



## **Bagley Public Schools**

### **Regular Meeting**

**Monday, June 4, 2018 7:30 PM**

# Bagley Public Schools School Board Meeting Agenda

Monday, June 4, 2018 at 7:30 PM  
Regular Meeting  
High School Room 101

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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. Policy 206 - Public Participation in School Board Meetings - Jamie Grover
5. **CONSENT AGENDA**
  - A. Minutes - May 21 5
6. **COMMUNICATIONS**
  - A. Enrollment 7
7. **STUDENT INPUT AND RECOGNITION**
8. **PUBLIC PARTICIPATION**
9. **COMMITTEE REPORTS**
  - A. Transportation
  - B. Policy
  - C. Facilities
  - D. Negotiations
  - E. Athletics
  - F. Security
    - 1) Security Meeting Update - Adam Broden
  - G. Wellness
  - H. Other
10. **REPORTS AND PRESENTATIONS**
  - A. Buddy Bench - Jack Pine Pals 4-H Club 9

Each year we do a community project. This year we would like to build a Buddy Bench. A Buddy Bench goes on a playground and is labeled Buddy bench. It is a place that kids can go if they don't have anyone to play with. It is

a place where kids watch and if they see a child sitting there they are encouraged to invite that child to play with them.

**11. SCHOOL BOARD ACTION**

- A. Renewal of MIST Property/Casualty Insurance in the amount of \$47,715.91 10  
 effective July 1, 2018 to July 1, 2019  
 2017-2018 Expiring Costs is \$51,049.58  
 % of Change = - 6.5%
- B. Volunteer Hall Monitor Program 11
- C. Approve Revisions to Emergency Procedures Manual / Add Appendix S  
 (Confidential Staff Contact Info)
- D. Clarity Glass apply window tint to BHS Hallway Exterior Doors/Windows (not  
 including main entrance)  
 Total cost \$7,288.00
- E. Lead in Drinking Water Plan Approval 13
- F. Rubber Flooring for BHS Weight Room and Aerobics Room 23  
 Recommendation to accept Anderson Ladd, Inc. quote in the amount of \$9,100
- G. Staffing
  - 1) Resignation - Ashley Kolstad, effective June 1, 2018
  - 2) Resignation - David Gooch, effective June 30, 2018
  - 3) Hire - Risto Kultala, as a Physical Education and Health Teacher  
 Contingent upon receipt of a satisfactory background check and licensure.
  - 4) Hire - Stuart Dukek as Head of Transportation and Approve Contract 27  
 Contingent upon satisfactory background check and bus endorsement.
  - 5) Approve Job Description and Work Agreement for the Community 31  
 Education Youth Recreation Coordinator
  - 6) Hire - Erica Erickson as a highly-qualified paraeducator  
 Contingent upon receipt of satisfactory background check and meeting the  
 No Child Left Behind requirements.
- H. Health Curriculum Approval 34  
 The District Advisory Committee is recommending the approval of the  
 Goodheart-Willcox Publisher 7th & 8th grade health textbook. The committee  
 unanimously approved this textbook.

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

**13. MEETING SCHEDULE - **Chairman Broden****

Regular School Board Meeting - June 18, at 7:30 p.m. in High School Room 101

**14. ADJOURNMENT**

**15. SCHOOL BOARD ACTION**

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

**BAGLEY PUBLIC SCHOOLS  
REGULAR SCHOOL BOARD MEETING  
MAY 21, 2018  
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on May 21, 2018, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Wendy Fultz, LeAnn Agnes, Renee Benson, Jeremy Davies, Jamie Grover, and Superintendent Cairns. Members absent: Amy Fontaine.

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

1. A motion was made by Jamie Grover, seconded by Jeremy Davies to approve the following consent agenda items:
  - A. May 7 & 16 Minutes
  - B. May 2018 Invoices – \$164,939.08 – Ck #58978-59063
  - C. April 2018 Hand Payables – \$42,782.21 – Ck #32507-32536
  - D. April 2018 Statement of Cash Balances – \$4,032,592.33
  - E. April 2018 Budget Comparison
  - F. April 2018 Wires Payments – \$162,312.23
  - G. BES & BHS Auxiliary AccountsMotion passed 6-0.
2. Director Grover asked if the District has been using charter buses for extra-curricular activities and field trips and what is the cost involved with charter services. Superintendent Cairns confirmed that charter bus services is being used when our bus drivers are unable drive activities and field trips. We have also asked Fosston to help with some of our transportation needs and they are very willing to help. The District is committed in providing transportation to our students so we do not have to cancel activities or cancel games. Superintendent Cairns did not have cost for the charter services but will send out an email with the details.
3. A special closed School Board meeting has been scheduled on June 4<sup>th</sup> at 5:15 p.m. in High School Room 101 to discuss School Board expectations and behaviors.
4. A special closed School Board meeting has been scheduled on June 4<sup>th</sup> at 6:16 p.m. in High School Room 101 to perform the annual Superintendent’s performance evaluation.
5. Superintendent Cairns apprised the Board that Governor Dayton signed a new law that raises the limit for contracts requiring competitive bidding to contracts with amounts estimated to exceed \$175,000 (the old limit was \$100,000). Also, contracts between \$25,000 and \$175,000 can be made by direct negotiations (obtaining two more bids) or competitive bidding. The new law is effective for contracts entered on or after August 1, 2018.
6. Bayli Dukek provided a recap of Snow/Valentines Week 2018, the annual Spring Summit, announced the 2018-2019 Student Council officers and 2018-2019 Student Council events. Ms. Dukek thanked the Board for the continued support.
7. A motion was made by Jeremy Davies, seconded by Jamie Grover to approve the new JH and SH dance schedule. The new dance schedule is: 7<sup>th</sup> and 8<sup>th</sup> portion of the dance is from 8:00 to 10:00 p.m. and the 9<sup>th</sup> – 12<sup>th</sup> portion of the dance is from 10:00 to midnight. Motion passed 6-0.
8. Superintendent Cairns distributed a thank you card from Mary Jo Goldie.

9. A motion was made by LeAnn Agnes, seconded by Renee Benson 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:

- \* \$1,000.00 from White Earth Tribal Council for End of year expenses/Title VI and AIEA
  - \* \$1,500.00 from White Earth Tribal Council for End of year expenses/Title VI and AIEA
  - \* \$500.00 from Doug Carlson for Sharon Carlson Memorial Scholarship
- Motion passed 6-0.

10. A motion was made by LeAnn Agnes, seconded by Jamie Grover to accept the resignation of Julia Mathison effective May 31, 2018. Motion passed 6-0.
11. A motion was made by Jeremy Davies, seconded by Renee Benson to accept the resignation of Kristina Malterud effective May 31, 2018. Motion passed 6-0.
12. A motion was made by Renee Benson, seconded by Jamie Grover to hire Hannah Trefz as a Truancy Tracker/Coordinator contingent upon receipt of a satisfactory background check and licensure. Motion passed 6-0.
13. A motion was made by Renee Benson, seconded by LeAnn Agnes to hire Matt Tradewell as a special education teacher contingent upon receipt of a satisfactory background check and licensure. Motion passed 6-0.
14. A motion was made by Jeremy Davies, seconded by Jamie Grover to hire Sarah Kohlhase as an elementary art teacher contingent upon receipt of a satisfactory background check and licensure. Motion passed 6-0.
15. A motion was made by Jeremy Davies, seconded by Renee Benson to approve the Minnesota State High School League (MSHSL) membership renewal and resolution for the 2017-2019 school year. See attached resolution. Motion passed 6-0.
16. ITEMS FOR THE NEXT AGENDA:  
A. Staffing
17. Special closed School Board meetings will be held on June 4, 2018, at 5:15 p.m. and 6:15 p.m. in High School Room 101.
18. The next regular School Board meeting will be held on June 4, 2018, at 7:30 p.m. in High School Room 101.
19. A motion was made by LeAnn Agnes to adjourn the meeting at 8:03 p.m. Motion passed 6-0.

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

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

<b>Bagley School</b>												
<b>Enrollment K -12</b>												
<b>SY 2017-2018</b>												
	5/31/18	5/1/18	4/2/18	3/1/18	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	11	12	11	9	9	10	11	11	11	10	13	6
K	61	59	60	62	62	62	62	63	63	64	70	77
1	83	83	84	84	84	84	86	86	84	84	71	67
2	74	72	73	73	73	71	71	72	71	71	90	92
3	91	90	88	86	88	87	88	87	85	87	75	74
4	74	73	72	74	75	74	73	75	74	75	103	104
5	95	95	95	95	95	96	96	98	97	98	82	80
6	78	78	78	78	79	79	81	81	81	82	78	80
Total K-6	567	562	561	561	565	563	568	573	566	571	582	580
7	82	83	83	83	83	82	82	80	80	80	76	76
8	71	71	71	73	72	73	75	75	76	75	69	68
9	73	73	73	73	74	72	73	75	74	74	70	75
10	55	56	57	58	57	58	59	58	61	63	72	70
11	68	70	69	72	73	73	75	78	82	81	74	82
12	67	72	68	69	69	70	70	72	73	74	57	63
Total 7-12	416	425	421	428	428	428	434	438	446	447	418	434
<b>Total K-12</b>	<b>983</b>	<b>987</b>	<b>982</b>	<b>989</b>	<b>993</b>	<b>991</b>	<b>1,002</b>	<b>1,011</b>	<b>1,012</b>	<b>1,018</b>	<b>1,000</b>	<b>1,014</b>

<b>Bagley School</b>														
<b>Enrollment K -12</b>														
<b>Comparison 2005/06 - 2017/18 SY</b>														
	<b>5/31/18</b>	<b>6/1/17</b>	<b>5/26/16</b>	<b>5/28/15</b>	<b>5/29/14</b>	<b>5/30/13</b>	<b>5/31/12</b>	<b>6/2/11</b>	<b>6/2/10</b>	<b>5/27/09</b>	<b>5/29/08</b>	<b>5/31/07</b>	<b>6/1/06</b>	
HK	11	13	16	11	4	16	19	11	14	13	18	5	9	
K	61	70	57	79	76	90	71	78	75	68	60	75	73	
1	83	71	89	74	98	86	79	76	72	70	66	81	76	
2	74	90	71	100	82	86	72	71	68	68	86	80	66	
3	91	75	98	81	86	76	69	66	72	76	75	67	68	
4	74	103	80	84	78	77	65	80	81	75	64	66	87	
5	95	82	83	76	71	65	75	83	76	65	67	91	78	
6	78	78	77	70	66	74	83	83	69	71	91	79	73	
∞ Total K-6	567	582	571	575	561	570	533	548	527	506	527	544	530	
7	82	76	71	66	75	86	86	72	68	87	80	73	98	
8	71	69	68	74	81	81	65	75	85	72	72	97	71	
9	73	70	76	82	79	64	70	79	75	73	94	65	94	
10	55	72	78	77	61	65	72	70	80	87	60	87	89	
11	68	74	61	59	60	70	63	64	90	66	83	78	65	
12	67	57	47	58	68	63	63	79	63	93	78	58	76	
Total 7-12	416	418	401	416	424	429	419	439	461	478	467	458	493	
<b>Total K-12</b>	<b>983</b>	<b>1,000</b>	<b>972</b>	<b>991</b>	<b>985</b>	<b>999</b>	<b>952</b>	<b>987</b>	<b>988</b>	<b>984</b>	<b>994</b>	<b>1,002</b>	<b>1,023</b>	





**PROPERTY/CASUALTY**  
Effective July 1, 2018 to July 1, 2019

**District: Bagley Public Schools ISD #162**

Fixed Costs	2017-2018 Expiring Costs	2018-2019 Renewal Costs	% Of Change
Package (includes Property, General Liability, Auto Liability & Physical Damage, Crime, Excess Liability, EBL, Law, Abuse) [*]	[0.00%] \$11,099.13	[-8.24%] \$10,186.34	-8.22%
Excess Property	\$6,881.00	\$7,289.00	5.93%
Boiler & Machinery	\$1,196.00	\$1,102.00	-7.86%
Cyber Liability	\$1,828.96	\$1,770.23	-3.21%
Pollution Liability	\$1,033.49	\$1,028.34	-0.50%
Arthur J. Gallagher Risk Management Services Fee	\$4,052.00	\$4,174.00	3.01%
Gallagher Bassett Services Claims Administration Fee	\$3,434.00	\$3,324.00	-3.20%
Gallagher Bassett Services Loss Control Fee	\$1,000.00	\$1,000.00	0.0%
<b>Total Fixed Costs</b>	<b>\$31,423.58</b>	<b>\$30,778.91</b>	<b>-2.05%</b>

Variable Costs	2017-2018 Expiring Costs	2018-2019 Renewal Costs	% Of Change
Operations Cost	\$899.00	\$905.00	0.67%
Loss Fund – Package [*]	[0.00%] \$19,626.00	[-15.00%] \$16,937.00	-13.70%
<b>Total Program Contribution on a Maximum Cost Basis</b>	<b>\$51,049.58</b>	<b>\$47,715.91</b>	<b>-6.53%</b>

<b>Total Program Costs 2018-2019</b>	<b>\$47,715.91</b>
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Statistical Information	2017-2018 Expiring	2018-2019 Renewal	% of Change
Total Insurable Values (includes Auto Physical Damage)	\$52,288,323	\$53,326,599	1.99%
Students	1,135	1,129	-0.53%
All Vehicles	36	32	-11.11%

**[\*] Please note the actuarial debit/credit system for the 2018/2019 renewal is based upon your districts exposures as well as the previous 5 years of loss history (excluding the current year).**

## Volunteer Hall Monitor Bagley Schools

The Bagley School District is providing an opportunity for volunteers to give back to the community and help increase our school safety.

Bagley Schools is taking applications for Volunteer Hall Monitors. This is a completely volunteer program. Interested applicants must complete an application, and if selected to participate will undergo a background check and must complete orientation training.

The goal of this program is to enhance our current Safety and Security by adding an additional set of eyes/ears in our hallways. Volunteer Hall Monitors will observe any concerns and immediately report them to building administration who will handle the situation. Volunteer Hall Monitors will not be involved in any student discipline, and will not be armed in any way.

Orientation training will be provided that covers the following topics:

- FERPA/Student Confidentiality
- School District Emergency Procedures Overview.
- Introduction to Working with Students with Special Needs.

Volunteers may also have the opportunity to complete First Aid/CPR Training when it is offered at low cost for district staff.

If you have any questions on the program, please contact the Bagley School District Office at 218-694-6184.

Application for Volunteer Hall Monitor  
Bagley Schools

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Please tell us why you are interested in becoming a volunteer hall monitor:

---

---

---

---

What previous experience do you have that would make you a good candidate for the volunteer position:

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---

For this program to be successful, volunteers need to commit to a regular schedule. Please tell about your availability and time willing to commit:

---

---

Please list any relatives (children/grandchildren) who are students at Bagley Schools:

---

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Please list two character references:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please return this form to the Bagley School District Office*



Executive Director  
Bruce Jensen

## *Northwest Service Cooperative*

114 First Street West  
Thief River Falls, MN 56701-1911  
218-681-0900  
218-681-0915 (fax)  
[www.nw-service.k12.mn.us](http://www.nw-service.k12.mn.us)

"Your Resource and  
Learning Partner"

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# Lead in Drinking Water Plan

**Bagley Public School District**

**Contact person: Dan Lavine**

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Sampling Program Development..... 1

Conduct First Draw Sampling ..... 2

Communicate Results..... 2

**Appendices**

- A. Reducing Lead in Drinking Water A Technical Guidance and Model Plan for Minnesota’s Public Schools
- B. Water Tap Locations Map
- C. Sample Results

## Introduction

This plan is designed to help the Bagley School District comply with the requirement of the Minnesota statutes. 121A.335 Lead in School Drinking Water MN Department of Education with regard to protecting the health and safety of students and staff.

This written plan was developed using the Reducing Lead in Drinking Water A Technical Guidance and Model Plan for the Minnesota's Public Schools (See Appendix A) published by the Minnesota Department of Health.

### Sampling Program Development

The Bagley School District will complete a survey of all water sources at its facilities to determine those that may be used for consumption by staff and students.

#### Determining sampling protocol

Inventory drinking water taps used for consumption (i.e. drinking water and food preparation): A drinking water faucet or tap is the point of access for people to obtain water for drinking or food preparation. A faucet/tap can be a fixture, faucet, drinking fountain or water cooler. Drinking water taps typically do not include bathroom taps, hose bibbs, laboratory faucets/sinks or custodial closet sinks; these should be clearly marked not for drinking.

- Taps used for human consumption should only be cold water taps.
- Hot water taps should never be used to obtain water for drinking water or food preparation.

**Check all drinking fountains to ensure EPA has not identified them as having a lead lined tank under the LCCA.** This list can be found at: Lead in Drinking Water Coolers (<http://tinyurl.com/kr8kppf>);

- If a drinking fountain with the school is found on this list, it should be removed from use immediately.

#### Determine a schedule for sampling

All taps used for drinking water or food preparation must be tested at a minimum of once every five years. If budget or resources do not allow all taps to be tested in the first year, it is suggested that taps be prioritized, with all high priority taps tested the first year, medium priority the second, and low priority the third. The fourth year should be used a "make up" year, if needed.

Priority levels are:

**High priority:** taps used by children under the age of six years of age or pregnant women (e.g., drinking fountains, nurse's office sinks, classrooms used for early childhood education and kitchen sinks).

**Medium priority:** other taps regularly used to maintain water for drinking or cooking (e.g., Family and Consumer Science sinks, classroom sinks, and teacher lounges).

**Low priority:** other taps that could reasonably be used to obtain water for drinking but are not typically used for that purpose.

### **Analysis by an Accredited Laboratory:**

Laboratory analysis typically involves a school district or consultant contracting with an accredited lab to obtain sample bottles. The laboratory will send instructions for sampling, sample bottles, and a chain-of-custody form to document time and date collected, collector name, and sample location.

### **Conduct First Draw Sampling**

Once the sampling protocol has been set, water sampling must be conducted according to the established schedule and priority. Water from taps used for drinking or food preparation must be tested for lead using “first draw” samples. First draw means that the samples are collected before the fixture is used or flushed during the day. Use only cold water for collecting lead samples. It is necessary to consider the order in which tap samples are collected to avoid the potential of accidentally flushing a tap. Always start at taps closest to where the water enters the building.

Sample site preparation and sample collection must be performed consistent with the following conditions:

- Note that it may be necessary to collect samples over a number of days to ensure only first draw samples were collected;
- The day before sampling-normal usage of the sampling tap should occur;
- The night before sampling-secure the fixture from being used (e.g., hang a “DO NOT USE” sign);
- Do not use sampling taps for a minimum of six hours. MDH recommends not exceeding 18 hours;
- Do not remove aerators or attachments;
- Collect the first draw sample using a 250 ml bottle. Be sure to start sampling at taps closest to where the water enters the building so that no accidental flushing occurs; complete all scheduled sampling for that sampling period; and
- Have samples analyzed by sending to a laboratory. Be sure to follow all instructions from the lab.
- Schools with active flushing programs or considering a flushing program may also want to collect a flushed sample in order to verify flushing effectiveness.

### **Communicate Results:**

Bagley School District shall:

- Notify parents/staff of the availability of the sampling results and provide the name of the designated contact to answer any questions.
- Make the results of the testing available to the public for review.
- Share specific activities used to correct/address any lead concerns.

## **Appendix A**

Reducing Lead in Drinking Water A Technical Guidance and Model Plan for Minnesota's Public Schools

Visit:

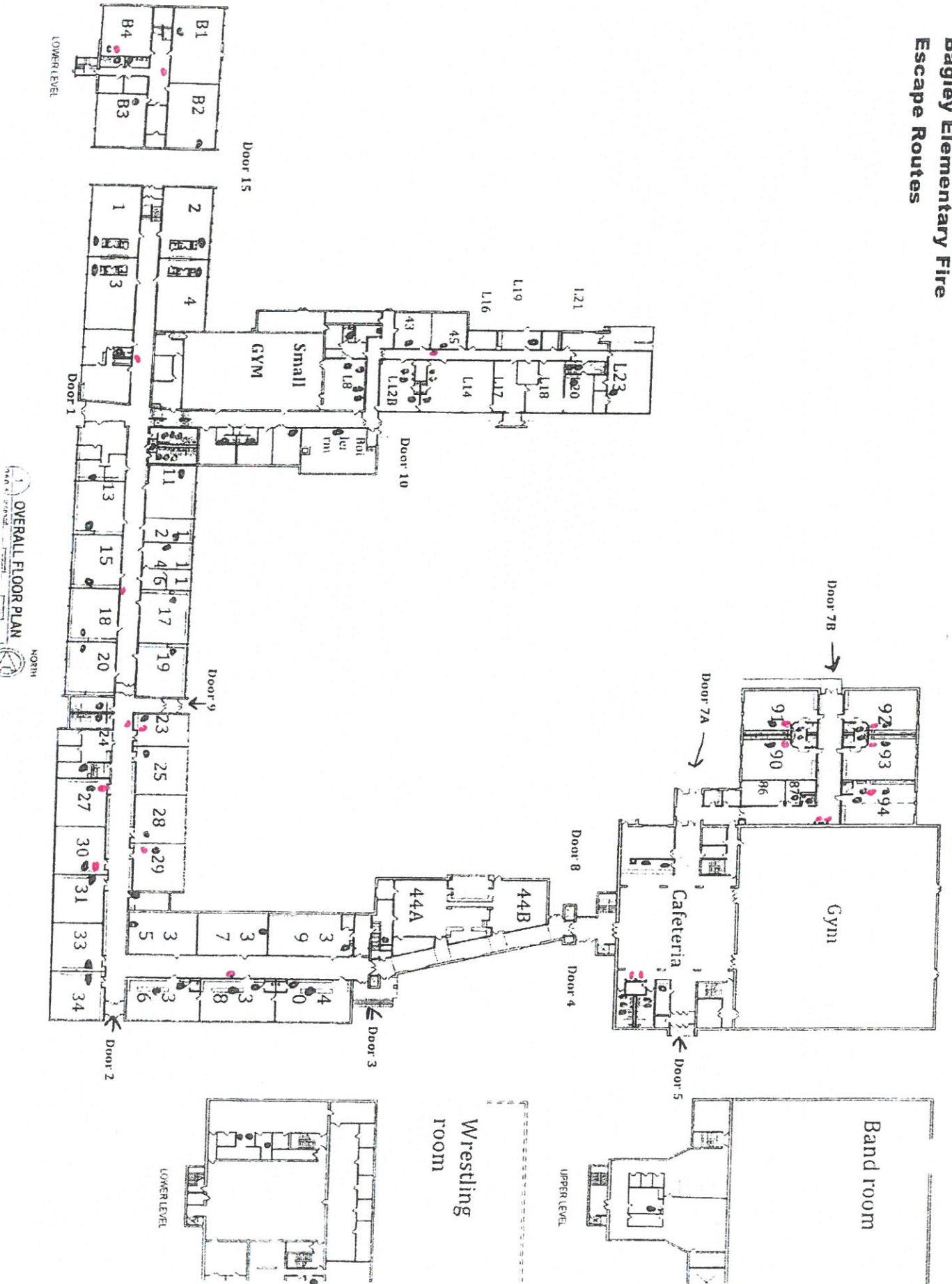
<http://www.health.state.mn.us/divs/eh/water/schools/pbschoolguide.pdf>

## **Appendix B**

Water tap locations map

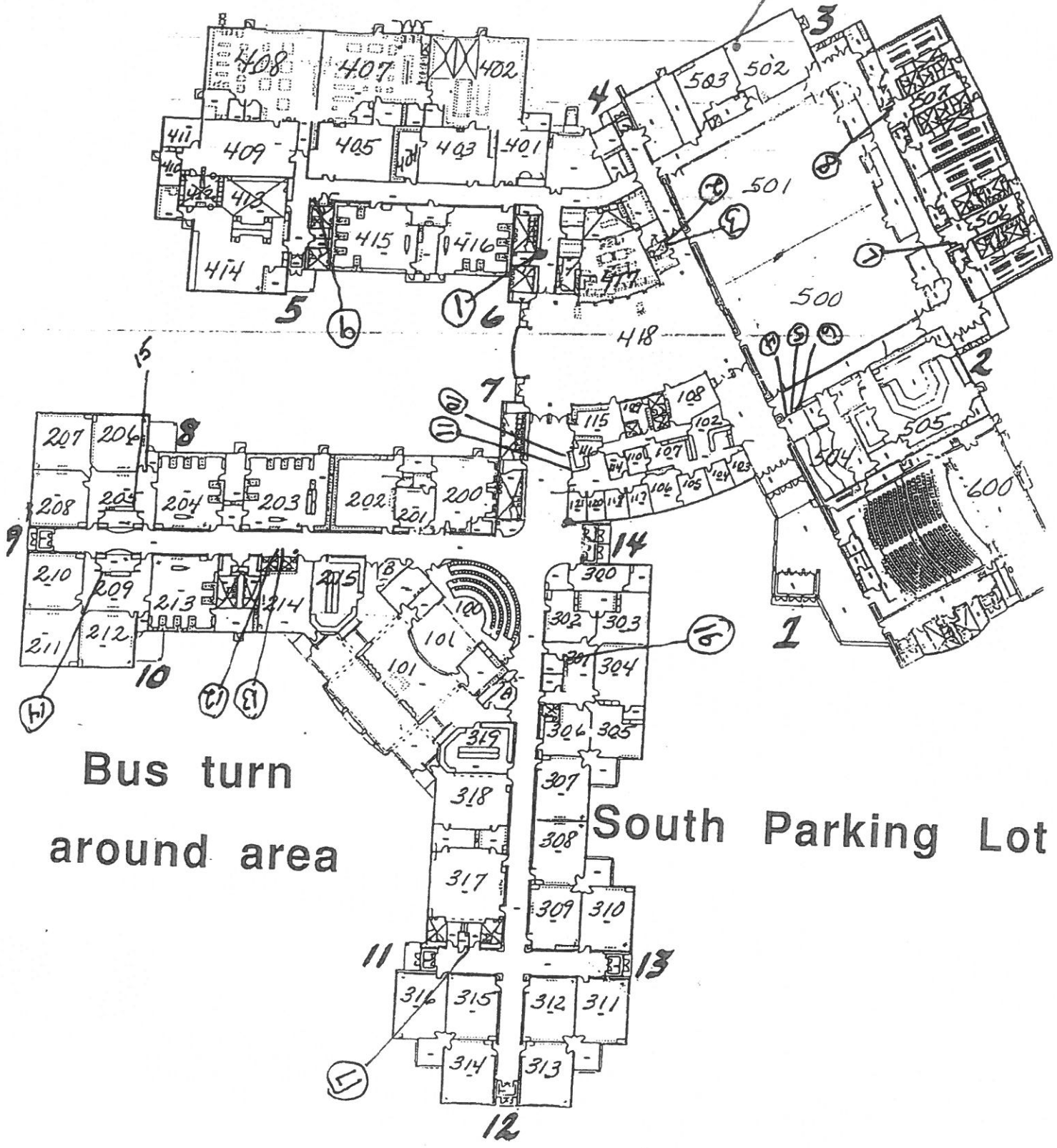
# Bagley Elementary Fire Escape Routes

● - Drinkable Fountains - 20  
○ - Sinks - 98



H.S. Drinking Fountains

# North Parking Lot



Bus turn  
around area

# South Parking Lot

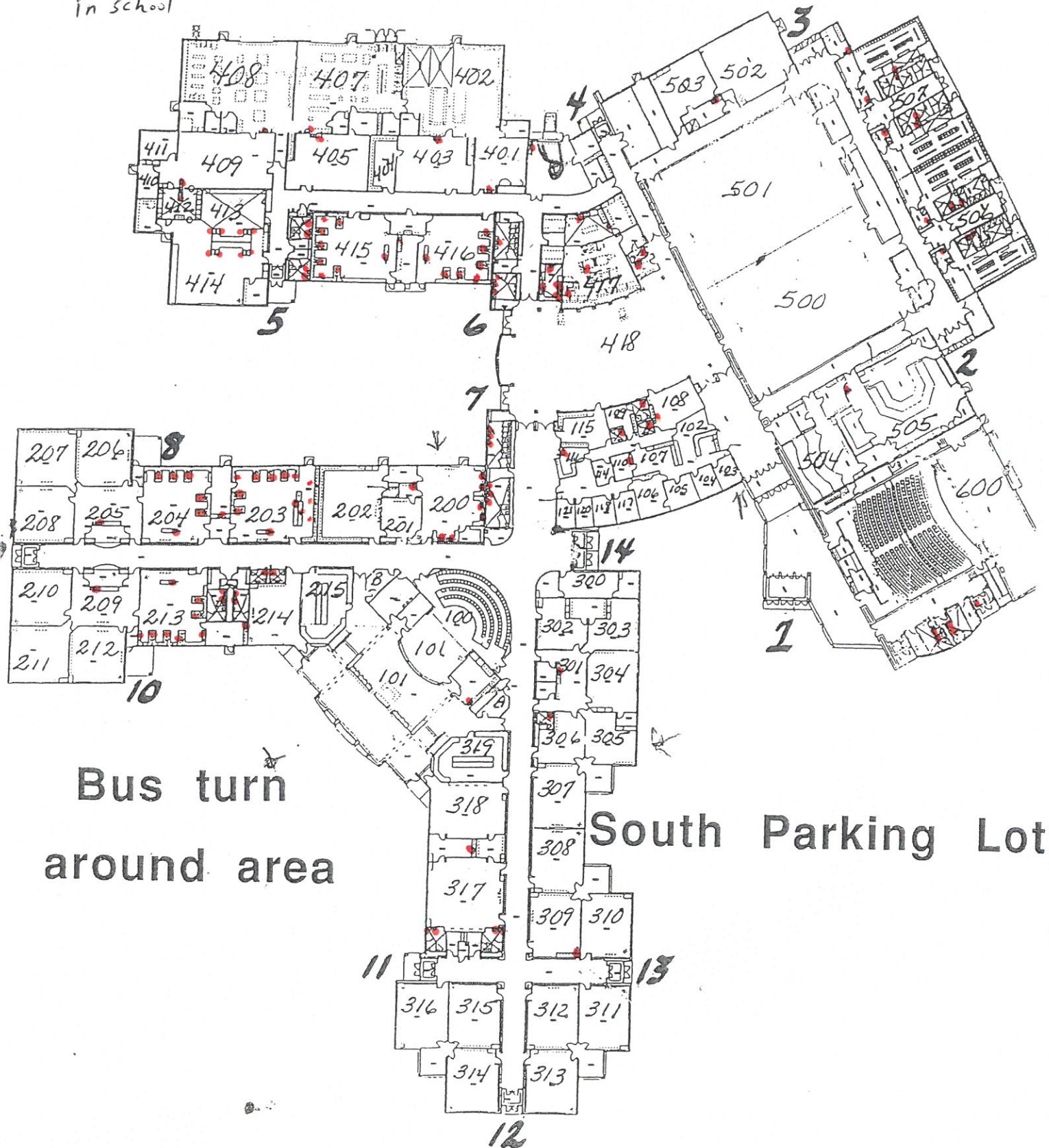
Complex  
9 sinks

# SINKS H.S.

27 water  
packets

120 total sinks  
in school

## North Parking Lot



## **Appendix C**

### Sampling Results

## Weight room rubber flooring

We recommend the Humane 4'x4' tile rubber flooring from Anderson Ladd for the weight room and adjacent aerobics room (503). Removal of old carpeting and installation will be done by district maintenance. Ron and Dan



# ANDERSON LADD, INC.

450 Industrial Blvd, Minneapolis, MN 55413  
Tel: 612-331-8816 Fax: 612-378-2236

SERVING EDUCATION, HEALTH CARE, AND INDUSTRY SINCE 1924

"Exceeding Customer Expectations Since 1924"

## PROPOSAL HH60196

To: Dan Lavine  
Bagley Schools

Date: 5/29/2018  
Project: Bagley Weight Room  
Location: Bagley, MN

### SERVICES

- Construction
- Consulting / Training
- Service & Maintenance
- Layout & Design
- Project Management

### PRODUCTS

- Athletic & Wood Flooring
- Athletic Equipment
- Auditorium Seating
- Bleachers
- Casework
- Laboratory Equipment
- Laboratory Furniture
- Library & File Systems
- Lockers
- School Equipment
- Storage Systems
- Tracks
- Turf Fields

### The Haldeman Homme Family of Companies:

- Academic Specialties
- Academic Specialties TX
- Anderson Ladd
- IDEA



Employee Owned

We propose to supply 2800sf of Humane rubber flooring. The flooring is to be 3/8" x 2' x 2' Humane Guardian interlocking tiles in black. This for material and freight only. Unload and install will be done by the school.

Material and freight.....\$10,600

OPTION: 3/8" x 4' x 4' tiles

Material and freight.....

\$9,100

NOTE - These tiles will be heavier than the 2' x 2' tiles but will have fewer seams in the floor and be a quicker install.

### Qualifications:

- Proposed project schedule:  
Manufacturing Lead Time 3 weeks

### Excludes:

- State Sales & Use Taxes. Purchaser by acceptance of this quotation agrees to furnish Tax Exemption Certificates when requested on non-taxable materials, otherwise any applicable tax will be added at time of invoicing.
- Any Liquidated, Consequential and/or Actual Damages clauses.
- Charges for vertical transportation, Electrical utilities and connections, Bonds, Removal of existing equipment, In-wall backing/blocking.

Note: Clean-up to be limited to removing all debris, dirt and rubbish accumulated as a result of our installation to a dumpster provided by others, leaving the premises broom clean and orderly.

### SEE PAGE for Terms & Conditions

This proposal is based upon usage of the AGC/ASA/ASC "Standard Form Construction Subcontract", 1996 Edition or a subcontract form otherwise acceptable to Haldeman-Homme, Inc.

TERMS: Net 30 Days

ACCEPTED: Company \_\_\_\_\_

RESPECTFULLY,

Name \_\_\_\_\_

Anderson Ladd, Inc.

Date \_\_\_\_\_

By

Sean Rivard, Sales Representative  
(612) 362-2133  
srivard@andersonladd.com

Note: This quotation is offered for acceptance within 30 days and is subject to revision beyond that time.



A Haldeman Homme Company

[www.haldemanhomme.com](http://www.haldemanhomme.com)

[www.andersonladd.com](http://www.andersonladd.com)

Arkansas - Colorado - Idaho - Illinois - Indiana - Iowa - Kansas - Michigan - Minnesota - Montana - Nebraska - Nevada - New Mexico - North Dakota - Oklahoma - South Dakota - Texas - Utah - Wisconsin - Wyoming



# ANDERSON LADD, INC.

450 Industrial Blvd, Minneapolis, MN 55413  
Tel: 612-331-8816 Fax: 612-378-2236

SERVING EDUCATION, HEALTH CARE, AND INDUSTRY SINCE 1924

"Exceeding Customer Expectations Since 1924"

## SERVICES

- Construction
- Consulting / Training
- Service & Maintenance
- Layout & Design
- Project Management

## PRODUCTS

- Athletic & Wood Flooring
- Athletic Equipment
- Auditorium Seating
- Bleachers
- Casework
- Laboratory Equipment
- Laboratory Furniture
- Library & File Systems
- Lockers
- School Equipment
- Storage Systems
- Tracks
- Turf Fields

## The Haldeman Homme Family of Companies:

- Academic Specialties
- Academic Specialties TX
- Anderson Ladd
- IDEA



Employee Owned

## PROPOSAL HH60196

### Haldeman-Homme, Inc. Terms and Conditions

#### Academic Specialties, Inc. / Academic Specialties TX / Anderson Ladd Inc. / Iowa Direct Equipment & Appraisal

##### General

These terms and conditions are a component part of the attached proposal and constitute the entire agreement between Haldeman-Homme, Inc. and any of its subsidiaries. By signing the proposal, Customer acknowledges that they understand and accept the proposal and the following terms and conditions. All work shall be done in accordance with the attached proposal unless otherwise provided for in writing and signed by Haldeman-Homme, Inc. Applicable sales, excise and use taxes are not included unless otherwise stated in the proposal. Tax exempt entities hereby agree to furnish tax exemption certificates when requested on non-taxable materials. Material Only Contracts: Responsibility for the unloading, handling, storage and installation of material transfers to the Customer upon shipment from the factory. Customer is responsible for receiving, unloading and inspecting materials and filing freight claim for any shortage or damage of materials. Delivery and freight charges are not included unless otherwise stated in the proposal.

##### Site Conditions

A smooth, level and clean sub-floor shall be provided or as required by Haldeman-Homme, Inc. Maintain environment at proper temperature (55-80 degrees F.) and humidity (35-50%) before, during and 30 days following installation. Delays due to circumstances beyond the control of Haldeman-Homme, Inc. shall entitle Haldeman-Homme, Inc. to an equitable adjustment of time and contract price.

##### Acceptance

This proposal may be accepted within 30 days subject to credit approval. Haldeman-Homme, Inc. reserves the right to revoke this offer prior to acceptance by customer. Customer agrees that, by signing, grant authority to credit bureaus to release credit history information for the purpose of establishing credit with Haldeman-Homme, Inc. and its subsidiaries. Haldeman-Homme, Inc. and its subsidiaries may, at its sole discretion, require a credit application, joint check agreement with the property owner/end user if the property owner/end user is a separate entity from the Customer, a copy of the Customer's payment bond, a personal guarantee, or a combination of said documents as a condition of credit approval.

##### Installation

This proposal assumes unloading and elevator use shall be conducted during normal business hours. This proposal is based on completing the work during normal business hours. Overtime, evening and weekend work is available at additional charge. Customer agrees to provide Haldeman-Homme, Inc. with sufficient and timely unloading facilities, dock and elevator access as needed at no additional cost to Haldeman-Homme, Inc. Customer shall provide temporary, secure storage for materials prior to installation. Customer shall provide adequate electrical power, lighting, water and restroom facilities during installation. Customer shall provide area that is free and clear and prepared for installation.

##### Engineering

All engineering, proposal drawings, specifications shall represent Haldeman-Homme, Inc.'s investment in engineering skill and development and remain the property of Haldeman-Homme, Inc. Such are submitted with the understanding that the information will not be disclosed or used in any way detrimental to Haldeman-Homme, Inc.'s interests.

##### Changes

Any requests for changes to the scope of work shall be made in writing with signed acceptance by authorized personnel from Haldeman-Homme, Inc. and Customer.

##### Liability

Haldeman-Homme, Inc. shall not be liable for damages in any form or any other claim arising out of strikes, floods, fire, accidents, or any other causes beyond our control. Haldeman-Homme, Inc. shall not be liable for liquidated, consequential or any other damages or penalties of any kind for delays in completion of work. Haldeman-Homme, Inc. indemnity obligations to the Customer and owner are limited to the liability created by the gross negligence of Haldeman-Homme, Inc., its employees or subcontractors. In the event the terms of this agreement conflicts with the Customer's proposal or purchase order the parties acknowledge and agree the terms of this agreement shall control.

##### Payment

Payment in full will be due and payable thirty (30) days from invoice date. Haldeman-Homme, Inc. and its subsidiaries may, at its sole discretion, require a down payment of up to 50% of the order at the time the order is placed. Customer agrees to pay progress-billing invoices during the course of the project reflecting partial shipment of material and/or partial completion of labor work performed. Where materials are stored or staged temporarily at the job site or in offsite or bonded warehouse, customer shall pay for materials and reasonable storage charges. The failure of the Customer to make payments within contract terms shall entitle Haldeman-Homme, Inc., in addition to all other rights, to suspend all work and shipments and shall further entitle Haldeman-Homme, Inc. to an extension of time of performance of the work. No payments shall be withheld from or penalties assessed against Haldeman-Homme, Inc. due to causes for which Haldeman-Homme, Inc. is not responsible.

Customer agrees that, if the billed amount is not paid within terms, a service charge will be charged on the overdue balance at a percentage rate of 1.5% (18% ANNUAL PERCENTAGE RATE) for all accounts. If the customer fails to pay the entire unpaid balance on the account when due Haldeman-Homme, Inc. may without further notice or demand, exercise all rights and remedies available by law for the collection of the balance due on the account. Haldeman-Homme, Inc. reserves the option to exercise its lien rights at all times in accordance with applicable law to secure collection of amounts due. Applicant will be liable for all expenses of collection with or without suit, including all court costs and reasonable attorney's fees to the extent under applicable state law. Venue shall be the State District Court of Minnesota.

##### Disputes

Customer and Haldeman-Homme, Inc. hereby agree that disputes between the parties which cannot be settled amicably, shall be settled through the State District Court of Minnesota.

##### Cancellation

An officer of Haldeman-Homme, Inc. must approve cancellation requests in writing. In order to compensate Haldeman-Homme, Inc. for its investment in engineering, time, processing and administrative work, approved cancellations shall be subject to cancellation charge of 25% of the contract amount plus the cost of materials produced or in production, labor or other services performed, freight, taxes and any other out of pocket expenses incurred by Haldeman-Homme, Inc.

##### Warranty

THE MANUFACTURER EXPRESS WARRANTY IS PROVIDED IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED BY HH/AL.

##### Insurance

Haldeman-Homme, Inc. maintains insurance and will provide certificates of insurance if requested on coverage and limits as provided by its insurance policy. No other insurance coverage is provided including waiver of subrogation or additional named insureds.

##### Codes

Customer, architect and/or contractor shall be responsible for all local, state and federal agency code compliance, permits, fees, design, engineering and testing. Haldeman-Homme, Inc. does not provide professional liability insurance for any of these services. Costs for any and all such services are not included in this proposal.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)



A Haldeman Homme Company

[www.haldemanhomme.com](http://www.haldemanhomme.com)

[www.andersonladd.com](http://www.andersonladd.com)

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Estimate From  
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Estimate # 85098  
 Page 1 of 1

<b>ESTIMATE FOR:</b>  Bagley School District 162 202 Bagley Ave NW Bagley, MN 56621-8759  Ph: (218) 204-1168 PROJECT DESCRIPTION: Weight Room Email:dlevinedlavine@bagleyk12.mn.us
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STORE # 3269 BMIJ      PHONE: (218) 751-1716  
 2600 Paul Bunyan Drive NW      FAX: (218) 751-1790  
 Bemidji, MN 56601

<b>ESTIMATE BY ESTIMATE DATE</b>	
DJ J.	04/27/18

SKU NUMBER	DESCRIPTION	QTY TO ORDER	ADDITIONAL ITEM INFORMATION
700-2353	KIEFER SPEC FLOORING S.O.MERCHANDISE VENDOR PART #: TUFLC10 Black with blue specs rubber tile Rubber tile Kiefer Specialty Flooring Tuff-Lock interlocking rubber tiles 23"x23"x5/16"	708 EACH	** Special Order **

This is an estimate. It is given only for general price information. This is not an offer and there can be no legally binding contract between the parties based upon this estimate. The prices stated herein are subject to change depending upon the market conditions. The prices stated on this estimate are not firm for any time period unless specifically written otherwise on this form and are not inclusive of taxes, delivery, packaging or any other charges which may or may not need to be added when ultimately purchasing products from this estimate. The availability of materials is subject to inventory conditions. **MENARDS IS NOT RESPONSIBLE FOR ANY LOSS INCURRED BY THE GUEST WHO RELIES ON PRICES SET FORTH HEREIN OR ON THE AVAILABILITY OF ANY OF THE MATERIALS STATED HEREIN.** All information on this form, other than price, has been provided by guest and Menards is not responsible for any errors in the information on this estimate, including but not limited to quantity, dimension and quality. Please examine this estimate carefully. **MENARDS MAKES NO REPRESENTATIONS, ORAL, WRITTEN OR OTHERWISE THAT THE MATERIALS LISTED ARE SUITABLE FOR ANY PURPOSE BEING CONSIDERED BY THE GUEST. BECAUSE OF WIDE VARIATIONS IN CODES, THERE ARE NO REPRESENTATIONS THAT THE MATERIALS LISTED HEREIN MEET YOUR CODE REQUIREMENTS.**

TODAY'S SUB-TOTAL: 10,478.40

**GUEST COPY  
 PAGE 1 OF 1**

## **BAGLEY PUBLIC SCHOOLS**

Independent School District #162

Bagley, Minnesota

Updated 5/30/2018

**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:** 240 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. Use Microsoft Office Products to create spreadsheets and word documents.
5. Use Synergy for discipline referrals, enter student route #'s, pick up and drop off times.
6. Drive bus when necessary, may be assigned a route.
7. Schedule and conduct new driver training.
8. Schedule and conduct annual driver training and professional development activities.
9. Conduct driver license checks.
10. Schedule student bus evacuations.
11. Complete background checks.
12. Bid new buses and other school vehicles and make recommendations for purchase to the Superintendent.
13. Notify drivers of random drug and alcohol testing.
14. Responsible for monthly and annual reports to district office and MNDOT.
15. Serve as on-call emergency contact during non-working hours.
16. Perform snow removal when called in to assist.

17. 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).
18. Maintain the facilities and grounds including; the ALP building, parking lot, and bus garage.
19. Responsible for ordering and maintaining supplies and equipment and estimating costs for repairs.
20. Authorizes purchases made by mechanic.
21. Bring receipts/invoices to Business Manager on a timely basis, weekly.
22. Responsible for overseeing the compliance of a clean, safe and orderly shop and ALP facility.
23. Assist Superintendent in determining road and driving conditions during inclement weather and predicting school delays and cancellations.
24. Assist Mechanic with bus/vehicle break downs on the road or tow back to the bus garage during regular, after hours or on weekends.
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, Worker's 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. The School District authorizer and contact person for Como Oil and Propane services.
32. Maintain U.S. DOT certification number every other year.
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, 2018 through June 30, 2019**

**1. Salary:** 2018-2019 \$51,850

\$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 240 days.
- b. Any hours beyond 40 will be paid at time and a half.
- 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 2018 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:** 11 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

**BAGLEY PUBLIC SCHOOLS**  
Independent School District #162  
Bagley, Minnesota  
Updated 05/01/18

**POSITION TITLE:** Community Education Youth Recreation Coordinator (CEYRC)

**POSITION PURPOSE:** To provide all (age) eligible children adequate opportunities to participate in child wide range of educational, lifelong learning, recreation programs and services.

**TRAINING OR EXPERIENCE:** The position requires a detailed-oriented individual with a strong customer service commitment including enthusiasm, initiative and professionalism; knowledge of billing operations; excellent organizational and follow-up skills with the ability to handle and prioritize diverse and changing duties with a commitment to serving the public, specifically youth and families; experience in supervising school-age children in a program setting. Bachelor's degree preferred. Proficiency with Microsoft Office software applications is required. Current CPR/First Aid Certification desired. Must have Driver's License.

**ANNUAL CONTRACT LENGTH:** Is determined yearly depend upon available fund sources. (State, District & Local).

**IMMEDIATE SUPERVISOR:** Community Ed. Director

**DUTIES AND RESPONSIBILITIES:**

1. Provide daily operations and program support for the Bagley Community Education & Recreation Youth Department and Operations staff in the areas of:
  - Billing operations - collection of payments deposits, and refunds, etc.
  - Attendance – weekly attendance sheets, tracking daily attendance
  - Office – phones, parent questions, program information, filing, etc.
  - Processing Registrations & Refunds
  - Generating purchase orders, purchase program supplies, submitting receipts, and taking inventory of supplies
  - Performs professional duties in planning, developing, coordinating, implementing, and supervising recreation and athletic programs
2. Work with staff and supervisors in assisting with a variety of activities and programs
3. Assist with daily before and after school program, youth department programs, and special events.
4. Communicate with elementary school staff and transportation staff to coordinate after-school transportation for elementary student program participants
5. Assist in supervising students during dismissal and parent pickup
6. Utilize computer skills to manage and develop communications, electronic marketing, operations, procedures etc.
7. Provide excellent customer service to families with phone, email, and in person communication
8. Create marketing materials such as flyers, newsletters, mailings, email communications etc.
9. Serve as point of communication between evening program and custodial staff to address facility needs

10. Work as a committed team member with all staff in promoting and exemplifying the mission, principles, goals and philosophies of the department and schools to the community and public at large
11. Work all scheduled open gym, concessions or other community event weekend as well as special events or programs as required
12. Must be willing to work flexible hours, some weekend and evening hours are required.
13. Perform other duties or responsibilities as may be assigned by department administrators

**PHYSICAL DEMANDS:** Must be able and willing to participate in all youth activities. (Bending, jumping stretching, lifting of supplies, walking on uneven surfaces such as the playground, sitting on floor.)

**Bagley Public Schools**  
**Work Agreement for Community Education Youth Recreation Coordinator**  
**July 1, 2017 through June 30, 2019**

- 1. Rate of Pay:** 2017-2018      \$6,000.00      2018-2019      \$8,000.00
- 2. Contract Length:** Annual contract length is determined yearly depended upon available fund sources.

**3. Problem Resolution:**

In the event an employee believes there is a basis for a problem, he/she should initially discuss the problem with the immediate supervisor. If the employee feels that the problem has not been resolved following the discussion with the supervisor, the employee should 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.

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

\_\_\_\_\_  
Community Ed. Youth Rec. Coordinator

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

\_\_\_\_\_  
School Board Clerk



# Goodheart-Willcox Publisher

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 BAGLEY MN 56621-8759

## QUOTE

Account Number	0005662100
Quote Number	12942334
Quote Date	4/16/18

*7th & 8th Grade Health Textbook*  
*\* Includes a 6 yr agreement for electronic texts also.*  
*S.C. 5-30-18*

Please refer to your Account Number and Process Number on all correspondence.

Process No.	Process Date	Purchase Order Number	Shipped Via		Expiration Date	
12942334	4/16/18	12942334 Quote: 4/16/2018	*** U.P.S. GROUND ***		9/30/18	
ISBN	Quantity	Item	Title (©)	List Price	Disc. %	Net Extended Price
978-1-63563-299-6	50	BDL	ESSENTIAL MIDDLE TX/OLS6 (2019) *	139.92	25.00	5247.00
978-1-63563-301-6	1	RCD	ESSENTIAL MIDDLE SCHOOL (2019) *DESK COPY			.00
978-1-63563-302-3	1	TS	ESSENTIAL MIDDLE SCHOOL (2019) *DESK COPY			.00
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978-1-63563-304-7	1	OIR	ESSENTIAL MIDDLE 6YR EMAIL (2019) *DESK COPY ***** *TITLE IS CURRENTLY IN PRODUCTION. *EXPECTED COMPLETION AUG 2018.			.00
<b>Sub-Total</b>		<b>Sales Tax</b>		<b>Shipping Charge</b>		<b>PAY THIS AMOUNT</b>
5247.00		.00		131.83		

Shipping Charges are good for 30 days from date of quote.

Page Number 1 of 1

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| GWO Online Course               | PP PowerPoint                | TE Teacher's Edition             |
| LM Lab Manual                   | RCD Instructor's Resource CD | TS Exam View Test Software       |
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| OIR Online Instructor Resources | SG Study Guide               | WB Workbook                      |
| OSC Online Student Center       | SHP Shop Manual              |                                  |