

MEMO TO: Board of Education
TOPIC: Special School Board Meeting
FROM: Steve D. Cairns, Superintendent
DATE: July 8, 2015

A Special School Board Meeting of the Board of Education will be held July 13, 2015 at 7:30 PM in the High School Room 101.

Agenda

1. CALL TO ORDER

A. Pledge - Chairman Broden

2. SCHOOL BOARD ACTION

A. Staffing Hire

1) Hire Technology Director - Casey Norden

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The interview committee of Lee Furuseth, Helen Kennedy, Steve Cairns, Mary White, Brenda Dukek, and Matt Cage, recommend the School Board hire Casey Norden as a full-time District Technology Director, beginning on Step 5, pending completion of a successful background check. Mr. Norden has 15 years of experience in network servers, computer integration, programming and software development, systems analysis, telecommunications, data security, budget planning, compliance and administrative experience. The Job Description and Work Agreement are included for Board approval.

2) Hire Cleaner Sweeper - Cody Hunter

The interview committee of Helen Kennedy, Lee Furuseth, John Sutherland, Ron McCollum and Dan LaVine, recommend the Board hire Cody Hunter as a full-time Cleaner/Sweeper, beginning on Step 2. Cody has been regularly subbing as a Cleaner/Sweeper for nearly two years. He has a completed background check.

3) Spanish Teacher - Maria Bernabe-Bjorklund

A team made up of Helen Kennedy, Mia Reynolds, Brandon Schwegel, John Sutherland, and Doreen Zeirer interviewed six candidates for the Spanish position vacated by Margarette Rue. The committee recommends hiring Maria Bemabe-Bjorklund, pending a criminal background check. Ms. Bemabe-Bjorklund has the appropriate license and experience teaching Spanish at the secondary and college levels.

3. ADJOURNMENT

BAGLEY PUBLIC SCHOOL
Work Agreement for District Technology Director
July 1, 2015 to June 30, 2017

- 1. Annual Salary:** Step 1 \$56,150.00
 Step 2 \$57,150.00
 Step 3 \$58,150.00
 Step 4 \$59,150.00
 Step 5 \$60,150.00
- 2. Insurance/403b Allowance:** The School District shall provide an allowance of \$8,000 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 District Technology Director, up to \$2,000 to a District approved 403(b) plan. The District Technology Director 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 Technology Director.

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.

- 3. Annual Contract Length:** The District Technology Director’s contract period shall be 240 days. The schedule of days worked is subject to the discretion of the Superintendent collaborating with the Technology Director.
- 4. Work Day:** The Technology Director shall devote his time, attention and energies to said employment and shall, to the best of his abilities, do and perform all such services in connection with said employment. It is expressly agreed that the duties of this position require the Technology Director to work during times beyond the normal business hours. Generally, the workday will be a normal workday with the exception of staff, team and evening meetings with parents, ISD 162 or other job related groups. Trust is placed in each administrator to regulate his own hours due to the expectation that all members of the administrative team put in long hours.
- 5. Holidays:** Full pay shall be granted for the following eight (8) holidays, provided the work year includes time immediately preceding and following the holiday. Should any of these holiday(s) fall on a weekend or if school is in session, then an alternative date will be established by the Board of Education.
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|------------------|----------------|------------------|-----------------|
| Independence Day | Labor Day | Thanksgiving Day | President’s Day |
| Christmas Day | New Year’s Day | Good Friday | Memorial Day |
- 6. Personal Days:** must be pre-approved by the Superintendent. Personal days must be used during the contract year in which they are earned. Personal days can’t be carried over into the next year.
- 2 days per year.
- 7. Sick Leave:** One (1) day per month worked 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.
- 8. Mileage:** The District Technology Director will not be reimbursed for mileage driven between district school buildings or from home to school.

9. Professional Growth: The Technology Director shall be encouraged to join a professional organization and to attend professional meetings, conferences as approved by the Superintendent of Schools, with expenses to be paid as authorized in advance by the Superintendent and according to District policy.

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

This Contract shall be effective only upon signatures of the District Technology Director and of the Clerk 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_____.

District Technology Director

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

6/8/2011

POSITION TITLE: District Technology Director

POSITION PURPOSE: To encourage and facilitate the use of School District technologies through responsible management, training and development of a solid network setting. The Technology Director should provide a user-friendly learning environment that facilitates communication and the use of technology to increase productivity of students, teachers and staff. The Technology Director must also maintain and constantly encourage learning by all users, while providing on-going maintenance, support and instruction in order to maintain a high level of excellence in the technological aspects of the School District.

TRAINING OR EXPERIENCE: Four year college degree. A broad general education and dedication to lifelong learning. Overall intelligence and perseverance; a strong work ethic; high ethical standards; self confidence; good time-management skills; budgeting and other fiscal skills. Knowledge of and support for the district's educational system; appropriate skills in teaching school children as well as educators and other adults. Should have knowledge of curriculum, development and school reform, knowledge of state and NWEA testing as well as assessment procedures. Must hold excellent interpersonal relations skills, especially in being a good listener, skills in written and oral communications; administrative skills. Good telephone and electronic mail communication skills. Technical knowledge in the fields of computer science, computer education, and the broad range of technologies used in school environments is also a must.

ANNUAL CONTRACT LENGTH: 260 days

IMMEDIATE SUPERVISOR: Superintendent and Building Principals

SUPERVISION: Building Technology Assistants

DUTIES AND RESPONSIBILITIES:

1. Take a leadership role in developing and implementing the District Technology Plan for instructional use of computers, including the Minnesota State Technology Plan.
2. Understand the district budget, capital budgeting process, and requisition process, and work within this system to secure adequate resources for instructional computing. Ensure that the district budget adequately supports the district's instructional technology plan. Be especially aware of equity issues when doing budgeting and distributing resources.
3. Maintain an operational budget and find ways to operate within that budget.
4. Point of contact person and management of School District E-rate funding and available E2T2 Grants.
5. Work with administration and faculty to write grants for implementation of technology related educational programs.
6. Stay in-tune to the future of technology as to save the district time and money.
7. Develop and implement plans for the acquisition and maintenance of hardware and software.
8. Take a lead role in the district in regards to technology including chairing the Technology Committee.
9. Maintain all student, teacher and administration computing services including hardware, software and online services.

10. Maintain a comprehensive list of assets and develop a life-cycle appropriate to maintain a high level of technological function for students and staff.
11. Maintain a School District inventory list of all hardware, software, and technology equipment and ensure that all licenses are up-to-date.
12. Provide at-level assistance to staff as needed to purvey a high level of comfort using technology.
13. Provide or obtain in-service training for new and existing technologies.
14. Maintain all server and network functions including Active Directory, Open Directory, DNS and DHCP.
15. Configure and manage internet and spam filters in accordance with federal regulations.
16. Establish and maintain LAN security, software use guidelines and virus protection.
17. Configure and manage student information systems (JMC currently).
18. Maintain school camera security system in both buildings.
19. Work with counselor and administration to schedule, prepare and administer school-wide testing.
20. Configure and manage school-wide email system and provide assistance for problem solving.
21. Ensure compliance regarding all federal and state regulations regarding technology and internet usage.
22. Establish and maintain a sufficient back-up plan for staff data.

PHYSICAL DEMANDS: Able to lift at least 50 lbs., climb stairs, stand for >30 minutes.