High School		\$30,076.50	
		Voucher #:	65714	Invoice	Invoice No: 1760438	7/25/2017			
								Paid Amt:	\$60,153.00
								Check Amount:	\$60,153.00
0162	FNB	32063	1305		KONICA MINOLTA PREMIER FINANCE		Check		
				E 01	300 211 000 380 000	Computer/Technology Lease		\$953.05	
		Voucher #:	65722	Invoice	Invoice No: 335505194	7/26/2017			
								Paid Amt:	\$953.05
								Check Amount:	\$953.05

Bagley Public Schools #162 July 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32064	1053		UPS		Check		
				E 01	005 110 000 329 000	Postage/UPS-Business Office		\$8.37	
		Voucher #:	65723	Invoice	Invoice No: 00000909X0297	7/26/2017			
								Paid Amt:	\$8.37
								Check Amount:	\$8.37
0162	FNB	32065	47593		MARCO		Check		
				E 01	300 211 000 380 000	Computer/Technology Lease		\$594.93	
				E 01	100 203 000 380 000	Computer/Technology Lease		\$297.50	
				E 04	005 505 321 380 000	Computer/Technology Lease		\$22.89	
				E 01	030 211 305 380 000	Computer/Technology Lease		\$22.89	
				E 01	100 050 000 401 000	General Supplies-Elem Office		(\$31.00)	
				E 01	100 203 000 401 000	General Supplies-Elem		(\$361.30)	
				E 01	300 211 000 401 000	General Supplies-High School		\$217.56	
		Voucher #:	65752	Invoice	Invoice No: 4456656	7/27/2017			
								Paid Amt:	\$763.47
								Check Amount:	\$763.47
0162	FNB	32066	1157		HESSEL, LUCAS		Check		
				E 01	005 865 379 305 000	Consulting/Fees For Services		\$350.00	
		Voucher #:	65753	Invoice	Invoice No: 072717	7/27/2017			
								Paid Amt:	\$350.00
								Check Amount:	\$350.00
0162	FNB	32067	01380		AMERICAN FAMILY LIFE ASSUR CO		Check		
				B 01	215 030	Insurance Payable		\$374.66	
		Voucher #:	65196	Invoice	Invoice No: M2017112	7/31/2017			
								Paid Amt:	\$374.66
				B 01	215 030	Insurance Payable		\$362.41	
		Voucher #:	65724	Invoice	Invoice No: M2018010	7/31/2017			
								Paid Amt:	\$362.41
								Check Amount:	\$737.07
0162	FNB	32068	09975		BLUE CROSS BLUE SHIELD OF MN		Check		
				B 01	215 030	Insurance Payable		\$1,519.00	
		Voucher #:	65746	Invoice	Invoice No: 07272017	7/31/2017			
								Paid Amt:	\$1,519.00
								Check Amount:	\$1,519.00
0162	FNB	32069	1385		EVERGREEN FUN PARK		Check		
				E 04	005 586 332 369 132	FRIDAY FIELD TRIP		\$376.65	
		Voucher #:	65764	Invoice	Invoice No: PRK-80406	7/31/2017			
								Paid Amt:	\$376.65
								Check Amount:	\$376.65
0162	FNB	32070	36531		HEADWATERS SCIENCE CENTER		Check		
				E 04	005 586 332 369 132	SUMMER REC SCIENCE CENTER ADMISSI		\$125.00	
		Voucher #:	65765	Invoice	Invoice No: 072817	7/31/2017			
								Paid Amt:	\$125.00
								Check Amount:	\$125.00

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Bagley Public Schools #162 July 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32071	46956		MADISON NATIONAL LIFE INS. CO., INC.		Check		
				B 01	215 030	Insurance Payable		\$193.93	
		Voucher #:	65209	Invoice	Invoice No: M2017112	7/31/2017	Paid Amt:		\$193.93
				B 01	215 030	Insurance Payable		\$86.24	
		Voucher #:	65744	Invoice	Invoice No: 072717	7/31/2017	Paid Amt:		\$86.24
							Check Amount:		\$280.17
0162	FNB	32072	48146		MASMS		Check		
				E 01	310 810 000 820 000	MEMBERSHIP FEE		\$200.00	
		Voucher #:	65766	Invoice	Invoice No: 072817	7/31/2017	Paid Amt:		\$200.00
							Check Amount:		\$200.00
0162	FNB	32073	49246		MEDICARE BLUE RX		Check		
				B 01	215 030	Insurance Payable		\$996.90	
		Voucher #:	65747	Invoice	Invoice No: 07272017	7/31/2017	Paid Amt:		\$996.90
							Check Amount:		\$996.90
0162	FNB	32074	1538		MINNESOTA ASSOCIATION OF ALTERNATIVE PROGRAM		Check		
				E 01	030 211 305 366 000	MAAP/SAAP MDE WORKSHOP		\$76.00	
		Voucher #:	65767	Invoice	Invoice No: 072817	7/31/2017	Paid Amt:		\$76.00
							Check Amount:		\$76.00
0162	FNB	32075	55745		NCPERS MINNESOTA		Check		
				B 01	215 031	Life Insur Payable		\$48.00	
		Voucher #:	65733	Invoice	Invoice No: M2018010	7/31/2017	Paid Amt:		\$48.00
							Check Amount:		\$48.00
0162	FNB	32076	62610		PREPAID LEGAL SERVICES		Check		
				B 01	215 040	Dues and ID Theft		\$64.75	
		Voucher #:	65210	Invoice	Invoice No: M2017112	7/31/2017	Paid Amt:		\$64.75
				B 01	215 040	Dues and ID Theft		\$25.90	
		Voucher #:	65745	Invoice	Invoice No: 072717	7/31/2017	Paid Amt:		\$25.90
							Check Amount:		\$90.65
0162	FNB	32077	64630		REGION I ESV		Check		
				B 01	215 027	Flex		\$437.50	
		Voucher #:	65734	Invoice	Invoice No: M2018010	7/31/2017	Paid Amt:		\$437.50
							Check Amount:		\$437.50
0162	FNB	32078	67632		SELECTACCOUNT		Check		
				B 01	215 027	Flex		\$1,000.00	
		Voucher #:	65735	Invoice	Invoice No: M2018010	7/31/2017	Paid Amt:		\$1,000.00
							Check Amount:		\$1,000.00
0162	FNB	32079	1116		THE OMNI GROUP		Check		
				B 01	215 005	Tax Shelter Payable		\$345.67	

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Bagley Public Schools #162 July 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	32079	1116		THE OMNI GROUP		Check		
				B 01	215 025	403 (b) Match		\$345.67	
	Voucher #:	65726	Invoice		Invoice No: M2018010	7/31/2017	Paid Amt:		\$691.34
				B 01	215 005	Tax Shelter Payable		\$300.00	
				B 01	215 025	403 (b) Match		\$1,125.00	
	Voucher #:	65727	Invoice		Invoice No: M2018010	7/31/2017	Paid Amt:		\$1,425.00
				B 01	215 005	Tax Shelter Payable		\$300.00	
				B 01	215 025	403 (b) Match		\$145.83	
	Voucher #:	65728	Invoice		Invoice No: M2018010	7/31/2017	Paid Amt:		\$445.83
				B 01	215 005	Tax Shelter Payable		\$535.33	
				B 01	215 025	403 (b) Match		\$535.33	
	Voucher #:	65729	Invoice		Invoice No: M2018010	7/31/2017	Paid Amt:		\$1,070.66
				B 01	215 005	Tax Shelter Payable		\$1,391.67	
				B 01	215 025	403 (b) Match		\$833.34	
	Voucher #:	65730	Invoice		Invoice No: M2018010	7/31/2017	Paid Amt:		\$2,225.01
				B 01	215 005	Tax Shelter Payable		\$145.83	
				B 01	215 025	403 (b) Match		\$167.67	
	Voucher #:	65731	Invoice		Invoice No: M2018010	7/31/2017	Paid Amt:		\$313.50
							Check Amount:		\$6,171.34
0162	FNB	32080	1523		TX CHILD SUPPORT SDU		Check		
				B 01	215 035	Garnishments		\$280.00	
	Voucher #:	65732	Invoice		Invoice No: M2018010	7/31/2017	Paid Amt:		\$280.00
							Check Amount:		\$280.00
0162	FNB	32081	80288		WELLS FARGO BANK OF MN		Check		
				B 01	215 030	Insurance Payable		\$50.00	
	Voucher #:	65736	Invoice		Invoice No: M2018010	7/31/2017	Paid Amt:		\$50.00
							Check Amount:		\$50.00
0162	FNB	32082	61525		PETTY CASH FUND		Check		
				R 04	005 586 332 050 132	Fees from Patrons-Youth Enr. S Rec		\$85.00	
				E 01	005 760 720 305 000	Fees For Services-Reg Transportation		\$197.12	
				E 01	005 760 720 401 000	General Supplies-Reg Transportation		\$403.11	
				R 02	005 000 701 601 000	Sales-Lunches		\$111.47	
				E 01	005 110 000 305 000	Fees For Services-Business Office		\$15.00	
				E 04	005 586 332 305 132	Fees For Services- Youth Enrich. - S Rec		\$480.00	
				E 01	300 050 000 299 000	Other Benefits-HS Office		\$2,000.00	
	Voucher #:	65774	Invoice		Invoice No: 07312017	7/31/2017	Paid Amt:		\$3,291.70
							Check Amount:		\$3,291.70
0162	FNB	32083	61530		PETTY CASH -TRAVEL		Check		
				E 01	030 211 305 366 000	Travel-ALP		\$59.50	

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Bagley Public Schools #162 July 2017 Hand Payables Check Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
0162	FNB	32083	61530		PETTY CASH - TRAVEL		Check
				E 01	300 211 000 366 000	Travel-High School	\$29.25
				E 04	005 505 321 366 000	Travel-Comm Ed	\$118.75
				E 01	005 105 000 366 150	Travel	\$6.00
				E 01	005 110 000 366 000	Travel-Business Office	\$32.50
				E 01	005 760 720 366 000	Travel-Reg Transportation	\$36.00
	Voucher #:	65775	Invoice		Invoice No: 073117	7/31/2017	Paid Amt: \$282.00
							Check Amount: \$282.00
							Report Total: \$167,847.77

Bagley Public Schools #162
July 2017 Hand Payables Check Register
Fund Summary

Fund Description	Total
01 General Fund	\$165,069.17
02 Food Service	\$332.31
04 Community Services	\$1,946.29
06 Building Construct.	\$500.00
Report Total	\$167,847.77

**Bagley Public Schools
Treasurer's Report
Period Ended July 31, 2017**

	<u>General</u>	<u>Food Service</u>	<u>Community Service</u>	<u>Capital Projects</u>	<u>Debt Redemption</u>	<u>Trust</u>	<u>Total</u>
CASH SUMMARY							
Ending Cash Balances	<u>2,424,832.75</u>	<u>144,296.31</u>	<u>206,506.95</u>	<u>321,018.30</u>	<u>143,480.24</u>	<u>7,938.62</u>	<u>3,248,073.17</u>
OPERATING ANALYSIS							
Revenues							
Current Month Receipts	275,013.67	983.30	1,418.81	0.00	14,037.81	0.00	291,453.59
Previous Months	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total YTD Revenues	<u>275,013.67</u>	<u>983.30</u>	<u>1,418.81</u>	<u>0.00</u>	<u>14,037.81</u>	<u>0.00</u>	<u>291,453.59</u>
Current Month Expenditures	752,510.26	3,664.33	22,968.29	500.00	89,757.50	0.00	869,400.38
Previous Months	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total YTD Expenditures	<u>752,510.26</u>	<u>3,664.33</u>	<u>22,968.29</u>	<u>500.00</u>	<u>89,757.50</u>	<u>0.00</u>	<u>869,400.38</u>
Revenues Over (Under) Expenditures	<u>(477,496.59)</u>	<u>(2,681.03)</u>	<u>(21,549.48)</u>	<u>(500.00)</u>	<u>(75,719.69)</u>	<u>0.00</u>	<u>(577,946.79)</u>
BUDGET ANALYSIS							
Revenues							
YTD Revenues	275,013.67	983.30	1,418.81	0.00	14,037.81	0.00	291,453.59
Budget	<u>12,652,426.00</u>	<u>535,485.00</u>	<u>264,662.00</u>	<u>0.00</u>	<u>382,663.00</u>	<u>0.00</u>	<u>13,835,236.00</u>
Over (Under) Budget	<u>(12,377,412.33)</u>	<u>(534,501.70)</u>	<u>(263,243.19)</u>	<u>0.00</u>	<u>(368,625.19)</u>	<u>0.00</u>	<u>(13,543,782.41)</u>
% Budget Received	<u>2.17%</u>	<u>0.18%</u>	<u>0.54%</u>	<u>0.00%</u>	<u>3.67%</u>	<u>0.00%</u>	<u>2.11%</u>
Expenditures							
YTD Expenditures	752,510.26	3,664.33	22,968.29	500.00	89,757.50	0.00	869,400.38
Budget	<u>12,791,915.00</u>	<u>548,773.00</u>	<u>263,878.00</u>	<u>0.00</u>	<u>444,515.00</u>	<u>0.00</u>	<u>14,049,081.00</u>
Over (Under) Budget	<u>(12,039,404.74)</u>	<u>(545,108.67)</u>	<u>(240,909.71)</u>	<u>500.00</u>	<u>(354,757.50)</u>	<u>0.00</u>	<u>(13,179,680.62)</u>
% Budget Expended (Over)	<u>5.88%</u>	<u>0.67%</u>	<u>8.70%</u>	<u>0.00%</u>	<u>20.19%</u>	<u>0.00%</u>	<u>6.19%</u>

INDEPENDENT SCHOOL DISTRICT 162

STATEMENT OF REVENUES AND EXPENDITURES

BUDGET AND ACTUAL

GENERAL FUND

THROUGH MONTH ENDED JULY 31, 2017

WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED JUNE 30, 2017

	2018		Actual	Over (Under) Final Budget	2017
	Budgeted Amounts				Actual
	Original	Final			Actual
REVENUES					
Local Property Taxes	1,265,493	1,265,493	11,497.68	(1,253,995.32)	1,162,008
Other Local and County Revenues	249,750	249,750	4,346.75	(245,403.25)	398,465
Revenues from State Sources	10,471,183	10,471,183	258,023.06	(10,213,159.94)	10,343,328
Revenues from Federal Sources	656,000	656,000	0.00	(656,000.00)	712,826
Investment Earnings	10,000	10,000	1,146.18	(8,853.82)	9,874
TOTAL REVENUES	12,652,426	12,652,426	275,013.67	(12,377,412)	12,626,501
EXPENDITURES					
District and School Administration					
Wages	605,004	605,004	39,723.72	(565,280.28)	578,381
Benefits	166,904	166,904	13,510.56	(153,393.44)	142,105
Supplies/Services	63,160	63,160	11,860.24	(51,299.76)	64,867
District Support Services					
Wages	124,131	124,131	9,841.00	(114,290.00)	116,856
Benefits	26,095	26,095	2,092.57	(24,002.43)	22,779
Supplies/Services	164,925	164,925	22,908.60	(142,016.40)	167,680
Regular Instruction					
Wages	3,647,264	3,647,264	7,281.09	(3,639,982.91)	3,389,770
Benefits	1,030,683	1,030,683	64,150.57	(966,532.43)	850,601
Supplies/Services	764,903	764,903	179,744.30	(585,158.70)	535,995
Vocational Instruction					
Wages	50,518	50,518	0.00	(50,518.00)	28,322
Benefits	7,985	7,985	0.00	(7,985.00)	4,616
Supplies/Services	9,300	9,300	0.00	(9,300.00)	8,945
Special Education					
Wages	959,286	959,286	1,192.37	(958,093.63)	793,750
Benefits	221,615	221,615	180.65	(221,434.35)	176,053
Supplies/Services	951,915	951,915	2,861.12	(949,053.88)	1,146,234
Instructional Support Services					
Wages	297,347	297,347	5,110.88	(292,236.12)	244,665
Benefits	52,606	52,606	1,433.66	(51,172.34)	51,309
Supplies/Services	170,411	170,411	9,747.09	(160,663.91)	136,590
Pupil Support Services					
Wages	522,744	522,744	11,422.72	(511,321.28)	496,217
Benefits	96,504	96,504	2,524.81	(93,979.19)	90,553
Supplies/Services	443,987	443,987	7,363.17	(436,623.83)	426,488
Site, Buildings & Equipment					
Wages	555,170	555,170	48,999.77	(506,170.23)	547,720
Benefits	113,440	113,440	8,184.82	(105,255.18)	109,514
Supplies/Services	1,705,049	1,705,049	302,376.55	(1,402,672.45)	1,751,697
Fiscal & Other Fixed Costs					
	40,969	40,969	0.00	(40,969.00)	95,082
TOTAL EXPENDITURES	12,791,915	12,791,915	752,510.26	(12,039,405)	11,976,790
Excess (Deficiency) of Revenues					
Over (Under) Expenditures	(139,489)	(139,489)	(477,497)	(338,008)	649,712

Bagley Public Schools #162 July 2017 Wire Payments Register

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
0162	FNB	1016			MN DEPT OF REVENUE		Wire		
				B 01	215 013	State W/H Payable		\$5,999.99	
	Voucher #:	65494	Invoice		Invoice No: M2017120	7/19/2017	Paid Amt:	\$5,999.99	
				B 01	215 013	State W/H Payable		\$133.67	
	Voucher #:	65523	Invoice		Invoice No: Z2017120	7/19/2017	Paid Amt:	\$133.67	
								Check Amount:	\$6,133.66
0162	FNB	1015			IRS		Wire		
				B 01	215 010	FICA Payable		\$31,025.22	
				B 01	215 011	Fed W/H Payable		\$14,805.17	
	Voucher #:	65493	Invoice		Invoice No: M2017120	7/19/2017	Paid Amt:	\$45,830.39	
				B 01	215 010	FICA Payable		\$477.60	
				B 01	215 011	Fed W/H Payable		\$245.51	
	Voucher #:	65522	Invoice		Invoice No: Z2017120	7/19/2017	Paid Amt:	\$723.11	
								Check Amount:	\$46,553.50
0162	FNB	1014			TRA		Wire		
				B 01	215 018	TRA Payable		\$9,137.16	
	Voucher #:	65492	Invoice		Invoice No: M2017120	7/19/2017	Paid Amt:	\$9,137.16	
				B 01	215 018	TRA Payable		\$300.68	
	Voucher #:	65521	Invoice		Invoice No: Z2017120	7/19/2017	Paid Amt:	\$300.68	
								Check Amount:	\$9,437.84
0162	FNB	62905			PUBLIC EMPLOYEES RET ASSOC		Wire		
				B 01	215 017	PERA Payable		\$17,628.25	
	Voucher #:	65495	Invoice		Invoice No: M2017120	7/19/2017	Paid Amt:	\$17,628.25	
				B 01	215 017	PERA Payable		\$17.51	
	Voucher #:	65524	Invoice		Invoice No: Z2017120	7/19/2017	Paid Amt:	\$17.51	
								Check Amount:	\$17,645.76
								Report Total:	\$79,770.76

Bagley Public Schools #162
July 2017 Wire Payments Register
Fund Summary

Fund Description	Total
01 General Fund	\$79,770.76
Report Total	\$79,770.76

BHS Student Council School Board Update

Monday, August 21, 2017

1. Presenter: Jarret Merschman, Student Council President
2. 2017-2018 Student Council Membership (see attached list)
3. Homecoming Week 2017
 - a. Schedule of Homecoming events (see attached schedule)
 - i. Dress up days are to be determined (update at next board meeting)
 - b. Request for Homecoming Week merchandise and button fundraiser
(Requesting official board action for fundraiser request)**
 - i. See attached merchandise list with prices
 - ii. Merchandise sold at both buildings
 1. Sold at BHS Lunches by Student Council members
 2. Sold at BHS athletic contests and events
 3. Sold at elementary by students of cooperating classrooms (money skills taught)
 4. Sold by Student Council members through orders
 - iii. Homecoming Buttons sold at schools, athletic contests, by Student Council members, and local businesses admit wearer into both volleyball and football games during Homecoming Week.
 - iv. All proceeds go towards Student Council activities and events through the school year.
 - c. Approved parade permit from Minnesota Department of Transportation (attached)
4. "Mix it Up" Day at Lunch 2017
 - a. Tuesday, October 31st during all BHS lunches
 - b. Student Council gently persuades students to sit with students outside of their usual peer group (candy).
 - c. Component of national Teaching Tolerance organization designed to promote inclusiveness and reduce negativity resulting from clique groups.
5. BHS Student Council will continue weekly:
 - a. Recycling pickup from all classrooms and offices at BHS and drop off in bins behind hockey arena.
 - b. Lead the "Pledge of Allegiance" over the intercom the first day of every school week

6. In the future:
 - a. Bagley High School orientation night on Thursday, August 31st from 5:00 to 8:00 at night.
 - i. Two Student Council members from each 7th – 12th grade will be working.
 - ii. Handing out student packets and providing information to students and parents.
 - b. Bagley High School Opening Day Assembly.
 - i. Start of the school day on Tuesday, September 5th
 - ii. Superintendent Cairns will speak (if available)
 - iii. Mr. Gooch will address student body
 - iv. Introductions of new staff members
 - v. Student Council Introductions
 - vi. Student Council will lead all new faculty and staff in an ice breaker activity in the gym.
 - c. Northwest Minnesota Division of Minnesota Association of Student Councils' annual Fall Summit (usually a Wednesday in October/November – TBD).
 - d. Veterans Day Program to celebrate Veterans Day
 - i. Thursday, November 9th at 9:30 A.M. in high school gym
 - ii. No school on actual Veterans Day (Saturday, November 11th)
 - iii. No school on Friday, November 10th.
 - iv. Speaker still to be determined.
 - v. Both Clearwater County Veterans Services Office and the American Legion will be notified about the program.
 - vi. An article inviting Veterans will be in the *Farmers Independent* the preceding week.
 - vii. Advertising fliers will be posted in local businesses as well.
 - e. 2017-2018 Student Council Events
 - i. See attached list
 - ii. Have been included in District calendar.
 - iii. Event times during the school day may change as high school Student Development Days are often planned on school event days.
7. Thank You for your support of BHS Student Council. We appreciate it.

2017-2018 Student Council & Class Officers

President – Jarret Merschman

Vice-President – Cali Olson

Secretary – Nikita Vincent

Treasurer – Breanna Nelson

SENIORS (Class of 2018)

President	Bailey Engesther
Vice - President	Kirah Otting
Secretary/Treasurer	Austin Knutson
Representative	Maddy Strandlien

JUNIORS (Class of 2019)

President	McKinzie Halverson
Vice -President	Kara Bowman
Secretary/Treasurer	Lauren Midbo
Representative	Bayli Dukek

SOPHOMORES (Class of 2020)

President	Sam Scherzer
Vice -President	Demi Keough
Secretary/Treasurer	Kylli Anderson
Representatives	Cori Bonik Logan Engesether

FRESHMEN (Class of 2021)

President	Macy Strandlien
Vice -President	Alec Norum
Secretary/Treasurer	Hallie Lindgren
Representatives	Gracie Highberg Gavin Halverson

EIGHTH GRADE (Class of 2022)

President	Liam Hagen
Vice -President	Ellie Bonik
Secretary/ Treasurer	Sarah Pullins
Representatives	Tiffany Gerbracht Kyle Cease Bowman

SEVENTH GRADE (Class of 2023)

President	Isiah Tramm
Vice -President	Elias LaFond
Secretary/Treasurer	Ali Netland
Representatives	McKenna Melbo Mason Eck

AT LARGE MEMBERS:

Emiley Iverson (11th)
Madison Evje (10th)
Lindsey Willis (10th)
Tessa Tramm (9th)

HOME COMING 2017

MONDAY, SEPTEMBER 25

"Dress Up" Day

Coronation @ 2:40 pm

TUESDAY, SEPTEMBER 26

"TBD" Day

Volleyball versus Waubun*

WEDNESDAY, SEPTEMBER 27

"TBD" Day

THURSDAY, SEPTEMBER 28

"TBD" Day

FRIDAY, SEPTEMBER 29

"Spirit/Hat" Day

Student Development Day

Pepfest/Academic Awards @ 9:00 am

Parade @ 2:35 pm

Football vs. Cass Lake-Bena @ 7:00*

7th -12th Dance from 8:00-Midnight

8:00 – 10:00 P.M. (7th -8th)

9:00 – Midnight (9th – 12th)

Music by N-ertainment

**Free Admission to Homecoming Week volleyball and football games with a 2017 Homecoming Button.*

HOMECOMING DANCE

Friday, September 29th in High School Lunch Room

7th & 8th Graders: 8:00 to 10:00 P.M.

NO outside Guests

\$4 Each Admission

9th – 12th Graders: 9:00 P.M. to Midnight

Guests must be 19 or younger, agree to Student Handbook polices, and be signed up in the office before the dance.

\$6 Each Admission

Music for the entire night by N-Tertainment DJ Specialists

Pops are a dollar each. Free Parking! Hats, Jackets, and outside beverages will not be allowed into the dance.

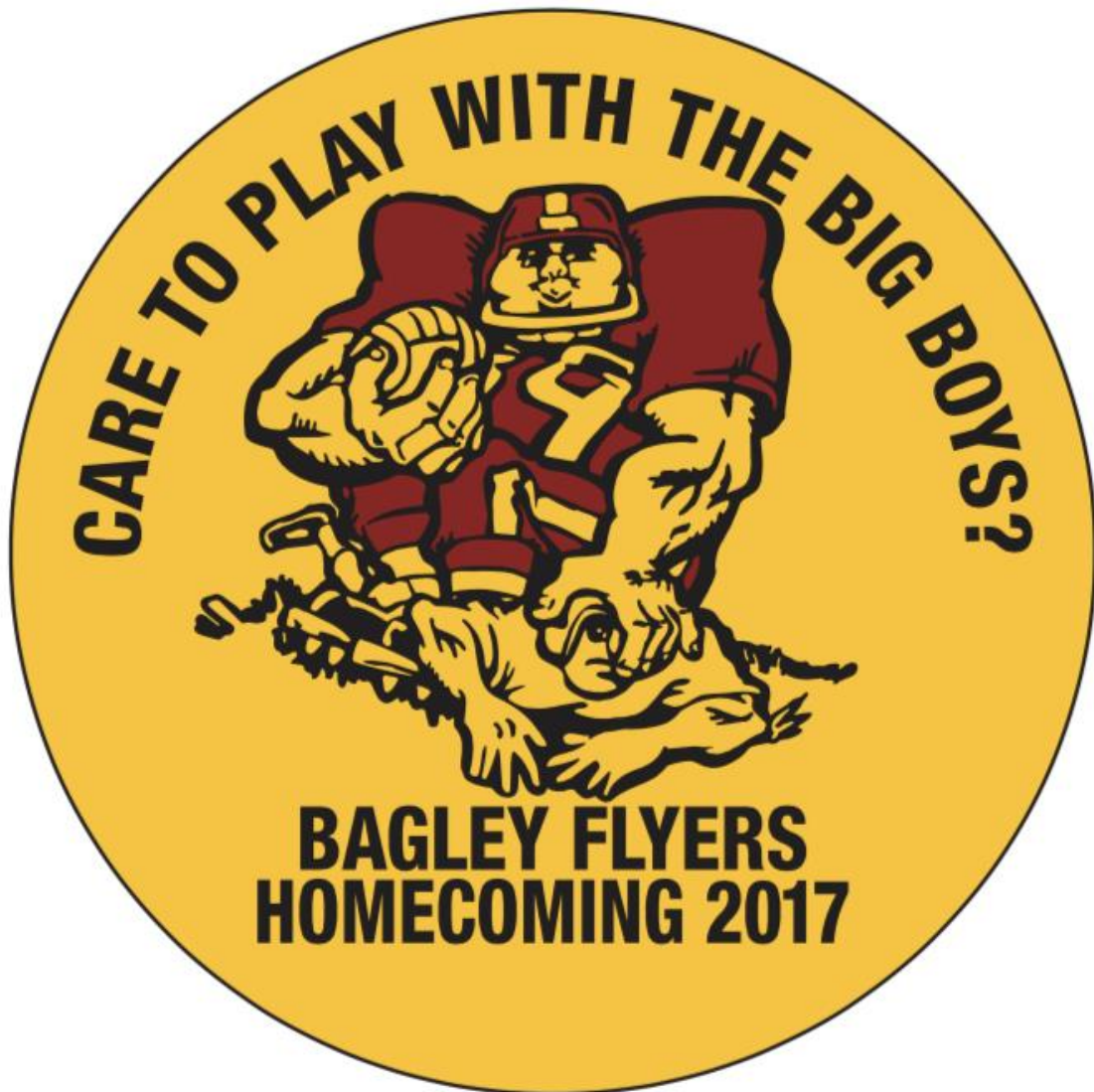
Homecoming 2017 Spirit Sales


Cheek Cheer.....	50 Cents/each
Bead Necklace.....	50 Cents/each
Spirit Shaker (Pom).....	\$1.00/each
Megaphone.....	\$1.00/each
Eye Blacks.....	\$1.50 per set
Face Paint.....	\$1.50/two sticks
Bracelet (Silicon or Woven)....	\$2.00/each
Pep Rag (Bandana).....	\$2.00/each
*Button.....	\$4.00/each
Foam Finger.....	\$5.00/each
Foam Talons.....	\$5.00/each
Lanyard.....	\$5.00/each
Knitted Winter Ear Band.....	\$8.00/each
Beverage Tumbler w/Straw....	\$10.00/each
Knitted Winter Hat.....	\$15.00/each

*Buttons will gain wearer free admission to both the Homecoming Week volleyball game and the football game.

Done

Proof 7164651.pdf



Form 1770 (2-6-2017)	 DEPARTMENT OF TRANSPORTATION APPLICATION FOR PARADE/SPECIAL EVENT/BANNER ON TRUNK HIGHWAY RIGHT OF WAY	Document Management System # _____ District <u>2A</u> Permit # <u>2A-US-2017-76931</u> C.S. <u>1507</u> T.H. <u>92</u> R.P. <u>55.97</u> <u>40</u> <u>56.60</u> (THIS SECTION FOR MnDOT OFFICE USE ONLY.)
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SUBMIT TO DISTRICT OFFICE OF MINNESOTA DEPARTMENT OF TRANSPORTATION.

APPLICANT <u>Bagley High School Student Council</u>	TELEPHONE <u>Bagley High School (218) 694-3120</u>	ADDRESS (Street, City, State, Zip) <u>Bagley High School 1130 Main Ave. North Bagley, Minn. 56621</u>
EVENT COORDINATOR <u>Perry Nelson, Student Council Advisor</u>	TELEPHONE <u>(218) 766-0318 (cell) (218) 694-6949 (home)</u>	ADDRESS (Street, City, State, Zip) <u>209 Denise Ave. NW Bagley, Minnesota 56621</u>
NAME OF PROPOSED EVENT AND SPONSORING ORGANIZATION <u>Homecoming Parade - Bagley High School Student Council</u>		
LOCATION OF PROPOSED EVENT (Attach a Map Showing Location/Route of Event and any detour) Highway <u>92</u> From Mile Point <u>NE</u> to Mile Point <u>Turn Road</u> Location Description <u>City of Bagley - see attached map</u>		

WILL THIS EVENT BE WITHIN TRIBAL LANDS? Yes No IF YES, WHICH ONE?
 INSURANCE INFORMATION (Attach the Required Certificate(s) of Insurance)

Insurance Carrier _____	Policy Number _____
DAY OF PROPOSED EVENT <u>Friday, September 29, 2017</u>	TIMES OF PROPOSED EVENT Beginning <u>2:35 P.M.</u> Ending <u>2:55 P.M.</u>

DETOUR AND/OR TRAFFIC CONTROL REQUIRED (Attach a Map Showing Route of Detour and/or Traffic Control)
Parade Route Maps (Attached) and traffic control provided by local law enforcement

APPROVAL BY LOCAL ROADWAY OFFICIAL WITH AUTHORITY TO APPROVE DETOURS/TRAFFIC CONTROL
Benson, Chief of Police *law enforcement*

APPLICANT'S ACCEPTANCE, WAIVER AND INDEMNIFICATION

The undersigned applicant hereby agrees to comply with applicable statutes, rules and the standard conditions and special provisions of this permit. The applicant understands and agrees that no activities on the trunk highway right of way in connection with this application will be started until the application has been approved and the permit issued. The applicant also understands that this permit may also be subject to the approval of local road authorities having joint supervision over said street or highway.

The applicant is aware of circumstances or hazards that may arise while conducting the proposed event that could result in injury, loss, damage or death, and the applicant assumes the risk of such circumstances, dangers or hazards, whether reasonably foreseeable or not.

The undersigned applicant expressly agrees that except for negligent acts of the State, its agents and employees, the applicant or its agents shall assume all liability for, and save the State, its agents and employees, harmless from any and all claims for damages, actions or causes of action arising out of the activities to be done in connection with this application and permit.

NAME AND TITLE <u>Colleen R Lindgren</u>	EMAIL ADDRESS <u>clindgren@bagley.mn.us</u>
DATE <u>July 12, 2017</u>	SIGNATURE <u>Colleen R Lindgren</u>

DO NOT WRITE BELOW THIS LINE
 PERMIT NOT VALID UNLESS BEARING AUTHORIZED MnDOT SIGNATURE AND PERMIT NUMBER

AUTHORIZATION OF PERMIT

It is expressly understood that this permit is conditioned upon restoration of the trunk highway right-of-way to its original condition or to a satisfactory condition. In consideration of the applicant's agreement to comply in all respects with the applicable laws and the conditions of the Commissioner of Transportation pertaining to this permit, permission is hereby granted for the work to be performed as described in the above application, said work to be performed in accordance with the following standard conditions and special provisions:

SEE ATTACHED STANDARD CONDITIONS AND SPECIAL PROVISIONS

<u>Sept. 29, 2017</u> Date All Work To Be Completed By	<u>Tom Johnson</u> Authorized MnDOT Signature	<u>July 24, 2017</u> Date of Authorized Signature
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DISTRIBUTION Original to Area Maintenance Engineer _____ Applicant _____ Subarea Supervisor _____ Roadway Regulations Supervisor _____	DEPOSIT REQUIREMENTS <input checked="" type="checkbox"/> No Deposit Required <input type="checkbox"/> Deposit Required in the Amount of \$ _____ Date Deposit Received _____ Deposit to be returned upon satisfactory completion of all work	DEPOSIT TYPE Cashier's Check # _____ Certified Check # _____ Money Order # _____ Bond # _____
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STATUTES

Minnesota Statutes §160.2715 RIGHT-OF-WAY USE; MISDEMEANORS.

(a) Except for the actions of the road authorities, their agents, employees, contractors, and utilities in carrying out their duties imposed by law or contract, and except as herein provided, it shall be unlawful to:

(1) obstruct any highway or deposit snow or ice thereon;

Minnesota Statutes §169.04 LOCAL AUTHORITY.

(a) The provisions of this chapter shall not be deemed to prevent local authorities, with respect to streets and highways under their jurisdiction, and with the consent of the commissioner, with respect to state trunk highways, within the corporate limits of a municipality, or within the limits of a town in a county in this state now having or which may hereafter have, a population of 500,000 or more, and a land area of not more than 600 square miles, and within the reasonable exercise of the police power from:

- (1) regulating the standing or parking of vehicles;
- (2) regulating traffic by means of police officers or traffic-control signals;
- (3) regulating or prohibiting processions or assemblages on the highways; . . .

(c) No ordinance or regulation enacted under paragraph (a), clause (3), or any other provision of law shall prohibit:

- (1) the use of motorcycles or vehicles utilizing flashing red lights for the purpose of escorting funeral processions, oversized buildings, heavy equipment, parades or similar processions or assemblages on the highways; or
- (2) the use of motorcycles or vehicles that are owned by the funeral home and that utilize flashing red lights for the purpose of escorting funeral processions.

Minnesota Statutes §169.222 OPERATION OF BICYCLE.

Subd. 10. Bicycle events.

(a) Bicycle events, parades, contests, or racing on a highway shall not be unlawful when approved by state or local authorities having jurisdiction over that highway. Approval shall be granted only under conditions which assure reasonable safety for all participants, spectators and other highway users, and which prevent unreasonable interference with traffic flow which would seriously inconvenience other highway users.

(b) By agreement with the approving authority, participants in an approved bicycle highway event may be exempted from compliance with any traffic laws otherwise applicable thereto, provided that traffic control is adequate to assure the safety of all highway users.

STANDARD CONDITIONS OF PERMIT

1. The Applicant and the event sponsor must comply with all applicable laws and regulations, including those pertaining to insurance laws, local permits and other local requirements, and all Minnesota statutes pertaining to the use of trunk highway right-of-way.
2. The applicant shall ensure that the parade or special event that involves a temporary closure of a trunk highway serves a legitimate public interest.
3. The applicant shall ensure that the event does not interfere with the ability of the motoring public to travel through the community during the event. If the parade or special event involves temporary closure of a trunk highway, an easy and convenient detour route shall be made available by the local road authority for the through highway traffic. The detour route must be marked with standard traffic control signs so as to leave no doubt as to the intended route. Failure to provide adequate signing may result in the Minnesota State Patrol ordering the trunk highway reopened to traffic.
4. This permit authorizes use of the trunk highway right-of-way for a specific date and time. The event must terminate by the specified end time and the highway restored to full normal vehicular travel.
5. This permit authorizes use of a definite and specified area of the trunk highway, and the event activities shall only be carried on in the areas designated by the permit and at no other locations on the trunk highway.
6. The applicant and event sponsor must ensure that adequate traffic enforcement coverage of the closure and direction of the detour traffic is available. Coordination with both local law enforcement and the State Patrol is required. The applicant and event sponsor are responsible for all costs of MnDOT provided assistance, including the cost of traffic control devices, signs, and/or labor.
7. The applicant and event sponsor will be responsible for any damage done to highway property as a result of the parade/event activities and cleanup of the areas involved in the parade/event, all areas disturbed shall be restored back to their original condition.
8. All directional signs along the parade/event route must be submitted to MnDOT for approval no later than __ 14 days in advance of the event. All non-directional signs, banners or decorations that will be located on or over trunk highway right-of-way must also be submitted to MnDOT for approval of the size, location and manner of installation. Such signs, banners or decorations may be installed no more than two weeks prior to the parade/event, and must be removed within 7 days after the event.
9. There shall be no stands, buildings, tents or other encroachments permitted within the highway right-of-way.
10. Adequate police coverage of the closure and direction of the detour traffic must be available. Coordination with local Police and the Highway Patrol is required. The local community will be responsible for all costs involved, including providing Police coverage for traffic control.
11. No alcoholic beverages shall be distributed/consumed on the State Trunk Highway Right-of-Way.

CERTIFICATE OF COMPLETION FOR A RIGHT OF WAY PERMIT

Permit No. 2A-US-2017-76931 issued on 07/24/2017

TO: Thomas Johnson
Transp Specialist
3920 Highway 2 West
Bemidji, MN 56601
Telephone No. 218/755-6578

I hereby certify that _____
Utility - Municipality - Contractor - Owner
has completed installation of PARADE for BAGELY HIGH SCHOOL / CITY OF BAGLEY Company as
described in and in accordance with Trunk Highway Permit No. 2A-US-2017-76931, C.S. 1507, T.H. 92, at TH
92 - NORTH OF US 2 - FIRST STREET TO HIGH SCHOOL.

Dated _____ day of _____, 20____.

Utility - Municipality - Contractor - Owner

By _____

The work covered by the permit has been satisfactorily completed.

Date Assistant District Engineer, Maintenance

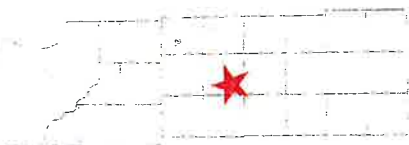
For Utility Permits Only:

Bond Number _____ in the amount of \$ _____ will remain in effect a minimum period of 1 year
from the date of completion of the utility installation, at which time the bond will be released if in the opinion of
the Area Maintenance Engineer the installation is satisfactory.

Where approved changes are made in the installation contrary to the application sketches, 2 copies of "as
built" sketches must be submitted with the signed certificates.

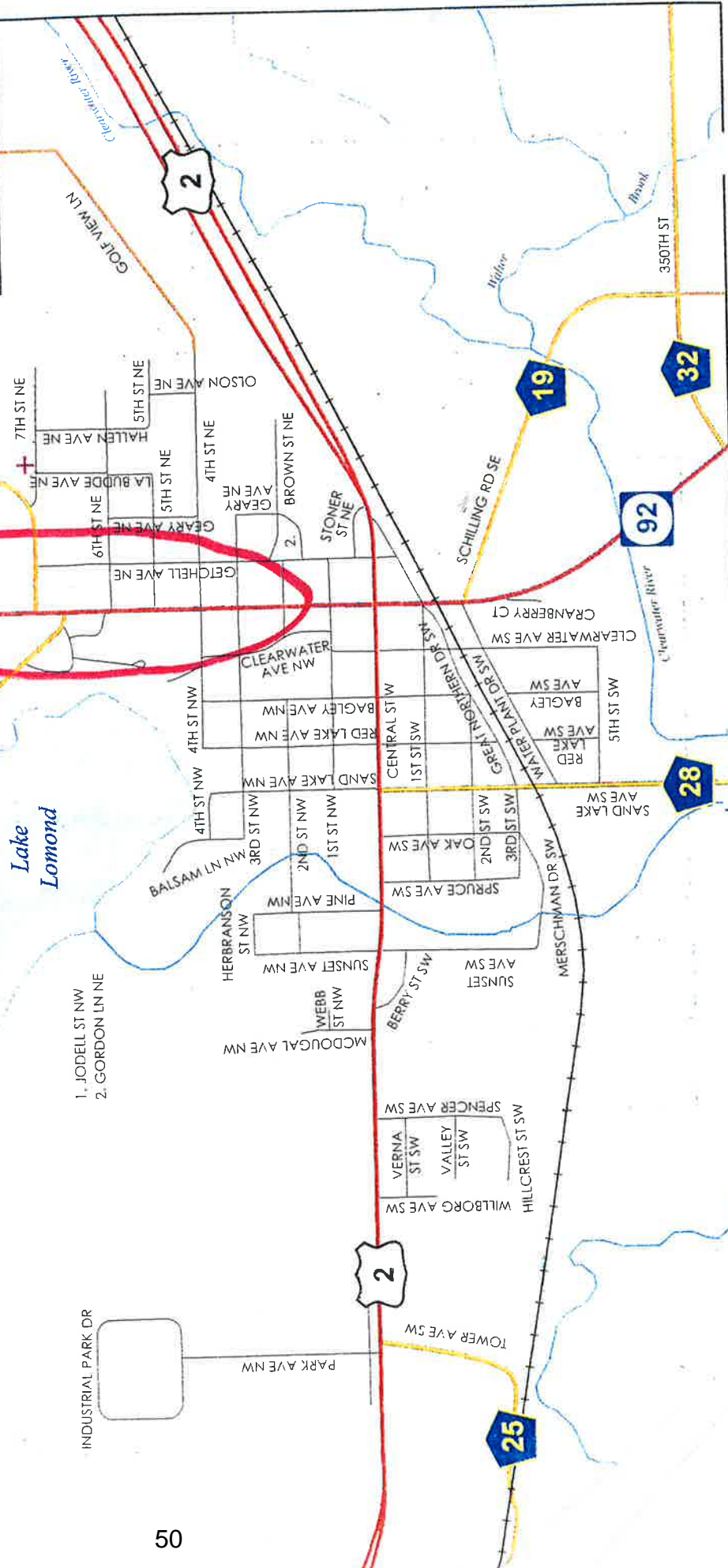
THE CONTRACTOR IMMEDIATELY ON COMPLETION OF THE INSTALLATION SHALL SIGN AND RETURN
TWO COPIES OF THIS CERTIFICATE OF COMPLETION TO THE ASSISTANT DISTRICT ENGINEER,
MAINTENANCE AT THE ADDRESS NOTED ABOVE.

City of BAGLEY



LEGEND

- US Highway
- State Highway
- County State Aid Highway
- Major Road
- Railroad
- River / Stream
- Lake / Pond
- Municipal Boundary
- Cemetery



Student Council Events 2017-2018

Homecoming Week	September 25 - 29
Homecoming Coronation	Monday, September 25 at 2:40 P.M.
“Dress Up” Day	Monday, September 25
Homecoming Pepfest/Academic Awards	Friday, September 29 @ 9:00 A.M.
Homecoming Parade	Friday, September 29 @ 2:35 P.M.
“Spirit” Day	Friday, September 29
7 th -12 th Homecoming Dance	Friday, September 29 8:00 – 10:00 P.M. (7 th -8 th) 9:00 – Midnight (9 th – 12 th)
Veterans Program	Thursday, November 9 at 9:30 A.M.
7 th – 12 th Winter Formal Sr. Dance	Saturday, December 9 8:00 – 10:00 P.M. (7 th -8 th) 9:00 – Midnight (9 th – 12 th)
Snow Week	Fri., Feb. 9 – Thurs. Feb. 15
Snow Week Coronation	Monday, February 12 at 2:25 P.M.
Valentine’s Day	Wednesday, February 14
7 th – 12 th Glow Dance	Saturday, March 3 8:00 – 10:00 P.M. (7 th -8 th) 9:00 – Midnight (9 th – 12 th)

BAGLEY PUBLIC SCHOOLS

Independent School District #162

Bagley, Minnesota

POSITION TITLE: Bus Driver

POSITION PURPOSE:

Drives school buses to transport students to and from school and for special events;
Disciplines riders as necessary, performs safety checks of buses, and maintains logs of bus operations.

TRAINING OR EXPERIENCE:

- Specific training of job experience required before appointment
- CDL with School Bus Drivers License endorsement and satisfactory driving record
- 15 hours pre-enrollment training and evaluation
- Background check
- Pre-employment drug test
- 1st Aid & CPR training
- Defensive driving course
- All other district requirements

ANNUAL CONTRACT LENGTH:

IMMEDIATE SUPERVISOR: Transportation Director

DUTIES AND RESPONSIBILITIES:

1. Drive school bus in accordance with laws, rules and regulations established by the State of Minnesota and/or the school district.
2. Make daily pre-trip inspection according to policy and determining if replacement bus is needed.
3. Follow proper warm-up and cool-down procedures for diesel buses.
4. Schedule bus maintenance.
5. Maintain fuel supply in tanks and other fluids.
6. Plug in bus during cold weather.
7. Clean bus inside and out.
8. Determine when maintenance is required and report in writing any bus deficiencies or repairs as needed.
9. Follow route schedules, times and changes as established by transportation department.
10. Supply transportation department with information to keep computer routing system and student lists current.
11. Recommend any route changes advantages to the transportation department and the school district.
12. Report late trips to transportation department.
13. Report involved accidents to the transportation office, following district procedures.
14. Determine when disciplinary intervention is required and complete appropriate reports and file them with the transportation office staff.
15. Account for all students during emergency conditions.
16. Administer medication as authorized by medical personnel.
17. Monitor student behavior, enforcing all rules within adopted administrative procedures and take appropriate action necessary to insure safety of all students.
18. Attend all meetings and in-service as required.
19. Provide transportation with necessary information for emergency call up.
20. Perform other assignments as requested.
21. Be telephone accessible for call back for early dismissals and/or emergency evacuation of schools.
22. Maintain necessary physical conditioning consistent with commercial drivers license (CDL) requirements.
23. Maintain individual driving record in accordance with commercial drivers license (CDL) standards, including violations occurring in personal vehicles, which could result in disqualification.
24. Submit to Pre-employment, reasonable suspicion, Random, Post-accident, Return to duty and follow-up testing for drugs and alcohol in accordance with 49 CFR, Part 382.

updated 12/30/2009

25. Complete other duties as assigned.
26. Operation of two-way radio.
27. Defensive driving
28. Communicate mechanical problems to the mechanics
29. Follow directions
30. Communicate with children of all ages.
31. Communicate with parents.
32. Maintain 1st Aid & CPR certificate

PHYSICAL DEMANDS:

1. Remain calm in emergency situations.
2. Perform pre-trip requirements.
3. Bus cleaning and maintenance.
4. Understand what to do – bus crisis management procedures.
5. Being able to physically unload students if necessary.
6. Maintained current MN DOT physical.

BAGLEY PUBLIC SCHOOL
Work Agreement for Bus Drivers
July 1, 2015~~7~~ – June 30, 2017~~9~~

- | | | | |
|--------------------------------|----------------------|---|----------------------|
| | 2017-2018 | | 2018-2019 |
| 1. Monthly Base Salary: | 2015-2016 | Step 1 - \$ 1564 \$1629 | 2016-2017 |
| | | Step 2 - \$ 1615 \$1681 | |
| | | Step 3 - \$ 1635 \$1702 | |
| | | Step 4 - \$ 1640 \$1707 | |
| | | Step 5 - \$ 1666 \$1733 | |
| | | Step 1 - \$ 1595 \$1664 | |
| | | Step 2 - \$ 1647 \$1716 | |
| | | Step 3 - \$ 1668 \$1737 | |
| | | Step 4 - \$ 1673 \$1742 | |
| | | Step 5 - \$ 1699 \$1768 | |
2. **Annual Contract Length:** 9 months, 4 hours per day
 3. **Excess Miles:** Drivers will be paid \$9.10 per excess mile per month for regular routes exceeding fifty miles per day.
 4. **Empty Miles:** Drivers will be paid \$2.00 per empty mile per month for regular routes exceeding ten miles before the first pickup on the morning route.
 5. **FHL Academy Stop:** Drivers will be paid \$3.50 per morning stop and \$3.50 per afternoon stop.
 6. **High Disciplinary Referral Routes, Bus 13 & Bus 15:** Drivers will be paid an extra \$250 per month for FY 2018 and FY 2019 only.
 7. **Bus Storage:**
 - A. Drivers will be paid \$12 per month for each month their bus is garaged by the driver. All buses are to be stored at the Bus Garage during the summer months.
 - B. Drivers will be reimbursed in return for plugging in their bus to electricity whenever the weather necessitates at the annual rate of \$100.00.
 8. **Sick Leave:**
 - A. Drivers will earn 9 days of sick leave each year (one day of sick leave per month worked) accumulative to a maximum of 120 days.
 - B. Pursuant to M.S. 181.9413, employees may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. For the purposes of this section, "child" and "grandchild" includes a stepchild, a step-grandchild, and a biological, adopted, and foster child or foster grandchild.
 - C. Drivers shall be allowed to use accumulated sick leave for regular pre-school routes and for regular summer school routes.
 - D. Drivers maintaining the maximum accumulation at the end of a work year will be entitled to one day of personal leave to be taken during the subsequent work year.
 - E. Disability leave shall be allowed for death or illness in the family of the employee or employee's spouse according to the following:
 - Disability leave shall be allowed for death or illness of a spouse, parent, grandparent, child or dependent.
 - Due to individual circumstances, additional days will be approved or disapproved by the superintendent on a case by case basis.
 9. **Personal Leave:** 1 day per year
 10. **Driver Certifications:** Drivers shall attend or shall have recently attended a defensive driving and emergency first aid class and other staff development activities as determined by the school district. Drivers will receive \$45 for a half day or \$90 for a full day for such training whenever the school district determines the training to require time commitments beyond the reasonable expectations for fulfilling the job description.

11. Seniority Increments: Drivers will be paid seniority increments in accordance with the following schedule:

- Following five years of service: \$5.00 per month
- Following ten years of service: \$10.00 per month
- Following fifteen years of service: \$15.00 per month
- Following twenty years of service: \$20.00 per month
- Following twenty five years of service: \$25.00 per month
- Following thirty years of service: \$30.00 per month
- Following thirty five years of service: \$35.00 per month

12. Lay Off: Lay-off will affect employees in reverse order of seniority.

13. Severance Pay: Drivers will earn severance pay equal to thirty percent (30%) of unused sick leave. If the bus driver leaves the employment of the School District in good standing, including disability or death, the bus driver or his beneficiary(s) or his estate, shall be entitled to severance pay. Employees must work at least five consecutive years to qualify.

14. Bus Driver Physicals: Bus Driver Physicals required by the State of Minnesota will be reimbursed by the school district up to the maximum amount negotiated by the Head of Transportation each year to be in alignment with a local clinic.

15. Transfer Policy:

- A. When a route vacancy occurs, drivers may request, in writing, a transfer to the vacated route.
- B. Approved requests will be based upon seniority.
- C. When a request for transfer is approved, payment for excess miles to the first route stop shall not be made.
- D. No more than fifty percent of the regular routes may be affected by transfer approvals in any year.
- E. No driver may have more than one transfer approved until each driver has had the opportunity to request a transfer.

16. Probationary Period:

- A. An Employee under the provisions of this agreement shall serve a probationary period of one full school year of continuous service in the district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to a grievance procedure, insofar as suspension, discharge or other discipline is concerned.
- B. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay or discharged only for cause.
- C. Discipline: An employee shall not be disciplined, reprimanded or reduced in rank or compensation without just cause as determined by the school district.

17. Miscellaneous:

- A. Each driver shall be responsible for personally contacting the parents of new students on their route prior to the beginning of each school year. Contacts are also to be made when new students are assigned to a route during the school year.
- B. The school district has the right to make final route assignments including the assignment of the Head of Transportation to a route.
- C. Regular route drivers may drive extra-curricular trips only when pre-approval has been received from the Head of Transportation.

18. Extra-Curricular Schedule:

2014-2015

- ~~\$20.50~~ — Radius 0-9 miles from Bagley
(One trip maximum. \$13.00 will be allotted for each additional trip until meeting the multiple shuttle route amount of a \$52.00 maximum.)
- ~~\$41.00~~ — Radius 10-40 miles from Bagley
- ~~\$51.25~~ — Radius 41-65 miles from Bagley
- ~~\$61.50~~ — Radius 66-90 miles from Bagley
- ~~\$71.75~~ — In excess of 90 miles from Bagley
- ~~Extra wait~~ — \$20.50 after 4 hours and \$5.13 thereafter to a maximum of \$51.25 per day. (Deduct driving time)
- ~~\$123.00~~ — Trips over 10 hours

200 Miles Radius Trips Only:

- ~~\$123.00~~ — One day trip over 12 hours
- ~~\$97.38~~ — Per day after first day
- ~~\$123.00~~ — Per day after first day if over 12 hours

August 18, 2015-FY 2017

- ~~\$21.00~~**\$21.42** — Radius 0-10 miles from Bagley
(One trip maximum. \$13.00 will be allotted for each additional trip until meeting the multiple shuttle route amount of a \$55.00 maximum.)
- ~~\$42.00~~**\$42.84** — Radius 11-40 miles from Bagley
- ~~\$63.00~~**\$64.26** — Radius 41-70 miles from Bagley
- ~~\$84.00~~**\$85.68** — Radius 71-100 miles from Bagley
- ~~\$105.00~~**\$107.10** — Radius 101-130 miles from Bagley
- ~~\$126.00~~**\$128.52** — Radius 131-160 miles from Bagley
- ~~\$147.00~~**\$149.94** — Radius 161-190 miles from Bagley
- ~~\$168.00~~**\$171.36** — Radius 191-220 miles from Bagley
- ~~\$189.00~~**\$192.78** — Radius 221-250 miles from Bagley
- ~~\$210.00~~**\$214.20** — Radius 251+ miles from Bagley

Extra Wait - \$8.00 per hour at the event after one (1) hour. (Deduct driving time)
Early Childhood/School Readiness – ½ of Base Route pay per day

No Show/Trip Cancellations: Drivers will receive \$20.00 for trip cancellations, when the driver is not notified two (2) hours prior to the departure time.

Meal Allowance: ~~Breakfast \$7.00 — Lunch \$8.00 — Supper \$10.00 (\$25.00 Daily Maximum)~~
Rates are ~~subject to change~~ **paid** in accordance with School Board policy. Pre-approval of all meals and receipts are required.

Lodging: Pre-approval and receipts are required.

Extra Routes: The district reserves the right to establish full and/or part day shuttle routes and the pay for each route (\$55 per day maximum) if established. If such routes are established and do not conflict with regular routes, regular drivers will be offered these routes based upon seniority.

19. New Drivers: \$200.00 Reimbursement after six (6) months of Service (to defray cost of certification).

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20_____.

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 20_____.

Bus Driver

Bus Driver

School Board Clerk

EMPLOYMENT AGREEMENT

BETWEEN

INDEPENDENT SCHOOL DISTRICT NO. #162

AND

MSEA

FOR ~~PARAPROFESSIONAL~~ **PARAEDUCATOR AND**

SECRETARIAL EMPLOYEES

BAGLEY, MINNESOTA

FOR THE YEARS

BEGINNING JULY 1, 2015~~7~~ THROUGH JUNE 30, 2017~~9~~

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AGREEMENT

ARTICLE I. PURPOSE

Section 1. Parties: This agreement is entered into between INDEPENDENT SCHOOL DISTRICT No. 162, Bagley, Minnesota, hereinafter referred to as the School District, and the MINNESOTA SCHOOL EMPLOYEES ASSOCIATION, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions of employment for secretaries and para - professionals employed by Independent School District No. 162, Bagley, who are public employees within the meaning of Minn. Stat. 179A.03, Subd. 14, excluding supervisory and confidential employees.

ARTICLE II. RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with the P.E.L.R.A., the School District recognizes the Minnesota School Employees Association as the exclusive representative for secretaries and ~~para - professionals~~ **paraeducators** employed by Independent School District No. 162, Bagley, who are public employees within the meaning of Minn. Stat. 179A.03, Subd. 14, excluding supervisory and confidential employees who are employed by the School District, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as prescribed in the provisions of this agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all such employees of the school district contained in the appropriate unit as defined in Article III, Section 2, of this Agreement and the P.E.L.R.A. and in certification by the Commissioner of Mediation Services.

ARTICLE III. DEFINITIONS

Section 1. Terms and Conditions of Employment: The term " terms and conditions of employment " means the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits other than employer payment of, or contribution to, premiums for group insurance coverage for retired employees, and the employer's personnel policies affecting the working conditions of the employees. "Terms and conditions of employment " is subject to the provisions of P.E.L.R.A.

Section 2. Description of Appropriate Unit: For purposes of this Agreement, the term secretaries and ~~para - professionals~~ **paraeducators** shall mean all persons in the appropriate unit employed by the school district in such classifications excluding the following: confidential employees, supervisory employees, essential employees, part - time employees whose services do not exceed the lesser of 14 hours per week or 35 percent of the normal work week in the employee's classification in the bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

Section 3. School District: For purposes of administering this Agreement, the term "School District " shall mean the School Board or its designated representative.

Section 4. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV. SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the school district is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative recognizes the right and obligation of the school board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the school board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, directives and orders, issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation and duty of the school board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the school board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. The exclusive representative also recognizes that the school board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of State and Federal governmental agencies. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in the Agreement are reserved to the school district.

ARTICLE V. EMPLOYEE RIGHTS

Section 1. Rights to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Pursuant to P.E.L.R.A., employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the school district.

Section 3. Request for Dues Check Off: The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its rights to dues check off. Upon receipt of a properly executed authorization card of the employee involved, the school district will deduct from the employee's pay check the dues the employee has agreed to pay to the employee organization in 9 equal installments, beginning with the first pay period in September or the first pay period after the start of employment for new members.

Section 4. Fair Share Fee: In accordance with the P.E.L.R.A., any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85% of the regular membership dues. The exclusive representative shall provide written notice of the fair share fee assessment to the Commissioner, the school district, and to each employee to be assessed the fair share fee.

A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Commissioner, the school district, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The school district shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided, or in the event a challenge is filed, the deductions for a fair share fee shall be held in escrow by the school district pending a decision by the Commissioner, Bureau of Mediation Services ("BMS"), or Court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the school district harmless from and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

Section 5. Personnel Files: Members of the unit upon written request to the supervisor having custody of the file, have the right to review the contents of his or her own personnel file and evaluations. Members of the unit shall have the right to reproduce, at his or her own expense, any of the contents of his or her own file. Each member of the unit shall have the right to submit for inclusion in his or her own file written information in response to any material in the file and such information shall become part of the file.

Section 6. Access to School Facilities: The exclusive representative and its members shall have access to the elementary library and the copier in the reading resource room or the high school library and the copier in the copy room for the purpose of conducting association business up to 9:30 p.m. on days school is in session. The association shall pay the district ten cents per page for copies made on the copier. Employees shall not conduct association business during duty hours without the express prior consent of the superintendent.

ARTICLE VI. RATES OF PAY

Section 1. Rates of Pay: The wages and salaries reflected in the attached Appendix A shall be a part of the agreement for the period commencing July 1, 2015~~7~~ to June 30, 2017~~9~~.

Section 2. Pay Checks: Pay Checks shall be issued to employees on the last work day of each month. In the event the district would convert any other group, certified or non-certified, to twice a month paychecks the district would then convert the unit employees to said schedule.

Section 3. Advancement on Salary Schedule: Employees shall advance on the salary schedule according to the periods of service indicated thereon on July 1st of each year of this Agreement. In the event a successor agreement is not entered into prior to the expiration of this agreement, an employee shall be compensated according to the current rate until a successor agreement is entered into.

Section 4. Beginning Salary: The past experience of a new employee will be evaluated by the Personnel Office who will recommend an appropriate step on the salary schedule. Upon the request of MSEA, its representatives may meet with the Superintendent to discuss any placement at or above Step #3.

Section 5. Pay Rate for Temporary Job: An employee required to fill a higher rate job temporarily shall receive the higher rate of pay after 30 calendar days retroactive to the first day of the assignment. An employee required to fill a lower rate job temporarily shall receive his/her regular rate while on that job

Section 6. Change of Classification: Employees advancing to a position in a higher salary range enter the higher salary range at the rate of the lowest number of Steps which would result in the employee receiving no decrease in rate due to the advancement.

Employees moving to a position in a lower salary range shall not have a reduction in their rate of pay. Experience at the former level shall be granted in the new position. The rate of pay shall be frozen at the previous level until such time as the actual rate of pay determined by the salary schedule exceeds the frozen rate.

Section 7. School Closing: In the event of a late start or early closing the affected employees will be paid for any lost time up to a maximum of 8 hours per year. In the event that more than 8 hours are lost in any given year, the affected employees will be given a reasonable opportunity to make up any lost hours, subject to the appropriate principal's scheduling. This section becomes effective July 1, 2008

Section 8. Longevity: Employees shall receive longevity pay as indicated below:

After 5 years.....	\$5.00 per month
After 10 years.....	\$10.00 per month
After 15 years.....	\$15.00 per month
After 20 years.....	\$20.00 per month
After 25 years.....	\$25.00 per month
After 30 years.....	\$30.00 per month
After 35 years.....	\$35.00 per month

ARTICLE VII. HOURS OF SERVICE

Section 1. Basic Work Week and Year:

Subd. 1. The regular work week, exclusive of lunch, shall be prescribed by the school district each year for regular employees.

Subd. 2. The regular work year shall be prescribed by the school district each year for regular employees.

Section 2. Temporary Employees: The School District reserves the right to employ such personnel whose positions are basically temporary or seasonal in character and are not for more than 67 working days in any calendar year.

Section 3. Lunch Period: Employees shall be provided a duty free lunch period of at least thirty (30) minutes without pay.

Section 4. Overtime: Overtime at time and one - half rate shall be paid for all hours worked in excess of forty (40) hours per week. Overtime shall be approved by the employee's immediate supervisor in advance.

Section 5. Shifts and Starting Time: All employees will be assigned starting time and shifts prior to the first scheduled student day. The district may modify an employee's schedule and assignment by notifying the employee, in writing, 2 weeks prior to the effective date of the modification.

ARTICLE VIII. GROUP INSURANCE

Section 1. Selection: The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Health and Hospitalization Insurance: The school district shall contribute for health and hospitalization insurance a sum not to exceed the following amount for either single or family coverage for all full time bargaining unit employees:
Premium Allowance: \$490.00 per month.

Any additional cost of the premium shall be the responsibility of the employee.

Affordable Care Act Related Implications Note.

In the event this Agreement causes or will cause penalties, fees or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a new Agreement between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District.

Section 3. District's Obligation and Claims against the District: The District's only obligation pursuant to this article is to purchase an insurance policy and pay such amounts as agreed herein. No claims shall be made against the District as a result of denial of insurance benefits by an insurance carrier.

ARTICLE IX. LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Employees shall earn sick leave at the rate of one (1) day of sick leave for every month worked based on the employee's regularly scheduled hours per day. Unused sick leave hours may accumulate to a maximum of 120 days of sick leave per employee. All sick leave accrued prior to the signing of this contract shall be carried over to this contract.

Subd. 2. If an employee is absent on sick leave for one (1) day or more, the School Board may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness or injury, in order to qualify for sick leave. In the event that a medical certificate is required, the employee will be so advised. However, the final determination as to eligibility of an employee for sick leave is reserved to the school district.

Subd. 3. Sick leave allowed shall be deducted from the accrued sick leave hours earned by the employee.

Subd. 4. Pursuant to M.S. 181.9413, employees may use personal sick leave benefits provided by the employer for absences due to an illness of or injury to the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. For the purposes of this section, "child" and "grandchild" includes a stepchild, a step-grandchild, and a biological, adopted, and foster child or foster grandchild.

Subd. 5

A paraeducator/secretary who is unable to work because of serious personal illness or disability and who has exhausted all accumulated paid sick leave and paid vacation, may be eligible to receive up to nine (9) transferred sick leave days in a contract year.

1. The School District will require the paraeducator/secretary to submit, prior to approval or disapproval, a district form, a medical certificate from a licensed physician verifying the serious nature of the illness or disability and the expected duration of the paraeducator's/secretary's condition.
2. Transferred sick leave days cannot be used for conditions associated with normal pregnancy, child birth, or recovery periods.

Paraeducators/secretaries with accumulated sick leave days may elect to transfer one (1) day per contract year, to another paraeducator/secretary of the same negotiating group who has an immediate medical need. Transferred days will be deducted from the total accumulated by the donor paraeducator/secretary. Transfer days must be approved in writing by the Superintendent.

Section 2. Workers Compensation: Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting Worker's Compensation insurance may draw sick leave and receive full salary from the school district. The person's salary shall be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from the person's accrued sick leave.

Section 3. Bereavements/Funeral Leave: Up to 5 days shall be allowed, these days to be deducted from sick leave, for deaths in the immediate family. Immediate family is defined as the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. For the purposes of this section, "child" and "grandchild" includes a stepchild, a step-grandchild, and a biological, adopted, and foster child or foster grandchild. If additional days are needed beyond the five (5) days, the Superintendent has the absolute and final discretion to grant additional days without pay.

Section 4. Child Care Leave:

Subd. 1. Child care leave shall be granted by the School District, subject to the provisions of this section, to one parent of an infant child, provided such parent is caring for the child on a full-time basis.

Subd. 2. An employee making application for child care leave shall inform the superintendent or his designee in writing of his/her intention to take child care leave at least three (3) calendar months prior to the date to begin the leave and the length of leave requested.

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, an employee may utilize sick leave pursuant to the sick leave provisions of this agreement during a period of physical disability. An employee shall not be eligible for sick leave during a period of time covered by child care leave except during a period of physical disability occasioned by pregnancy. A pregnant employee will also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery.

Subd. 4. The school district shall grant a minimum of three (3) months child care leave. The district may, if mutually agreed between the employee and school district, adjust the proposed length, beginning and ending dates, of a child care leave to coincide with some natural break in the school year.

Subd. 5. In making a determination concerning the commencement and duration of a child care leave, the school board shall not in any event be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the employee to return to employment prior to the date designated in the request for child care leave.
3. Grant a leave more than once for any one child.

Subd. 6. An employee returning from child care leave shall be re-employed in a position in which he/she is qualified.

Subd. 7. Failure to return from child care leave pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree to an extension in the leave.

Subd. 8. An employee who returns from child care leave within the provisions of this section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the beginning of this leave. The employee shall not

accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave.

Subd. 9. An employee on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such coverage as the employee wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the employee does not return to the district pursuant to this section. An employee on unpaid leave and continuing to participate in the Group Insurance Plan shall be charged a pro-rated amount based on the number of unpaid leave days divided by the total number of duty days in the duty year times the annual insurance rate.

Subd. 10. Leave under this section shall be without pay or fringe benefits.

Section 5. Jury Duty Leave: An employee called for jury duty shall be compensated for the difference between the employee's pay and the payment received for the performance of jury duty.

Section 6. Medical Leave: A non - probationary employee who is unable to work because of illness or injury and who has exhausted all sick leave credit available may, at the school board's discretion, be granted a medical leave of absence without pay, up to one year.

Section 7. Association Leave: Unpaid leaves of absence will be granted in accordance with Minn. Stat 179A.07, Subd. 6 up to a maximum total for the Union of 20 days per year. A maximum of 2 employees, per building, will be absent under this provision on any one day. MSEA will give the district at least 5 working days written notice in advance of the use of this leave.

Section 8. Unpaid Leave: Requests for ~~extended~~ unpaid leave may be made to the Board of Education. The decision of the Board is absolute and final.

ARTICLE X. HOLIDAYS

Section 1. Paid Holidays:

Subd. 1. Twelve month employees shall be granted the following paid holidays during their normal work year: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Subd. 2. Nine and ten month employees shall be granted the following paid holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day and Christmas Day.

Section 2. School in Session: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Any paid holidays or holiday which falls within an employee's vacation period shall not be counted as a vacation day.

Section 3. Weekends: Holidays that fall on weekends will be observed on a day established by the school district.

Section 4. Application: In order to be eligible for holiday pay, an employee must have worked their last scheduled work day before or after the holiday unless on an excused illness, leave, or on vacation under these provisions.

ARTICLE XI. VACATIONS

Section 1. Eligibility:

Subd. 1. Twelve (12) month employees shall earn paid vacation according to the following schedule:

Years 1-9	10 days
Years 10-19	15 days
Years 20+	20 days

Subd. 2. Less than 12 Month Employees: Employees shall earn vacation days according to the following schedule:

Years 1-9 19	12 days
Years 10-19	2 days
Years 20+	3 days

In the event that the employee does not exercise the option to take the vacation day(s), the district will grant pay for unused vacation days to the employee upon completion of the work year.

Section 2. Application:

Subd. 1. If the employee resigns before completing a full year of service, the employee shall not be entitled to any vacation pay and shall have the salary paid for any vacation days taken deducted from the final check. An employee who has completed at least one (1) year of service shall be entitled to receive the pro - rata pay for unused vacation time provided such employee provides the district with at least two (2) weeks advance notice of the resignation time.

Subd. 2. Any unused vacation will be paid out and not carried over from year to year.

ARTICLE XII. DISCIPLINE, DISCHARGE AND PROBATIONARY PERIOD

Section 1. Probationary Period: An employee under the provisions of this agreement shall serve a probationary period of one full school year of continuous service in the district during which time the school district shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

Section 2. Probationary Period; Change of Classification: In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of 65 working days in any such new classification. During this 65 day period, if it is determined by the school district that the employee's performance in the new classification is unsatisfactory, the school district shall have the right, without recourse to the grievance procedure, to reassign the employee

to his/her former classification. However, during the duration of the 65 day probationary period the employee shall have the right to bring a grievance on any other provisions of the contract, including discharge or discipline, alleged to have been violated.

Section 3. Completion of Probationary Period: An employee who has completed the probationary period may be suspended without pay or discharged only for cause. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

Section 4. Discipline: An employee shall not be discharged, disciplined, reprimanded or reduced in rank or compensation without just cause. An employee has the right to representation in the event of any disciplinary action.

Section 5. Withholding Salary Increase: An individual employee's salary advancement is subject to the right of the school district to withhold salary increases for good and sufficient grounds. An action withholding a salary increase shall be subject to the grievance procedure.

ARTICLE XIII. GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee or a small group of employees and the school district as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. Representative: The employee, administrator, or school board may be represented during any step of the procedure by any person or agent designated by such party to act in the party's behalf.

Section 3. Definitions and interpretations:

Subd. 1. Extension. Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days. Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

Subd. 3. Computation of Time. In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the USPS within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the school district's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within 20 days after the date that the first event giving rise to the grievance occurred. Failure to file any grievance within such period

shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the school district's designee.

Section 5. Adjustments of Grievance: The school district and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following matter:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the school district designee shall give a written decision to the parties involved within 10 days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the superintendent of schools, provided such appeal is made in writing within 5 days after receipt of the decision in Level I. If a grievance is properly appealed to the superintendent, the superintendent or designee shall set a time to meet regarding the grievance within 10 days after receipt of the appeal. Within 5 days after the meeting, the superintendent or designee shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the school board, provided such appeal is made in writing within 5 days after receipt of the decision in Level II. If a grievance is properly appealed to the school board, the school board shall set a time to hear the grievance within 20 days after receipt of the appeal. Within 20 days after the meeting, the school board shall issue its decision in writing to the parties involved. At the option of the school board, a committee or representative(s) of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision.

Section 6. School Board Review: The school board reserves the right to review any decision issued under Level I or Level II of this procedure provided the school board or its representative notify the parties of its intention to review within 10 days after the decision has been rendered. In the event the school board reviews a grievance under this section, the school board reserves the right to reverse or modify such decision.

Section 7. Denial of a Grievance: Failure by the school board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the employee and the school board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request. A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the superintendent within 10 days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required. No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and the appeal provisions.

Subd. 3. Selection of Arbitrator. Upon the proper submission of a grievance under the terms of this procedure, the parties shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the employer and the employee representative are unable to agree on an arbitrator, they may request from the Bureau of Mediation Services a list of 5 names within 10 days after requesting arbitration. The failure to request a list of arbitrators from the BMS within the time period provided herein shall constitute a waiver of the grievance. The parties shall alternately strike names from the list of 5 arbitrators until only 1 name remains. The remaining arbitrator shall hear and decide the grievance. If the parties are unable to agree on who shall strike the first name, the question shall be decided by the flip of the coin.

Subd. 4. Hearing. The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 5. Decision. The decision by the arbitrator shall be rendered within 30 days after the close of the hearing. Decisions by the arbitrator in cases properly before the arbitrator shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided in the P.E.L.R.A. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6. Expenses. Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. In the event that the parties do not mutually agree to share the cost of transcribing or recording the arbitration, the other party may individually and at its own expense order the transcript or recording. If the other party subsequently wishes a copy of the transcript or recording, it shall pay one-half the cost on receipt of the transcript or recording along with reasonable and necessary costs of the copy.

Subd. 7. Jurisdiction. The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel. In considering any issue in dispute, in its order, the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such

operations. The arbitrator shall not have the power to add to, subtract from, or modify in any way the terms of the existing contract.

ARTICLE XIV. VACANCIES, JOB POSTING AND ASSIGNMENTS

Section 1. Posting and Filling Vacancies:

Subd. 1. All permanent vacancies in regular positions or newly - created positions will be posted for a period of five (5) working days prior to filling the vacancy. A copy of all postings shall be provided to the president of the chapter. A permanent vacancy is defined as one anticipated to last more than sixty seven (67) days and consisting of eleven (11) hours or more per week. A permanent job opening will not exist when any incumbent is on vacation, sick leave or other leave of absence. The district shall post extra, temporary jobs which are within the jurisdiction of this bargaining unit.

Subd. 2. Application of Vacancies: All employees covered under this Agreement may submit a written application to the Superintendent for any vacancy or for any new regular position which is posted pursuant to this Article.

Subd. 3. Filling Vacancies: Notice including the name, position and date of hire and step placement, of the candidate selected to fill the vacancy or the new regular position shall be given to the exclusive representative ten (10) working days after ~~the~~ filling ~~of~~ the position.

Subd. 4. The requirement of posting shall apply only to permanent vacancies and newly - created positions. Posting is not required for transfers under Section 2 of this article.

Subd. 5. When school is not in session in the summer, the District shall mail all postings to the President of the local chapter. The posting period shall be five (5) working days from the postmark of the notice.

Section 2. Transfers:

Subd. 1. A transfer shall mean assignment of employees between positions.

Subd. 2. The district or such person (s) as designated by the District shall have the discretion to transfer employees to different positions.

Subd. 3. The district may not transfer an employee to a position with a lower hourly rate of pay without the consent of the employee, provided, however, that the District may make a disciplinary transfer in accordance with Article XII, Section 4, and subject to challenge through the grievance procedure.

Subd. 4. The transfer of an employee shall not be subject to the grievance procedure except that an employee may grieve an involuntary transfer to a position with a lower hourly rate of pay.

Section 3. Reduction in Force and Recall:

Subd. 1. The school district shall establish a seniority list according to job category for use in layoffs and recalls from layoff. Employees shall be laid off in inverse order according to their seniority in their category.

Subd. 2. Employees on layoff shall retain seniority and the right to recall within their category in seniority order for a period of eighteen (18) months after the date of layoff.

Subd. 3. An employee who is being laid off shall be given a written notice of such at least two (2) weeks before the intended layoff. An employee resigning his/her position shall give the school district a written notice at least two (2) weeks prior to leaving.

Subd. 4. All employees on layoff shall be responsible for keeping the school district informed of their addresses and telephone numbers. An employee on layoff who does not report back to work within five days after being notified by certified mail, sent to the employees last known address, will be considered to have resigned and shall lose all further right to recall. The effective notification date for purposes of this article shall be the date of mailing.

Subd. 5. A categorized seniority list containing all employees of the bargaining unit shall be provided to the MSEA on or before October 15 of each year.

Subd. 6. Any person whose name appears on the seniority list and who may disagree with the findings of the school district and the order of seniority in said list shall have ten days from the date of posting to supply written documentation, proof and request for seniority change to the school district. Within ten days thereafter, the school district shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the school district deems warranted. A final seniority list shall thereupon be prepared by the school district, which list as revised shall be binding on the school district and the employees. Each year thereafter the school district shall cause such seniority list to be updated to reflect any addition, deletion or the cessation of services or new employees. Such yearly list shall govern the application of the reduction in force policy until thereafter revised.

Subd. 7. A copy of the initial and revised lists shall be provided to the president of the chapter. It is the mutual goal of MSEA and ISD #162 that the seniority list be accurate and to that goal will mutually agree to correct any typographical errors.

Subd. 8. The following list shall represent the categories to be used in interpreting Article XIV:

1. ~~Paraprofessionals~~ General Paraeducators
2. Highly Qualified Paraeducators
3. Secretaries

ARTICLE XV. MISCELLANEOUS

Section 1. Severance Pay: Any employee whose employment with the District is terminated (for other than just cause) shall qualify for severance pay. Severance pay shall be calculated by taking 35% of the employee's accumulated sick leave hours times his/her hourly rate of pay at the time of termination of employment. In the event of the employee's death, the employee's beneficiary shall receive the amount which the employee would have received.

Section 2. Meet and Confer: The designees of the school board and MSEA will meet and confer at mutually agreeable times to discuss items of mutual concern other than issues relating to terms and conditions of employment.

Section 3. Definition of Terms:

- A. 12 Month Employees-Employees who work January-December
- B. 10 Month Employees-Employees whose work year is longer than the school term but less than 12 months.
- C. 9 Month Employees-Employees whose work year is the same length as the school term.
- D. Full Time Employees-Employees whose work year includes at least 2080 hours.
- E. Part Time Employees-Employees whose work year is less than 2080 hours.
- F. Pro-rate, Pro-rata-This refers to the percentage of 2080 hours that a part time employee works and is referred to in the body of the contract.

Section 4. School Lunches: All bargaining unit employees shall receive 12 free school lunches per year. The equivalent cost of 12 lunches will be credited to the employee's family or individual account. There is no "cash out" option for this District benefit.

APPENDIX A

<u>JOB CLASSIFICATION</u>	<u>STEP #</u>	<u>2015-2016</u> <u>2017-2018</u>	<u>2016-2017</u> <u>2018-2019</u>
GENERAL	1	\$10.00	\$10.85
PARAEDUCATOR	2	\$10.67	\$11.52
	3	\$11.34	\$12.19
	4	\$11.86	\$12.71
	5	\$12.96	\$13.81
PARAPROFESSIONAL	1	\$11.28 12.58	\$11.73 13.43
HIGHLY QUALIFIED	2	\$11.9713.27	\$12.4214.12
PARAEDUCATOR	3	\$12.6313.93	\$13.0814.78
	4	\$13.1514.45	\$13.6015.30
	5	\$14.4115.71	\$14.8616.56
SECRETARY	1	\$12.8314.13	\$13.2814.98
	2	\$13.5014.80	\$13.9515.65
	3	\$14.2315.53	\$14.6816.38
	4	\$14.8816.18	\$15.3317.03
	5	\$15.9817.28	\$16.4318.13

IN WITNESS THEREOF, the parties have executed this Agreement as follows:

For MSEA

For I.S.D. # 162

Date _____

Date _____

709 STUDENT TRANSPORTATION SAFETY POLICY
Board Revised: July 17, 2017

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership. **This policy will be posted in the student handbooks, on the School District website, and will be discussed during the fall open houses.**

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus,

and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education. **Curriculum materials can be reviewed at the School District's Transportation Office/School Office. Transportation safety education curriculum shall be part of the District curriculum review cycle.**
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.

B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. **Serious misconduct may be reported to local law enforcement.**

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus, **on the School District's website, and in the student handbooks.** If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.

- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) If the student chooses to break a rule:

1st offense – The **bus driver** will use regular processes to correct the behavior such as verbal reprimand, assign the student to a different seat, and/or talk to the parents/**guardians** about the situation.

(Please note! All written referrals will be signed by the Transportation Director.)

2nd offense – If the same situation persists or more develop, the **bus driver** will fill out a warning slip noting the problem. Give one copy to the student, **transportation director and the school office**, call the parent/**guardian** as soon as possible to verify that the student took the warning slip home and call the transportation director be sure to warn the student and the parent/**guardian** that continued problems will result in the student losing his bus riding privileges. Drivers must follow these set guidelines

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to suspend riding privileges.

3rd offense – One school-day suspension from riding the bus. If the problem behavior continues, the **bus driver** notifies the student that he/she may not ride the bus the following day. This is done by written notice also. ~~You~~ **The bus driver** must contact ~~both~~ the parent, ~~and~~ the transportation director, ~~and~~ a school building administrator, as soon as possible. If the parent cannot be contacted, the student shall be allowed to ride the bus **for a maximum of 1-additional route or day, until while** the parent is contacted. Sometimes this means that you may have to make a trip to the student's home after your route. You may not let any child off from the bus at any other spot but their own home unless you have had directions from their parent/**guardian** or the transportation director to do so. If you brought them to school in the morning, you must deliver them home at night, unless instructed to do otherwise.

4th offense – three **to five** school-day suspension from riding the bus, **depending on the severity of the infraction.** ~~If the problem behavior continues,~~ **Working collaboratively, the transportation director and a building administrator, the bus driver notifies will meet with the student and the parent/guardian, in an effort to resolve the problem and administrate the bus suspension. that they may not ride the bus for three days. A** written notice is ~~again~~ given to the ~~student~~ **parent/guardian, the transportation director and the school administrator.** ~~The parent and transportation director are contacted and a meeting will be held with the bus driver, the student, the transportation director and the parent in an effort to resolve the problem. The student will not be allowed to ride a bus again until after the parent/guardian meeting.~~

5th offense – two-week suspension from riding the bus. **Working collaboratively, the transportation director and a building administrator, will meet with the student and the parent/guardian, in an effort to resolve the problem and administrate the two-week bus suspension. A written notice is given to the parent/guardian, the transportation director and the school administrator. The student will not be allowed to ride a bus again until after the parent/guardian meeting. If the problem behavior persists,** ~~the bus driver notifies the student that he/she may not~~

~~ride the bus for two weeks by written notice. The parent and transportation director are contacted and a meeting will be held with the bus driver, the student, the transportation director and the parent in an effort to resolve the problem. The driver~~ **building administrator** will ~~now~~ notify the Superintendent of schools if a two-week privilege is lost. **bus suspension is being imposed.**

6th offense – Off the bus ~~pending loss of privileges~~ **for a minimum of three-weeks up to the remainder of the school year. The bus driver, the transportation director, and a building administrator, will conduct a meeting with the student and the parent/guardian, to discuss the loss of riding privileges and the duration of the suspension. The student will not be allowed to ride a bus again until after a parent/guardian meeting has been held following the suspension.** ~~If the problem behavior continues, the bus driver notifies the student with a written notice that they may not ride the bus pending the loss of privilege for the rest of the year. The parent and transportation director are contacted and a meeting will be held with the driver, student, parent and transportation director to discuss the loss of privilege. The Superintendent of schools shall be notified that the student has lost the riding privilege.~~ **by a building administrator if a bus suspension is being imposed.**

Severe Clause: Students will be suspended immediately off the bus for ~~being insubordinate, fighting, destroying property or any other~~ behavior deemed severe by the bus driver **and the transportation director or a building administrator.** ~~Severe behavior will activate step four of the preceding discipline procedure.~~

5. Guidelines for bus discipline

- a. The transportation director may override a decision made by the bus driver.
- b. If the parent cannot be contacted, the student shall be allowed to ride the bus **for a maximum of 1-additional route or day, until while** the parent is contacted.
- c. When circumstances require a student to ride home on a bus other than the one to which he/she is regularly assigned, written parental permission or a pass from the office is required.
- d. If a student is removed from the bus as a result of his/her behavior, the parents will be required to provide transportation to

and from school during the entire period of removal from a bus. The removal applies to all regular, spectator and activity buses.

- e. At each step when a student loses bus riding privileges, a written record will be made of the incident with copies to the student, **parent/guardian**, transportation director and **a building administrator**. ~~parent~~. Such record will include as many details as possible. Details to include are: time, bus number, regular or special route, names, date, specific behavior, students in the area, action taken, result of the phone call to the parent and other pertinent information.

6. Things for the bus drivers to watch out for

- a. Be sure you clearly say what you want students to do. Avoid the words “behave”, “straighten up” and “settle down”. Use a command that they cannot twist around like “sit down”, “stop throwing things”, “keep your hands to yourself”, “move to the front set”, etc. Be sure you do what you say. If you said that a student has been warned issue the written note and contact the parents. Don’t make idle threats. Be sure you are acting on first hand and complete information. Take action on what **you** see and not on what someone else told you or thought. Act on what you believe is right in a given situation. Your judgment should be used in gray areas. **You are responsible for the discipline on your bus!**
- b. If a student has been denied riding privileges due to severe behavior, the transportation director may move to any level as a result of the conference in step three and assign appropriate penalties.
- c. If a parent wants to comment on a situation on the bus they should use the following steps:

1st Step – Go to the bus driver and try to resolve the problem.

2nd Step – Go to the transportation director and try to resolve the problem.

3rd Step – Go **to the school building administrator** and try to resolve the problem.

4th Step – Go to the Superintendent and try to resolve the problem.

4th 5th Step – Go to the transportation committee of the

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Board to try and resolve the problem.

5th 6th Step – Go to the Board of Education to try and resolve the problem.

(2) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(3) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the Department of Public Safety in accordance with state and federal law.

(4) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. ~~Failure to pay such damages will result in the fees to be placed on the student's senior bill.~~

(5) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus, **the student handbooks and district web-site. School bus rules will be discussed at the school building's open house.**

(6) Criminal Conduct

In cases involving criminal conduct, **including but not limited to;** ~~(for example,~~ assault, weapons, drug possession, or vandalism), ~~the appropriate school district~~

personnel and **will be reported to** local law enforcement officials. ~~will be informed.~~

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with a type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or

jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a “serious traffic violation” means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
2. reckless driving;
3. improper or erratic traffic lane changes;
4. following the vehicle ahead too closely;
5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
6. driving a commercial vehicle without obtaining a commercial driver’s license or without having a commercial driver’s license in the driver’s possession.

- D. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver’s license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person’s employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a Minnesota commercial driver’s license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person’s employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a

minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.
2. All school bus drivers shall be required to attend in-service training as requested by the transportation director and the school district administration. Training may include but is not limited to; crisis intervention protocols, de-escalation techniques, trauma and socio-emotional awareness, students with disabilities and special needs, behavior interventions and individual education plans.
3. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers and type III drivers will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;

4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog, wireless, or digital

telephone capable of sending or receiving telephone or text messages without an access line for service.

7. In the event a child is left unattended on a bus resulting from the failure of a driver to perform the post-route walk-through, the driver will be suspended without pay for a minimum of ten days. The district reserves the right to increase the severity of the discipline, up to and including possible termination of employment, dependent upon the results of the investigation of such an incident. A second infraction will result in termination of employment.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not

load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. A type III vehicle must contain at least three red reflectorized triangle road warning devices. Liquid burning "pot type" flares are not allowed.
 - d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Class D Driver's License

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pretrip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a

designated turn lane;

- (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in “park” during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- (9) compliance with paragraph V.F. concerning reporting convictions to the employer within ten days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
- e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
- g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent

law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.

- h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
 - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

- 1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts

for the school bus and is not solely hired to provide transportation services under this paragraph.

- b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
- 2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
 - 3. A school bus operated under this section must bear a current certificate of inspection.
 - 4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures

in the event of a crash (accident).

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.
- E. Bagley Public Schools will be on a ten-year school bus purchase rotation schedule with the exception of the multi-needs bus which will remain on an eight-year rotation schedule. Busses that do not meet safety and maintenance requirements will be rotated at the discretion of the Director of Transportation

and approval by the Board of Education.

X. Transportation for In-Town Students

Students in Kindergarten through fifth grade have first priority for transportation if the bus becomes full. Parents of sixth through twelfth grade students are required to sign a permission form, developed by the Transportation Director, before students are allowed to ride the bus.

XI. Religious Release Time Transportation

Bagley Public School busses may transport students to and from Religious Release Time classes. In return, participating churches will agree to pay Independent School District 162 for the true and accurate costs for the provided transportation services. (Ex. Bus use fees, bus driver salary, and etc.)

The local ministerium and/or participating churches will remain responsible for paying the annual bus inspection fees and bus driver drug testing costs as required by the MN Department of Transportation.

Bagley Public School busses, or any school vehicle, will not be rented outside of the district for any purpose other than Religious Release Time.

XII. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

Board Adopted: August 15, 2011

Board Revised: ~~June 6, 2016~~ 2017

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and ~~the federal No-Child-Left-Behind Act~~ law and are aligned with creating the world's best workforce.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
 - 1. ~~student performance on the National Assessment of Educational Progress where applicable;~~
 - 2. the size of the academic achievement gap and rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options including concurrent enrollment, ~~other statutorily recognized rigorous~~ courses of study or industry certification courses or programs and enrichment experiences by student subgroup;
 - 3. student performance on the Minnesota Comprehensive Assessments;
 - 4. high school graduation rates; and

5. career and college readiness under Minn. Stat. § 120B.30, Subd. 1.
- F. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.
 - G. “Experiential learning” means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce and includes the following:
 1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all nine student categories identified under the federal 2001 No Child Left Behind Act and two student gender categories of male and female;
 2. a process ~~for assessing and evaluating~~ to assess and evaluate each student’s progress toward meeting state and local academic standards, ~~assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups,~~ and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
 3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, ~~students’ access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minn. Stat. § 120B.35, Subd. 3(b)(2),~~ and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5;
 4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

5. a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
6. education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and;
7. an annual budget for continuing to implement the school district plan.

B. School district site and school site goals shall include the following:

1. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.* These skills include the following:

[*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Rehabilitation Act Section 504 Accommodation plan.]

- a. reading, writing, speaking, listening, and viewing in the English language;
 - b. mathematical and scientific concepts;
 - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
 - d. creative and critical thinking, decision making, and study skills;
 - e. work readiness skills;
 - f. global and cultural understanding.
2. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
 - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;
 - c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;

- e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
3. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the performing arts.
4. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
- a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.
5. Students will be given the opportunity to acquire human relations skills necessary to:
- a. appreciate, understand, and accept human diversity and interdependence;
 - b. address human problems through team effort;
 - c. resolve conflicts with and among others;
 - d. function constructively within a family unit;
 - e. promote a multicultural, gender-fair, disability-sensitive society.

C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness,

phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.

1. The school district shall identify, before the end of kindergarten, grade 1, and grade 2, students who are not reading at grade level before the end of the current school year. Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment.
2. At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:
 - a. student's reading proficiency as measured by a locally adopted assessment;
 - b. reading-related services currently being provided to the student; and
 - c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.
3. For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students' cultural connections.

603 CURRICULUM DEVELOPMENT

Board Adopted: August 15, 2011

Board Revised: ~~June 6, 2016~~ 2017

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area. Please refer to Bagley School District Curriculum Review Cycle.
- B. Building principals will set up a process by which curricular site teams will work collaboratively to review research best practices and make curricular recommendations for adoption and acquisition. The building principals will also lead a process for staff curriculum writing, embedding state standards and creating a school district curriculum map for each curricular area under review. The K-12 curriculum maps will be posted to the school district website upon completion.
- C. A district curriculum advisory committee shall provide assistance when needed at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, **and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.**
- D. Within the ongoing process of curriculum development, the following needs shall be addressed:
 1. Provide for articulation of courses of study from kindergarten through grade twelve.

2. Identify minimum objectives for each course and at each elementary grade level.
 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives. See school district "Curriculum Review Cycle".
 4. Provide a program for ongoing monitoring of student progress.
 5. Provide for specific, particular, and special needs of all members of the student community.
 6. **Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.**
 7. Integrate required and elective course standards in the scope and sequence (mapping) of the district curriculum.
 8. Meet all applicable requirements of the Minnesota Department of Education and the ~~No Child Left Behind Act~~ federal law.
- E. It shall be the responsibility of the superintendent to keep the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and to periodically present recommended modifications for school board review and approval.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

612.1 DEVELOPMENT OF PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS

Board Adoption: June 20, 2016

Board Revised: 2017

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public or private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

II. GENERAL STATEMENT OF POLICY

- A. ~~It is the~~ The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the ~~involvement of those parents~~ engagement of parents and families in its Title I programs.
- B. ~~It is the~~ The policy of the school district to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written ~~parental involvement~~ parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to, parents and family members of participating children a written ~~parental involvement~~ parent and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for ~~parental~~ meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the ~~process of school review and improvement~~ development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective ~~parental~~ parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;

- C. ~~Build the schools' and parents' capacity for strong parental involvement;~~
- D. Coordinate and integrate ~~parental involvement~~ parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs ~~under other programs, such as Focus Strategies, Head Start, Early Reading First, Even Start, the Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, and state-administered preschool programs;~~
- E. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the ~~parental involvement~~ parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, ~~and, particularly, with~~ parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy ~~or English proficiency,~~ or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;
- F. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level ~~parental involvement~~ parent and family engagement policies; and
- G. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each Title I school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents and family members of participating children a written ~~parental involvement~~ parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of ~~parental involvement~~ parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 2. Offer a flexible number of meetings, ~~such as meetings in the morning or evening, and may provide with Title I funds~~ transportation, child care, or home visits, as such services relate to parental involvement;
 3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the parental involvement programs, including the ~~planning, review, and improvement of the school parent and family engagement school-parental involvement~~ policy and the joint development of the school-wide program plan, ~~unless the school already has a program for involving parents in the planning and design of its programs that would adequately involve parents of participating children~~ except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children;
 4. Provide parents of participating children with: timely information about Title I programs; ~~a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards;~~ if requested by parents, opportunities for regular meetings to formulate suggestions, ~~share experiences with other parents~~ and to participate, as appropriate, in decisions relating to ~~the education of their child's education;~~ children, and ~~to~~ respond to any such suggestions as soon as practicably possible; and
 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 2. Describe the ways each parent will be responsible for supporting his or her child's learning ~~by monitoring school attendance and homework completion, monitoring television watching,~~ volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
 3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
 - d. ~~Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand.~~
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 2. Provide materials and training to assist parents in working with their children to improve their children's achievement, ~~such as including coordinating necessary~~ literacy training and using technology, as appropriate, to foster parental involvement;
 3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and

school;

4. Coordinate and integrate parental involvement programs and activities with ~~Focus Strategies, Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool programs, and other programs,~~ other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
 5. Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent ~~home to the parent of participating children~~ in a format and, ~~to the extent practicable,~~ in a language the parents can understand; and
 6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
 2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in ~~school-related~~ meetings and training sessions;
 4. Train ~~and support~~ parents to enhance the involvement of other parents;
 5. Arrange meetings at a variety of times or ~~have conduct~~ in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental ~~opportunities for~~ involvement and participation in school-related activities;
 6. Adopt and implement model approaches to improving parental involvement;

7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of ~~parental involvement~~ **parent and family engagement**, the school district and schools, ~~to the extent practicable~~, will provide ~~full~~ opportunities for the **informed** participation of parents ~~with and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), limited English proficiency or with disabilities~~, including providing information and school ~~profiles reports~~ in a format ~~and, to the extent practicable, in a language and form~~ that is understandable by the parents.
- F. The school district and each school shall ~~assist~~ **inform** parents and parent organizations ~~by informing such parents and parent organizations~~ of the existence ~~and purpose~~ of ~~such centers~~ **family engagement in education programs**.

The policies will be updated periodically to meet the changing needs of parents and the school.

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

Board Adopted: February 3, 2014

Board Revised: ~~June 20, 2016~~ 2017

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals
 - 1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are

the graduation and education standards contained in the Minnesota Academic Standards and ~~the No Child Left Behind Act~~ federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee).

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

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

[Insert Local Cycle in this space]

- C. Implementation of Graduation Requirements

1. The school board shall appoint a Graduation Standards Implementation Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. The Graduation Standards Implementation Committee *[will/will not]* be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

[Note: The Graduation Standards Implementation Committee may be comprised of an existing committee such as the Advisory Committee for Comprehensive Continuous Improvement of Student Achievements. Regardless of whether a new committee or an existing committee is utilized, the committee should be comprised of representatives of the community, including equal representation from school board members,

students, parents, teachers, representatives of local businesses, and representatives of the community at large. Among these members should be individuals who are able to represent the needs of students throughout the district including students with special needs.]

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Graduation Standards Implementation Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Graduation Standards Implementation Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement

1. By ~~_____~~ **October 1** of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation

Standards;

- b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
- c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
- d. Advising the school board about development of the annual budget.

3. The Advisory Committee shall meet the following criteria:

- a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
- b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
- c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
- d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.

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

- a. The Director of Curriculum (or similar educational leader)
- b. Principal
- c. School Board Member

- d. Student Representative
- e. One teacher from each building or instructional level
- f. Two parents from each building or instructional level
- g. Two residents without school-aged children, non-representative of local business or industry
- h. Two residents representative of local business or industry
- i. District Assessment Coordinator (if different from “a.” above)

[Note: This Advisory Committee composition is a model only.]

5. Translation services should be provided to the extent appropriate and practicable.

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

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

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

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

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

E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward **Literacy by Grade 3**, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district,

by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency **and efforts to equitably distribute diverse, effective, experienced, and in-field teachers**, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

BRUSTAD LAND SURVEYING

AMANDA J. BRUSTAD, MNLS 47934

PO BOX 567, BAGLEY, MN 56621 - (218) 694-5280

August 1, 2017

Steve Cairns, Superintendent
Bagley School District #162
202 Bagley Ave NW
Bagley, MN 56621

RE: Three (3) Survey Estimates

Steve,


Enclosed are the three (3) Survey Estimates you requested.

1. Stake New Fence Location: \$250 (LUMP SUM)
2. Survey the Clearwater Co Ag So Property: \$1,000 (NOT TO EXCEED)
3. Survey the ISD Property: \$2,000 (NOT TO EXCEED)

Please feel free to call if you have any questions.

I realize these are three separate projects so please review each one and if/when it is decided to proceed please sign and return each letter to Brustad Land Surveying, PO Box 567, Bagley MN 56621. Thank you for considering Brustad Land Surveying for your surveying needs.

Sincerely,

 _____, Date: 8/1/17

Amanda J. Brustad, BRUSTAD LAND SURVEYING
Minnesota Licensed Land Surveyor, MNLS 47934

BRUSTAD LAND SURVEYING

AMANDA J. BRUSTAD, MNLS 47934

PO BOX 567, BAGLEY, MN 56621 - (218) 694-5280

August 1, 2017

Steve Cairns, Superintendent
Bagley School District #162
202 Bagley Ave NW
Bagley, MN 56621

RE: **Estimate #1** – Staking out a New Fence location, along the MN State Highway 92 right-of-way, beginning on the north side of the Main School Entrance to the south side of the Bus Entrance (approximately 500 feet).

After researching the available survey information in the area, Brustad Land Surveying has arrived at the following estimate:

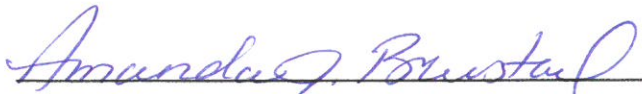
\$250 – LUMP SUM – Surveying Services to include:

- Set Lathe at approximately Ten (10) foot intervals along the MN92 right-of-way in the area described above.

At this time, my schedule would allow me to start within three (3) weeks of notification to proceed. Please feel free to call if you have any questions.

If you would like me to proceed, please sign this letter in the space provided and return to Brustad Land Surveying, PO Box 567, Bagley MN 56621. Thank you for considering Brustad Land Surveying for your surveying needs.

Sincerely,

 _____, Date: 8/1/17

Amanda J. Brustad, BRUSTAD LAND SURVEYING
Minnesota Licensed Land Surveyor, MNLS 47934

_____, Date: _____
Responsible Party

BRUSTAD LAND SURVEYING

AMANDA J. BRUSTAD, MNLS 47934

PO BOX 567, BAGLEY, MN 56621 - (218) 694-5280

August 1, 2017

Steve Cairns, Superintendent
Bagley School District #162
202 Bagley Ave NW
Bagley, MN 56621

RE: **Estimate #2** – A Boundary Survey of the Clearwater Co Ag Society property in Section 30 of Copley Township (T147N R37W) in Clearwater County. (PID: 23.020.0100) This Property includes portions of the School Parking Lot and the Old High School Track.

After researching the available survey information in the area, Brustad Land Surveying has arrived at the following estimate:

\$1,000 – Surveying Services to include:

- Locate Government Section Corners needed to compute the Boundary
- Find/Set the Boundary Corners
- Provide a Certificate of Survey showing the above information

*This is an Estimate **NOT TO EXCEED** by 20% without consultation or notification with you. Brustad Land Surveying does allow for minor unexpected developments in this estimate. Therefore, the final cost of these surveying services could be below the estimate. Brustad Land Surveying will only charge for the work and expenses needed to perform the above surveying services.*

At this time, my schedule would allow me to start within three (3) weeks of notification to proceed. Please feel free to call if you have any questions.

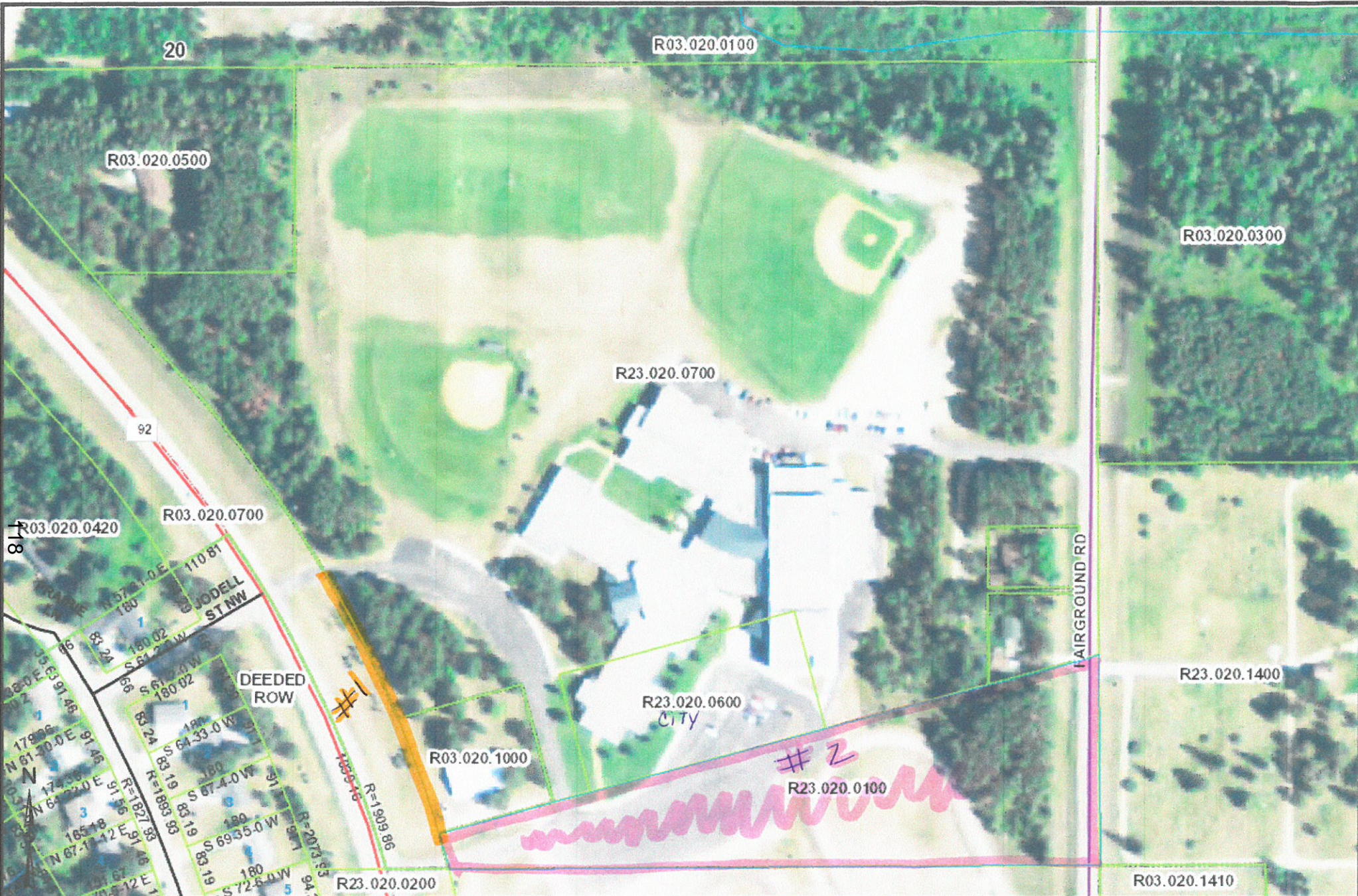
If you would like me to proceed, please send **\$250 (25% down)** and sign this letter in the space provided and return to Brustad Land Surveying, PO Box 567, Bagley MN 56621. Thank you for considering Brustad Land Surveying for your surveying needs.

Sincerely,

Amanda J. Brustad, Date: *8/1/17*

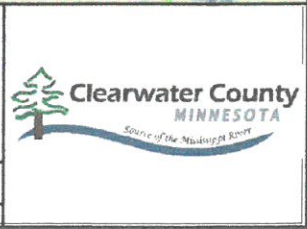
Amanda J. Brustad, BRUSTAD LAND SURVEYING
Minnesota Licensed Land Surveyor, MNLS 47934

_____, Date: _____
Responsible Party



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

<h2>Pie Piece 20-147-37</h2>	
1:2,500	Date: 7/26/2017
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.	



BRUSTAD LAND SURVEYING

AMANDA J. BRUSTAD, MNLS 47934

PO BOX 567, BAGLEY, MN 56621 - (218) 694-5280

August 1, 2017

Steve Cairns, Superintendent
Bagley School District #162
202 Bagley Ave NW
Bagley, MN 56621

RE: **Estimate #3** – A Boundary Survey of your property in Section 20 of Copley Township (T147N R37W) in Clearwater County. (PID: 23.030.2000) This Property is in the area between the Industrial Park and the New Cenex Store.

After researching the available survey information in the area, Brustad Land Surveying has arrived at the following estimate:

\$2,000 – Surveying Services to include:

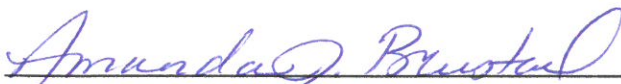
- Review the Current Deed(s) of the Property along with the Adjoining Deeds. There may be some minor discrepancies in the wording of the deeds that may need to be resolved.
- Locate Existing Survey Monuments in the area needed to compute the Boundary
- Find/Set the Boundary Corners
- Provide a Certificate of Survey showing the above information

*This is an Estimate **NOT TO EXCEED** by 20% without consultation or notification with you. Brustad Land Surveying does allow for minor unexpected developments in this estimate. Therefore, the final cost of these surveying services could be below the estimate. Brustad Land Surveying will only charge for the work and expenses needed to perform the above surveying services.*

At this time, my schedule would allow me to start within three (3) weeks of notification to proceed. Please feel free to call if you have any questions.

If you would like me to proceed, please send **\$500 (25% down)** and sign this letter in the space provided and return to Brustad Land Surveying, PO Box 567, Bagley MN 56621. Thank you for considering Brustad Land Surveying for your surveying needs.

Sincerely,

 _____, Date: 8/1/17

Amanda J. Brustad, BRUSTAD LAND SURVEYING
Minnesota Licensed Land Surveyor, MNLS 47934

_____, Date: _____

Responsible Party

