

MEMO TO: Board of Education
TOPIC: Regular School Board Meeting
FROM: Steve D. Cairns, Superintendent
DATE: May 31, 2017

A Regular School Board Meeting of the Board of Education will be held June 5, 2017 at 7:30 PM in the High School Room 101.

Agenda

1. CALL TO ORDER

A. Pledge - Chairman Broden

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. Install Koster moisture control system in the BES Little Gym in the amount of \$9,979.20
Epoxy Coat to Seal BES Little Gym Floor from moisture before laying the new rubber floor.

4. CONSENT AGENDA

A. Minutes - May 15 4

5. COMMUNICATIONS

A. Enrollment - Last Day of School 7

6. STUDENT INPUT AND RECOGNITION

A. Elementary School Student of the Month - April
Kaley Thompson, Katy Thoresen, Ryker Erickson, Kailynne Maruska, Kanon Hilliard, Preston Stringfellow, Cameron Wind, Payton Bennett, Jenna Enochs, Marlow Larson, McKenzie Hagen, Emma Crist, Ava Rolfson, Wynono Sargent, Kaden Vivier, Nora Stout, Joshua Hagen, Joshua Gerbracht, Sienna Friesen, Cassandra Fontaine, Lillian Christensen, Gabriel Trapp, and Odessah Agnes

B. Athletes of the Week

1) May 17

Cori Bonik (Fr., Softball)
Ellie Bonik (7th grade, Softball)
Jarret Merschman (Jr., Boys Golf)
Chris Maschler (So., Baseball)

- C. Student Council Update - Jarret Merschman
Presenting an update of recent events, the 2017-2018 events, and the 2017-2018 Student Council members.

7. PUBLIC PARTICIPATION

8. COMMITTEE REPORTS

- A. Transportation
- B. Policy
- C. Facilities
- D. Negotiations
 - 1) Hire - Brenda Dukek as the Technology Coordinator 9
 - 2) Hire - Amy Kent as the District Assessment/Media Center Coordinator 13
 - 3) Work Agreements
 - a. School Accountant-Business Manager 18
 - b. Coordinator of District Services/Administrative Assistant 22
 - c. Payroll Clerk/HR 26
 - d. Mechanic 30
- E. Athletics
- F. Security
- G. Wellness
- H. Other

9. REPORTS AND PRESENTATIONS

- A. Policy First Reading & Comments
 - 1) Policy 458 - Direct Deposit - REVISED 33
 - 2) Policy 840 & 840F Facility and Equipment Use - REVISED 34
 - 3) Policy 513 - Student Promotion, Retention and Program Design - NEW 39
 - 4) Student Cell Phone Policy - REVISED
 - a. This version of Policy #505 is very dependent upon ALL teachers, staff members and administrators collectively enforcing and clearly communicating these expectations to students! 41
 - b. Board Director Jeremy Davies has provided 4-additional revisions of Policy #505 and a comparative analysis, for your consideration. With each successive revision, Mr. Davies has placed increasing degrees of emphasis on the enforcement of Policy #505. All five of these draft policies will be presented to the School Board for discussion at June 5, 2017 meeting. The Board will be 42

discussing these policies with the intent to adopt a singular District-wide policy.

10. SCHOOL BOARD ACTION

A. Renewal of M.I.S.T. Property/Casualty Insurance in the amount of \$51,049.58 53
effective July 1, 2017 to July 1, 2018
2016-2017 Expiring Costs - \$53,575.45
% of Change = - 4.71%

B. Staffing

- 1) Hire - Debra Christensen as a special education teacher.
- 2) Hire - Kathy Conger as an ADSIS Reading Specialist.
- 3) Hire - Karla Knutson as a paraprofessional
- 4) Hire - Sherri Maruska as a paraprofessional
Contingent upon meeting the No Child Left Behind requirements and receipt of a satisfactory background check.
- 5) Hire - Troy Reynolds as the Technology Integrationist 54
Pending background check, license and references.
- 6) Resignation - Mikaela Janicke as special education teacher. Effective June 2, 2017.
- 7) Resignation - Patti Johns, paraprofessional. Effective June 1.
- 8) Resignation - Jenna Teich as an elementary teacher. Effective June 2, 2017.
- 9) Resignation - Darris Dahl as Head Varsity Baseball Coach
- 10) Paraprofessional Stipends
I am recommending the School Board pay paraprofessionals/secretaries their regular hourly rate of pay for related services and/or staff development occurring outside the MSEA Master Agreement, beginning June 5, 2017 with no retroactive payments. The School District does not pay for travel time.

C. Policy Second Reading and Adoption

- 1) Policy 533 - Bagley Public Schools Wellness Policy 56

11. NEXT MEETINGS AGENDA ITEMS - *Chairman Broden*

12. MEETING SCHEDULE - Chairman Broden

The next regular school board meeting will be held on Monday, June 19, 2017, at 7:30 p.m. in High School Room 101.

13. ADJOURNMENT

14. SCHOOL BOARD ACTION

**BAGLEY PUBLIC SCHOOLS
REGULAR SCHOOL BOARD MEETING
MAY 15, 2017
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on May 15, 2017, at 7:30 p.m. in High School Room 101. Members present: Adam Broden, Wendy Fultz, Amy Fontaine, LeAnn Agnes, Renee Benson, Jeremy Davies, Jamie Grover 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 LeAnn Agnes, seconded by Jamie Grover to hire Britta Kilber as the elementary music teacher contingent upon receipt of a satisfactory background check and licensure. Motion passed 7-0.
2. A motion was made by Wendy Fultz, seconded Amy Fontaine to approve the following consent agenda items:
 - A. May 1 Minutes
 - B. May 2017 Invoices – \$170,305.25 - Ck# 58008-58080
 - C. April 2017 Hand Payables – \$133,124.83 - Ck# 31910-31953
 - D. April 2017 Statement of Cash Balances – \$3,756,057.78
 - E. April 2017 Budget Comparison
 - F. April 2017 Wires Payments – \$256,212.67
 - G. Elementary School and High School Auxiliary AccountsMotion passed 7-0.
3. Superintendent Cairns distributed a thank you note from David Decker.
4. Superintendent Cairns apprised the Board of the following upcoming events:
 - a. Native American Senior Banquet Night on May 16 at 5:00 p.m. in the High School Cafeteria
 - b. Staff Recognition Luncheon on June 2 at 11:30 am – 12:30 p.m. in the Elementary Cafeteria
5. Chairman Broden announced that Cassandra Keough was the April Senior of the Month.
6. Chairman Broden announced that Jacob Seifert, Bridget Looney, Liam Hagen, and Dalton Brovold were the May 4 Athletes of the Week and Lukas Jones, Sophia Jesness, Hunter Stai, Parker Sorensen, and Kortney Ackerman were the May 10 Athletes of the Week.
7. Principal Gooch presented Mechatronics certificates to Joshua Dukek. Congratulations to Josh for completing the two courses.
8. Congratulations to Bagley Envirothon Jr. Division team for placing 3rd out of 19 teams. They were the youngest team and missed second place by 1 point. Members of the team were Brooke Haman, Megan Maruska, Jaiden Young, Cameron Broden and Isaiah Tramm.
9. A motion was made by Jeremy Davies, seconded by LeAnn Agnes to approve the Cleaner/Sweeper 2017-2019 work agreement and job description. Motion passed 7-0.
10. A motion was made by Amy Fontaine, seconded by Renee Benson to approve the Custodian 2017-2019 work agreement and job description. Motion passed 7-0.

11. A motion was made by Jeremy Davies, seconded by Jamie Grover to approve the Head of Buildings & Grounds and Head Custodian 2017-2019 work agreement and job description. Motion passed 7-0.
12. A motion was made by LeAnn Agnes, seconded by Wendy Fultz to approve the Technology Assistant 2017-2019 work agreement and job description. Motion passed 7-0.
13. A motion was made by Jamie Grover, seconded by Renee Benson to approve the Head Cook 2017-2019 work agreement and job description. Motion passed 7-0.
14. A motion was made by Jeremy Davies, seconded by Amy Fontaine to approve the Cook 2017-2019 work agreement and job description. Motion passed 7-0.
15. A motion was made by LeAnn Agnes, seconded by Jamie Grover to approve the Food Service Servers and Support Personnel 2017-2019 work agreement and job description. Motion passed 7-0.
16. Superintendent Cairns apprised the Board that the District Advisory Committee met on May 5 and shared notes from the meeting and recommending the K-12 Math Curriculum purchase.
17. Principal Furueth, Christine Musselman, Julie Paulson, Matt Cage presented Indicators of Best Practice Survey & Best Practice Self-Assessment Tool. A question and answer session followed the presentation.
18. Amanda Sorgaarad and Principal Furueth presented enVisions K-6 Math Curriculum. A question and answer session followed the presentation.

A motion was made by Jamie Grover, seconded by LeAnn Agnes to adopt the new K-6 Math Curriculum in the amount of \$62,475. Roll call: Wendy Fultz – yes; Jeremy Davies – no; Renee Benson – yes; Jamie Grover – yes; LeAnn Agnes – yes; Amy Fontaine – yes; and Adam Broden – yes. Motion passed 6-1.

19. Kristi O’Beirne and Principal Gooch presented Core Connections Series By: College Prep Math 7-12 Math Curriculum. A question and answer session followed the presentation.

A motion was made by Amy Fontaine, seconded by Renee Benson to adopt the new 7-12 Math Curriculum in the amount of \$60,476. Roll call: Wendy Fultz – yes; Jeremy Davies – no; Renee Benson – yes; Jamie Grover – yes; LeAnn Agnes – yes; Amy Fontaine – yes; and Adam Broden – yes. Motion passed 6-1.

20. First reading and comments was held for Policy 533 – Bagley Public Schools Wellness Policy.
21. A motion was made by Amy Fontaine, 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:

- * \$4,166.64 from State of Minnesota for Pathways II/School Readiness
- * \$5,000 from Garden Valley Telephone for Technology Grant
- * \$200 from Shevlin Township for Summer Recreation
- * \$500 from Doug Carlson for Sharon Carlson Memorial Scholarship
- * \$500 from Galli Furniture for Volleyball Program
- * \$500 from Bemidji Bituminous for Volleyball Program
- * \$1,500.00 from White Earth Tribe for Field Trips/Graduation

Motion passed 7-0.

22. A motion was made by Jeremy Davies, seconded by Jamie Grover to approve the E-Rate budget and move forward with internet network projects with Tech Check. Motion passed 7-0.
23. A motion was made by Amy Fontaine, seconded by LeAnn Agnes to accept Knife River the blacktop removal and replacement quote at the elementary school in the amount of \$68,820.28. The quote of Bemidji Bituminous, Inc. in the amount of \$77,968.00 was not accept. Motion passed 7-0.
24. A motion was made by Amy Fontaine, seconded by Wendy Fultz to approve NWSC Annual Health & Safety Agreement from July 1, 2017 – June 30, 2020. Motion passed 7-0.
25. A motion was made by Jeremy Davies, seconded by LeAnn Agnes to accept C.P.G. paper bid in the amount of \$10,274.20. The quotes of ColePaper -\$12,190.90, NWSC - \$10,847.80, and Wilcox Paper - \$10,924.60 were not accepted. Motion passed 7-0.
26. A motion was made by Wendy Fultz, seconded by Amy Fontaine to hire Nicole Paulson as an elementary teacher contingent upon receipt of a satisfactory background check and licensure. Motion passed 7-0.
27. A motion was made by LeAnn Agnes, seconded by Renee Benson to approve Employee A medical leave. Motion passed 7-0.
28. NEXT AGENDA ITEMS
 - A. Negotiations Update/Approval of Contracts
 - B. Staffing
 - C. Student Cell Phone Policy – First Reading and Comments
29. The next meeting of the school board will be held on Monday, June 5, 2017, at 7:30 p.m. in High School Room 101.
30. A motion was made by Amy Fontaine to adjourn the meeting at 10:23 p.m. Motion passed 7-0.

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

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

Bagley School												
Enrollment K -12												
SY 2016-2017												
	6/1/17	5/1/17	4/3/17	3/1/17	2/1/17	1/3/17	12/1/16	11/1/16	10/3/16	9/20/16	5/2/16	9/15/15
HK	13	13	12	12	12	12	10	10	7	6	16	14
K	70	70	70	69	71	72	74	73	76	77	57	60
1	71	71	71	70	68	66	67	67	67	67	89	91
2	90	90	90	90	89	89	90	90	92	92	71	75
3	75	76	76	75	75	77	77	75	74	74	98	102
4	103	103	105	105	105	104	104	103	103	104	79	77
5	82	82	81	81	81	80	81	80	79	80	82	84
6	78	78	79	79	80	80	80	80	80	80	77	80
Total K-6	582	583	584	581	581	580	583	578	578	580	569	583
7	76	76	75	74	76	76	76	76	76	76	71	74
8	69	69	69	69	69	69	70	69	68	68	68	68
9	70	72	72	71	69	71	73	76	76	75	77	77
10	72	72	72	71	71	71	71	71	71	70	78	86
11	74	76	78	77	78	79	80	83	82	82	61	70
12	57	60	60	60	59	59	59	62	63	63	48	56
Total 7-12	418	425	426	422	422	425	429	437	436	434	403	431
Total K-12	1,000	1,008	1,010	1,003	1,003	1,005	1,012	1,015	1,014	1,014	972	1,014

Bagley School												
Enrollment K -12												
Comparison 2005/06 - 2016/17 SY												
	6/1/17	5/26/16	5/28/15	5/29/14	5/30/13	5/31/12	6/2/11	6/2/10	5/27/09	5/29/08	5/31/07	6/1/06
HK	13	16	11	4	16	19	11	14	13	18	5	9
K	70	57	79	76	90	71	78	75	68	60	75	73
1	71	89	74	98	86	79	76	72	70	66	81	76
2	90	71	100	82	86	72	71	68	68	86	80	66
3	75	98	81	86	76	69	66	72	76	75	67	68
4	103	80	84	78	77	65	80	81	75	64	66	87
5	82	83	76	71	65	75	83	76	65	67	91	78
6	78	77	70	66	74	83	83	69	71	91	79	73
Total K-6	582	571	575	561	570	533	548	527	506	527	544	530
7	76	71	66	75	86	86	72	68	87	80	73	98
8	69	68	74	81	81	65	75	85	72	72	97	71
9	70	76	82	79	64	70	79	75	73	94	65	94
10	72	78	77	61	65	72	70	80	87	60	87	89
11	74	61	59	60	70	63	64	90	66	83	78	65
12	57	47	58	68	63	63	79	63	93	78	58	76
Total 7-12	418	401	416	424	429	419	439	461	478	467	458	493
Total K-12	1,000	972	991	985	999	952	987	988	984	994	1,002	1,023

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BAGLEY PUBLIC SCHOOLS
Independent School District #162
Bagley, Minnesota
5/3/2017

POSITION TITLE: District Technology Coordinator

POSITION PURPOSE: Directs, coordinates and ensures implementation of all tasks related to technical systems, network infrastructure, standards and integration of technology into every facet of district operations.

EDUCATION: Bachelor's degree and Teaching License required, Master's degree preferred in Informational Technology

DESIRED TRAINING AND/OR EXPERIENCE:

- Experience with a wide range of software, hardware and operations systems (Windows, Mac, Chrome, iOS)
- Professional presence, strong work ethic, and service orientation.
- Strong leadership qualities to motivate people, yet a belief in collaboration and teamwork.
- Communication skills: Must be able to write, speak, listen and present. Must also be able to hear and embrace input from others.
- Knowledge of curriculum development, school reform and school assessment requirements and procedures.
- Proven track record of integrating technology into classroom settings.
- Network management both wired and wireless systems, servers, internet filtering, and storage and backup systems.

ANNUAL CONTRACT LENGTH: 210 days: Vacation time/Holidays to generally follow teacher contract. The schedule of days worked is subject to the discretion of the Superintendent collaborating with the District Technology Coordinator.

IMMEDIATE SUPERVISOR: Superintendent and Building Principals

SUPERVISION: Building Technology Assistants, District Assessment and Media Coordinator, District Technology Integrationist

DUTIES AND RESPONSIBILITIES:

- Collaborate with outside agencies to maintain all server and network functions and infrastructure.
- Coordinate the configuration and management of internet filters in accordance with federal regulations. Ensure compliance regarding all federal and state regulations regarding technology and internet usage.

- Manage Active Directory Administration for the district.
- Configure and manage the District Student Information System (Synergy).
- Maintain all student, teacher and administration computing services including hardware, software and online services. (Renaissance, IXL, ArcGIS, StudentVue, Harcourt, and others as they arise)
- Management of Casper Admin for all Apple products (iPads, laptops and desktops).
- Management of the Google Admin Console for the district. (Google mail accounts, domain policies and security, Chromebook management).
- Work with print vendor to ensure district wide printing accessibility.
- Maintain Equipment inventory for network, servers, hardware and devices.
- Chair the District Technology Committee.
- Develop and implement the District's Technology Plan.
- Manage the district technology budget.
- Ensure that the district technology budget adequately supports the District's Technology Plan.
- Collaborate with network support vendors to plan for and utilize E-rate funding and available E2T2 Grants.
- Maintain school camera security system in both buildings.
- Work with Technology Integrationist to provide and/or obtain in-service training for new and existing technologies.
- Attend and contribute information at the bi-weekly District Advisory Committee to ensure effective communication and planning.
- Coordinate 1:1 Initiative.
- Work with District Assessment Coordinator to ensure our district meets requirements for digital testing.
- Provide at-level assistance to staff as needed to purvey a high level of comfort using technology.
- Other duties as assigned by the Superintendent.
- 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.

BAGLEY PUBLIC SCHOOL
Work Agreement for District Technology Coordinator
July 1, 2017 to June 30, 2019

1. Annual Salary:	2017-2018	\$73,691.00
	2018-2019	\$75,165.00

\$1,500 for each for each of the first four years will be reduced from the salary of a new employee. (Year 1 – reduction of \$6,000; Year 2 – reduction of \$4,500; Year 3 – reduction of \$3,000; Year 4 – reduction of \$1500).

- 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 Coordinator, up to \$2,000 to a District approved 403(b) plan. The District Technology Coordinator 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 Coordinator.

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 Coordinator’s contract period shall be 190 days. The schedule of days worked is subject to the discretion of the Superintendent collaborating with the District Technology Coordinator.
- 4. Work Day:** The District Technology Coordinator shall devote his/her 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 District Technology Coordinator 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. 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.
- 6. Sick Leave:** One (1) day per month worked accumulative to 120 days. The District Technology Coordinator shall retain his/her sick leave balance earned through prior employment in the district. 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.
- 7. 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 with the District.

- 8. Professional Growth:** The District Technology Coordinator 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.
- 9. 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 Coordinator

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 5/5/2017

POSITION TITLE: District Assessment and Media Center Coordinator

POSITION PURPOSE: To plan and coordinate State Accountability Assessments and other district assessments and surveys for Bagley Elementary and Secondary Schools. To facilitate the Media Centers and programming for Bagley Elementary and Secondary Schools.

TRAINING & EXPERIENCE: 4 Year College Degree

ANNUAL CONTRACT LENGTH: 185 days

IMMEDIATE SUPERVISORS: Principals and Superintendent of Schools

DIRECTLY SUPERVESES: High School and Elementary School Media Paraprofessionals

PRIMARY RESPONSIBILITIES: District Media Coordinator:

1. Direct supervision of Media Center paraprofessionals at the Elementary and High School buildings.
 1. Assist students and teachers to use the Media Center materials, equipment and technology through whole-class, small group and individual instruction.
 2. Oversee circulation of materials.
 3. Establish and maintain an orderly and welcoming Media Center classroom environment to promote reading enjoyment for all patrons.
 4. Monitor student behavior.
 5. Evaluate materials that are dated and/or in disrepair in order to maintain an up-to-date collection.
 6. Repair materials as needed.
 7. Collaborate with classroom teachers to ensure classroom needs are being met.
2. Create and maintain and updated Online Public Access Catalog (OPAC).
3. Conduct annual inventories of materials at both sites.
4. Maintain budget for both Media Centers.
 1. Select for purchase general media center supplies, including office, maintenance and repair, and general operating materials.
 2. Review, select, and recommend for purchase all media center materials.
 3. Research, create, maintain, and promote use of materials in the professional collection for teachers.
5. Complete the annual state school media center report for each media center.
6. Develop and implement a long-range plan for updating and improving media services.
7. Attend and contribute information at the bi-weekly Admin B meetings to ensure

effective communication and planning.

8. Assist the “Parent Volunteer(s)” in implementing an Elementary Book Fair utilizing both technological and physical aspects with Scholastic, including an online account, created and linked book fair web page, and the materials themselves.

PRIMARY RESPONSIBILITIES: District Assessment Coordinator:

1. State Accountability Assessments (MCA and MTAS: The liaison between the MN Department of Education (MDE) and the School District. Ensure all MDE testing requirements are met by district, schools, and individual staff. Keep up to date on these guidelines and comply with any state audits or investigations.
2. Other Assessments:
 - a. ACT plus Writing Exam: Work with High School Principal and Guidance Counselor to complete all required test prep procedures and specifications.
 - b. NWEA MAP Testing
 - c. Minnesota Student Survey
 - d. Collaborate with school counselor on other assessments. (i.e. ASVAB, PLAN)
3. The liaison between multiple testing companies to renew licenses, maintain staff accounts, secure student registration, and resolve basic technology issues.
4. Develop and deliver staff training on required State Accountability Assessment security and administration and develop procedures for tracking staff completion. Provide staff training for other assessments (ACT and NWEA) as needed.
5. Pre and Post Test Requirements/Set Up:
 - a. Collaborate with appropriate staff to coordinate students to receive the correct assessment.
 - b. Register students for appropriate assessments.
 - c. Work with building principals to set initial testing and make-up testing schedules.
 - d. Create the district’s assessment calendar as mandated by the state and post to website.
 - e. Ensure testing materials and rooms are kept secure as outlined in MDE’s Assessment Manual or various testing companies.
6. Work with technology staff to ensure district meets requirements for digital testing.
7. Download, prep, and disseminate assessment data reports. Ensure teachers have digital access to students’ test results. Work with MDE and MARSS Coordinator to resolve any data discrepancies in MDE’s secure systems. Work with SpEd staff to ensure MTAS scores are reported to MDE.
8. Input testing data to District Student Information System (Synergy) for teachers and administrators to have access to student assessment records.

9. Ensure all state and district security and administration procedures are followed during test administration. Develop district procedures as applicable to MDE's yearly revised requirements. Stay current with regulations and develop district plan for reporting security breaches. Conduct random visits to test sessions to observe staff adherence to policies. Report security breaches within 24 hours after occurrence.
10. Attend and contribute information at the bi-weekly Admin B meetings to ensure effective communication and planning.
11. Other duties as assigned by the Superintendent.

BAGLEY PUBLIC SCHOOL POLICY
District Assessment and Media Center Coordinator Work Agreement
July 1, 2017 through June 30, 2019

1. Salary: 2017-2018 \$30,877 2018-2019 \$31,495

\$1,500 for each of the first four years will be reduced from the salary of a new employee. (Year 1 – reduction of \$6,000; Year 2 – reduction of \$4,500; Year 3 – reduction \$3,000; Year 4 – reduction \$1,500).

2. Annual Contract Length:

- a. 8 hours per day for 185 days. Same days as teachers plus 7 days.
- b. Overtime pay as pre-approved by the Superintendent in excess of 40 hours per week.

3. Training or Experience: 4 Year College Degree

4. Insurance/403b Allowance:

The School District shall provide an allowance of \$7,900 for 2017-2018 and 2018-2019, 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 District Assessment/Media Center Coordinator (DA/MCC) up to \$1,750 to a District approved 403(b) plan. The DA/MCC 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 DA/MCC.

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.

5. Sick Leave: 1 day per month, 9 days per year 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.

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

7. 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.

8. 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 with the School District.

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

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

District Assessment/Media Center Coordinator

School Board Clerk

BAGLEY PUBLIC SCHOOLS

Independent School District #162

Bagley, Minnesota

Updated 06/01/2017

POSITION TITLE: School Accountant/Business Manager

POSITION PURPOSE: Business Management of District Financial Functions

TRAINING OR EXPERIENCE:

- Minimum four year degree in accounting or business management.
- Experience in governmental planning, accounting and reporting desired, preferably school finance.

ANNUAL CONTRACT LENGTH: 260 days

IMMEDIATE SUPERVISOR: Superintendent

DUTIES AND RESPONSIBILITIES:

1. Assure that financial income and expenditure transactions and records are in compliance with Federal, State and County rules, regulations and requirements and that the District policies and procedures are met; assure compliance with audit requirements.
2. Assure time lines are met; maintain proper controls and records for receipts and disbursement of funds and special projects; assure accuracy and timely preparation of reports and records.
3. Prepare financial reports, budgets and summaries related to budgeting and accounting operations and activities; review financial reports, receipts, disbursements records and computer print-outs to assure accuracy and completeness; make corrections and adjustments as necessary to stay in compliance with financial requirements.
4. Maintain a wide variety of fiscal information, files, records (e.g. General Ledger, Balance Sheet, cash flow statements, accounts payable, accounts receivable and asset inventory) for an up-to-date reference and audit trail.
5. Interpret laws, rules and regulations governing the receipt and disbursement of funds; attend a variety of accounting-related meetings and workshops.
6. Recommend and assist in the formulation and implementation of policies and procedures related to fiscal activities; perform analytical studies in the formulation and implementation of new policies and procedures.
7. Analyze a variety of fiscal data and specific accounting operations such as budgets, mandatory financial reports, grants, project proposals, contracts, reports, data, etc. for the purpose of complying with District, State and Federal regulations, determining feasibility of service within the budget parameters, ensuring efficiency and adherence to established internal policies and procedures, making recommendations and/or maximizing use of funds.
8. Monitors fund balances of programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
9. Responds to inquiries from a variety of sources including staff, other educational institutions, funding agencies, auditors, School Board, etc. re: fund categories, reporting requirements, budget modifications, petty cash, etc. for the purpose of providing necessary information and direction for completing transactions, ensuring the appropriate used of funds, preparing reimbursement requests and ensuring fiscal transaction are in conformance with required accounting practices.

10. Serve as a liaison to independent auditors for the purpose of providing information for the annual audit.
11. Accounts payable and all it entails including quarterly sales tax submission, 1099's and W-9's as required by the IRS.
12. Accounts receivable and all it entails.
13. Cash balances through bank reconciliations.
14. Other duties as assigned by the Superintendent.

KNOWLEDGE AND SKILLS:

Accounting, budgeting and auditing principles, practices and procedures
Financial and statistical record-keeping techniques
Preparation of accounting reports
Modern office practices, procedures and equipment
Applicable sections of State Education Code and other applicable laws
Interpersonal skills using tact, patience and courtesy
Operation of a computer
Oral and written communication skills
Correct English usage, grammar, spelling, punctuations and vocabulary
Maintain confidentiality

PHYSICAL DEMANDS: Being able to handle stress of many tasks at once.

BAGLEY PUBLIC SCHOOLS POLICY
Work Agreement for
School Accountant/Business Manager
July 1, 2015~~7~~ – June 30, 2017~~9~~

- 1. Salary:** ~~2015-2016~~**2017-2018** ~~\$60,000.00~~**\$62,424.00**
 ~~2016-2017~~**2018-2019** ~~\$61,200.00~~**\$63,672.00**

\$1,500 for each of the first four years will be reduced from the salary of a new employee. (Year 1 – reduction of \$6,000; Year 2 – reduction of \$4,500; Year 3 – reduction of \$3,000; Year 4 – reduction of \$1,500).

- 2. Contract Length:** 260 Days

- 3. Insurance/403b Allowance:** The School District shall provide an allowance of ~~\$7,450 for 2015-16 and \$7,800 for 2016-17~~**\$7,900.00**, 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 Business Manager, up to \$1,750 to a District approved 403(b) plan. The Business Manager 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 Business Manager.

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:** 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.

5. Vacation:

- 1 – 9 years of service – ~~12~~**14** days per year
- 10 – 19 years of service – 17 days per year
- 20 or more years of service – 22 days per year

Days not used by July 1 of each year are lost.

- 6. Holidays:** Full pay shall be granted for the following:

Fourth of July	Labor Day	Thanksgiving	Day after Thanksgiving
Christmas Eve Day	Christmas Day	New Year’s Day	President’s Day
Good Friday	Memorial Day		

If school is in session on President’s Day an alternative date will be established by the School Board.

- 7. 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.

8. Severance Pay: 40% 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.

9. Professional Dues: Professional dues will be paid as approved by the Superintendent.

IN WITNESS WHEREOF, I Have sub-
Scribed my signature this _____
Day of _____, 20 _____.

School Accountant/Business Manager

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: 6/1/2017

POSITION TITLE: Coordinator of District Services/Administrative Assistant

POSITION PURPOSE: Provide assistant to the Board of Education and Superintendent. Manage the operation of the office to promote the best interested of the school district, direct the foodservice program throughout the school district, issue purchase orders for items purchased for education, receive and distribute incoming freight to the proper location. Maintain general information and knowledge of school district operations.

TRAINING OR EXPERIENCE: Minimum Education: Two year post secondary training and/or experience in related area desired. Experience/training in governmental planning, accounting and/or reporting helpful.

PHYSICAL DEMANDS: Job requires extended evening work hours. The employee must regularly lift and/or move up to 50 pounds.

ANNUAL CONTRACT LENGTH: 260 days

IMMEDIATE SUPERVISOR: Superintendent of Schools

DUTIES AND RESPONSIBILITIES:

1. Superintendent and School Board
 - a) Maintain confidentiality of all confidential materials.
 - b) Assist in planning, preparing and monitoring of appropriate budgets and financial reporting.
 - c) Compose and edit correspondence, school board letters, agendas and minutes.
 - d) Communicate with patrons, staff, screen visitors and telephone calls. Determine when incoming messages involve crisis situations and relay correct messages to superintendent.
 - e) Determine open enrollment eligibility for non-resident students, keep accurate totals for students open enrolled in and out of the district and Compile enrollment data and prepare monthly reports for School Board and administration.
 - f) Compose and distribute annual school calendar.
 - g) Supervise mail, records retention and telecommunications operations.
 - h) Maintains inventory of office supplies, maintains office equipment and contacts repairmen as needed.
 - i) Oversee School Board Policies and Procedures.
 - j) Provides clerical support to the District/School Board negotiation team.
 - k) Manage and Administer the School Board Election Process.
 - l) Hire election judges and administer absentee voting process (including special outreach to voters residing in healthcare facilities).
 - m) Equip and operate polling places.
 - n) Compose all resolutions pertaining to School Board Elections as required by Minnesota law.
 - o) Post and publish Notice of Filing, Notice of Election and Sample Ballots as required by Minnesota law.
 - p) Generate election results and compose Abstract and Return of Votes Cast to School Board for canvassing. Report election results to School Board, media, administration and public.
 - q) Compose Certificates of Election, Acceptance and Oath of Office documents for newly elected School Board members.
 - r) Supervisory responsibilities for selected transportation operations during summer months.
 - s) Create and maintain employee keyless entry cards.
 - t) Compose and maintain district, school board and food service web site.

2. Food Service
 - a) Provide management assistance to food service department and direct supervision of the head cook.
 - b) Manage human relations for food service employees, analyze food service employee job performance and make food service staffing recommendations to the Superintendent.
 - c) Monitor and directs compliance with governmental regulations and established food service department polices.
 - d) Recommend food service policy changes to Superintendent and Board of Education.
 - e) Ensure menus meet the dietary guidelines.
 - f) Establish and enforce sanitation and safety Procedures for the Food Service Department.
 - g) Compile and submit all monthly reports on participation, enrollment and eligibility for reimbursement of meals to the Minnesota Department of Education.
 - h) Interpreting legislative updates. Disseminating information to food service employees from State Department and local school district polices.
 - i) Review and approve the confidential school meal applications.
 - j) Verify 3% of free and reduced meals applications for compliance.
 - k) Train and supervise Summer Food service staff. Conduct in-service programs for employees.
 - l) Develop and monitor budgets for Annual and Summer Food Programs.
 - m) Review purchased and commodity inventories. Process and submit food service rebates and conduct program efficiency reviews.
 - n) Compile and submit payment voucher for number of meals served to the Minnesota Department of Education for reimbursement of meals.
 - o) Compile and submit commodity inventory report to the Minnesota Department of Education.
 - p) Maintain complete an accurate computer and hard copy records of all students on the Free/Reduced Meal Program annually.
 - q) Provide meal eligibility status information to food service recorders.
 - r) Ensure compliance with the wellness policy and provide an annual report to the school board.

3. District Purchasing
 - a) Prepare necessary documents and documentation for shipping, UPS, Fed Ex, Parcel Post and common carrier.
 - b) Implement and supervise district purchasing and delivery procedures.
 - c) Determine equipment and materials that need to be quoted or bid, and that policies are regulations were followed. Prepare quotes and bids for District as required by law.
 - d) Prepare necessary receiving and unloading arrangements for incoming freight.
 - e) Verify incoming freight for damage and correct number of boxes against purchase orders and packing slips for accuracy.
 - f) Insure purchase orders are processed in a timely manner and documentation and records are maintained.

4. Facilities Scheduling
 - a) Maintain the elementary facilities scheduling system.
 - b) Interpret and implement School Board policies regarding the use or rental of district facilities.
 - c) Ensure that appropriate custodial and/or other support staff is scheduled for each event.
 - d) Ensure that necessary equipment is scheduled and available as requested for each event.
 - e) Bill for rental of district facilities.
 - f) Screen and route calls regarding problems or requests for assistance related to the use of the facilities scheduling system.
 - g) Schedule door open and close times. Respond to after hour calls.

5. Perform other duties as may be assigned by the Superintendent.

BAGLEY PUBLIC SCHOOLS
Work Agreement for
Coordinator of District Services/Administrative Assistant
July 1, 2015~~7~~ – June 30, 2017~~9~~

	2017-2018		2018-2019
1. Salary:	2015-2016	\$51,272 \$55,488	2016-2017 \$53,872 \$56,598

\$1,500 for each of the first four years will be reduced from the salary of a new employee. (Year 1 – reduction of \$6,000; Year 2 – reduction of \$4,500; Year 3 – reduction \$3,000; year 4 – reduction \$1,500).

- Overtime pay for emergencies and special projects as pre-approved by Superintendent.
- For time worked in excess of 40 hours in any week, the employee may elect to take compensatory time off for that amount of time. Compensatory time must be used within the contract year in which it was earned.
- Double time for pre-approved hours worked on Sundays and holidays.

2. Contract Length: 260 days

3. Insurance/403b Allowance:

The School District shall provide an allowance of ~~\$7,450 for 2015-2016 and \$7,800 for 2016-2017~~ **\$7,900**, 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 Coordinator of District Services/Administrative Assistant, up to \$1,750 to a District approved 403(b) plan. The Coordinator of District Services/Administrative Assistant 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 Coordinator of District Services/Administrative Assistant.

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. Longevity pay based upon the following schedule:

Following 5 years of service	\$5.00/month
Following 10 years of service	\$10.00/month
Following 15 years of service	\$15.00/month
Following 20 years of service	\$20.00/month
Following 25 years of service	\$25.00/month
Following 30 years of service	\$30.00/month
Following 35 years of service	\$35.00/month

5. Sick Leave: 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.

6. Vacation:

- 1 year of service – 5 days per year (Days not used by July 1 of the next year are lost.)
- 2 – 9 years of service – 12 days per year (2 days may be carried forward to next fiscal year, no more than 14 days accrued in 1 year.)
- 10 – 19 years of service – 17 days per year (Days not used by July 1 of each year are lost.)
- 20 or more years of service – 22days per year (Days not used by July 1 of each year are lost.)

7. Holidays: Full pay shall be granted for the following:

Labor Day	President's Day
Thanksgiving	Good Friday
Christmas Eve Day	Memorial Day
Christmas Day	Fourth of July
New Year's Day	Day after Thanksgiving

If school is in session on President's Day an alternative date will be established by the School Board.

8. Professional Dues & License Fees:

Professional dues and licenses fees will be paid as approved by the Superintendent.

9. 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.

10. Severance Pay:

40% 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.

IN WITNESS WHEREOF, I have subscribed

my signature this _____

day of _____, 20_____.

Coordinator of District Services/Admin. Assistant

IN WITNESS WHEREOF, I have subscribed

my signature this _____

day of _____, 20_____.

School Board Clerk

BAGLEY PUBLIC SCHOOLS

Independent School District #162

Bagley, Minnesota

Updated 6/01/2017

POSITION TITLE: Payroll Manager/Human Resources

POSITION PURPOSE: Insure all School District payrolls are verified, approved paid and accounted for in a prompt manner. Design, organize and maintain payroll, employee leave system and employee benefits for the District. Achieve all according to all internal controls, Board Policies and External Regulatory Agencies.

TRAINING OR EXPERIENCE:

- Minimum two year accounting vocational training required
- Experience in school payroll preferred

ANNUAL CONTRACT LENGTH: 260 days

IMMEDIATE SUPERVISOR: Superintendent

DUTIES AND RESPONSIBILITIES:

1. Assemble and verify all appropriate documentation for preparing payroll checks. Documentation includes time cards/time sheets, absence reports and claim forms. Analyze all documentation assuring legitimacy of claims and approval according to established policies, procedures and internal controls. Prepare payroll worksheets and enter proper payroll information using the Region I payroll software. Process and reconcile all approved payments assuring correct preparation of checks. Ensure all staff names and dollar amounts are correct. Prepare direct deposit file and transfer to the bank in a timely manner before payday.
2. Creating payroll journal entries and transferring to school account through email for finance.
3. Prepare payroll budgets and other payroll reports as requested by the school accountant.
4. Reconcile all Federal, State and miscellaneous deductions.
5. Prepared all balanced deductions (TRA, PERA, TSA, Federal & State taxes, FICA/Medicare, union dues, etc.) for submission to all appropriate regulatory agencies according to the deadlines established by these agencies, using electronic data submission systems.
6. Create and maintain ACA information for year-end 1095's.
7. Collect and maintain all W-4's, and I-9's on employees according to IRS regulations. Verify annual W-2 information for printing and distribution.
8. Assemble, organize and prepare all monthly health insurance, long-term disability insurance, VEBA, HSA, cancer insurance and flexible benefits billings, assuring all employees' accounts are balanced. Adjust billings according to employee requests.
9. Assist employees with their benefits or deductions such as; health insurance, flexible benefits accounts, health savings accounts, cancer care insurance, TSA accounts, etc.
10. Prepare negotiation proposals for board members to use in negotiations for all district staff. This includes but is not limited to creating percents for board members to use as proposals in negotiating, preparing costing sheets for board members to see the final affect, preparing work agreements for the board members and employees to use during negotiations.

11. Maintain employee leave system using Region I payroll software. Update all staff leave with each payroll.
12. Prepare the annual STAR report for the Minnesota Department of Education.
13. Assist new employees with interpretations of contracts, eligibility of benefits and signing up for the appropriate benefits they are eligible for.
14. Create and maintain employee keyless entry cards.
15. Prepare all teacher contracts.
16. Maintain all personnel files and substitute files.
17. Examine all workers' compensation claims and file them with the workers' compensation insurance company according to the regulated timelines. Prepare and maintain the OSHA 300 log.
18. Keep all buildings up to date with the labor law postings.
19. Calculate and maintain retirees' severance accounts and make payments into their Health Care Savings Plans.
20. Maintain confidentiality of all records as required.
21. Other duties as assigned by the Superintendent.

KNOWLEDGE AND SKILLS:

Payroll processing and reporting
Labor Laws, payroll laws
Accounting
Excel spreadsheets
Financial and statistical record keeping techniques
Operate a variety of office equipment
Meet schedules and timelines
Work independently with little direction

PHYSICAL DEMANDS: Being able to handle stress of many tasks at once.

BAGLEY PUBLIC SCHOOLS
Work Agreement for Payroll Clerk/HR
July 1, 2015~~7~~ – June 30, 2017~~9~~

	2017-2018		2018-2019
1. Salary:	2015-2016	\$51,272 \$55,488	2016-2017 \$53,872 \$56,598

\$1,500 for each of the first four years will be reduced from the salary of a new employee. (Year 1 – reduction of \$6,000; Year 2 – reduction of \$4,500; Year 3 – reduction \$3,000; year 4 – reduction \$1,500).

- Overtime pay for emergencies and special projects as pre-approved by Superintendent.
- For time worked in excess of 40 hours in any week, the employee may elect to take compensatory time off for that amount of time. Compensatory time must be used within the contract year in which it was earned.
- Double time for pre-approved hours worked on Sundays and holidays.

2. Contract Length: 260 days

3. Insurance/403b Allowance:

The School District shall provide an allowance of ~~\$7,450 for 2015-2016 and \$7,800 for 2016-2017~~**\$7,900**, 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 Payroll Clerk/HR, up to \$1,750 to a District approved 403(b) plan. The Payroll Clerk/HR 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 Payroll Clerk/HR.

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. Longevity pay based upon the following schedule:

Following 5 years of service	\$5.00/month
Following 10 years of service	\$10.00/month
Following 15 years of service	\$15.00/month
Following 20 years of service	\$20.00/month
Following 25 years of service	\$25.00/month
Following 30 years of service	\$30.00/month
Following 35 years of service	\$35.00/month

5. Sick Leave: 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.

6. Vacation:

- 1 year of service – 5 days per year (Days not used by July 1 of the next year are lost.)
- 2 – 9 years of service – 12 days per year (2 days may be carried forward to next fiscal year, no more than 14 days accrued in 1 year.)
- 10 – 19 years of service – 17 days per year (Days not used by July 1 of each year are lost.)
- 20 or more years of service – 22 days per year (Days not used by July 1 of each year are lost.)

7. Holidays: Full pay shall be granted for the following:

Labor Day	President's Day
Thanksgiving	Good Friday
Christmas Eve Day	Memorial Day
Christmas Day	Fourth of July
New Year's Day	Day after Thanksgiving

If school is in session on President's Day an alternative date will be established by the School Board.

8. Professional Dues & License Fees:

Professional dues and licenses fees will be paid as approved by the Superintendent.

9. 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.

10. Severance Pay:

40% 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.

IN WITNESS WHEREOF, I have subscribed

my signature this _____

day of _____, 20_____.

Payroll Clerk/HR

IN WITNESS WHEREOF, I have subscribed

my signature this _____

day of _____, 20_____.

School Board Clerk

BAGLEY PUBLIC SCHOOLS
Independent School District #162
Bagley, Minnesota
(Updated 5/10/17)

POSITION TITLE: Mechanic

POSITION PURPOSE:

The Mechanic will clean and provide maintenance on all School District fleet vehicles, the bus garage, and surrounding parking lots. The mechanic will order parts & supplies with authorization from the Head Mechanic.

TRAINING OR EXPERIENCE:

- High school diploma or GED.
- Experience with diesel and gas busses, vans and cars.
- CDL with school bus endorsement.

ANNUAL CONTRACT LENGTH: 260 days. Hours as determined by the Head Mechanics & Transportation.

IMMEDIATE SUPERVISOR: Head Mechanic

DUTIES & RESPONSIBILITIES:

1. Clean, repair and maintain the school district fleet of busses, vehicles, trailers and equipment.
2. Maintain a clean, safe and orderly shop inside and out.
3. Keep accurate maintenance records on all vehicles.
4. Follow all OSHA, Federal and State Safety Standards for shop and vehicle operations.
5. Maintain MSDS sheets and safety records as required.
6. Promote shop and vehicle safety by keeping vehicles and equipment in safe operating condition.
7. Compare prices on parts and supplies and order quality parts at the best price. All purchases and requisitions need the Head Mechanics approval.
8. Respond to emergencies and accidents when asked to assist.
9. Repair buses/vehicles on the road or tow back to the bus garage.
10. Take care of any bus/vehicle breakdowns after regular hours or on weekends.
11. Plow snow at the bus garage and parking lot when needed.
12. Flag traffic for school busses at 3:00 p.m. when necessary.
13. Wash and clean extra-curricular buses and vans when needed.
14. Other duties as assigned.

PHYSICAL DEMANDS:

While performing the duties of the job, the employee is regularly required to stand, walk. The employee is frequently required to climb or balance, stoop, kneel, crouch or crawl. The employee is occasionally required to sit. The employee must regularly lift/or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift/or move over 100 pounds.

BAGLEY PUBLIC SCHOOL
Work Agreement for Mechanic
July 1, 2015~~7~~ – June 30, 2017~~9~~

1. Salary:	2017-2018		2018-2019	
	2015-2016	Step 1 - \$17.95 \$18.63	2016-2017	Step 1 - \$18.20 \$19.07
		Step 2 - \$18.45 \$19.13		Step 2 - \$18.70 \$19.57
		Step 3 - \$19.26 \$20.04		Step 3 - \$19.61 \$20.48
		Step 4 - \$20.26 \$21.04		Step 4 - \$20.61 \$21.48
		Step 5 - \$21.26 \$22.04		Step 5 - \$21.61 \$22.48

2. Annual Contract Length:

- a. 8 hours per day for 260 days.
- b. Overtime paid for all pre-approved hours in excess of 40 hours per week. Any sick leave time will not be included in the determination of overtime eligibility. The eight hour allowance for approved holidays will be included in the determination of overtime.
- c. Double time on Sundays and Holidays worked as pre-approved.
- d. Must maintain a CDL license and bus driver's endorsement.

3. Training or Experience: Minimally a High School Diploma

4. Health and Medical Insurance: July 1, 2015~~7~~ – June 30, 2017~~9~~ ~ ~~\$400.00~~**\$500.00**/month Single

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.

5. Vacation:

- 1– 9 years of service – 10 days per year.
- 10 – 19 years of service – 15 days per year.
- 20+ years of service – 20 days per year.

6. Sick Leave: 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.

7. Physicals: The mechanic 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. Holidays: Full pay shall be granted for the following holidays:

Fourth of July	Labor Day	Thanksgiving	Day after Thanksgiving	Christmas Day
New Year's Day	President's Day	Good Friday	Memorial Day	

If school is in session on President's Day, an alternative day will be established by the School Board.

9. Longevity Pay:

Following 5 years of service	\$5.00/month
Following 10 years of service	\$10.00/month
Following 15 years of service	\$15.00/month
Following 20 years of service	\$20.00/month
Following 25 years of service	\$25.00/month

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 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.

~~**11. Tool Allowance:** \$750.00 allowance per year. This allowance will be paid as a separate item on the employee's monthly pay check.~~ **This allowance will be reimbursed through finance as long as receipts are turned in verifying purchases.**

12. 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.

13. Uniform Allowance: Employees are allowed to receive 5 new uniform shirts each year as approved by the Head of Mechanics and Transportation.

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

Mechanic

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

School Board Clerk

458 Direct Deposit

Board Adopted: April 4, 2005

Board Revised: ~~February 3, 2014~~

June 2017

It is the policy of ISD 162 to pay employees by direct deposit. Employees objecting to direct deposit for payroll checks can choose one of the following two options: 1) By default, the employee may have their checks mailed to them via the U.S. Postal Service the day before pay day, or 2) by signing a Pay Check Request Form, the employee may have the District Office hold their check and the "employee" can pick up their check on pay day, between ~~2:00~~ 1:30 pm - 3:30 pm. If the employee has not picked up their check, the check will be mailed via the U.S. Postal Service on that day.

840 Use of School District Facilities and Equipment

Board Revised: ~~July 20, 2015~~

June 2017

Formerly: 840 - Policies Relating to the Use of the Kitchen and Gymnasium – Board Revised: January 2000 & 841-Facility Use Policy (Gymnasiums, Locker Room, Weight Room) – Board Adopted: April 16, 2007

I. Purpose and Policy

The School Board encourages maximum use of School District facilities and equipment for community purposes if, in its judgment, that use will not interfere with the use for school purposes.

When emergencies, conflicts or unusual circumstances arise that necessitate rescheduling the use of School District facilities, every effort will be made to find an acceptable alternative meeting space.

When Bagley Public Schools are closed due to inclement weather, power outages or other building emergencies, all facility reservation contracts are cancelled.

All groups are required to provide adult supervision for all activities. This supervisor must be in the building with the group at all times.

Renters agree to pay for all damage to the school building or equipment arising out of renter's use of school property.

The kitchen facilities may not be used without the express approval of the Food Service Coordinator. An employee of the food service must be in attendance for supervisory purposes when the kitchen is being used.

All supervisors must pass a criminal background check before they will be authorized to supervise an activity involving students utilizing the Bagley School facilities.

II. Scheduling Procedures

Facility and equipment use requests should be made through the following offices:

Elementary School facilities and equipment – 694-6184

High School facilities and equipment – 694-3120

Other contacts:

Elementary School principal – 694-6528

High School principal – 694-3120

Athletic Director – 694-4051

Community Education Director – 694-3232

Superintendent – 694-6184

All facility and equipment use must be scheduled in advance. No unscheduled or unauthorized activities will be permitted.

III. Scheduling Priorities

The School Board establishes the following priorities for use of School District facilities and equipment:

First Priority – Curricular and co-curricular activities that directly support the mission of the Bagley School District such as educational activities, school productions, music events, staff meetings, parent committees, etc. will have the first priority for all facility and equipment use.

The Superintendent and/or building principal will be responsible for authorizing these activities. This includes designating an appropriate supervisor for the activity and ensuring the supervisor has access to the necessary facility and equipment.

These activities must be scheduled a minimum of five days in advance.

Second Priority – In season (as indicated by MSHSL regulations) athletic/fine arts practices or activities will have second priority for use of the facilities and equipment.

The head coach/fine arts advisor/athletic director will be responsible for establishing practice times for the in-season sports that equitably accommodate all sports/fine arts activities for that season. Coaches/advisors are required to be in attendance for the duration of their practices as well as making sure the condition of the facility and equipment are maintained.

The athletic director will be responsible for authorizing in-season practice or activity use.

Practices and activities must be scheduled a minimum of five days in advance.

Third Priority – Community Education and Community Theater

Community Education and Community Theater activities will have third priority for both the high school and elementary facilities and equipment.

The directors of Community Education/Community Theater will be responsible for the authorization and scheduling of these activities. Supervisors are required to be present in the facility for the duration of its use as well as to maintain the condition of the facility and equipment.

These activities must be scheduled a minimum of 30 days in advance.

Fourth Priority – Out-of-season/informal practices/intramurals will have fourth priority for facility and equipment use. Out-of-season/informal practice sessions or activities must be conducted in accordance with MSHSL regulations and a coach or designee must be present for the duration of the activity.

Coaches are responsible for scheduling out-of-season/informal practice or activities and indicating who will be responsible for supervision. The athletic director will authorize the use of the facility and the responsible supervisor.

These activities must be scheduled a minimum of five days in advance. If a coach has designated a supervisor, the supervisor is responsible for checking out a key, staying for the entire duration of the activity and until the last person from that activity has left the building, and maintaining the condition of the facility and equipment. The supervisor will return the key to the appropriate building office by the next school day morning.

Fifth Priority – Outside/community groups or individuals and/or open gym use will have fifth priority.

The Superintendent of Schools will authorize the use for these activities. See Section IV.

IV. General Community Use of School Facilities and Equipment

The School District will comply with all federal, state and local laws and regulations with respect to the use of its facilities and equipment.

The School Board will establish a rental fee schedule and payment procedures for the use of School District facilities and equipment. Such fees may include the cost of security, custodial, kitchen and/or supervisory services if deemed necessary. The School District may require a deposit or surety bond for the proper use and repair of damage to School District facilities and equipment. The School District may require certificates of insurance to ensure payment for any damages and/or liability for injuries. The fee schedule will be reviewed and approved annually by the School Board.

In general, all other individuals and groups would be charged rental fees. These fees may be waived at the discretion of the Board.

School District facilities or equipment must be reserved and all applicable fees received a minimum of 30 days in advance of the use.

The supervisor of the activity is responsible for being present for the entire duration of the activity. In addition, the supervisor must remain present until all participants have left the facility. The facility must be returned to its original condition following the activity. This includes: shutting off the lights, locking doors, returning equipment to the appropriate place,

sweeping floors, removing garbage, returning weights to the racks, and checking bathroom/locker room areas for cleanliness.

The supervisor is responsible for obtaining the key to the facility and returning the key to the appropriate building the next school day morning following the activity.

Community groups or individuals using School District facilities must abide by all School District rules and regulations prohibiting alcohol, tobacco, drugs, gambling and weapons (including look-a-like weapons) on School District property.

Use of School Facilities and Equipment Costs

BUILDING RENTALS

Classrooms/Meeting/Locker Rooms	\$30.00
High School Room 100 & 101/Media Center	\$30.00
HS Gym	\$75.00
Elem Large Gym	\$75.00
Elem Small Gym	\$50.00
Kitchen	\$50.00
Cafeteria/Commons	\$50.00
Computer	\$50.00
Auditorium	\$175.00

PERSONNEL FEES

When an activity requires employee time in advance of, during and/or following an event, the following fee will be added. There is a minimum fee of two hours for all personnel. Hourly wage is subject to change based upon contract negotiations.

Custodians: ~~\$25~~ 27 per hour Monday-Friday
~~\$38~~ 40 per hour on Saturday
~~\$50~~ 52 per hours on Sunday and holidays

Cooks: ~~\$34~~ 36 per hour Monday-Saturday
~~\$46~~ 48 per hour on Sunday and holidays

Supervisors and/or Security: ~~\$45~~ 47 per hour

Facility Use Agreement

Bagley Public Schools
202 Bagley Avenue NW, Bagley, MN 56621

Complete and return form at least five day in advance. This application does not guarantee a reservation.

Requested Facility: High School – ~~Helen Kennedy~~ David Gooch Elementary School – Lee Furuseth

Group Name: Contact Person in Charge:

Phone Numbers (include area code) Day Night

Billing Address, City, ST, Zip:

Purpose/Event:

Date of Event: Time of Event:

Room(s) Requested & School Facilities Basic Rates:

- | | |
|---|--|
| <input type="checkbox"/> No Room Rental Fee | <input type="checkbox"/> Classroom/Meeting/Locker Rooms - \$30 |
| <input type="checkbox"/> HS Room 100 - \$30 | <input type="checkbox"/> HS Room 101 - \$30 |
| <input type="checkbox"/> HS Gym - \$75 | <input type="checkbox"/> Elem Lg Gym - \$75 |
| <input type="checkbox"/> Cafeteria/Commons - \$50 | <input type="checkbox"/> Kitchen - \$50 |
| | <input type="checkbox"/> Media Center - \$30 |
| | <input type="checkbox"/> Auditorium - \$175 |
| | <input type="checkbox"/> Elem Sm Gym - \$50 |
| | <input type="checkbox"/> Cook Fee - |
| | <input type="checkbox"/> Computer Lab - \$50 |
| | <input type="checkbox"/> Custodial Fee - |

Door(s) to Be Opened:

Door Opening/Closing Times:

Food: No Yes (Group must comply with Minnesota Health Codes)

Equipment or set-up needs:

Custodian's report on the condition facilities were left in:

Date Booked: Person Completing Request Form:

When Bagley Public Schools are closed due to inclement weather, power outages or other building emergencies, all facility reservation contracts are cancelled.

- All groups are required to provide adult supervision for all activities. This supervisor must be in the building with the group at all times.
- School personnel (site supervisor/custodian) will supervise the facility, but are not required to supervise the group or its activities.
- Permission and invoice will be sent to contact person after processing.
- All Bagley Public Schools Facilities and Grounds are Tobacco Free and Weapons Free.
- Possession of or drinking alcoholic beverages is prohibited.
- Kitchen facilities may not be used without the express approval of the Food Service Coordinator. An employee of the food service MUST BE in attendance for supervisory purposes when the kitchen is being used.
- Prior to the use of any facility, the Superintendent MAY require a certificate of insurance with liability coverage with ISD #162 named on the certificate.
- Renters agree to indemnify and hold School District #162 harmless from all claims or causes of action arising out of the renter's use of the school premises.
- Renters agree to pay for all damage to school building or equipment arising out of renter's use of school property.
- Bagley Public Schools reserves the right to hire law enforcement when we see fit. The cost will be at the renter's expense.

Signature: _____

Date: _____

Office Use Only

Copies Sent to:

Helen-K David G & Kim H Lee Furuseth HS Custodian Elem Custodian Terri C.

Doreen Zierer

Community Ed Phy Ed Dept. Jen Hecht Other -

District Office Use Only

Facility Use is: Approval Denied Superintendent Signature: _____ Date: _____

513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

School Board Adopted:

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the World's Best Workforce.
2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
 - a. multiple objective criteria; and
 - b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be

sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.

3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. assess a student's readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The procedures must be sensitive to under-represented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

POLICY 505 CELL PHONES & PERSONAL ELECTRONIC DEVICES

(DRAFT 5/23/2017)

Board Adopted:

Board Revised:

Cell Phones & Personal Electronic Devices (CP-PEDs) not issued by the School District, may only be used by students before and after school. Students in grades 7-12 may also use CP-PEDs during lunch periods. During all other instructional hours, students are prohibited from using CP-PEDs **which include: blue tooth devices, radios, CD players, MP3 players (I-pods), tablets, handheld computers, or video games.** ~~and should remain turned off.~~ The ~~one~~ exception to this rule allows teachers to directly supervise students using CP-PEDs, for **an emergency, or** a specific instructional purpose, within a curriculum lesson being taught. ~~All photography capable devices are permanently banned~~ **Cell phone use and photographs are prohibited in,** from locker rooms, ~~and~~ bath rooms, ~~and during assemblies.~~

Consequences, including disciplinary action pursuant to the District's discipline policy, and/or confiscation of the device, ~~may~~ **will** occur if the policy rules are not followed. CP-PEDs that are confiscated and retained by the school district will be returned in accordance with school building procedures. Failure to surrender the device to a staff member will be considered insubordination. If the school district has a reasonable suspicion that a student has violated a school rule by use of a CP-PED, the school district may search that device and if applicable, may be turned over to law enforcement. These devices are disruptive in class and very prone to theft. School District #162 ~~is~~ **will not be held** responsible for ~~lost loss/ or stolen theft/or destruction of technology~~ **the CP-PEDs.**

Introduction

I believe that there are two operative concerns when crafting a policy. They are content and enforceability. I tend to believe that enforceability is the most important factor.

The content may seem most important, but the content of the policy would be unnecessary if people were conducting themselves appropriately on their own. The need for a policy stems from them premise, or observation that the individuals covered by the policy can not be trusted to do what is best. This means that a policy which may very skillfully describe a desirable end state is meaningless if it does not have a mechanism for enforcement.

A policy, with no practical provision for enforcement, will only be followed by the individuals who don't need the policy. It unfairly weighs on exactly the people who do the right thing with or without a policy, while permitting those who are comfortable doing the wrong thing to continue their behavior unchecked.

The following pages propose changes to the cellphone and electronics policy at Bagley High School. The focus is to make the policy enforceable. I have listed four options for enforcement but, in terms of content there are two basic options:

1. Control cell phone use in the classroom.
2. Control cell phone use in the classroom, restroom, and locker room.

I am convinced that we owe it to our students to provide them real privacy areas free from the possibility of seeing pictures of themselves in private situations posted to social media. I feel that this is something which we should address proactively rather than waiting to punish those who violate the policy. I feel the danger imposed by allowing students to have personal electronics with them at all times out weighs any benefit that such constant connectivity may offer.

But even if I am a minority on this subject I believe that we owe our students and teachers an enforceable policy, and we owe the parents of our district the knowledge that the policy is fully enforced. The proposals define four levels of enforcement as follows:

1. Expect that teachers incorporate enforcement into all aspects of the classroom. Expect them to watch carefully for surreptitious use even while conducting class.
2. Expect that teachers enforce the policy but give them a technological tool to detect secret use.
3. Expect that teachers enforce the policy and give administration a tool to observe compliance.
4. Expect administration to control personal electronic at the building level giving teacher an ability to focus more on academics and less on enforcement.

The policy changes analyzed here are based specifically on the current High School policy, To create an effective district policy, it seems like it would be prudent to explore a specific enforceable building policy, so that we can make sure the district policy clearly backs up not just the aims of the building policy but also the specific protocol for enforcement.

I hope that this material which represents the opinions of one individual on the board, can give context to the discussion of the issue, and perhaps could be used as a framework for instituting changes in the school policy and the technology culture of Bagley School district.

Respectfully,
Jeremy Davies

One to one Strategy and Personal Electronics

Have you ever noticed that it seems like by the time you buy an electronic device it is obsolete? Two days after you decide to spend the money on the newest phone, they announce the release of an improved model with all of the options you really want.

Education can be like that. Traditional subjects often remain static but in some fields the text books cannot keep up with the advances. Educators are forced to freeze a moment in time and teach what is established and available, trusting that the foundation they lay will create the solid base of a well rounded education, with the hope that the foundation will become a launch pad for those who are passionate about a particular area.

It appears that a large number of our students are passionate about personal electronic communication devices. They seek the newest apps for the newest devices and push the envelope, applying this technology in ways no ever expected.

The school understands that it must equip students for such a world. However, if we try to keep up with the march of technology, we would burden our educators with incorporating new technologies every week. Our teachers would spend all their time learning new systems, and fielding new programs, even worse they would never get the satisfaction of seeing the fruit of their labor, because by the time that they could evaluate their achievement, they would be rolling out a new system or learning a new device.

Two years ago the school opted to freeze a moment in time. The district selected two promising personal devices (the Ipad and the Chrome book) and took steps to get them into the hands of all students. We decided that we would teach the students subject matter and technology citizenship with a standard device throughout each site. There may be problems with those platforms, and there may be more promising devices on the market today, but we decided that for five years we would lay a foundation of education integrated with technology with these specific devices. This strategy gives us a chance to control content, prevent socioeconomic disparity, and lay a foundation, which we are confident can become a launchpad for those who wish to take their technological interest to a higher level.

As the next three years continue the technology gap will widen, then we will reevaluate the technology and make the next jump. But from the standpoint of our students education, this gap is less detrimental than having all of our students on uncontrolled personal devices, distracting themselves and their classmates, and requiring the teachers to accommodate a host of different systems and devices.

In our current push to control personal devices we are not trying to take technology out of the classroom, we are trying to define the scope of our technology education goals. When we want to integrate technology we do it on the system in hand. If teachers want to have the class play an educational game, they can find an app for their system and use it. If they allow their students to listen to music while they do seat work, they find a way to put that music on their current system. If the parents need to send their kid a reminder, and calling the office is too inconvenient, they can do it through the student email on our current system. If parents need to help their students organize their life, they can do it with a calendar on the current system.

We welcome help identifying deficiencies in the current systems, we encourage help understanding various capabilities we might wish to seek in the next upgrade. But for now we ask for the help of teachers, administrators, and parents to help keep personal electronics out of our classrooms, so we can lay a coherent and effective technological foundation for our students.

Policy Proposal 1.

This policy would be appropriate under the presumption that teachers should be the primary enforcers of cell phone policy. The changes mostly clarify the one to one initiative and the expectation that school provided electronics will be used for all technology integration.

CELL PHONES AND PERSONAL ELECTRONICS DEVICES

New Reading

The following items are not allowed to be used in the classroom, locker rooms, restrooms, or assemblies. Items include but are not limited to the following personally owned devices: cell phones, bluetooth devices, radios, CD players, MP3 players (I-pods), tablets, handheld computers or video games, or other electronic devices. Students who violate this policy will have his/her electronic device confiscated and returned at a later time. Repeated violations will result in the phone being sent to the office where it will can be retrieved by a parent or guardian. **When school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules, the phone may be turned over to law enforcement or administrators may request that parents provide them access to the specific area in question as a condition of returning the phone. Failure or refusal of students to turn over the electronic device to the staff person who makes the request will result in consequences for insubordination in addition to confiscation. The school will not be held responsible for the loss/theft/ destruction of electronic devices.**

New Reading with changes marked

The following items are not allowed to be used in the classroom 1. (~~unless required for instructional purposes~~), locker rooms, 2. *rest rooms*, or assemblies. Items include but are not limited to the following 3. *personally owned devices*: cell phones, 4. ~~headphones~~ *bluetooth devices*, radios, CD players, MP3 players (I-pods), tablets, handheld computers or video games, or other electronic devices. Students who violate this policy will have his/her electronic device confiscated and returned at a later time. 5. *Repeated violations will result in the phone being sent to the office where it will can be retrieved by a parent or guardian.* 6. ~~The contents of students' cell phones confiscated within the school may be searched w~~ **When school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules, 7. the phone may be turned over to law enforcement or administrators may request that parents provide them access to the specific area in question as a condition of returning the phone. Failure 8. or refusal of students to turn over the electronic device to the staff person who makes the request will result in consequences for insubordination in addition to confiscation. 9. Teacher discretion may be used to determine whether the device is a disruption.** The school will not be held responsible for the loss/theft/ destruction of electronic devices.

Explanation of proposed changes:

Change 1. Requiring electronics, which haven't been provided from the school, seems to put an undue burden on the few families who can't afford electronics, or who choose to limit their children's use of them. It also undermines parents who have taken away electronics as a consequence for bad behavior.

Change 2. The inclusion of cameras on many electronic devices indicates that the non-use policy should extend to the restrooms as well.

Change 3. Adding this phrase allows the use of electronics provided by the school.

Change 4. Personally owned headphones are removed from the list since some teachers may want to use headphones with school provided electronics. Allowing personally owned headphones eliminates a hygiene issue for students who are concerned. Blue Tooth devices are added to make the list more complete.

Change 5. This allows teachers the discretion to increase the level of punishment for chronic offenders, and would serve to keep parents informed of the problem.

Change 6. and 7. This takes steps to protect the privacy of the students while still allowing the school to keep a phone which might have criminal evidence of having taking an illegal picture. The possibility of law enforcement involvement serves to emphasize the fact that taking pictures in a locker room or rest room may be a gross misdemeanor under Minnesota law. We need to look at protocols for how to handle an incident which might trigger criminal prosecution but they may not need to be described in the handbook. The policy should insure preservation of evidence without allowing a fishing trip. Evidence of violation of School policy or MSHL policy would appropriately be limited to a specified area and viewed in the presence of the parent.

Change 8. Added for clarity since.

Change 9. This is removed since no personal devices are to be used in class. Teacher discretion is integral to how the district provided devices are incorporated into the classroom but does not extend to personal devices. Misuse of school provided electronics are not with in the scope of this policy.

Policy Proposal 2.

This policy would be appropriate under the presumption that students keep their phone on their person throughout the school day. However it contains language to improve enforcement of the non-use requirement and would require that the high school acquire cell phone detectors.

CELL PHONES AND PERSONAL ELECTRONICS DEVICES

New Reading

The following items are not allowed to be used in the classroom, locker rooms or assemblies. Items include but are not limited to the following personally owned devices: cell phones, headphones, radios, CD players, MP3 players (I-pods), tablets, handheld computers or video games, or other electronic devices. To ensure no communication devices are used students will be required to place all phones in Airplane mode during classes or assemblies. The school will use non-listening cell phone detector to ensure compliance of this rule. Students who violate this policy will have his/her electronic device confiscated and returned 4. to their parents or guardian at a later time. **When school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules, the phone may be turned over to law enforcement or administrators may request that parents provide them access to the specific area in question as a condition of returning the phone. Failure or refusal of students to turn over the electronic device to the staff person who makes the request will result in consequences for insubordination in addition to confiscation. The school will not be held responsible for the loss/theft/ destruction of electronic devices.**

New Reading with changes marked

The following items are not allowed to be used in the classroom 1. (~~unless required for instructional purposes~~), locker rooms, 2. *restrooms*, or assemblies. Items include but are not limited to the following 3. *personally owned devices*: cell phones, headphones, radios, CD players, MP3 players (I-pods), tablets, handheld computers or video games, or other electronic devices. 4. *To ensure no communication devices are used students will be required to place all phones in Airplane mode during classes or assemblies. The school will use non-listening cell phone detector to ensure compliance of this rule.* Students who violate this policy will have his/her electronic device confiscated and returned 5. *to their parents or guardian* at a later time. **6. The contents of students' cell phones confiscated within the school may be searched w**When school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules, **7. the phone may be turned over to law enforcement or administrators may request that parents provide them access to the specific area in question as a condition of returning the phone. Failure** **8.or refusal of students to turn over the electronic device to the staff person who makes the request will result in consequences for insubordination in addition to confiscation. 9. Teacher discretion may be used to determine whether the device is a disruption.** The school will not be held responsible for the loss/theft/ destruction of electronic devices.

Explanation of proposed changes:

Change 1. Requiring electronics, which haven't been provided from the school, seems to put an undue burden on the few families who can't afford electronics, or who choose to limit their children's use of them. It also undermines parents who have taken away electronics as a consequence for bad behavior.

Change 2. The inclusion of cameras on many electronic devices indicates that the non-use policy should extend to the restrooms as well.

Change 3. Adding this phrase allows the use of electronics provided by the school.

Change 4. This would allow student positive control of their device but would require that it not be used to communicate. They could still take pictures but they couldn't send those pictures until later. The addition of a Cell Phone Detector to the tools that administration has would help remove the gap between our policy and its enforcement. Even if we try to make the policy work without this technology the policy allows us to add such a tool even temporarily to validate enforcement of the policy.

Change 5. Returning electronics to the parents both keeps the parents informed of their child's behavior and creates a real consequence. If the phones are returned at the end of the day the students have nothing to lose trying to surreptitiously use their devices in class. I think that the school should make a land line phone available until 30 minutes after the last practice, so that kids who have had their phones confiscated can coordinate rides home. (For the first year while the new policy is validated I would be willing to volunteer to provide cell phone return to parents for whom transportation is a hardship, upon completion of a cell phone return protocol.)

Change 6. and 7. This takes steps to protect the privacy of the students while still allowing the school to keep a phone which might have criminal evidence of having taking an illegal picture. The possibility of law enforcement involvement serves to emphasize the fact that taking pictures in a locker room or rest room may be a gross misdemeanor under Minnesota law. We need to look at protocols for how to handle an incident which might trigger criminal prosecution but they may not need to be described in the handbook. The policy should insure preservation of evidence without allowing a fishing trip. Evidence of violation of School policy or MSHL policy would appropriately be limited to a specified area and viewed in the presence of the parent.

Change 8. Added for clarity since.

Change 9. This is removed since no personal devices are to be used in class. Teacher discretion is integral to how the district provided devices are incorporated into the classroom but does not extend to personal devices. Misuse of school provided electronics are not with in the scope of this policy.

Policy Proposal 3.

This policy would be appropriate under the presumption that students keep their phone on their person throughout the school day but turn it in to the teacher during class time.

CELL PHONES AND PERSONAL ELECTRONICS DEVICES

New Reading

The following items are not allowed to be in students possession in the classroom. Items include but are not limited to the following personally owned devices: cell phones, headphones, radios, CD players, MP3 players (I-pods), tablets, handheld computers or video games, or other electronic devices. To ensure compliance the students will turn in all personal devices at the beginning of class, to be secured and returned at the end of class. In addition the above mentioned devices are not allowed to be used in locker rooms, bathrooms or assemblies. Non listening cell phone detectors may be used to enforce this policy. Students who violate this policy will have his/her electronic device confiscated and returned to the parents at a later time. **When school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules, the phone may be turned over to law enforcement or administrators may request that parents provide them access to the specific area in question as a condition of returning the phone. Failure or refusal of students to turn over the electronic device to the staff person who makes the request will result in consequences for insubordination in addition to confiscation. The school will not be held responsible for the loss/theft/ destruction of electronic devices.**

New Reading with changes marked

The following items are not allowed to be 1. ~~used in students possession~~ in the classroom 2. ~~(unless required for instructional purposes)~~, 3. ~~locker rooms or assemblies~~. Items include but are not limited to the following 4. *personally owned devices*: cell phones, headphones, radios, CD players, MP3 players (I-pods), tablets, handheld computers or video games, or other electronic devices. 5. *To ensure compliance students will turn in all personal devices at the beginning of class, to be secured and returned at the end of class.* 6. *In addition the above mentioned devices are not allowed to be used in locker rooms, restrooms or assemblies.* 7. *Non listening cell phone detectors may be used to enforce this policy.* Students who violate this policy will have his/her electronic device confiscated and returned 8. *to the parents or guardian at a later time.* 9. ~~The contents of students' cell phones confiscated within the school may be searched w~~**When school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules, 10. the phone may be turned over to law enforcement or administrators may request that parents provide them access to the specific area in question as a condition of returning the phone. Failure 11. or refusal of students to turn over the electronic device to the staff person who makes the request will result in consequences for insubordination in addition to confiscation. 12. Teacher discretion may be used to determine whether the device is a disruption.** The school will not be held responsible for the loss/theft/ destruction of electronic devices.

Explanation of proposed changes:

Change 1. We would change use to possession so that students would be in violation if they did not turn in their phone at the beginning of class.

Change 2. Requiring electronics, which haven't been provided from the school, seems to put an undue burden on the few families who can't afford electronics, or who choose to limit their children's use of them. It also undermines parents who have taken away electronics as a consequence for bad behavior.

Change 3. Locker rooms and assemblies would be removed here and specifically addressed in a later clause.

Change 4. Adding this language emphasizes that this policy is about personal devices. School provided devices have their own expectations defined elsewhere.

Change 5. This establishes the method of enforcement. Teachers would be required to collect personal devices at the beginning of class. This policy defines that from the student's perspective but this change may be accompanied with guidance to the teachers standardizing the method of securing and redistributing devices.

Change 6. Electronic device possession would be prohibited in the classroom, its use would be prohibited in locker rooms, assemblies and rest rooms. This policy makes no attempt to identify how such a restriction would be enforced in those settings. The posture of the administration could be to aggressively prosecute any evidence of misuse in those environments when it does become known.

Change 7. The addition of a Cell Phone Detector to the tools that administration has would help remove the gap between our policy and its enforcement. Even if we try to make the policy work without this technology the policy allows us to add such a tool even temporarily to validate enforcement of the policy.

Change 8. Returning electronics to the parents both keeps the parents informed of their child's behavior and creates a real consequence. If the phones are returned at the end of the day the students have nothing to lose trying to surreptitiously use their devices in class. I think that the school should make a land line phone available until 30 minutes after the last practice, so that kids who have had their phones confiscated can coordinate rides home.

Change 9 and 10. This takes steps to protect the privacy of the students while still allowing the school to keep a phone which might have criminal evidence of having taken an illegal picture. The possibility of law enforcement involvement serves to emphasize the fact that taking pictures in a locker room or rest room may be a gross misdemeanor under Minnesota law. We need to look at protocols for how to handle an incident which might trigger criminal prosecution but they may not need to be described in the handbook. The policy should insure preservation of evidence without allowing a fishing trip. Evidence of violation of School policy or MSHL policy would appropriately be limited to a specified area and viewed in the presence of the parent.

Change 11. Added for clarity.

Change 12. This is removed since no personal devices are to be used in class. Teacher discretion is integral to how the district provided devices are incorporated into the classroom, but does not extend to personal devices. Misuse of school provided electronics are not within the scope of this policy.

Policy proposal 4.

This policy would be appropriate under the presumption that the only way to effectively keep phones out of locker rooms and restrooms is to keep phones away from students throughout the entire school day. This will require the creation of a phone check protocol and possibly the addition of a new para professional responsibility at the end of the day to quickly return the phones. It will take the majority of the enforcement burden off the teacher.

CELL PHONES AND PERSONAL ELECTRONICS DEVICES

The following items are not allowed to be in students possession during the school day. Items include but are not limited to the following personally owned devices: cell phones, bluetooth devices, radios, CD players, MP3 players (I-pods), tablets, handheld computers or video games, or other electronic devices. To ensure compliance students who will need their personal devices outside of school hours, will turn in their devices at the beginning of the day, to be secured and returned at the end of school. Non listening cell phone detectors may be used to enforce this policy. Students who violate this policy will have his/her electronic device confiscated and returned to the parents or guardian at a later time. **When school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules, the phone may be turned over to law enforcement or administrators may request that parents provide them access to the specific area in question as a condition of returning the phone. Failure or refusal of students to turn over the electronic device to the staff person who makes the request will result in consequences for insubordination in addition to confiscation. The school will not be held responsible for the loss/theft/ destruction of electronic devices.**

New Reading with changes marked

The following items are not allowed to be ~~1. used in the classroom~~ in students possession during the school day ~~2. (unless required for instructional purposes),~~ ~~3. locker rooms or assemblies.~~ Items include but are not limited to the following ~~4. personally owned devices:~~ cell phones, ~~4. headphones~~ bluetooth devices, radios, CD players, MP3 players (I-pods), tablets, handheld computers or video games, or other electronic devices. ~~5. To ensure compliance the best choice is to leave electronics home, but students who will need their personal devices outside of school hours, will turn in their devices at the beginning of the day, to be secured and returned at the end of school.~~ ~~6. Non listening cell phone detectors may be used to enforce this policy.~~ Students who violate this policy will have his/her electronic device confiscated and returned ~~7. to the parents or guardian at a later time.~~ ~~8. The contents of students' cell phones confiscated within the school may be searched w~~ **When school personnel have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules, 9. the phone may be turned over to law enforcement or administrators may request that parents provide them access to the specific area in question as a condition of returning the phone. Failure 10. or refusal of students to turn over the electronic device to the staff person who makes the request will result in consequences for insubordination in addition to confiscation. 12. Teacher discretion may be used to determine whether the device is a disruption.** The school will not be held responsible for the loss/theft/ destruction of electronic devices.

Explanation of proposed changes:

Change 1. We would change use to possession so that students would be in violation if they did not turn in their phone at the beginning of the day.

Change 2. Requiring electronics, which haven't been provided from the school, seems to put an undue burden on the few families who can't afford electronics, or who choose to limit their children's use of them. It also undermines parents who have taken away electronics as a consequence for bad behavior.

Change 3. The policy covers locker rooms and assemblies during the school day. Coaches will still be responsible to monitor cell phone use in locker rooms during practice.

Change 4. Adding this language emphasizes that this policy is about personal devices. School provided devices have their own expectations defined elsewhere.

Change 5. Personally owned headphones are removed from the list since some teachers may want to use headphones with school provided electronics. Allowing personally owned headphones eliminates a hygiene issue for students who are concerned. Blue Tooth devices are added to make the list more complete.

Change 5. This establishes the method of enforcement. At the beginning of the day students who choose to bring their phones would turn in their cell phone to the office. We would invest in a storage system which allows the student to receive a key or a tangible receipt which they would keep with them and return at the end of the day to receive their phone. Even though this requires a level of responsibility, the danger of getting their receipt or key lost seems no greater than the current risk of losing their phone. The cell phone safe could possibly be mounted to a cart so that the whole safe could be more convenient to distribute phones to the students who are riding the bus.

Change 6. The addition of a Cell Phone Detector to the tools that administration has would help remove the gap between our policy and its enforcement. Even if we try to make the policy work without this technology the policy allows us to add such a tool even temporarily to validate enforcement of the policy.

Change 7. Returning electronics to the parents both keeps the parents informed of their child's behavior and creates a real consequence. If the phones are returned at the end of the day the students have nothing to lose trying to surreptitiously use their devices in class. I think that the school should make a land line phone available until 30 minutes after the last practice, so that kids who have had their phones confiscated can coordinate rides home.

Change 8 and 9. This takes steps to protect the privacy of the students while still allowing the school to keep a phone which might have criminal evidence of having taken an illegal picture. The possibility of law enforcement involvement serves to emphasize the fact that taking pictures in a locker room or rest room may be a gross misdemeanor under Minnesota law. We need to look at protocols for how to handle an incident which might trigger criminal prosecution but they may not need to be described in the handbook. The policy should insure preservation of evidence without allowing a fishing trip. Evidence of violation of School policy or MSHL policy would appropriately be limited to a specified area and viewed in the presence of the parent.

Change 10. Added for clarity.

Change 11. This is removed since no personal devices are to be used in class. Teacher discretion is integral to how the district provided devices are incorporated into the classroom, but does not extend to personal devices. Misuse of school provided electronics are not within the scope of this policy.

Cell Phone Policy Summary and Analysis

Policy Proposal 1

Summary: This version simply clarifies the electronics policy in light of the one to one initiative. Bagley Schools will integrate technology into the classroom using one standardized platform. No other devices will be used in the classroom.

In this version, the burden of enforcement would fall to the teachers, some of whom have already demonstrated an effective ability to control cell phone use in their classrooms.

+Allows teachers to use their professional expertise to enforce cell phone policy

-This appears not to have been happening.

-Teachers who consistently do not enforce the policy would have to have to be documented and reprimended.

-The policy has no provision to keep cell phones out of rest rooms and locker rooms and other non-classroom areas.

Policy Proposal 2

Summary: This version adds a specific method of enforcing the non use policy, as well and tries to make it more enforceable with the addition of detection hardware.

+Gives the administration the ability to confirm student and teacher compliance.

+Policy would be standardized throughout the classrooms.

+Administrators could used detection devices to help teachers achieve a device free classroom rather than having to collect evidence that the teacher isn't enforcing the policy

-Teachers who have demonstrated the ability to control device use would be unnecessarily told how to do their jobs.

-Detection devices cost \$400 per device.

-No control of non classroom areas.

Policy Proposal 3

Summary: This version describes a more stringent method of enforcing the non use policy as well as taking away the temptation to try to secretly circumvent the policy.

+Administrators could easily verify enforcement by checking the cell phones in the teachers possessions.

+ Students would not be tempted by having their device available to them during class.

+Detection devices would not be necessary, but could assist implementation.

+policy would be standardized throughout the class rooms.

-Class time would be used in the collection and return of devices.

-Students could hand in a decoy device

-No control of non classroom areas.

Policy Proposal 4

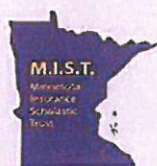
Summary: This version addresses the concern of cell phone use in the building outside the classroom. It recognizes that If we want to keep cell phones and cameras out of rest rooms and locker rooms then enforcement needs to be by building administration rather than by teachers. It corrects the anomaly that we have the regular presence of cameras, controlled by students, in places where the administration wouldn't be allowed to place cameras.

+Students would be protected from cameras in privacy areas.

+Teachers could focus on teaching rather that managing personal devices.

+policy would be standardized throughout the building.

-Administration would have to create a protocol for the receipt, and storage, and the rapid return of cell phones at the end of the day.



PROPERTY/CASUALTY
Effective July 1, 2017 to July 1, 2018

District: Bagley Public Schools ISD #162

Fixed Costs	2016-2017 Expiring Costs	2017-2018 Renewal Costs	% Of Change
Package (includes Property, General Liability, Auto Liability & Physical Damage, Crime, Excess Liability, EBL, Law, Abuse) [*]	[0.00%] \$12,397.01	[0.00%] \$11,099.13	-10.47%
Excess Property	\$8,354.00	\$6,881.00	-17.63%
Boiler & Machinery	\$1,385.00	\$1,196.00	-13.65%
Excess Liability	\$1,571.00	Included in Package	-100.00%
Cyber Liability	\$2,050.89	\$1,828.96	-10.82%
Pollution Liability	\$1,163.55	\$1,033.49	-11.18%
Arthur J. Gallagher Risk Management Services Fee	\$3,859.00	\$4,052.00	5.00%
Gallagher Bassett Services Claims Administration Fee	\$2,862.00	\$3,434.00	19.99%
Gallagher Bassett Services Loss Control Fee	1000	\$1,000.00	0.0%
Total Fixed Costs	\$34,642.45	\$30,524.58	-11.89%

Variable Costs	2016-2017 Expiring Costs	2017-2018 Renewal Costs	% Of Change
Operations Cost	\$933.00	\$899.00	-3.64%
Loss Fund - Package [*]	[0.00%] \$18,000.00	[0.00%] \$19,626.00	9.03%
Total Program Contribution on a Maximum Cost Basis	\$53,575.45	\$51,049.58	-4.71%

Total Program Costs 2017-2018	\$51,049.58
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Statistical Information	2016-2017 Expiring	2017-2018 Renewal	% of Change
Total Insurable Values (includes Auto Physical Damage)	\$51,617,972	\$52,288,323	1.30%
Students	1,042	1,135	8.93%
All Vehicles	32	36	12.50%

[*] Please note the actuarial debit/credit system for the 2017/2018 renewal is based upon your districts exposures as well as the previous 5 years of loss history (excluding the current year).

*S. Law
6-5-17*

BAGLEY PUBLIC SCHOOLS
Independent School District #162
Bagley, Minnesota
5/5/2017

POSITION TITLE: District Technology Integrationist

POSITION PURPOSE: To promote the use of technologies that support student achievement in the classroom.

EDUCATION: BS in Education, Teaching License required

TRAINING OR EXPERIENCE:

- Experience in a wide range of computer applications for the education setting.
- Knowledge of current technologies in education and a willingness to learn and train staff as as new technologies are implemented.
- Knowledge and support for the District's educational system.
- Appropriate skills in teaching students as well as educators and other adults.
- Must hold excellent interpersonal relations skills, especially in being a good listener and team player.

ANNUAL CONTRACT LENGTH: BEA Teacher Work Agreement

IMMEDIATE SUPERVISOR: Elementary and High School Principals

DUTIES AND RESPONSIBILITIES:

1. Collaborate with teachers in creating effective technology-infused, content-based lessons.
2. Coordinate and plan technology trainings for teaching staff in order to effectively integrate technology.
3. Coordinate with District Assessment Coordinator (DAC) to train staff and ensure that technology is in place for successful testing sessions as mandated by the state.
4. Coordinate with District Technology Coordinator to make decisions about technology purchases.
5. Assist in administrating the Renaissance Learning Database for the Elementary School.
6. Assist in administrating the Google Admin Console for the district.
 - a. Create and manage Google Mail accounts for staff and students district wide.
 - b. Management of Chromebooks at the high school.
 - c. Setting restrictions for the domain to ensure proper functionality.
7. Assist in Active Directory Administration for the district.
8. Assist in Casper Administration for managing all Apple products (iPads, laptops and desktops).

- a. Create policies for security and punctuality.
 - b. Monitor inventory and updates.
 - c. Push apps to groups as requested by teachers.
9. Perform as one of the webmasters for the district.
 - a. Assist classroom teachers with websites.
 - b. Add meeting minutes to specific web pages per request when needed.
 - c. Assist and train parents to access ParentVue.
 10. Co-managing the Infinitec web-based training site for the district to ensure mandated training for all district employees.
 11. Attend and contribute information at the bi-weekly District Advisory Committee meetings to ensure effective communication and planning.
 12. Sit on the District Technology Committee to promote technology, to gain insight and add input for continued improvement in our District's future technology growth.
 13. Other duties as assigned by supervisors.

PHYSICAL DEMANDS:

1. The ability to stoop, reach, lift, retrieve and replace technology materials and equipment.
2. The ability to move quickly throughout the building and between buildings.
3. Specific vision abilities required are close vision and the ability to adjust focus.
4. The fingers are used to handle and operate various devices effectively.

533 Bagley Public Schools Wellness Policy

Board Adopted: August 21, 2006

Board Revised: ~~September 19, 2016~~

June 1, 2017

[Note: All school districts that participate in the National School Lunch and School Breakfast Program ~~receive funding from the federal school lunch program~~ are required by the Healthy Hunger-Free Kids Act of 2010 ~~Child Nutrition and WIC Reauthorization Act of 2004 ("the Act")~~ to have a ~~wellness policy~~ that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, ~~and~~ physical activity, and other school-based activities that ~~to~~ promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, ~~teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update~~ of the wellness policy. The Act also requires a plan for measuring implementation of the policy and ~~reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with~~ ~~operational~~ responsibility for the implementation and oversight of the wellness policy to ensure ~~ensuring~~ the school district is in compliance with the policy. ~~The Act provides for technical assistance and information from the Secretary of Agriculture to aid state and local educational agencies and school food authorities in establishing healthy school nutrition environments, reducing childhood obesity, and preventing diet-related chronic diseases.]~~

I. PURPOSE

The purpose of this policy is to ~~set forth methods assure a school environment that promotes student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state and federal standards. and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.~~

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that nutrition ~~promotion and education, and~~ physical activity, and other school-based activities that promote student wellness ~~education~~ are essential component of the educational process and that good health fosters student attendance and ~~learning achievement~~.
- B. The school environment should promote ~~and protect~~ students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of ~~parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public~~ ~~students, parents, teachers, food service staff, and other interested persons~~ in the development, implementation, and periodic review and update of the ~~implementing, monitoring, and reviewing~~ school district's wellness policy ~~nutrition and physical activity policies~~.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods and meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS GUIDELINES

~~*[Note: The Act requires that school districts have nutrition guidelines, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing student obesity.]*~~

A. Nutrition Education and Promotion and Education

~~*[Note: The Act requires that wellness policies include goals for nutrition promotion and education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the school district determines is appropriate.]*~~

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/~~snack~~ lines, vending machines, fundraising events, concession stands, and student stores.
- ~~3. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.~~

B. Physical/ Activity

1. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and

2. Classroom teachers may provide short physical activity breaks between lessons, as appropriate (e.g. a five minute movement/stretch break).
3. Student need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Towards that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television and playing video games.

C.—School Food Service Program/Personnel

- ~~1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.~~
- ~~2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.~~
- ~~3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.~~

D.—Foods and Beverages

~~*Note: The Act requires that school districts have nutrition guidelines, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing student obesity.*~~

- ~~1. All foods and beverages mad available on campus (including concessions and a la carte cafeteria items) will be consistent with the current USDA Dietary Guidelines for Americans.~~
- ~~2. Food service personnel will take every measure to ensure that student access to foods and beverages meet or exceed all federal, state, and local food safety and security guidelines.~~
- ~~3. Food service personnel shall adhere to all federal, state, and local food safety and security guidelines.~~
- ~~4. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.~~

~~*[Note: The Act requires that the school district's wellness policy provide an assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act (42 U.S.C. 1771 et seq.) and sections 9(ff)(1)*~~

~~and 17(a) of the National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a), as those regulations apply to schools.)~~

- ~~5. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.~~
- ~~6. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will scheduled meal periods at appropriate times during the school day.~~
- ~~7. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.~~

E. C. Communication with Parents/Guardians:

1. The school district recognizes that parents and guardians have a primary **and fundamental** role in promoting **and protecting** their children’s health and well-being.
2. The school district will support parents’ efforts to provide a healthy diet, healthy snacks, and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents’ efforts to provide their children with opportunities to be physically active outside of school.

IV. Standards and Nutrition Guidelines

The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.

3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods". Competitive

foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.

2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
 - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverage as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. School will restrict food and beverage marketing to the promotion of only those foods and beverages that meet the Smart Snack nutrition standards.

V. Wellness Leadership and Community Involvement

- A. Wellness Coordinator
 - 1. The superintendent will designate a school district official to oversee the school district’s wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
 - 2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.
- B. Public Involvement
 - 1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
 - 2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district’s website and will be open to the public.

VI. Policy Implementation, and Monitoring

~~*{Note: The Act requires that the wellness policy establish a plan for measuring implementation of the policy, including designation of at least one or more persons within the school district or at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the requirements of the wellness policy.}*~~

The Healthy, Hunger-Free Kids Act requires a description of the plan for measuring the implementation of the local school wellness policy.

- A. Implementation and Publication
 - 1. After approval by the school board, the wellness policy will be implemented throughout the school district.
 - 2. ~~School food service staff, at the school or district level, will ensure compliance within the school’s food service areas and will report to the food service program administrator, the building principal, or the superintendent’s designee, as appropriate.~~
 - 3. ~~The school district’s food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available on campus.~~
 - 4. ~~The superintendent or designee will ensure compliance with the wellness policy and provide an annual report to the school board.~~
 - 5. 2. The school district will post this wellness policy on its website, to the extent it maintains a website.

B. Annual Reporting

The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis. Therefore:

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner. Therefore:

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

G. Recordkeeping

The Act requires school districts to retain records to document compliance with the requirements of 7 C.F.R. § 210.30. Therefore:

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.

3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district’s jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

~~*[Note: The Food and Nutrition Service of the U.S. Department of Agriculture has proposed new rules regarding the implementation of local school wellness policies. The comment period for the proposed rules officially ended in June 2014; however, final rules have not yet been issued. New requirements, particularly regarding record keeping related to the school wellness policy may be required soon. MSBA will update this policy when final rules have been issued.]*~~

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov