

MEMO TO: Board of Education  
TOPIC: Regular School Board Meeting  
FROM: Steve D. Cairns, Superintendent  
DATE: February 28, 2019

A Regular School Board Meeting of the Board of Education will be held March 4, 2019 at 7:30 PM in the High School Room 101.

### Agenda

**1. CALL TO ORDER**

A. Pledge

**2. PREVIEW OF AGENDA**

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

**3. ADDITIONS TO THE AGENDA**

**4. CONSENT AGENDA**

A. Minutes - February 19 4

**5. COMMUNICATIONS**

A. Enrollment 8

B. Governor Tim Walz has proclaimed March 3-9, 2019, Paraprofessional Recognition Week. There are over 20,000 paraprofessionals in Minnesota working hard every day to make sure every child has the education they need to succeed in school and life. Thank you for your hard work and dedication!

**6. STUDENT INPUT AND RECOGNITION**

A. Athletes of the Week

1) February 20

Congratulations to the Bagley Dance Team, selected as BHS Student-Athletes of the Week:

Aleah Nelson, Bayli Dukek, Brigg Abraham, Cori Bonik, Demi Keough, Elee Hermiston, Ellie Bonik, Hallie Lindgren, Izabell Gerbracht, Kennedy Grover, Kia Nelson, Macy Strandlien, Sarah Pullins, Sophia Jesness, Tessa Tramm, and Tiffany Gerbracht.

B. Congratulations to Samantha Molitor for her exhibit at the Regional Science Fair last Friday. Samantha received the silver medal for Senior High Projects, the U.S. Office of Naval Research medal, recognition award and a \$50.00 gift card as well as the Bemidji State University Nursing Program Award and another \$50.00 gift card.

- C. Congratulations to the BFCG Peewee Hockey Team on your Championship Win at Regions. Good Luck at State on March 15-17th!!!
- D. Congratulations to the BFCG Bantam Hockey Team on your terrific season and your District Championship Win!!

**7. PUBLIC AGENDA ITEM**

**8. COMMITTEE REPORTS**

- A. Athletics
- B. District Advisory
- C. Meet and Confer
- D. Negotiations
- E. Security
- F. Transportation
- G. Wellness
- H. Other

**9. REPORTS AND PRESENTATIONS**

- A. Policy 603 - Curriculum Development 10
- B. Fair Grounds Lease 12

**10. SCHOOL BOARD ACTION**

- A. Policy Second Reading & Adoption
  - 1) Policy 458 - Direct Deposit 14
- B. Staffing
  - 1) Resignation - Katrina Rasmussen, Food Service, effective March 8, 2019
  - 2) Resignation - Katherine Holst, DCD Teacher, effective the end of the 2018-2019 school year.
  - 3) Personal Unpaid Leave Request - Employee A. Employee A is requesting 1 additional unpaid day off.
  - 4) Medical Unpaid Leave Request - Employee B. Employee B is requesting extended medical leave.
  - 5) Personal Unpaid Leave Request - Employee C. Employee C is requesting 4 additional unpaid days off.

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

**12. FUTURE MEETINGS**

Special School Board Meeting for Superintendent Serach to determine finalists - March 13, 2019 at 7:00 p.m. in BHS Room 100.

Special School Board Meeting for Superintendent Interviews – March 15, 2019, at 4:00 p.m. In BHS Room 100

Special School Board Meeting for Superintendent Interviews – March 16, 2019, at 9:00 a.m. in BHS Room 101

Special School Board Meeting for Strategic Planning One-Year Evaluation – March 18, 2019, at 6:00 p.m. in BHS Room 101

School Board Meeting – March 18, 2019, at 7:30 p.m. in BHS Room 101

**13. ADJOURNMENT**

**BAGLEY PUBLIC SCHOOLS  
SPECIAL SCHOOL BOARD MEETING  
FEBRUARY 19, 2019  
MINUTES**

The special meeting of the School Board, Independent School District #162 was held on February 19, 2019, at 6:00 p.m. at High School Room 101. Members present: Amy Fontaine, Wendy Fultz, Jeremy Davies, Don Nordlund and Superintendent Cairns. Members absent: Adam Broden, Jamie Grover and Renee Benson.

Treasurer Fontaine called the meeting to order and opened with the Pledge of Allegiance to the Flag.

1. MSBA Rep Lee Warne conducted interview training for school board members, reviewed and discussed first round of interview questions, and discussed the schedule for interviews and interview procedures. The Board set the final interview date as March 19<sup>th</sup> at 4:30 p.m. in BHS Room 100.
  
2. A motion was made by Don Nordlund to adjourn the meeting at 7:17 p.m.

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

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

**BAGLEY PUBLIC SCHOOLS  
REGULAR SCHOOL BOARD MEETING  
FEBRUARY 19, 2019  
MINUTES**

The regular meeting of the School Board, Independent School District #162 was held on February 19, 2019, at 7:30 p.m. in High School Room 101. Members present: Amy Fontaine, Wendy Fultz, Jeremy Davies, Don Nordlund, and Superintendent Cairns. Members absent: Adam Broden, Jamie Grover, and Renee Benson.

Treasurer Fontaine called the meeting to order and opened with the Pledge of Allegiance to the Flag.

1. A motion was made by Jeremy Davies, seconded by Wendy Fultz to approve the following consent agenda items:
  - A. February 4 Minutes
  - B. February 2019 Invoices - \$105,952.06 – Ck #59748-59805
  - C. January 2019 Hand Payables - \$58,591.11 – Ck #32871-32903
  - D. January 2019 Statement of Cash Balances – \$3,679,889.13
  - E. January 2019 Budget Comparison
  - F. January 2019 Wires Payments - \$176,335.71
  - G. Elementary & High School Auxiliary AccountMotion passed 4-0.
2. Superintendent Cairns apprised the Board that School Board Recognition Week is February 18 through February 22 and thanked the Board members for all their hard work and dedication to children and the school district. Certificates of appreciation were distributed.
3. Strategic Planning Review Meeting will be held on March 18<sup>th</sup> at 6:00 p.m. in BHS 101.
4. High School Principal Kerr announced that the Snow King was Dalton Brovold and Snow Queen was Jenika Moen. Snow Week ended with a great pep fest that highlighted all of our extra-curricular programs.
5. To recognize the bus drivers who work to safely transport more than 760,000 students to school each day across Minnesota, Gov. Tim Walz proclaimed Wednesday, February 27, as School Bus Driver Appreciation Day in the state.
6. Treasurer Fontaine announced that Kenly Gordon, Zachary Anderson, Eleesa Hermiston, and Kyra Frank were the February 6<sup>th</sup> Athletes of the Week. Kylli Anderson, Zowie Willette, Paul Ramsrud, and Jacob Anderson were the February 13<sup>th</sup> Athletes of the Week.
7. Congratulations to Jacey Benson on being selected as a KRJB Broadcasting Good Student Award winner.
8. Treasurer Fontaine announced that Hannah Agnes is the January Senior of the Month.
9. Treasurer Fontaine announced that Jordi Cloose, Ariyah Fraley, Calvin Erbst, Treston Willberg, Lydia Martin, Grayden Schoenborn, Michael Clay, Chloe Bushelle, Elizabeth Sandretzky, Jack LaCroix, Eli Phrakankham, Marshal Hanson, Jayden Mudge, Lily Weller, Hogan Haney, Elexis Soderstrom, Wyatt Gerbracht, Whitney Plante, Lela Netland, Maci Kaasa, Ethan Proulx, Evan LaFond, Melissa Huschle, Gavin Bruers, and Kaine LaFrinere were the December Elementary Students of the Month.

10. Congratulations to the Bagley Dance Team on making it to the Finals and their 6th place finish at the MSHSL State High Kick Competition. Also, congratulations to Bayli Dukek and Elee Hermiston on being selected to the All-Tournament Team. Great season Bagley Dance Team!
11. Congratulations to Will Beaulieu for being awarded the White Earth Nation Boys and Girls Club Student of the Year. He wrote a speech, interviewed and presented his speech to judges, parents, students and staff of the Boys and Girls Club last night at the Shooting Star Casino. He wins a \$1000 scholarship, and will be moving onto the State Boys and Girls Club Student of the Year in St. Paul, MN.
12. Congratulations to Brycen Friberg on winning an All-Conference Honorable Mention Award for the 2018-2019 Math League Season.
13. Once again there were no items brought to us for meet and confer. Mike Malterud will be available after conferences that evening if board members want to come, but there is no agenda.
14. Superintendent Search reviewed the Superintendent Search timeline.
15. First reading and comments of the following policy was held:
  - A. Policy 458 – Direct Deposit
16. BES Principal Moritz and Cassie Dahl present the BES School Improvement Plan. The Board asked Principal Moritz have the curriculum portion of the plan go through the District Advisory Committee curriculum review process before getting approval at the board level.
17. A motion was by Jeremy Davies, seconded by Wendy Fultz to approve the BHS Comprehensive Needs Assessment Summary Report and School Improvement Plan. Motion passed 4-0.
18. A motion was made by Wendy Fultz, seconded by Jeremy Davies to approve the Butter Braids fundraiser for the music department. Motion passed 4-0.
19. A motion was made by Jeremy Davies, seconded by Don Nordlund to approve the concert performance fundraiser for the BHS music department. Motion passed 4-0.
20. A motion was made by Jeremy Davies, seconded by Don Nordlund to revised Policy 618 – Assessment of Student Achievement. Motion passed 4-0.
21. A motion was made by Don Nordlund, seconded by Jeremy Davies to approval of revised 2018-2019 final budget. Motion passed 4-0.
22. A motion was made by Wendy Fultz, seconded by Jeremy Davies, directing the superintendent and the administration to consider the financial condition of the district and submit plans including the possible discontinuance of programs or curtailment of programs, discontinuance of positions or curtailment of positions to effectuate economies in the school district and reduce expenditures. Motion passed 4-0.
23. A motion was made by Jeremy Davies, seconded by Don Nordlund to approve the amended lease agreement between the District and the Bagley Youth Hockey Lease Agreement. Motion passed 4-0.
24. A motion was made by Jeremy Davies, seconded by Wendy Fultz to approve the personal unpaid leave request for Employee A. Employee A is requesting five additional unpaid days off. Motion passed 4-0.

25. A motion was made by Wendy Fultz, seconded Don Nordlund to approve the personal unpaid leave request for Employee B. Employee B is requesting one additional day unpaid day off. Motion passed 4-0.
26. A motion was made by Don Nordlund, seconded Jeremy Davies to accept the resignation of Michael Macy, para educator, effective February 26, 2019. Motion passed 4-0.
27. Items for the Next Agenda:
  - A. Policy 458 – Direct Deposit
  - B. Superintendent Search Interview Questions & Plan Candidate Tour
  - C. City of Bagley Property Purchase
28. Future Meetings:
  - A. School Board Meeting – March 4, 2019, at 7:30 p.m. in BHS Room 101
  - B. Special School Board Meeting for Superintendent Interviews – March 15, 2019, at 4:00 p.m. In BHS Room 100
  - C. Special School Board Meeting for Superintendent Interviews – March 16, 2019, at 9:00 a.m. in BHS Room 101
  - D. Special School Board Meeting for Strategic Planning One-Year Evaluation – March 18, 2019, at 6:00 p.m. in BHS Room 101
  - E. School Board Meeting – March 18, 2019, at 7:30 p.m. in BHS Room 101
29. A motion was made by Wendy Fultz to adjourn the meeting at 9:16 p.m. Motion passed 4-0.

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

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

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

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<b>Bagley School</b>														
<b>Enrollment K -12</b>														
<b>Comparison 05/06 - 18/19 SY</b>														
	<b>3/1/19</b>	<b>3/1/18</b>	<b>3/1/17</b>	<b>3/1/16</b>	<b>3/2/15</b>	<b>3/3/14</b>	<b>3/1/13</b>	<b>3/1/12</b>	<b>3/1/11</b>	<b>3/1/10</b>	<b>3/2/09</b>	<b>3/3/08</b>	<b>3/1/07</b>	<b>3/1/06</b>
HK	15	9	12	15	12	4	14	19	14	15	14	18	5	9
K	59	62	69	59	80	77	90	71	74	75	67	60	76	72
1	63	84	70	91	75	101	87	80	76	75	69	66	82	77
2	85	73	90	72	98	82	85	72	72	69	68	85	78	65
3	71	86	75	100	81	88	77	70	65	72	77	75	65	69
4	93	74	105	78	84	77	76	65	79	81	75	64	65	87
5	77	95	81	82	77	70	66	78	83	76	65	67	89	78
6	93	78	79	78	71	66	74	81	80	70	72	91	81	73
<b>Total K-6</b>	<b>556</b>	<b>561</b>	<b>581</b>	<b>575</b>	<b>578</b>	<b>565</b>	<b>569</b>	<b>536</b>	<b>543</b>	<b>533</b>	<b>507</b>	<b>526</b>	<b>541</b>	<b>530</b>
7	76	83	74	72	67	73	87	84	72	71	90	79	76	98
8	83	73	69	67	75	83	80	67	74	86	76	76	99	70
9	65	73	71	76	85	79	67	74	80	74	75	97	68	95
10	73	58	71	81	78	61	67	77	71	76	93	64	91	91
11	53	72	77	59	56	67	70	62	67	93	69	85	80	68
12	65	69	60	49	58	68	64	64	79	65	95	79	58	76
<b>Total 7-12</b>	<b>415</b>	<b>428</b>	<b>422</b>	<b>404</b>	<b>419</b>	<b>431</b>	<b>435</b>	<b>428</b>	<b>443</b>	<b>465</b>	<b>498</b>	<b>480</b>	<b>472</b>	<b>498</b>
<b>Total K-12</b>	<b>971</b>	<b>989</b>	<b>1,003</b>	<b>979</b>	<b>997</b>	<b>996</b>	<b>1,004</b>	<b>964</b>	<b>986</b>	<b>998</b>	<b>1,005</b>	<b>1,006</b>	<b>1,013</b>	<b>1,028</b>

## **603 CURRICULUM DEVELOPMENT**

Board Adopted: August 15, 2011

Board Revised: June 6, 2016

### **I. PURPOSE**

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

### **II. GENERAL STATEMENT OF POLICY**

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### **III. RESPONSIBILITY**

- A. The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area. Please refer to Bagley School District Curriculum Review Cycle.
- B. Building principals will set up a process by which curricular site teams will work collaboratively to review research best practices and make curricular recommendations for adoption and acquisition. The building principals will also lead a process for staff curriculum writing, embedding state standards and creating a school district curriculum map for each curricular area under review. The K-12 curriculum maps will be posted to the school district website upon completion.
- C. A district curriculum advisory committee shall provide assistance when needed at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall include parent, teacher, support staff, student, community residents, and administration representation.
- D. Within the ongoing process of curriculum development, the following needs shall be addressed:
  - 1. Provide for articulation of courses of study from kindergarten through grade twelve.
  - 2. Identify minimum objectives for each course and at each elementary grade level.
  - 3. Provide for continuing evaluation of programs for the purpose of attaining

school district objectives. See school district "Curriculum Review Cycle".

4. Provide a program for ongoing monitoring of student progress.
  5. Provide for specific, particular, and special needs of all members of the student community.
  6. Integrate required and elective course standards in the scope and sequence (mapping) of the district curriculum.
  7. Meet all applicable requirements of the Minnesota Department of Education and the No Child Left Behind Act.
- E. It shall be the responsibility of the superintendent to keep the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and to periodically present recommended modifications for school board review and approval.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

March 4, 2019 School Board Meeting

The School District holds an annual lease with the Clearwater Agricultural Society for use and maintenance of their property and facilities. The old lease agreement with the Clearwater Agricultural Society was for 7 years at \$2000 per year from 2010 to 2017. This lease is currently lapsed and the School District has made a purchase offer through a “Lease to Own Contractual Agreement” with the Agricultural Society on a specific portion of their property. In particular, the property containing School District’s student parking area and the adjacent land referred to as Parcel R23.020.0100, that contains 5.04 acres. The School District paid Weber Appraisal Services to determine the value of this parcel on Oct 4, 2017. The current market value of this 5.04 acres tract is \$55,000.

The School District has become very concerned about the safety of the Bagley area community that parks along US Highway 92 during the Clearwater County Fair and at large school events. There is simply not enough safe and lighted parking space in the existing school lots and on the gravel areas of the fairgrounds. After the recent highway upgrades last summer, the road ditches have become even steeper. People will be parking their cars on the shoulders of the active highway and stepping out into oncoming traffic lanes. Cars are averaging speeds of 40 miles per hour along that stretch of the roadway and much of that parking occurs after dark.

The School District proposed a private lease purchase agreement with a lump sum of \$15,000 up front and \$5,000 per year for 10 years for a total price of \$65,000 for the parcel. In addition, the School District would continue to lease the remaining property including the paved and gravel lots, the football and baseball fields, grandstands and lighting for an additional \$1,000 per year. The School District will continue to hold various sporting events and other activities at the site. Although the School District would pay for the improvements including paving, lighting, additional access, as well as the maintenance of the property, it would remain fully accessible to the Clearwater Agricultural Society for County Fair and other types of event parking on a permanent basis. Under Minnesota Statutes Chapter 38, the Clearwater County Agricultural Society is an autonomous unit and can pretty much do what they please with their property.

The School District proposed plans to expand the asphalt parking area to cover much of the acreage, with the exception of the pine trees located in the north east corner of the property. The proposed parking area would cover the north end of the old cinder track. The School District would pay for these improvements as a capital outlay projects over the next several years. The resulting parking area would nearly double the size of the existing parking area.

The Fair Board reviewed the initial proposal and countered the School District’s offer with their own proposal. The Clearwater Agricultural Society would continue to lease the Brustad field including the baseball, football, grandstands, lighting and the remaining property including the paved and gravel lots to the School District. The rent would be \$5000 per year for 5 years or \$4000 per year for 5 years with full maintenance

of the grounds plus additional improvements. Those improvements would include providing a new road access from the Fairgrounds road and removal of the baseball field dugouts. That proposal was rejected by the School District.

The Bagley School Board Chairman and Superintendent Cairns attended a Clearwater Agricultural Society Board meeting in January 2019. Again, the School District reiterated their proposal for a lease to own option. The issue of safe parking was discussed. The Fair Board has since responded they are not interested in the selling the property, but would like to propose a counter offer for a lease. The School District has not received any correspondence from the Clearwater Agricultural Society to date.

## 458 Direct Deposit

Board Adopted: April 4, 2005

Board Revised: ~~June 19, 2017~~ March 4, 2019

~~It is the policy of ISD 162 to pay employees by direct deposit. Beginning April 1, 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 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.~~

It is the policy of ISD 162 that employees are required to receive payment for wages by direct deposit, as permitted by Minn. Stat. 471.426. This policy is effective beginning July 1, 2019. Employees must complete a direct deposit form to provide the authorization and account information necessary for the District to make direct deposits. Paper checks will not be available for pick-up at the School District. Employees that have not submitted a direct deposit authorization on time, will have payroll checks mailed to their home address via the U.S. Postal Service.