

MEMO TO: Board of Education
TOPIC: Special School Board Meeting
FROM: Steve D. Cairns, Superintendent
DATE: August 23, 2017

A Special School Board Meeting of the Board of Education will be held August 29, 2017 at 7:30 AM in the High School Room 101.

Agenda

1. CALL TO ORDER

A. Pledge - Chairman Broden

2. SCHOOL BOARD ACTION

A. Staffing

- 1) Hire - Wensedai Goldstein as Head of Transportation 2
- 2) Hire - Cole Kortan as a bus driver
- 3) Resignation - Allen Rusch, bus driver

3. ADJOURNMENT

BAGLEY PUBLIC SCHOOLS

Independent School District #162

Bagley, Minnesota

Updated 8/21/17

POSITION TITLE: Head of Transportation

POSITION PURPOSE: The Head of Transportation supervises, evaluates and determines schedules of the Mechanic, and all Bus Drivers. The Head of Transportation is in charge of the bus garage, all school district busses and vehicles, safety, bus discipline reporting, and maintenance and ordering of supplies and parts.

TRAINING OR EXPERIENCE:

High School Diploma or higher degree

Experience running a shop, including diesel and gas buses, vans, cars, and equipment.

CDL with school bus endorsement

ANNUAL CONTRACT LENGTH: 210 days, 8 hours per day

IMMEDIATE SUPERVISOR: Superintendent of Schools

DUTIES AND RESPONSIBILITIES:

1. Supervise mechanic and all bus drivers and set duty assignments and schedules.
2. Schedule all bus routes, special trips and assign drivers.
3. Schedule all substitute bus drivers, driver vacations, personal leave, and submits all transportation department reports and documentation to the district office.
4. Drive bus when necessary.
5. Schedule and conduct new driver training.
6. Schedule and conduct annual driver training and professional development activities.
7. Driver license checks.
8. Schedule student bus evacuations.
9. Complete background checks.
10. Bid new buses and other school vehicles and make recommendations for purchase to the Superintendent.
11. Notify drivers of random drug and alcohol testing.
12. Responsible for monthly and annual reports to district office and MNDOT.
13. Serve as on-call emergency contact during non-working hours.
14. Perform snow removal when called in to assist.
15. Sign-off on all bus discipline reports, review bus videos with drivers, contact parent/guardians, and refer student bus behavior problems to appropriate administrators for corrective action regarding suspensions. (Follow Board Policy# 709).
16. Maintain the facilities and grounds including; the ALP building, parking lot, and bus garage.

17. Responsible for ordering and maintaining supplies and equipment and estimating costs for repairs.
18. Authorizes purchases made by mechanic.
19. Keep accurate maintenance records on all vehicles!
20. Responsible for compliance of a clean, safe and orderly shop and ALP facility.
21. Assist Superintendent in determining road and driving conditions during inclement weather and predicting school delays and cancellations.
22. Follow all OSHA, Federal and State Safety Standards for shop and vehicle operations.
23. Take care of bus/vehicle break downs on the road or tow back to the bus garage during regular, after hours or on weekends.
24. Flag traffic for school busses at 3:00 p.m. when necessary.
25. Respond to emergencies and accidents when involving District transportation. Report to MN State Patrol and Local Emergency Services as required.
26. Conduct at least one annual evaluation of the mechanic and all bus drivers using the current MNDOT evaluation form.
27. Make recommendations to the Superintendent as to the evaluation of the mechanic and bus drivers.
28. Make recommendations to the Superintendent to hire or fire the mechanic and bus drivers, and promote advancement and status changes.
29. Consults with Superintendent/Administration about reports that must be maintained by the School District as required by MNDOT, OSHA, Fire Marshal, MDE, Workmans Compensation Safety Recommendations and other consultants related to the District Transportation Department.
30. Assure building security by locking/unlocking doors at appropriate times, recognizing and correcting unsafe security conditions or reporting condition to appropriate personnel or authorities.
31. Maintain building inventory, hazardous material inventory, Material Safety Data Sheets (MSDS), custodial work requests and building work requests.
32. Is the School District authorizer and contact person for Como Oil and Propane services.
33. Responsible for monthly and annual reports to the School District office.
34. Perform other duties as assigned.

PHYSICAL DEMANDS: While performing the duties of the job, the employee is regularly required to stand, walk, use arms, hands and fingers, talk, hear, and smell. The employee is frequently required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasional lift and/or move over 100 pounds.

**BAGLEY PUBLIC SCHOOL POLICY
Head of Transportation Work Agreement
July 1, 2017 through June 30, 2019**

1. Salary: 2017-2018 \$44,440 2018-2019 \$45,369

\$1,000 for each of the first four years will be reduced from the salary of a new employee. (Year 1 – reduction of \$4,000; Year 2 – reduction of \$3,000; Year 3 – reduction \$2,000; Year 4 – reduction \$1,000).

2. Annual Contract Length:

- a. 8 hours per day for 210 days.
- b. Any hours beyond 40 to be used as comp time and must be preapproved by the Superintendent.
- c. Must maintain a CDL license and bus driver’s endorsement.

3. Insurance/403b Allowance:

The School District shall provide an allowance of \$7,900 for 2017 through 2019, to purchase insurance from the School District providers, covering Health and Hospitalization, and/or Long-Term Disability Insurance, and/or to provide a district matching contribution equal to the contribution of the Head of Transportation, up to \$1,750 to a District approved 403(b) plan. The Head of Transportation must minimally purchase the District’s Minimal Value Health Insurance Plan or provide proof of health insurance coverage under a spouse’s family plan, prior to assignment of the allowance. Any excess costs for insurance, above the allowance, shall be the sole responsibility of the Head of Transportation.

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.

4. Sick Leave: 10 days annually accumulative to 120 days. 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.

5. Personal Leave: 2 days per year. No carryover days.

6. Holidays: The Head of Transportation shall be granted the following paid holidays:

New Year's Day	President's Day	Good Friday	
Memorial Day	Labor Day	Thanksgiving Day	Christmas Day

In order to be eligible for holiday pay, the 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.

7. Physicals: The Head of Transportation is required to maintain his/her current bus endorsement. 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.

8. Problem Resolution: In the event the Head of Transportation believes there is a basis for a problem, he/she should initially discuss the problem with the Superintendent. If the problem remains unresolved, the employee may refer the problem to the Board’s Negotiating Committee. If the problem is not solved at that point the employee has the right to address the problem to the full School Board for final resolution.

9. Severance Pay: 30% of accrued sick leave upon resignation or retirement in good standing as determined by the School Board. In the event of the employee's death, the employee's beneficiary shall receive the amount which the employee would have received. The benefit is payable only after 5 years of continuous employment.

10. Uniform Allowance: Head of Transportation is allowed to receive 4 new uniform shirts each year.

11. Professional Dues & License Fees: Professional dues and license fees will be paid as approved by the Superintendent.

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

Head of Transportation

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

School Board Clerk