

MEMO TO: Board of Education  
TOPIC: Regular School Board Meeting  
FROM: Steve D. Cairns, Superintendent  
DATE: May 2, 2019

A Regular School Board Meeting of the Board of Education will be held May 6, 2019 at 7:30 PM in the High School Room 101.

### Agenda

**1. CALL TO ORDER**

A. Pledge

**2. PREVIEW OF AGENDA**

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

**3. ADDITIONS TO THE AGENDA**

- A. Unpaid Personal Leave - Employee D is requesting 1 additional unpaid day off.
- B. Unpaid FMLA Leave - Employee E is requesting unpaid medical leave starting May 13 until the end of the school year.
- C. Unpaid Personal Leave - Employee F is requesting 1 additional unpaid day off.

**4. CONSENT AGENDA**

- A. Minutes 4  
April 15
- B. Christiansen Construction Bill for BES Roof Repair - \$125,477. 8  
Project is completed

**5. COMMUNICATIONS**

- A. Enrollment 9

**6. STUDENT INPUT AND RECOGNITION**

- A. BHS Student Athletes of the Week
  - 1) May 1
    - Cori Bonik (Jr., Softball)
    - Kylli Anderson (Jr., Track)
    - Sam Scherzer (Jr., Track)
    - Isaiah Tramm (8th grade, Baseball)
- B. Senior of the Month - April  
Emily Iverson

**7. PUBLIC AGENDA ITEM**

**8. INFORMATION ITEMS**

- A. BES Principal Report 11
- B. BHS Principal Report 13
- C. Community Education Report
- D. Superintendent Report
- E. Committee Reports
  - 1) Athletics
  - 2) District Advisory
  - 3) Meet and Confer
  - 4) Negotiations
  - 5) Security
  - 6) Transportation
  - 7) Wellness
  - 8) Other

**9. SCHOOL BOARD ACTION ITEMS**

- A. Food Service Prime Vendor Bid  
Recommendation to accept USFood Prime Vendor Proposal for the period of July 1, 2019 through June 30, 2020. Additional 2 years of contract may be negotiated each year.
- B. High School Roof Replacement 2019  
Recommendation to accept the bid from Darin Halvorson in the amount of \$90,693.48. Remove and replace wet and damaged insulation - \$1.80/BF
- C. Elementary School Roof Replacement 2019  
Recommendation to accept the bid from Darin Halvorson in the amount of \$39,652.86. Remove and replace wet and damage insulation - \$1.80/BF
- D. Music Curriculum - K-6  
Recommendation to adopt Quarver Music curriculum in the amount of \$12,005 for a seven year period.
- E. Art Curriculum - K-6  
Recommendation to adopt Deep Space Sparkle curriculum in the amount of \$2,380 for a seven year period.
- F. Staffing
  - 1) Resignation - Thomas Higgins, BES physical education teacher, effective June 3, 2019

- 2) Termination - Marita Rose, food service support staff.
- 3) Unpaid Medical Leave - Employee A is requesting 3 days of unpaid medical leave - May 22-24, 2019.
- 4) Unpaid Personal Leave - Employee B is requesting 1 additional unpaid day off.
- 5) Unpaid Personal Leave - Employee C is requesting 1 additional unpaid day off.

**10. NEXT MEETING'S AGENDA ITEMS**

**11. FUTURE MEETINGS**

School Board Meeting – May 20, 2019, at 7:30 p.m. in BHS Room 101

**12. ADJOURNMENT**

**BAGLEY PUBLIC SCHOOLS  
REGULAR SCHOOL BOARD MEETING  
APRIL 15, 2019  
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on April 15, 2019, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Jamie Grover, Amy Fontaine, Renee Benson, Wendy Fultz, Jeremy Davies, Don Nordlund, and Superintendent Cairns. Members absent: None.

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

1. A motion was made by Wendy Fultz, seconded by Amy Fontaine to approve the following consent agenda items:
  - A. April 1 Minutes – Regular Board Meeting
  - B. April 2019 Invoices - \$134,309.94 – Ck #59876-59943
  - C. March 2019 Hand Payables - \$107,359.95 – Ck #32948-32996
  - D. March 2019 Statement of Cash Balances – \$4,305,846.41
  - E. March 2019 Budget Comparison
  - F. March 2019 Wires Payments - \$328,525.64
  - G. Elementary & High School Auxiliary AccountMotion passed 7-0.
2. Wendy Fultz and Don Nordlund will award diplomas at Graduation.
3. Chairman Broden announced that Isabella Willette is the March Senior of the Month.
4. Chairman Broden announced that Gary Wind, Lila Goodwin, Audrey Schussman, Bryley Netland, Alexandria Teige, Sterling Seyller, Jada Degroat, Kali Derby, Jaden Bergeson, Gunner Hilliard, Amaiya Fraley, James Palmer, Veronica Bliss, Khloe Barge, Kaitlin Pearce, Barrett McBride, Jessica Plumlee, Harlea Schuppert, Charlotte Carr, Sean Clay, Allison LaFerriere, Zachary Thompson, Treyton Broden, Elliana Ekre, and Gabrielle Jesness were the February Elementary Students of the Month.
5. Principal Moritz presented elementary principal report:
  - 83% attendance for spring conferences K-5
  - The steel was delivered for the BES roof.
  - Our STAR team will be hosting a school wide MCA pep fest on April 18

Items on the Horizon

- MCA testing April 23-25 April 29-May 1 and May 7-8
  - Kindergarten Round up: May 2
  - Track and Field day: May 17
6. Principal Kerr presented BHS Principal Report:
    - Held In-service on Friday.
    - Communication plan step one is complete with the presentation of the School Improvement Plan to the staff. Next steps are to set our thresholds
    - Charlotte’s Web play will be on Saturday 4/13 at 7:00 p.m. and Sunday 4/14 at 2:00 p.m. and 7:00 p.m.
    - Congratulations to our nine new National Honor Society Inductees.
    - HS band and choir performed at the MHS large group contests and represented Bagley schools well. Come listen to them May 14<sup>th</sup> at their concert.

- We are in the middle of accepting student council election applications. Our student council is very strong in the school and puts together some wonderful programs and works very hard for our student body.

Items on the horizon

- We will be researching and exploring ideas for e-learning for snow days.
- We will be looking at in house on-line learning opportunities for students who are leaving the district for these options, we want to keep these kids.
- Student handbook review- tardies, bus and handbook referrals for severe behaviors.
- PLC structure and philosophy
- Special Education Processing room protocol

7. Community Education Director Corrie Uhlir presented an overview of the Kindergarten Entry Profile (KEP).

8. A motion was made by Amy Fontaine, seconded by Don Nordlund 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:

\* \$200.00 from Shevlin Township for Summer Youth Activities

Motion passed 7-0.

9. A motion was made by Jeremy Davies, seconded by Renee Benson to purchase the new demo bus from North Central Bus & Equipment in the amount of \$93,670.68. Motion passed 7-0.

10. A motion was made by Jeremy Davis, seconded by Renee Benson to purchase two new 2019 Grand Caravan SE from Bemidji Chrysler Center in the amount of \$41,496 plus tax and title license. Motion passed 7-0.

11. A motion was made by Amy Fontaine, seconded by Jamie Grover to revise the Class or Co-Curriculum Activity Trip Transportation Costs. Motion passed 7-0.

12. A motion was made by Jamie Grover, seconded by Renee Benson to approve the following school calendar changes due to delayed or canceled school during the 2018-2019 SY:

- All school district students and employees will make-up (4) emergency snow days due to school closures related to safety and emergencies. The designated make-up days in April 22, May 17 and May 24, and May 31, 2019. SCHOOL WILL BE IN SESSION!
- Teacher will be paid their full Work Agreement and not make-up a 5<sup>th</sup> snow day.
- Students will not make up a 5<sup>th</sup> snow day.
- The BHS MSEA Employees, will be allowed (1) make-up day on June 3, 2019.
- The BHS Food Service Staff, must attend work on June 3, 2019, to be paid (1) additional day of work for a 5<sup>th</sup> snow day.
- The BES MSEA Employees and BES Food Service Staff must work the make-up day on June 3, 2019, to be paid (2) additional days of work for School Emergency Closures.

13. A motion was made by Wendy Fultz, seconded by Amy Fontaine to accept Caulfield Studio three year contract for school portrait bids. Motion passed 7-0.

14. A motion was made by Amy Fontaine, seconded by Renee Benson to approve the summer school for the junior high, high school and ALP June 6-19, 2019, and budget. Motion passed 7-0.
15. A motion was made by Wendy Fultz, seconded by Jamie Grover to proceed with recommended budget cuts as presented by Superintendent Cairns. Motion passed 7-0.
16. Member Wendy Fultz introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE NONRENEWAL OF THE TEACHING  
CONTRACT OF LAURA TAKKUNEN,  
A PROBATIONARY TEACHER.

WHEREAS, Laura Takkunen is a probationary teacher(s) in Independent School District No. 162.

BE IT RESOLVED, by the School Board of Independent School District No. 162, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of Laura Takkunen, a probationary teacher in Independent School District No. 162, is hereby terminated at the close of the current 2018-2019 school year and not to be renewed for the 2019-2020 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF NON-RENEWAL

Mrs. Laura Takkunen  
Address:

Dear Mrs. Laura Takkunen:

You are hereby notified that at a regularly scheduled meeting of the School Board of Independent School District No. 162 held on April 15, 2019, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2019-2020 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the school board give its reasons for the non-renewal of your teaching contract.

Yours very truly,

SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 162

\_\_\_\_\_  
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by Amy Fontaine and upon vote being taken thereon, the

following voted in favor thereof: Jamie Grover, Jeremy Davies, Renee Benson, Wendy Fultz, Don Nordlund, Amy Fontaine, and Adam Broden

and the following voted against the same: None  
whereupon said resolution was declared duly passed and adopted.

17. A motion was made by Jamie Grover, seconded by Renee Benson to approve the personal unpaid leave request for Employee A. Employee A is requesting one additional unpaid day off. Motion passed 7-0.
18. A motion was made by Renee Benson, seconded by Amy Fontaine to approve the personal unpaid leave request for Employee B. Employee B is requesting two additional hours of unpaid day off. Motion passed 7-0.
19. A motion was made by Renee Benson, seconded by Jeremy Davies to approve the maternity leave request for Employee C. Employee C is requesting maternity leave 12.5 weeks beginning August 28, 2019. Motion passed 7-0.
20. A motion was made by Jamie Grover, seconded by Don Nordlund to hire Nichole Ritterman as Payroll/HR contingent upon receipt of a satisfactory background check. Motion passed 7-0.
21. A motion was made by Amy Fontaine, seconded by Jamie Grover to hire Belinda Schermerhorn as the high school counselor contingent upon receipt of a satisfactory background check and licensure. Motion passed 7-0.
22. A motion was made by Wendy Fultz, seconded by Renee Benson to hire Marlyce Halvorson as a food service support staff. Motion passed 7-0.
23. A motion was made by Jeremy Davies, seconded by Renee Benson to accept the resignation of Karla Knutson, paraprofessional, effective April 10, 2019. Motion passed 7-0.
24. Items for the Next Agenda:
  - A. Food Service Procurement Bids
25. Future Meetings:
  - A. School Board Meeting – May 6, 2019, at 7:30 p.m. in BHS Room 101
26. A motion was made by Amy Fontaine to adjourn the meeting at 8:58 p.m. Motion passed 7-0.

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

Jamie Grover, Clerk  
School Board  
Ind. School District #162



Christiansen Construction Co, Inc.  
 2805 Washington Avenue South  
 PO Box 456  
 Bemidji, MN 56601

# Invoice

Date	Invoice #
5/2/2019	3.64

<b>Bill To</b>
Bagley ISD #162-Bagley Elementary School c/o Steve Cairns, Superintendent 202 Bagley Ave NW Bagley, MN 56621

P.O. No.	Terms	Project	Job Description
	Net 30	Roof Damage Repairs	Progress Billing #2

Item	Description	Est Amt	Prior Amt	Qty	Rate	Total %	Amount
02.10 Demo	Collapsed Roof (Demo Damage) - Work From 2/25/19 - 2/29/19	27,760.00	27,760.00	0	27,760.00	100.00%	0.00
	Removed Snow On Roof. Removed Collapsed Roof, Including Ceiling Tile, 12 x 12 Tile, Wood Lath, 4 x 4 Cedar From Hallway To Gym Wall, 4 x 4 Steel Angle, Rubber Membrane, Ballast, Roof Insulation, & Down Spouts. Removed Variable Air Volume (VAV) Units And Associated Duct Work. Removed Piping To The VAV Boxes, Including The Rooms To The South. Removed Sprinkler System In Hallway. Removed ALL Electrical Systems Through The Hallway. Re-Fed Systems Needed For Normal School Function. Re-Secured The Sprinkler Main Line And Electrical Conduit To Wall.						
New Constr...	Repair Plans: EAPC Project # 20191830 S201 Dated 3-7-19 Includes Labor & Material For Build-Back	125,477.00		1	125,477.00	100.00%	125,477.00

Thank you for your business! Chris Christiansen	<b>Total</b>	\$125,477.00
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<b>Bagley School</b>											
<b>Enrollment K -12</b>											
<b>SY 2018-2019</b>											
	<b>4/1/19</b>	<b>3/1/19</b>	<b>2/1/19</b>	<b>1/2/19</b>	<b>12/3/18</b>	<b>11/1/18</b>	<b>10/1/18</b>	<b>9/18/18</b>	<b>5/31/18</b>	<b>9/19/17</b>	
HK	16	15	15	15	15	15	15	15	11	10	
K	57	59	59	60	62	59	64	64	61	64	
1	64	63	64	62	61	61	62	62	83	84	
2	85	85	86	86	84	84	82	83	74	71	
3	70	71	71	70	70	70	70	70	91	87	
4	93	93	93	92	91	90	89	89	74	75	
5	76	77	75	76	75	73	73	73	95	98	
6	90	93	92	93	94	93	93	93	78	82	
<b>Total K-6</b>	<b>551</b>	<b>556</b>	<b>555</b>	<b>554</b>	<b>552</b>	<b>545</b>	<b>548</b>	<b>549</b>	<b>567</b>	<b>571</b>	
7	76	76	77	77	78	79	79	78	82	80	
8	83	83	83	84	84	85	85	85	71	75	
9	66	65	67	67	68	69	69	69	73	74	
10	73	73	73	74	74	76	74	74	55	63	
11	53	53	52	50	51	52	53	53	68	81	
12	64	65	64	66	65	67	67	66	67	74	
<b>Total 7-12</b>	<b>415</b>	<b>415</b>	<b>416</b>	<b>418</b>	<b>420</b>	<b>428</b>	<b>427</b>	<b>425</b>	<b>416</b>	<b>447</b>	
<b>Total K-12</b>	<b>966</b>	<b>971</b>	<b>971</b>	<b>972</b>	<b>972</b>	<b>973</b>	<b>975</b>	<b>974</b>	<b>983</b>	<b>1,018</b>	

<b>Bagley School</b>														
<b>Enrollment K -12</b>														
<b>Comparison 2005/06 - 2018/19 SY</b>														
	<b>4/1/19</b>	<b>5/1/18</b>	<b>5/1/17</b>	<b>5/2/16</b>	<b>5/1/15</b>	<b>5/1/14</b>	<b>5/1/13</b>	<b>5/1/12</b>	<b>5/2/11</b>	<b>5/3/10</b>	<b>5/1/09</b>	<b>5/1/08</b>	<b>5/1/07</b>	<b>5/1/06</b>
HK	16	12	13	16	11	4	16	19	14	14	13	18	5	9
K	57	59	70	57	79	76	89	71	74	74	68	59	75	73
1	64	83	71	89	75	99	87	79	76	72	70	66	80	76
2	85	72	90	71	99	81	86	73	71	68	68	85	80	65
3	70	90	76	98	81	88	76	69	66	73	76	75	66	68
4	93	73	103	79	84	77	77	65	80	79	75	64	65	86
5	76	95	82	82	76	71	66	75	83	76	65	66	91	78
6	90	78	78	77	71	66	74	83	83	69	71	91	79	73
<b>Total K-6</b>	<b>551</b>	<b>562</b>	<b>583</b>	<b>569</b>	<b>576</b>	<b>562</b>	<b>571</b>	<b>534</b>	<b>547</b>	<b>525</b>	<b>506</b>	<b>524</b>	<b>541</b>	<b>528</b>
7	76	83	76	71	66	75	88	86	72	68	87	80	73	97
8	83	71	69	68	74	82	81	67	75	85	72	73	97	71
9	66	73	72	77	82	80	64	70	80	77	70	95	66	94
10	73	56	72	78	77	62	65	72	69	71	85	62	88	88
11	53	70	76	61	59	61	70	64	64	80	62	83	78	64
12	64	72	60	48	58	68	64	63	80	50	77	79	58	77
<b>Total 7-12</b>	<b>415</b>	<b>425</b>	<b>425</b>	<b>403</b>	<b>416</b>	<b>428</b>	<b>432</b>	<b>422</b>	<b>440</b>	<b>431</b>	<b>453</b>	<b>472</b>	<b>460</b>	<b>491</b>
<b>Total K-12</b>	<b>966</b>	<b>987</b>	<b>1,008</b>	<b>972</b>	<b>992</b>	<b>990</b>	<b>1,003</b>	<b>956</b>	<b>987</b>	<b>956</b>	<b>959</b>	<b>996</b>	<b>1,001</b>	<b>1,019</b>

May 6, 2019 Board Meeting  
Elementary Principal Report  
Kristi Moritz

- Our STAR team hosted a school wide MCA pep fest on April 18  
Our video link <https://youtu.be/V6NJKz9Vnj4>



- Teacher Appreciation Week May 6<sup>th</sup>- May 10<sup>th</sup>
- Community Education hosted a May Day basket class



- Our sixth grade did a fabulous job with their Wax Museum



#### Items on the Horizon

- Family Roller Skating Night May 9
- MCA Science Testing May 7-8
- Grades 3-6 Music Concert May 16
- Track and Field day May 17
- AR Assembly May 31

## May 6th School Board Meeting

### High School Principals Report

Tony Kerr

- Student/ Parent Teacher Conferences were held on the 25<sup>th</sup>. We visited with 53 families 7-12 and 30 families with 6<sup>th</sup> grade.
- We are in the heart of MCA testing. It is going well. Science testing is this week.
- Student Council Elections are May 6<sup>th</sup> during 1<sup>st</sup> hour.
- The master schedule is complete and we are plugging in student schedules as we speak.
- 36 students attended the Festival of Nations in Minneapolis, they were also able to attend a Twins game.
- May 15<sup>th</sup> student council members will be working with “Feed My Starving Children” project. They will be packing up food at the Hockey Arena- The next day they will be assisting at the Clearwater county food shelf.
- 6-7<sup>th</sup> grade orientation will be on May 24 from 11am-1:00pm