

MEMO TO: Board of Education
TOPIC: Regular School Board Meeting
FROM: Steve D. Cairns, Superintendent
DATE: January 31, 2018

A Regular School Board Meeting of the Board of Education will be held February 5, 2018 at 7:30 PM in the High School Room 101.

Agenda

1. SCHOOL BOARD ACTION

2. CALL TO ORDER

A. Pledge - Chairman Broden

3. PREVIEW OF AGENDA

During this time any board member may pull any item(s) from the Consent Agenda

4. ADDITIONS TO THE AGENDA

A. One Act State Competition Overnight Trip 4

B. Dance State Competition Overnight Trip 6

5. CONSENT AGENDA

A. Minutes - January 16 8

6. COMMUNICATIONS

A. Enrollment 12

B. By Proclamation of Governor Mark Dayton January 22-26, 2018 has been designated as Paraprofessional Week - Thank you to the Bagley Paras who play an important role in the lives of our students. Paras have many roles including providing support for instruction for both group and individual students, student activities and many other tasks.

C. MSBA Conference Update - Adam Broden & Superintendent Cairns

7. STUDENT INPUT AND RECOGNITION

A. Athletes of the Week

1) January 17

Jackson Ford (Fr., Boys Basketball)

Conner Lien (7th grade, Boys Basketball)

Cole Derby (So., Boys Basketball)

Carly Lewis (Jr., Girls Basketball)

Kylli Anderson (So., Girls Basketball)

2) January 24

Shane Olson (7th grade, Boys Basketball)

Kyra Frank (Fr., Girls Basketball)

Tiffany Gerbracht (8th grade, Dance)

Sarah Pullins (8th grade, Dance)

Ellie Bonik (8th grade, Dance)

3) January 31

Remington Aufforth (Fr., Boys Basketball)

Madisen Strandlien (Sr., Dance Team)

B. Congratulations to the cast, crew and director of "Anatomy of Gray" for their first place award at the Section 8A One Act Play competition. They will now perform this Friday at the State One Act Play Festival in St. Paul at the O'Shaughnessey Auditorium.

C. Congratulations to the Varsity Dance Team! They advanced to the State Tournament with their High Kick Routine on Saturday, February 17 at the Target Center in the cities.

8. PUBLIC PARTICIPATION

A. Athletic Department - Yolanda Pindegayosh

9. COMMITTEE REPORTS

A. Transportation

B. Policy

C. Facilities

D. Negotiations

E. Athletics

F. Security

G. Wellness

H. Other

10. REPORTS AND PRESENTATIONS

A. Elementary Art Student Fundraiser - Cheryl Hutchens 14

B. Approval of Flyer PRIDE Program - David Gooch & Belinda Schermerhorn 15

C. Flyer PRIDE Program Fundraiser - David Gooch & Belinda Schermerhorn 21

D. College Visit / Ski Trip Overnight Trip - Neil Dolan 22

11. SCHOOL BOARD ACTION

A. School Board Policy 26

B. Approve Superintendent Work Agreement 2018-2019 SY	30
C. 2018-2019 Calendar	43
D. Staffing	
1) Child Care Disability Leave of Absence - Employee A	
2) Child Care Disability Leave of Absence - Employee B	
E. Final 2017-18 Budget - Adoption	44
12. NEXT MEETINGS AGENDA ITEMS - <i>Chairman Broden</i>	
13. MEETING SCHEDULE - Chairman Broden	
Regular School Board Meeting - Tuesday , February 20, 2018, at 7:30 p.m. in High School Room 101	
14. ADJOURNMENT	
15. SCHOOL BOARD ACTION	

Overnight or Out-of-State Trip Request Form

School Board Adopted: November 7, 2016

Group/Grade Level Requesting trip: One Act Play Staff in Charge: Marilyn Hood

Destination: St. Catharina College - OAP State Festival

Agency making the arrangements: Doreen Zierer

Dates of Trip: 2/7 - 2/9/18 Number of School Days Missed: 2

Number of Students Participating: 19 Departure/Return Times: 2/7/18 - after school
2/9/18 - after Festival

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

The BHS One Act Play qualified to participate in the MSHSL State Festival by finishing 1st in the Sub-Section 2A/Section 8A competitions. This is a great accomplishment for our students/staff

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

Staff Accompanying: Marilyn Hood

Other Adults Accompanying: Joel Hood

Cost Factor:

Trip Funded by: Student/Parents Fundraiser School Other _____

Cost per student: _____

This cost includes: Trip cost for student (transportation, meals, lodging, admissions, etc.) \$ 3600
Portion of trip cost for adult chaperones \$ 400
Other (please describe) \$ _____

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

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

Transportation Information: How will students be transported?

Bus _____ Name of Company _____

Plane _____ Name of Airline _____

School District bus or van

School District not responsible for transportation _____

Other - explain _____

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

Best Western Shoreview (2/7 + 2/8)

Meal money provided to director for group

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

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

Person in Charge Signature Donna Fein Date 2/5/18
Building Principal Signature _____ Date _____
Superintendent Signature _____ Date _____

Date School Board Approved _____

* Marilyn Hood will be conducting a parent meeting tonight at 7pm (2/5/18) to go over the trip itinerary and answer questions

Overnight or Out-of-State Trip Request Form

School Board Adopted: November 7, 2016

Group/Grade Level Requesting trip: Dance High Kick Team Staff in Charge: Susie Broudd / Kari Gerbracht

Destination: Targent Center - State Dance Tournament

Agency making the arrangements: Doreen Zorn

Dates of Trip: 2/15-18/18

Number of School Days Missed: 1

Number of Students Participating: 20

Departure/Return Times: 2/15/18 - 2pm 2/18/18 - 3pm

Goal or purpose of the trip and its relationship to curriculum objectives: The High Kick Dance team qualified for the State Competition at the 4A Sweden Competition on Saturday

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

Staff Accompanying: Coaches
Susie Broudd, Kari Gerbracht
Savanah Conger, Doreen Olson

Other Adults Accompanying: _____

Cost Factor:

Trip Funded by: Student/Parents Fundraiser School Other _____

Cost per student: _____

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

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

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

Transportation Information: How will students be transported?

Bus _____ Name of Company _____
Plane _____ Name of Airline _____
School District bus or van X
School District not responsible for transportation _____
Other - explain _____

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

Marriott City Center Hotel (assigned by MSHSL)
Coaches will have meal advance notice for group

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

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

Person in Charge Signature Don Jus Date 2-5-18
Building Principal Signature _____ Date _____
Superintendent Signature _____ Date _____

Date School Board Approved _____

* Coaches will provide itinerary to dancers/parents

**BAGLEY PUBLIC SCHOOLS
REGULAR SCHOOL BOARD MEETING
JANUARY 16, 2018
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on January 16, 2018, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Wendy Fultz, Amy Fontaine, LeAnn Agnes, Jeremy Davies, Jamie Grover and Superintendent Cairns. Members absent: Renee Benson.

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

1. A first reading and comments was held for Policy 511 – Student Fundraising.
2. A motion was made by Jeremy Davies, seconded by Jamie Grover to approve the following consent agenda items:
 - A. January 2 Minutes – Regular and Strategic Planning
 - B. January 2018 Invoices - \$491,054.47 – Ck# 58681-58745
 - C. December 2017 Hand Payables - \$131,429.81 – Ck #32288-32335
 - D. December 2017 Statement of Cash Balances - \$3,836,140.51
 - E. December 2017 Budget Comparison
 - F. December 2017 Wires Payments - \$423,989.46
 - G. BES & BHS Auxiliary AccountsMotion passed 6-0.
3. Superintendent Cairns apprised the Board that enrollment is down eleven students from December.
4. Chairman Broden announced that Krista Pitkin was the December Senior of the Month.
5. Chairman Broden announced that Sterling Seyller, Mia Hagen, Brian Sargent, Aiden Auginaush, Antonio Auginaush, Theodor Tollefson, Gabriel Trapp, Micah Armstrong, Paige Hilliard, Silena Paulson, Jasmine Dakota, Lindsey LaFerriere, Peyton Smith, Kianna Strong, and Kaydence Jorgenson were the December Elementary Student of the Month.
6. Chairman Broden announced that Cameron Broden, Kirah Otting, McKenna Melbo and Jory Fultz were the January 10 Student Athletes of the Week.
7. Congratulations to Jake Ubert on his 125 career wrestling win over Blackduck-Cass Lake-Bena. With the win, Jake became 2nd on the All Time Bagley High School career win list.
8. A motion was made by Amy Fontaine, seconded by LeAnn Agnes to approve the Valentine’s sales fundraiser during Snow Week and the Clearwater County Food Shelf fundraiser February 13 through March 2. Motion passed 6-0.
9. A motion was made by Jamie Grover, seconded by Amy Fontaine to approve the Snow Week calendar. Motion passed 6-0.
10. A motion was made by LeAnn Agnes, seconded by Wendy Fultz to approve the hat day fundraiser for the math league. Students may not wear a hoodie as a hat. Motion passed 6-0.

11. A motion was made by Wendy Fultz, seconded by Jeremy Davies, to approve the math league corn hole tournament fundraiser on March 17th. Motion passed 6-0.
12. A motion was made by LeAnn Agnes, seconded by Amy Fontaine to approve high school music department magazine and cookie dough fundraisers. Motion passed 6-0.
13. A motion was made by Amy Fontaine, seconded by Jamie Grover to adopt the 2018-2019 Junior High Registration Guide. Motion passed 6-0.
14. A motion was made by Jamie Grover, seconded by LeAnn Agnes to adopt the 2018-2019 Grade 9 Registration Guide. Motion passed 6-0.
15. A motion was made by Amy Fontaine, seconded to Jamie Grover to adopt the 2018-2019 Senior High Registration Guide with recommended changes. Motion passed 6-0.
16. A motion was made by LeAnn Agnes, seconded by Wendy Fultz to authorize the robotics team overnight trip to the MN State VEX Robotic competition in St. Cloud on February 2-3, 2018. The district will pay for transportation, substitute teacher and hotel costs. Motion passed 6-0.
17. A motion was made by Jeremy Davies, seconded by Jamie Grover to adopt resolution accepting gifts/donations to Bagley Public Schools:

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

- * \$150.00 from NW Minnesota Foundation for ECI
 - * \$804.88 from Clearwater/Polk Electric for 5th Grade
 - * \$500.00 from Clearwater/Polk Electric for Robotics
 - * \$2,500.00 from Jay Palda for Athletics/Pam Rosacker Memorial
- Motion passed 6-0.

18. A motion was made by Jeremy Davies, seconded by LeAnn Agnes to adopt the following resolution:

WHEREAS the Board was presented with a Quit Claim Deed transferring real property in Clearwater County, Minnesota, legally described as follows:

The South 446.9 feet of the following described parcel:
 The Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ NW $\frac{1}{4}$),
 Section Thirty (30), Township One Hundred Forty-seven (147)
 East Thirty (E30) acres. Said Parcel formerly known as the West
 Ten (W10) acres of the SE $\frac{1}{4}$ NW $\frac{1}{4}$.
 Less the East 132 feet thereof.

Upon Motion duly made, seconded and carried, be it resolved that Independent School District Number 162 hereby authorizes the execution of the deed and the transfer on the real property described herein to Terry L. Jesness and Barbara K. Jesness, as joint tenants.

This resolution ratifies and confirms all prior action taken by Independent School District Number 162 to effectuate this transfer.
 Motion passed 6-0.

19. A motion was made by Jeremy Davies, seconded by Jamie Grover to adopt the following resolution:

WHEREAS the Board was presented with a Quit Claim Deed transferring real property in Clearwater County, Minnesota, legally described as follows:

The East 132 feet of the following parcel:
The Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ NW $\frac{1}{4}$),
Section Thirty (30), Township One Hundred Forty-seven (147)
North, Range Thirty-seven (37) West of the Fifth P.M., Less the
East Thirty (E30) acres. Said parcel formerly known as the West
10 (W10) acres of the SE $\frac{1}{4}$ NW $\frac{1}{4}$.
Less the South 50 feet thereof AND LESS the North 460 feet thereof.

Upon Motion duly made, seconded and carried, be it resolved that Independent School District Number 162 hereby authorizes the execution of the deed and the transfer on the real property described herein to Keith D. Baumann and Phyllis J. Baumann, as joint tenants.

This resolution ratifies and confirms all prior action taken by Independent School District Number 162 to effectuate this transfer.

Motion passed 6-0.

20. A motion was made by Amy Fontaine, seconded by Jeremy Davies to authorizing payment to Brustad Land Surveying in the amount of \$2,750.00. The invoice includes Attorney Jim Fischer's Invoice, which Brustad Land Surveying has already paid. Motion passed 6-0.
21. A motion was made by Amy Fontaine, seconded by Wendy Fultz to approve the Sanford Athletic Trainer Agreement in the amount of \$2,000. Motion passed 6-0.
22. A motion was made by Jamie Grover, seconded by LeAnn Agnes to adopt the Strategic Planning Governance Document 2018-2023. Motion passed 6-0.
23. A motion was made by LeAnn Agnes, seconded by Jeremy Davies to hire Christina Gubrud as a highly-qualified paraeducator contingent upon receipt of satisfactory background check and meeting the No Child Left Behind requirements. Motion passed 6-0.
24. A motion was made by Wendy Fultz, seconded by LeAnn Agnes to accept the resignation of Dava Maruska as a two hour cook. Motion passed 6-0.
25. A motion was made by Amy Fontaine, seconded by Jamie Grover to hire Dava Maruska as a highly-qualified paraeducator contingent upon meeting the No Child Left Behind requirements. Motion passed 6-0.
26. A motion was made by Jamie Grover, seconded by Amy Fontaine to hire Julia Mathison as a highly-qualified paraeducator contingent upon receipt of satisfactory background check and meeting the No Child Left Behind requirements. Motion passed 6-0.
27. A motion was made by Amy Fontaine, seconded by Jamie Grover to approve the unpaid personal leave request for Karla Knutson, paraeducator. Karla is requesting two additional days off. Motion passed 6-0.

28. A motion was made by LeAnn Agnes, seconded by Wendy Fultz to approve the unpaid personal leave request for Shawna Hermiston, paraeducator. Shawna is requesting three additional days off. Motion passed 6-0.
29. ITEMS FOR THE NEXT AGENDA:
 - A. MSBA Conference Update
30. The next School Board meeting will be held on February 5, 2018, at 7:30 p.m. in High School Room 101.
31. A motion was made by Amy Fontaine to adjourn the meeting at 9:36 p.m. Motion passed 6-0.

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

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

Bagley School								
Enrollment K -12								
SY 2017-2018								
	2/1/18	1/2/18	12/1/17	11/1/17	10/2/17	9/19/17	6/1/17	9/20/16
HK	9	10	11	11	11	10	13	6
K	62	62	62	63	63	64	70	77
1	84	84	86	86	84	84	71	67
2	73	71	71	72	71	71	90	92
3	88	87	88	87	85	87	75	74
4	75	74	73	75	74	75	103	104
5	95	96	96	98	97	98	82	80
6	79	79	81	81	81	82	78	80
Total K-6	565	563	568	573	566	571	582	580
7	83	82	82	80	80	80	76	76
8	72	73	75	75	76	75	69	68
9	74	72	73	75	74	74	70	75
10	57	58	59	58	61	63	72	70
11	73	73	75	78	82	81	74	82
12	69	70	70	72	73	74	57	63
Total 7-12	428	428	434	438	446	447	418	434
Total K-12	993	991	1,002	1,011	1,012	1,018	1,000	1,014

Bagley School													
Enrollment K -12													
Comparison 05/06 - 17/18 SY													
	2/1/18	2/1/17	2/1/16	2/2/15	2/3/14	2/1/13	2/1/12	2/1/11	2/1/10	2/2/09	2/1/08	2/1/07	2/1/06
HK	9	12	15	12	4	15	19	14	15	14	18	5	9
K	62	71	59	79	77	90	70	75	76	67	60	76	72
1	84	68	91	73	100	87	81	75	75	69	65	84	79
2	73	89	72	100	81	85	71	73	71	66	84	79	66
3	88	75	101	82	89	76	70	66	72	77	76	66	70
4	75	105	77	84	77	76	66	80	78	76	64	66	88
5	95	81	83	79	70	65	78	83	76	65	68	89	78
6	79	80	79	71	66	73	80	80	71	72	92	81	73
Total K-6	565	581	577	580	564	567	535	546	534	506	527	546	535
7	83	76	74	67	75	87	84	72	71	89	79	76	98
8	72	69	67	74	84	82	65	74	84	77	75	98	70
9	74	69	78	85	78	67	74	79	76	76	98	68	94
10	57	71	82	78	59	67	77	71	75	93	65	91	92
11	73	78	62	56	68	70	62	68	94	70	85	80	70
12	69	59	49	59	68	65	63	81	67	96	80	62	77
Total 7-12	428	422	412	419	432	438	425	445	467	501	482	475	501
Total K-12	993	1,003	989	999	996	1,005	960	991	1,001	1,007	1,009	1,021	1,036

Bagley Public Schools Fundraising Request Form

School Board Adopted:

Name of Fundraising Group: Elementary Art Students Today's Date: January 23, 2018

Advisor in Charge of Event: Cheryl Hutchens Student Rep: _____

Fundraising Activity: Children's art as buyable keepsakes

First Day of Fundraiser: _____ Last Day of Fundraiser: May 31, 2018

Describe the fundraising activity: (Please attach all flyers/advertisements for this event to this form).

Note: All food fundraisers must comply with the Smart Snacks guidelines.

Artsonia is an online student art museum that manages the school art gallery in a safe and educational manner. Parents give permission to include their child's art and have the ability to share with friends & family. They have the opportunity to buy prints of the child's work, coffee mugs, bookmarks, etc. w their school review 20%.

Purpose for which funds will be used: Art supplies

Select One: Soliciting in school only Soliciting in school and community

Was this fundraiser done in the past? Yes No

Name of Vendor(s): Artsonia.com

Is this fundraiser managed through the student activity account? Yes No

If yes, name of account: _____

If no, please explain: _____

Are school district facilities required? Yes No

If yes, a facility use permit must be completed. The fundraiser must be approved by the host and appear on the school calendar. Submit the Facility Use Permit Request along with a copy of the fundraiser request form.

IMPORTANT: This form must be signed by the Advisor and Principal and then sent to the School Board for approval. Once the fundraiser is approved, the form will be sent back to the Advisor for their records. The fundraiser cannot begin until this form has been signed and returned to the Advisor.

Upon completion of the Fundraiser, the Advisor is responsible for completing the "Fundraiser Accountability Form" and submitting to the Principal for review within 30 days. These forms should be retained with the student activity account records and a copy sent to the district office.

Advisor in Charge Signature: Leo J. Howard

Date: 1-25-2018

OFFICE USE ONLY

Fundraiser Approved: Fundraiser Denied: More Information Needed:

Principal Signature: _____ Date: _____

Fundraiser Approved: Fundraiser Denied: More Information Needed:

Superintendent's Signature: _____ Date of School Board Approval: _____

Flyer PRIDE

Bagley High School Behavior Program



Purpose Statement:

The Flyer PRIDE program will promote a positive climate with unified goals and expectations. This program will work to improve attitudes and behaviors while supporting the academic success of students.

Flyer PRIDE

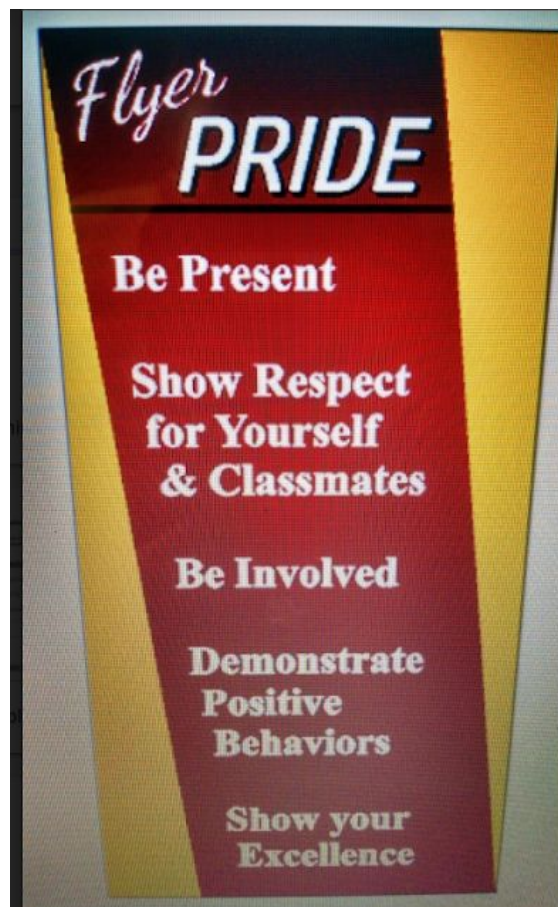
Be **P**resent

Show **R**espect for Classmates & Yourself

Be **I**nvolved

Demonstrate Positive Behaviors

Show your **E**xcellence



Banners will be displayed in all classrooms and common areas of the Bagley High School

Flyer PRIDE Expectations

What does this mean for staff?

- Staff will post the school-wide Flyer PRIDE behavior expectations in the classroom. Banners will also be displayed in common areas of the school.
- Staff will recognize and acknowledge students who are following the Flyer PRIDE behavioral expectations.
- Staff should recognize positive behaviors as frequently as possible.
- The modeled behavioral expectations will be shared through video clips. These clips can be shared in class and be followed by a discussion.


Recognizing Flyer PRIDE Behaviors

Flyer PRIDE Tickets:

- The goal will be to provide a total of 1,854 tickets to students per year.
- Staff will receive 5 tickets per month and Student Council members will receive 2 tickets per month.
- Flyer PRIDE Tickets are intended to reward students meeting positive behavior expectation (Flyer PRIDE behaviors).
- Students should be rewarded with a Flyer PRIDE ticket that can be exchanged for prizes.
- Staff should carry these Flyer PRIDE tickets with them or have them available.
- Simply identify the flyer PRIDE behavior and give the student a Flyer PRIDE ticket recognizing this behavior.

Flyer PRIDE Ticket

Flyer Pride Name _____

 Presented by _____

On _____

For Demonstrating Their Flyer
PRIDE

How to Redeem Flyer PRIDE Tickets

Flyer PRIDE rewards will be available in a designated office location. These rewards will only be available before school, after school, and during lunch times. Students who have collected 20 tickets may redeem these for a large pizza. These students must turn in these tickets at least 24 hours in advance. Students may choose to coordinate with others in order to accumulate the 20 required tickets.

Flyer Pride Rewards

1 Ticket	**Granola Bar
	**Gum
	**Chips
	**Snack mix
2 Tickets	Free admission to sporting event voucher
	Flyer PRIDE bracelet
3 Tickets	Free popcorn voucher for sporting events
	G2 Pens
5 Tickets	Earbuds
	Water bottle
7 Tickets	Bagley Flyers T-Shirt
20 Tickets	Large Pizza

**All food items contingent on compliance with smart snack requirements

A record of the tickets redeemed will be kept at the Bagley High School office.

All funds will be managed through the Flyer PRIDE student activity account.

The Flyer PRIDE team will purchase vouchers for admission to sporting events and popcorn from the Flyer Pride account.

Flyer PRIDE Sustainability Plan

Flyer PRIDE is seeking a grant from Team Industries to cover the initial startup costs to begin this program at the Bagley High School. It is important to the Flyer PRIDE team that this becomes a self-sustaining and long-term program. Fundraising is an important component to meeting these goals. This team will additionally continue to seek regular contributions from the community to supplement as needed. The team has considered the following options as means to sustain the Flyer PRIDE program.

- Coupon book fundraiser
- Craft fair fundraiser
- Reach out to community for donations and support
- Casual for a cause funds

INTEGRITY FUNDRAISERS
Fundraising Coach Mike Elliott
Cell: 651-303-9827
candymanmike@msn.com

Everybody's Favorite Coupon Book

Coupon Book Fundraiser



Save Money

- Over \$1,000 Value for Only \$20
- 100% Free Coupons Highlighted in Yellow
- Up to \$350 of Free Coupons

Earn More

- Earn 50% Profit
- Customized Prize Program Included
- Order Online to Increase Profits



Less Work

- Direct Sales: no delivery day, no order taking
- Pre-packed Coupon Books Delivered to Classrooms
- No need for large team of volunteers (1 or 2 Needed)
- Prizes are Packed by Classroom and Student

No Risk

- Missing Books are Covered by Integrity
- No Money Needed Up Front
- No Minimums to Sell


Online Ordering

- Customized Web Page
 - Sample: www.supportsolheimpto.com
- View on any Device: Mobile Friendly
- Buy Coupon Books in MN, ND, SD and WI
- Shipping is Free in 24 Hours

INTEGRITY FUNDRAISERS
Coach Mike Elliott
cell: 651-303-9827
candymanmike@msn.com

www.integrityfundraisers.com

Mobile Fundraiser




DO NOT DISCARD THIS CARD IS WORTH \$20
PASSPORT To Mobile Coupons.
\$20

- Show phone and save
- Sell card with redemption code
- Personal webpage for online sales
- View at www.samplemobilepass.com

- Over \$1000 Value for only \$20
- Access to over 200 local coupons
- Access to over 500 businesses in MN, ND, SD and WI
- Average 5 coupons per business
- Coupons valid for 12 months

- Earn 50% Profit
- No money up front
- No minimums to sell
- Direct sell so no order form

Estimated Savings



View by Miles or Cities
Business Website
Maps
Phone
Social Media
Redeem Button

Flyer PRIDE-Student Development Team

Data-Based Decision Making:

Utilizes a team approach to review and analyze data, summarize the data, then develop an action plan to address areas of need. Examples of data include office discipline referrals, attendance, tardies, suspensions, detentions, and academic performance.

Members:

Daniel Peddycoart

Sean Peterson

Brandon Schwegel

Chuck Anderson

Perry Nelson

Doug Liebl

Maranda Pula

Josh Gunderson

Belinda Schermerhorn

Greg Norum

Carol Bliss Quinn

John Sutherland

Neil Dolan

David Gooch

Responsibilities include: planning school events, building school culture, incorporating Minnesota Career Information System, reviewing school disciplinary data, Flyer PRIDE implementation

This team will meet monthly to review data and develop strategies to meet student needs.

Bagley Public Schools Fundraising Request Form

School Board Adopted:

Name of Fundraising Group: Flyer PRIDE Todays Date: 1/30/2018

Advisor in Charge of Event: Belinda Schermerhorn & David Gooch Student Rep: Cori Bonik

Fundraising Activity: Extreme Saver Coupon Book

First Day of Fundraiser: Approx 09/01/2018 Last Day of Fundraiser: Approx 11/01/2018

Describe the fundraising activity: (Please attach all flyers/advertisements for this event to this form).

Note: All food fundraisers must comply with the Smart Snacks guidelines.

Coupon books will include businesses in the Bagley and Bemidji areas. Students will sell the books for \$20 and a profit of \$10 will be earned for the Flyer PRIDE program. A mobile coupon app could also be purchased. This app would be downloaded onto a phone and would include additional coupons. The profit margins are the same for either option.

Purpose for which funds will be used: Purchase items for Flyer PRIDE incentives

Select One: Soliciting in school only Soliciting in school and community

Was this fundraiser done in the past? Yes No

Name of Vendor(s): Integrity Fundraisers

Is this fundraiser managed through the student activity account? Yes No

If yes, name of account: Flyer PRIDE

If no, please explain: _____

Are school district facilities required: Yes No

If yes, a facility use permit must be completed. The fundraiser must be approved by the host and appear on the school calendar. Submit the Facility Use Permit Request along with a copy of the fundraiser request form.

IMPORTANT: This form must be signed by the Advisor and Principal and then sent to the School Board for approval. Once the fundraiser is approved, the form will be sent back to the Advisor for their records. The fundraiser cannot begin until this form has been signed and returned to the Advisor.

Upon completion of the Fundraiser, the Advisor is responsible for completing the "Fundraiser Accountability Form" and submitting to the Principal for review within 30 days. These forms should be retained with the student activity account records and a copy sent to the district office.

Advisor in Charge Signature: 

Date: 1/30/18

OFFICE USE ONLY

Fundraiser Approved:

Fundraiser Denied:

More Information Needed:

Principal Signature: _____

Date: _____

Fundraiser Approved:

Fundraiser Denied:

More Information Needed:

Superintendent's Signature: _____

Date of School Board Approval: _____

Overnight or Out-of-State Trip Request Form

School Board Adopted: November 7, 2016

Group/Grade Level Requesting trip: BHS Staff in Charge: Neil Dolan

Destination: Duluth, MN

Agency making the arrangements: BHS

Dates of Trip: 2/23/18 - 2/24/18 Number of School Days Missed: 1

Number of Students Participating: 13 Departure/Return Times: 2/23 8am, 2/24 9pm

Goal or purpose of the trip and its relationship to curriculum objectives: College visits to two Duluth, MN area colleges (one selected by students) and ski trip - purpose is to allow students to explore post-secondary opportunities.

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

Staff Accompanying: Neil Dolan, David Gooch, Jenny Fraley

Other Adults Accompanying: N/A

Cost Factor:

Trip Funded by: Student/Parents Fundraiser School Other _____

Cost per student: 175⁰⁰

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

What provision has been made for students with financial difficulties? Fund raising activities conducted?
No fundraising

What efforts have been made to acquire the most cost effective price?
Compared hotel costs to find best deals. Group discount for ski area.

Transportation Information: How will students be transported?

Bus _____ Name of Company _____

Plane _____ Name of Airline _____

School District bus or van

School District not responsible for transportation _____

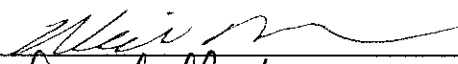
Other - explain _____

Meal (and lodging if relevant) arrangements (attach additional pages if necessary): Meals will be provided as part of trip cost.

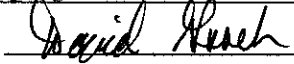
Motel - approx 4 students per room. Separate male/female. Separate chaperone rooms.

Description of trip plan and routes (attach additional pages if necessary): See attached outline.

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

Person in Charge Signature 

Date 1/22/18

Building Principal Signature 

Date 1/22/18

Superintendent Signature _____

Date _____

Date School Board Approved _____



David Gooch
Principal

Bagley High School

1130 Main Ave N.
Bagley, MN 56621

John Sutherland
Dean of Students



College Visit / Ski Trip

Bagley High School is planning a College Visit to the University of MN-Duluth and a Ski Trip to Spirit Mountain Recreation Area for interested students. It is beneficial for younger high school students to experience a college visit early in their high school career to help in post-secondary planning.

The trip is planned for **Friday, February 23rd and Saturday February 24th**

The itinerary will look similar to this:

Friday Morning: Leave BHS, bus to Duluth.

Friday Afternoon: College Tour at UMD

Friday Evening: Tubing at Spirit Mountain

Friday Night: Hotel lodging (4 students per room)

Saturday day: Ski / Snowboard all day at Spirit Mountain

Saturday evening: Return back to Bagley around 9pm.

The cost for this trip is **estimated to be \$175 per student**. (Final cost will be determined when we have a head count). This cost includes meals, lodging, transportation, tubing ticket, ski/snowboard lift tickets, and equipment rentals. If you bring your own equipment, the cost will be \$25 less. Students will want to bring money for snacks with them.

All overnight trips must be approved by the school board. Once school board approval has been obtained, a final permission slip and payment check will be required.

Please email ndolan@bagley.k12.mn.us or call 694-3120 (Neil Dolan) with any questions.

My child is interested attending this event, and I understand the estimated cost of the event:

Parent/Guardian Signature

Printed Student Name

THIS FORM IS DUE IN THE MAIN OFFICE BY JANUARY 31st!!

Ski Trip Cost Estimate

Ski Costs		
	Friday Tubing	19
	Saturday Lift Ticket	42
	Saturday Ski Rental	25
Hotel Costs		
	Shared Room	33
	(3-4 students per room)	
Transportation		
	Student Bus Fee	5
Meals		
	Friday Lunch	8
	Friday Dinner	8
	Saturday Breakfast	0
	Saturday Lunch	8
	Saturday Dinner	8
Other		
	Fee to help cover chaperone rooms	15
	Misc cost	4
	TOTAL (per student)	175

511 Fundraising Through Sales Policy

Board Adopted: December 1993

Board Revised: November 3, 2008

There will be no sales to raise money for class/organization expenditures or other purposes, within the school building, without a written plan and administrative approval.

There will be no sales to raise money for class/organization expenditures or other purposes, outside the school building, without a written plan and school board approval.

511 STUDENT FUNDRAISING

School Board Adopted:

School Board Revised:

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

III. RESPONSIBILITY

- A. It shall be the responsibility of the building administrators to develop recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved in advance by the school board. Participation in nonapproved activities shall be considered a violation of school district policy. "Fundraising Request Forms" are available at the building or district office. A request form must be completed and submitted to the building principal's office.
- C. It shall be the responsibility of the superintendent to provide coordination of student fundraising throughout the school district as deemed appropriate. All fundraising activities will be placed on the shared Google calendar.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.
- F. Upon completion of the fundraiser, the advisor will complete a "Fundraising Accountability Report" and submit to the principal for review within 30 days. The fundraising accountability report will be retained with the student activity account records and a copy sent to the district office.

Bagley Public Schools Fundraising Request Form

School Board Adopted:

Name of Fundraising Group: _____ Todays Date: _____

Advisor in Charge of Event: _____ Student Rep: _____

Fundraising Activity: _____

First Day of Fundraiser: _____ Last Day of Fundraiser: _____

Describe the fundraising activity: (Please attach all flyers/advertisements for this event to this form).

Note: All food fundraisers must comply with the Smart Snacks guidelines.

Purpose for which funds will be used: _____

Select One: Soliciting in school only Soliciting in school and community

Was this fundraiser done in the past? Yes No

Name of Vendor(s): _____

Is this fundraiser managed through the student activity account? Yes No

If yes, name of account: _____

If no, please explain: _____

Are school district facilities required: Yes No

If yes, a facility use permit must be completed. The fundraiser must be approved by the host and appear on the school calendar. Submit the Facility Use Permit Request along with a copy of the fundraiser request form.

IMPORTANT: This form must be signed by the Advisor and Principal and then sent to the School Board for approval. Once the fundraiser is approved, the form will be sent back to the Advisor for their records. The fundraiser cannot begin until this form has been signed and returned to the Advisor.

Upon completion of the Fundraiser, the Advisor is responsible for completing the "Fundraiser Accountability Form" and submitting to the Principal for review within 30 days. These forms should be retained with the student activity account records and a copy sent to the district office.

Advisor in Charge Signature: _____ Date: _____

OFFICE USE ONLY

Fundraiser Approved: Fundraiser Denied: More Information Needed:

Principal Signature: _____ Date: _____

Fundraiser Approved: Fundraiser Denied: More Information Needed:

Superintendent's Signature: _____ Date of School Board Approval: _____

Bagley Public Schools Fundraiser Accountability Form

School Board Adopted:

Activity: _____ Dates of Fundraiser: _____ to _____

Advisor: _____ Student Rep: _____

Fundraiser: _____

Disbursements				
Date of Check	Check Number	Amount \$	Vendor	Invoice Number
Total \$ (1)				

Receipts		
Date of Receipts	Receipt Number	Amount
Total \$ (2)		

Calculation of Net Profit	
Total Receipts (2)	\$ _____
Total Disbursements (1)	\$ _____
Net Profit (2 minus 1)	\$ _____

Note: Attach copies of whatever is needed to support the information on this form, including merchandise given to students, sold by students, monies collected by students and merchandise returned, unsold or damaged.

SUPERINTENDENT'S CONTRACT

(Revised 3/25/2015 01/17/2018)

The School Board of Independent School District No. 162, Bagley, Minnesota enters into this Contract with Steven D. Cairns (Superintendent), a legally qualified and licensed Superintendent, who agrees to perform the duties of Superintendent of the School District. The School District and the Superintendent agree as follows:

I. Applicable Statute:

This Contract is entered into between the School District and the Superintendent in conformance with Minn. Stat. § 123B.143.

II. Licensure:

The Superintendent shall furnish, throughout the life of this Contract, a valid and appropriate license to act as Superintendent in the State of Minnesota as provided by applicable state laws, rules, and regulations.

III. Duration, Subsequent Contract, Expirations, Terminations During the Term, Mutual Consent, and Contingency:

A. Duration.

This Contract is for a term of three years commencing **July 1, 20152018**, and ending **June 30, 20182019**. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent or unless terminated as provided herein.

B. Subsequent Contract.

1. As provided herein the following provisions, on or before December 31 immediately prior to the expiration of this Contract, the School District and the Superintendent shall give each other, in writing, notice of their intention to negotiate renewal of this Contract or their decision not to renew the Contract. Upon mutual notices of intention to negotiate a renewal, the parties shall meet with the intention to negotiate a renewal Contract prior to the expiration of this Contract.
2. Notice by Superintendent: By October 1 immediately prior to the expiration of this Contract, the Superintendent will provide written notice to each member of the School Board calling to their attention the notice provisional requirements as contained in this section of the Contract.
3. Preliminary Notice--School Board: In the event the School Board is contemplating not offering the Superintendent a subsequent contract, the School Board shall give preliminary written notice of such intent not to offer a subsequent contract no later than November 1 immediately preceding the expiration of this Contract.
4. Request for Meeting: Within ten (10) calendar days after receipt of an intent not to offer a subsequent contract as provided in Subparagraph 2. above, the Superintendent may request, in writing, a meeting with the School Board to discuss its intentions, the reasons therefore, and ways in which any concerns of the School Board might be addressed by the parties.
5. Meeting Between the Parties: Upon receipt of such request, the School Board shall, within fifteen (15) calendar days, hold a meeting with the Superintendent.

6. Final Action--School Board: The School Board shall delay taking final action on a subsequent contract for at least seven (7) calendar days after the meeting between the parties. However, the School Board shall take final action on a subsequent contract no later than December 31 and shall notify the Superintendent of such action in writing.
7. Notice of Non-Renewal: No notice of non-renewal shall be effective before June 30 of the final year of the contract or renewal thereof.
8. Effect: The timeline provided herein is intended to provide both the School Board and the Superintendent with an appropriate process to address the subsequent contract issue and is intended to bind both parties unless the parties mutually agree to extend the timeline in writing. The timeline provided herein may be extended by written agreement between the School Board Chair and the Superintendent. In such event, the School Board Chair shall confer with and notify School Board members, in writing, of such extension.

C. Expiration.

This Contract shall expire at the end of the term specified in III, A. hereof. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Superintendent shall cease, unless a subsequent contract is entered into in accordance with M.S. 123B.143, Subd.1.

D. Termination During the Term.

The Superintendent's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subds. 9 or 13. Except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the Contract term for cause as described in M.S. 122A.40, Subds.9 or 13, it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such an event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided herein within the fifteen (15) calendar day period, it shall be deemed acquiescence by the Superintendent to the School Board's proposed action and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

E. Mutual Consent.

This Contract may be terminated at any time by the parties by mutual consent.

F. Contingency.

If this Contract is a subsequent contract entered into prior to the completion of an existing Contract, this subsequent contract is contingent upon the Superintendent completing the terms of the existing Contract.

IV. Duties:

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent’s supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District, and, in general, perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, and procedures established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as the ex-officio member of the School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

V. Duty Year and Leaves:

A. Basic Work Year.

The Superintendent’s duty year shall be for the entire twelve (12) month Contract year as provided herein, and the Superintendent shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with the School Board administrative policy.

B. Vacation.

The Superintendent shall earn twenty (25) working days of annual paid vacation each contract year. Vacation days may be taken at the Superintendent’s discretion. Vacation days can be accumulated to no more than five (5) days as of June 30th of each contract year. Up to five (5) days per year can be taken as direct pay at the current salary. Request for payment must be made by June 15th of each year and it will be paid no later than June 30th.

C. Holidays.

The Superintendent shall be entitled to ten (10) paid holidays, provided school is not in session for students, each Contract year as designated by the School Board. Paid holidays include:

- | | | |
|----------------------------|-------------------|----------------------|
| 1. Independence Day | 2. Labor Day | 3. Thanksgiving Day |
| 4. Christmas Day | 5. New Year’s Day | 6. Presidents Day |
| 7. Good Friday | 8. Memorial Day | 9. Christmas Eve Day |
| 10. Day after Thanksgiving | | |

D. Sick Leave.

The Superintendent shall earn paid sick leave at the rate of fifteen (15) days per year. These days will be granted effective July 1 of each contract year. The Superintendent shall retain his/her sick leave balance earned through prior employment in the district. Unused sick leave can be accumulated to a maximum of two hundred (200) days.

E. Emergency Leave.

The Superintendent may be granted paid emergency leave during the Contract year at the discretion of the School Board Chair.

F. Bereavement Leave.

The Superintendent shall be granted bereavement leave for a death within the Superintendent's immediate or close family. The time utilized shall be in a reasonable amount and shall be determined after conferencing with the School Board Chair. Days utilized will not be deducted from sick leave.

G. Disability.

If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all accumulated sick leave, the School District shall provide additional paid sick leave at a salary equal to the Superintendent's regular salary, for up to an additional thirty (30) days or until the expiration of the waiting period for long-term disability insurance, whichever occurs earlier.

H. Medical Leave

1. Statutory Reference. The Superintendent and School Board agree to incorporate by reference and be bound by the provisions of M.S. 122A.40, Subd. 12 relating to suspension and leave of absence for health reasons.

2. Procedure. If the Superintendent is unable to perform regular duties because of illness or disability and has exhausted all sick leave credit available or has become eligible for long term disability compensation and has not been suspended or placed on leave of absence pursuant to M.S. 122A.40, Subd. 12, the Superintendent shall, upon request, be granted a medical leave of absence, without pay, up to one year in duration. The School Board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated time at which the Superintendent is expected to be able to resume normal responsibilities. The Superintendent, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but the Superintendent shall pay to the School District the entire premium for such programs as the Superintendent wishes to retain commencing with the beginning of the leave. If medical leave of at least one full year is granted pursuant to this section, the Superintendent voluntarily waives any right to a leave of absence to which the Superintendent might otherwise be entitled pursuant to M.S. 122A.40, Subd. 12.

VI. Insurance:

A. Health, Hospitalization, 403(b) plan, Term Life and/or Long Term Disability Insurance.

The School District shall provide an allowance for the Superintendent to purchase insurance from the School District providers covering Health, Hospitalization, Term Life and/or Long Term Disability Insurance, or to provide a district matching contribution equal to the contribution of the Superintendent, up to the legal maximum, to an approved 403(b) plan as directed by the Superintendent. Any excess costs for insurance, above the allowance, shall be the sole responsibility of the Superintendent. The allowance provided to the Superintendent, by ISD #162, will be as follows:

July 1, 2015-2018 through June 30, 2018-2019 - \$11,000 \$12,500 Annually

B. Supplemental Medical Reimbursement

The District will pay the Superintendent up to \$2,000.00 for each contract year as reimbursement for health and medical expenses not paid by other sources. The areas eligible for reimbursement will include medical, dental & eye care and health and life insurance premiums. Balances shall not be carried over from one contract year to the next.

C. 403(b) Match.

The School District will contribute an annual match towards an approved 403(b) plan as directed by the Superintendent and in accordance with the following schedule:

<u>Years of Experience</u> <u>In ISD #162</u>	<u>Amount Contributed</u>
0-3	\$0
4-9	\$400
10-14	\$1650
15-19	\$2000
20-24	\$2500
25+	\$3000

D. Liability.

The School District shall provide, at School District expense, liability insurance naming the Superintendent as an insured, along with the School District, in an amount not less than that which is required by law for the School District.

E. Claims Against the School District.

The eligibility of the Superintendent or the Superintendent's dependents or beneficiary for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this section. It is understood that the School District's only obligation is to purchase the insurance policies described herein, and no claim shall be made against the School District as a result of denial by an insurer of insurance benefits if the School District has purchased the policies and paid the premiums describe herein.

VII. Other Benefits:

A. Tax-Sheltered Annuities.

The Superintendent will be eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law.

B. Automobile Expense.

When district provided transportation is unavailable for out of town business, the School District shall compensate the Superintendent for business use of the Superintendent's private automobile at the rate established by School Board Policy pursuant to M.S. § 471.665, Subd. 1.

C. Conferences and Meetings.

The School District shall pay full reimbursement for all legally valid expenses and fees for the Superintendent's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the School Board. The Superintendent may annually attend a National AASA Conference or NSBA Conference. The Superintendent shall periodically report to the School Board relative to all meetings and conferences attended. The Superintendent shall file itemized expense statement to be processed and approved as provided by law.

D. Severance Pay.

If the Superintendent leaves the employment of the School District for any reason, including disability or death, the Superintendent or his beneficiary(s) or his estate, shall be entitled to severance pay. The severance pay shall be an amount equal to ten days' pay (at the daily rate of pay), for each year of employment as the Superintendent in the district, up to a maximum of one hundred (100) days. Severance pay shall be paid by the School District to a Health Care Savings Plan pursuant to Minnesota Statutes, Chapter 352.98 in **thirty-six to sixty (60) equal monthly installments over three to five years as stated by the Superintendent in writing**, commencing at the time of severance. **In the event of the Superintendent's death, severance will be paid directly to the beneficiary(s) through monthly installments and not paid into a HCSP.**

E. Computation of Daily Rate of Pay

The Superintendent's daily rate of for purposes of payout of unused sick leave, vacation, retirement, severance, or other reasons shall be 1/240th of the of the last year's annual basic Contract amount.

F. Unused Sick Leave Payout

If the Superintendent leaves the employment of the School District for any reason, including disability or death, the School Board agrees to pay the Superintendent or his beneficiary(s) or his estate, an amount equal to thirty five percent (35%) of all unused sick leave at the Superintendent's daily rate at the time of severance.

G. Continued Insurance Coverage

The Superintendent shall remain eligible to maintain membership in the School District's group health insurance plan following his resignation or termination until he reaches the age of qualifying for Medicare coverage and he shall be responsible for payment of the group premiums in effect at that time for other licensed employees of the School District. In the event of the death of the Superintendent, the Superintendent's spouse shall remain eligible to retain membership in the School District's group health insurance plan until the age of qualifying for Medicare coverage and she shall be responsible for payment of the group premiums in effect at that time for other licensed employees of the School District.

VIII. Salary:

- A. In consideration of the salary and other compensation and benefits provided by this contract, the Superintendent agrees to perform faithfully the duties of Superintendent of Schools as set forth in this agreement.
- B. The Superintendent's salary is as follows:
~~July 1, 2015 through June 30, 2016 - \$124,000~~
~~July 1, 2016 through June 30, 2017 - \$129,000~~
~~July 1, 2017 through June 30, 2018 - \$134,000~~
July 1, 2018 through June 30, 2019 - \$138,020
- C. In the event the School District chooses to implement performance pay incentives, based upon the attainment of District goals, the Superintendent shall be eligible to participate as determined by mutual consent of the School Board and the Superintendent.
- D. The annual salary may be modified, but shall not be reduced during the term of this Contract. The salary shall be paid in 12 equal installments during the Contract years.

IX. Other Provisions:

A. Outside Activities.

While the Superintendent shall devote full time and due diligence to the affairs and the activities of the School District, the Superintendent may serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if such activities do not impede the Superintendent's ability to perform the duties of the Superintendency. The Superintendent shall not engage in other employment, consultant service or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.

B. Indemnification and Provision of Counsel.

In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with the Superintendent's employment, and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District herein shall be subject to the limitations as provided in Minnesota Statutes, Chapter 466.

C. Dues and Professional Publications

The Superintendent is encouraged to belong to and participate in appropriate professional and educational organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for professional and educational organizations as are required, directed, or permitted by the School Board. The School Board will pay for the annual fee for the Minnesota Board of Administrators. The School District will provide up to \$100 per year to the Superintendent for purchases of professional publications. The Superintendent shall present appropriate statements for approval as provided by law.

X. Evaluation and Referrals to the Superintendent

The School Board shall provide the Superintendent with periodic opportunities to discuss Superintendent/School Board relationships and shall inform him, at least annually, of any inadequacies as perceived by the School Board. The School Board, collectively and individually, may promptly refer to the Superintendent for study and recommendation, any criticisms, complaints and suggestions called to its attention about the Superintendent, other employees, or the operations of the School District. The Superintendent in turn will keep the School Board advised of the disposition of such matters.

The School Board and Superintendent shall adhere to the principles of the MSBA's "Guide to the Working Relationship Between the School Board and the Superintendent" as contained in the MSBA's School Board Service Manual including, but limited to, suggested procedures for resolving Superintendent-School Board differences. The School accepted principles of progressive discipline in the event of differences or perceived differences.

XI. Severability:

If any provision of this Contract is held to be invalid by operation of law, the remainder of the Contract shall not be affected thereby and shall remain in full force and effect.

This Contract shall be effective only upon signatures of the Superintendent and of the officers of the School Board after authorization for such signatures by the officers is given by the School Board in appropriate action in its minutes.

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

Superintendent

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

Chair

Clerk

Part A: Jurisdiction Identification

Jurisdiction: ISD No. 162 - Bagley
202 Bagley Avenue N.W.

Jurisdiction Type: School

Bagley MN 56621

Contact: Steve Cairns

Phone: (218) 694-6184

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

Contact: Angela Gerbracht

Phone: (218) 694-6184

E-Mail: agerbracht@bagley.k12.mn.us

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Consultant's System

Description:

Classification Matrix system

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

District Office
(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Bagley Public Schools
(governing body)

Adam Broden
(chief elected official)

Chairperson, Board of Education
(title)

Part C: Total Payroll

\$7,055,810.66

is the annual payroll for the calendar year just ended December 31.

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 2/5/2018

Compliance Report

Jurisdiction: ISD No. 162 - Bagley
202 Bagley Avenue N.W.

Report Year: 2018
Case: 1 - 2018 DATA (Private (Jur Only))

Bagley MN 56621

Contact: Steve Cairns

Phone: (218) 694-6184

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

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	8	18	3	29
# Employees	22	75	77	174
Avg. Max Monthly Pay per employee	4,971.09	3,939.35		6,681.63

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 112.50 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	4	10
b. # Below Predicted Pay	4	8
c. TOTAL	8	18
d. % Below Predicted Pay (b divided by c = d)	50.00	44.44

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 95	Value of T = 1.047
------------------------------	--------------------

- a. Avg. diff. in pay from predicted pay for male jobs = \$12
- b. Avg. diff. in pay from predicted pay for female jobs = (\$260)

III. SALARY RANGE TEST = 88.24 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 5.00
- B. Avg. # of years to max salary for female jobs = 5.67

IV. EXCEPTIONAL SERVICE PAY TEST = 103.70 (Result is B divided by A)

- A. % of male classes receiving ESP 37.50 *
- B. % of female classes receiving ESP 38.89

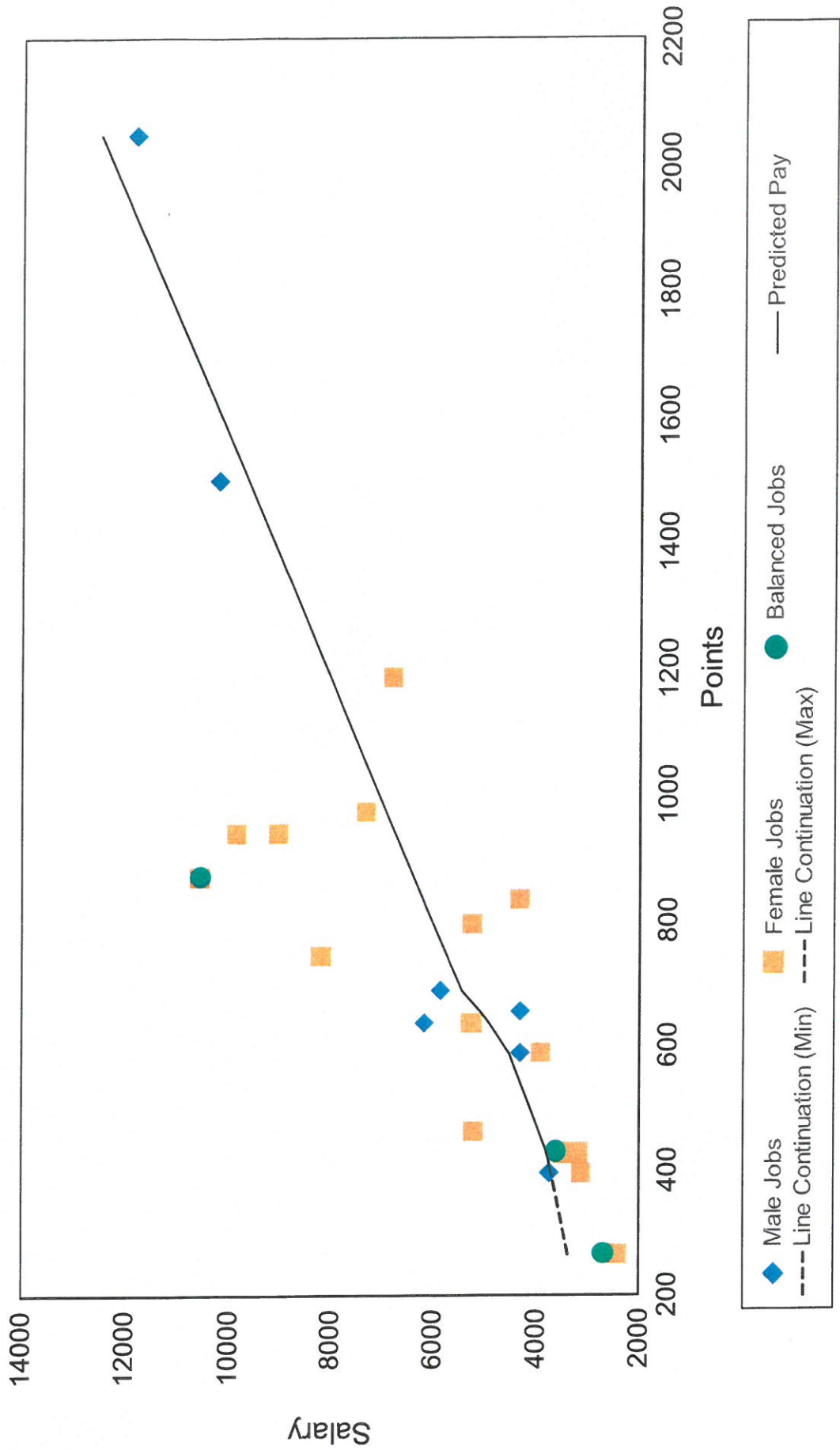
*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

Case: 2018 DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Food Service Servers/Pers	0	8	F	266	\$2,291.00	\$2,434.00	5.00	0.00	Longevity
2	Sweeper	1	1	B	266	\$2,473.00	\$2,715.00	5.00	0.00	Longevity
3	Cooks	0	6	F	396	\$2,996.00	\$3,149.00	5.00	0.00	Longevity
5	Bus Drivers	11	2	M	396	\$3,642.00	\$3,754.00	5.00	0.00	Longevity
4	Paraprofessionals	2	38	F	429	\$2,670.53	\$3,213.00	5.00	0.00	Longevity
7	Secretary	0	6	F	429	\$2,939.00	\$3,485.00	5.00	0.00	Longevity
8	Custodians	4	2	B	429	\$2,891.00	\$3,631.00	5.00	0.00	Longevity
31	Technology Assistant	1	0	M	429	\$2,735.00	\$3,255.00	5.00	0.00	
30	Truancy Coordinator/Track	0	1	F	464	\$4,550.00	\$5,220.00	5.00	0.00	
9	Head Mechanic	1	0	M	588	\$3,729.00	\$4,320.00	5.00	0.00	Longevity
10	Head Cook	0	1	F	588	\$3,646.00	\$3,943.00	5.00	0.00	Longevity
11	Admin Asst/District Service	0	1	F	637	\$4,782.00	\$5,282.00	5.00	0.00	Longevity
12	Payroll Clerk/HR	0	1	F	637	\$4,782.00	\$5,282.00	5.00	0.00	Longevity
21	Dean of Students	1	0	M	637	\$5,555.00	\$6,174.00	5.00	0.00	
32	ECFE/Parent Educator	0	1	F	637	\$5,240.00	\$5,240.00	1.00	0.00	
15	Head Custodian & Head B	2	0	M	655	\$3,729.00	\$4,320.00	5.00	0.00	Longevity
13	Accountant	1	0	M	689	\$5,360.00	\$5,860.00	5.00	0.00	
28	American Indian Educator	0	1	F	745	\$7,394.00	\$8,230.00	5.00	0.00	
14	Head of Transportation	0	1	F	795	\$4,830.00	\$5,243.00	5.00	0.00	
33	District Assessment/Media	0	1	F	835	\$3,570.00	\$4,347.00	5.00	0.00	
17	Counselor	0	1	F	871	\$6,140.00	\$10,588.00	13.00	0.00	
19	Teachers	23	46	B	871	\$6,140.00	\$10,588.00	13.00	0.00	
25	Speech/Language Patholo	0	2	F	871	\$6,140.00	\$10,588.00	13.00	0.00	
18	Technology Coordinator	0	1	F	941	\$8,385.00	\$9,070.00	5.00	0.00	
24	Dean of Students/Athletic I	0	1	F	941	\$9,167.00	\$9,874.00	5.00	0.00	
29	Director of Indian Educator	0	1	F	975	\$6,545.00	\$7,347.00	5.00	0.00	
20	Community Ed Director/AL	0	1	F	1,189	\$6,195.00	\$6,813.00	5.00	0.00	
22	Principal	2	0	M	1,501	\$9,656.00	\$10,240.00	5.00	0.00	
23	Superintendent	1	0	M	2,046	\$11,833.00	\$11,833.00	0.00	0.00	

Job Number Count: 29



Predicted Pay Report for ISD No. 162 - Bagley
Case : 2018 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Food Service Servers/Personnel	0	8	8	Female	266	\$2,434.00	\$3,376.19	(\$942.19)
2	Sweeper	1	1	2	Balanced	266	\$2,715.00	\$3,376.19	(\$661.19)
3	Cooks	0	6	6	Female	396	\$3,149.00	\$3,718.91	(\$569.91)
5	Bus Drivers	11	2	13	Male	396	\$3,754.00	\$3,718.91	\$35.09
4	Paraprofessionals	2	38	40	Female	429	\$3,213.00	\$3,805.99	(\$592.99)
7	Secretary	0	6	6	Female	429	\$3,485.00	\$3,805.99	(\$320.99)
8	Custodians	4	2	6	Balanced	429	\$3,631.00	\$3,805.99	(\$174.99)
31	Technology Assistant	1	0	1	Male	429	\$3,255.00	\$3,805.99	(\$550.99)
30	Truancy Coordinator/Tracker	0	1	1	Female	464	\$5,220.00	\$4,193.69	\$1,026.31
9	Head Mechanic	1	0	1	Male	588	\$4,320.00	\$4,535.09	(\$215.09)
10	Head Cook	0	1	1	Female	588	\$3,943.00	\$4,535.09	(\$592.09)
11	Admin Ass/District Services	0	1	1	Female	637	\$5,282.00	\$4,922.24	\$359.76
12	Payroll Clerk/HR	0	1	1	Female	637	\$5,282.00	\$4,922.24	\$359.76
21	Dean of Students	1	0	1	Male	637	\$6,174.00	\$4,922.24	\$1,251.76
32	ECFE/Parent Educator	0	1	1	Female	637	\$5,240.00	\$4,922.24	\$317.76
15	Head Custodian & Head Bldgs/Gr	2	0	2	Male	655	\$4,320.00	\$5,099.19	(\$779.19)
13	Accountant	1	0	1	Male	689	\$5,860.00	\$5,433.80	\$426.20
28	American Indian Education Coor	0	1	1	Female	745	\$8,230.00	\$5,985.66	\$2,244.34
14	Head of Transportation	0	1	1	Female	795	\$5,243.00	\$5,690.66	(\$447.66)
33	District Assessment/Media Coor	0	1	1	Female	835	\$4,347.00	\$6,871.26	(\$2,524.26)
17	Counselor	0	1	1	Female	871	\$10,588.00	\$5,982.49	\$4,605.51
19	Teachers	23	46	69	Balanced	871	\$10,588.00	\$5,982.49	\$4,605.51
25	Speech/Language Pathologist	0	2	2	Female	871	\$10,588.00	\$5,982.49	\$4,605.51
18	Technology Coordinator	0	1	1	Female	941	\$9,070.00	\$7,914.53	\$1,155.47
24	Dean of Students/Athletic Dire	0	1	1	Female	941	\$9,874.00	\$7,914.53	\$1,959.47
29	Director of Indian Educator	0	1	1	Female	975	\$7,347.00	\$6,381.97	\$965.03
20	Community Ed Director/ALP	0	1	1	Female	1,189	\$6,813.00	\$8,335.74	(\$1,522.74)
22	Principal	2	0	2	Male	1,501	\$10,240.00	\$9,674.21	\$565.79
23	Superintendent	1	0	1	Male	2,046	\$11,833.00	\$12,518.53	(\$685.53)

Job Number Count: 29

2018-2019 School Calendar

Bagley Public Schools
 202 Bagley Avenue NW
 Bagley, MN. 56621
 Phone 218-694-6184 (Fax) 218-694-3221
www.bagley.k12.mn.us

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Category of Events
 PLCs - Every Wednesday, Early Release

Quarter #1 Days S-42, T-44
 Quarter #2 Days S-43, T-45

Quarter #3 Days S-42, T-44
 Quarter #4 Days S-43, T-45

Aug 28	K-5 Staff Development
Aug 29-30	K-12 Staff Development
Sep 3	Labor Day - No School
Sep 4	Student's First Day
Oct 1	Grade 6-12 Conference 4:00-7:30
Oct 18-19	Fall Break - No School
Nov 2	1st Quarter Ends
Nov 9	Conference Exchange Day - No School
Nov 15-16	Grade K-5 Conf 3:30-7:30 & 8:00-3:30
Nov 16	6-12 Staff Development
Nov 22-23	Thanksgiving Break - No School
Dec 6	Grade 6-12 Conference 4:00-7:30
Dec 21-31	Christmas Break - No School
Dec 31	New Year's Eve - No School
Jan 1	New Year's Day - No School
Jan 2	Classes Resume
Jan 18	End of Quarter #2
Jan 21	MLK Day K-12 Staff Development
Feb 15	Conference Exchange Day - No School
Feb 18	President's Day - No School
Feb 21	Grade 6-12 Conference 4:00-7:30
Mar 22	End of Quarter #3
Apr 4-5	Grade K-5 Conf 3:30-7:30 & 8:00-3:30
Apr 5	6-12 Staff Development - No School
Apr 19	Spring Break
Apr 22	Possible Emergency Day
Apr 25	Grade 6-12 Conference 4:00-7:30
May 17	Possible Emergency Day
May 24	Possible Emergency Day
May 27	Memorial Day - No School
May 30	End of Quarter #4
May 30	Students Last Day
May 31	K-12 Staff Development



Category of Events
 May 28 Senior Awards Banquet
 May 29 Baccalaureate
 May 31 Graduation

Board Approved
JANUARY 2018 DRAFT

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Category of Events
170 Student Days
178 Teacher Days

Order of Emergency Days
 April 22, 2018

May 24, 2018
 May 17, 2018

2018 Preliminary Budget	Revenues	Expenditures		Current Fund Balances
				\$600,000.00
				\$275,115.01
				Assigned for Bus Purchases
				Designated for Severance/Insurance Premiums
General Fund	\$12,652,426.00	\$12,791,915.00	(\$139,489.00)	\$2,852,162.88
Staff Development	\$135,799.00	\$139,600.00	(\$3,801.00)	\$53,646.65
LTFM	\$310,321.00	\$312,700.00	(\$2,379.00)	\$218,231.51
Health & Safety			\$0.00	(\$106,268.94)
Operating Capital	\$238,716.00	\$570,154.00	(\$331,438.00)	\$822,792.79
Learning & Development	\$244,227.00	\$244,227.00	\$0.00	\$0.00
State Approved Alt. Programs	\$41,395.00	\$41,395.00	\$0.00	\$2,833.90
Gifted & Talented	\$14,549.00	\$14,549.00	\$0.00	\$0.00
Basic Skills	\$815,359.00	\$815,359.00	\$0.00	\$0.00
Career and Technical Programs	\$29,460.00	\$81,093.00	(\$51,633.00)	\$0.00
Safe Schools	\$42,581.00	\$42,581.00	\$0.00	\$0.00
Unassigned	\$10,780,019.00	\$10,530,257.00	\$249,762.00	\$985,811.96
Food Service Fund	\$590,791.00	\$548,773.00	\$42,018.00	\$135,101.03
Community Service Fund	\$293,213.00	\$263,878.00	\$29,335.00	\$132,718.14
Debt Redemption Fund	\$351,158.00	\$444,515.00	(\$93,357.00)	\$182,486.27
Trust Fund	\$500.00	\$800.00	(\$300.00)	\$1,092.03
Total All Funds	\$13,888,088.00	\$14,049,881.00	(\$161,793.00)	
Need a motion to adopt the Fy 18 Budgets as presented				
* Budgets that have Expenditures over Revenues will draw down from reserves				
2018 Final Budget	Revenues	Expenditures		Current Fund Balances
				\$600,000.00
				\$301,923.00
				Assigned for Bus Purchases
				Designated for Severance/Insurance Premiums
General Fund	\$12,660,638.00	\$13,004,636.00	(\$343,998.00)	\$3,216,890.00
Staff Development	\$137,987.00	\$137,987.00	\$0.00	\$49,981.00
LTFM	\$310,321.00	\$333,058.00	(\$22,737.00)	\$202,840.00
Health & Safety			\$0.00	\$1,124.00
Operating Capital	\$240,017.00	\$705,223.00	(\$465,206.00)	\$692,823.00
Learning & Development	\$245,743.00	\$245,743.00	\$0.00	\$0.00
State Approved Alt. Programs	\$39,639.00	\$39,639.00	\$0.00	\$5,254.00
Gifted & Talented	\$14,494.00	\$14,494.00	\$0.00	\$0.00
Basic Skills	\$820,048.00	\$820,048.00	\$0.00	\$0.00
Career and Technical Programs	\$30,537.00	\$64,496.00	(\$33,959.00)	\$0.00
Safe Schools	\$42,581.00	\$42,581.00	\$0.00	\$0.00
Unassigned	\$10,779,271.00	\$10,601,367.00	\$177,904.00	\$1,362,945.00
Food Service Fund	\$586,004.00	\$603,158.00	(\$17,154.00)	\$135,101.03
Community Service Fund	\$253,368.00	\$228,180.00	\$25,188.00	\$132,718.14
Debt Redemption Fund	\$442,961.00	\$444,515.00	(\$1,554.00)	\$182,486.27
Trust Fund	\$500.00	\$1,300.00	(\$800.00)	\$1,092.03
Total All Funds	\$13,943,471.00	\$14,281,789.00	(\$338,318.00)	
Need a motion to adopt the Fy 18 Budgets as presented				
* Budgets that have Expenditures over Revenues will draw down from reserves				