

# Tri-County School District ISD #2358

**Regular Meeting**  
**Wednesday, February 14, 2024**  
**School Library**  
**303 Pembina Trail**  
**Karlstad, MN 56732**

PRELIMINARY AGENDA for the Regular Meeting to be held in the School Library  
303 Pembina Trail  
Karlstad, MN 56732 on Wednesday, February 14, 2024 at 6:30 PM.

1. Call to Order, Pledge of Allegiance
2. Roll Call
3. We are Proud
4. Setting the Agenda
5. Action on Previous Minutes
6. Pay Claims (vouchers on table 1/2 hour prior to regular meeting)
7. Visitors \*As a reminder, visitors are given time to speak at the discretion of the Chair. No personnel or private data is to be discussed or referenced. The Chair reserves the right to prohibit an individual or group from continuing to speak if they violate any school policy.
8. Old Business
9. New Business
  - a. Personnel
  - b. Donations
  - c. FCCLA Overnight Field Trip Request
  - d. Development of 2024-2025 School Calendar
  - e. Enrollment Update
10. Reports
  - a. Dean of Students
  - b. Superintendent
    1. School Board Recognition Month
  - c. Boards and Committees
11. Upcoming Meetings and Information
12. Adjourn

Reorganizational and Regular Board of Education Meeting

Tri-County School District 2358

January 20, 2024 6:30 PM

Tri-County School Library

Karlstad, Minnesota

The meeting was called to order by Chairperson Murray at 6:30 PM and a quorum was determined. The Pledge of Allegiance was recited.

Members present were Hanson, Koland, Murray, Oliver, Olson and Sollund, as well as Superintendent Muckenhirn.

Absent: Burkel

**REORGANIZATIONAL MEETING:**

Reorganization:

Nominations for School Board Chair: Steve Murray. Other nominations: None

Roll call vote in Favor: Hanson, Koland, Murray, Olson, Oliver, Solund

Against: None

Nominations for School Board Vice Chair: Raeya Hanson. Other nominations: None

Roll call vote in Favor: Hanson, Koland, Murray, Olson, Oliver, Solund

Against: None

Nominations for School Board Clerk: Mark Koland. Other nominations: None

Roll call vote in Favor: Hanson, Koland, Murray, Olson, Oliver, Solund

Against: None

Nominations for School Board Treasurer: Denise Sollund. Other nominations: None

Roll call vote in Favor: Hanson, Koland, Murray, Olson, Oliver, Solund

Against: None

Designation of Date & Time for Regular monthly meetings.

Motion by Oliver seconded by Hanson to designate the 2nd Wednesday of the month at 6:30 PM, as the official day & time for the regular monthly meetings of the Board unless change is necessitated by unforeseeable events and statute(s).

Special Meeting Notification

Motion by Koland seconded by Sollund to post notices of special meetings on the east front entrance.

2024 Board Auditing Committee

Board members will be partnered with another Board member throughout the 2024 calendar year to review bills 30 minutes prior to each regular meeting. The dates will correspond to the approved Regular Board meeting dates.

February 14	6:30 PM	Burkel/Koland	Tri-County School
March 13	6:30 PM	Oliver/Sollund	Tri-County School
April 10	6:30 PM	Murray/Hanson	Tri-County School
May 8	6:30 PM	Olson/Burkel	Tri-County School
June 12	6:30 PM	Koland/Oliver	Tri-County School
July 10	6:30 PM	Sollund/Murray	Tri-County School
August 14	6:30 PM	Hanson/Olson	Tri-County School
September 11	6:30 PM	Burkel/Murray	Tri-County School
October 9	6:30 PM	Koland/Oliver	Tri-County School
November 13	6:30 PM	Sollund/Hanson	Tri-County School
December 11	6:30 PM	Olson/Koland	Tri-County School
January 8, 2025	6:30 PM	Burkel/Sollund	Tri-County School

Motion by Oliver seconded by Hanson to authorize the two-member monthly audit committee rotation as presented.

Member Sollund moved and member Oliver seconded to authorize the following committee assignments for 2024:

**Board Committee**

- 1) MSHSL
- 2) NWRIC + Alternative
- 3) MREA
- 4) MSBA
- 5) Continuing Ed. & ECFE
- 6) Certified Negotiations
- 7) Administrative Negotiations
- 8) Classified Negotiations
- 9) Finance Buildings, Grounds, Transportation
- 10) Advisory & Technology Committee
- 11) Northern Freeze Co-Op Sports
- 12) Meet & Confer Committee / Policy
- 13) Joint Powers Board

**2024**

- Koland
- Burkel, Olson
- Hanson
- Murray
- Oliver, Hanson
- Koland, Oliver, Murray
- Hanson, Koland, Sollund
- Burkel, Hanson, Sollund
- Koland, Oliver, Olson
- Oliver, Hanson
- Oliver, Sollund, Olson
- Oliver, Sollund, Olson
- Burkel, Koland, Murray

Motion by Oliver seconded by Koland to designate the Law Firm of Knutson, Flynn and Deans, PA as the School District's Legal Counsel.

Motion by Oliver seconded by Olson to:

- designate Prime Security Bank and the MN Trust as the primary depositories of school funds;
- authorize appropriate investments of school district funds by the Superintendent during the the year; and
- continue the use of the signature writer for payment of district obligations.

Motion by Koland seconded by Oliver to designate the North Star News as the Official Newspaper of the District 2358.

Motion by Sollund seconded by Hanson to authorize membership and participation in the following organizations:

- Minnesota State High School League - MSHSL
- Northwest Regional Interdistrict Council – NWRIC
- Region I - ESV
- Northwest Service Cooperative - NWSC
- Minnesota Rural Education Association - MREA
- Minnesota School Boards Association - MSBA
- Adult Basic Education Program (through NWSC)

Motion by Murray seconded by Olson to:

- set the annual school board members salary at \$100 per meeting for regular meetings;
- pay \$200 and room for attending the state school board convention plus \$100 mileage;
- pay members’ mileage at the Federal rate for non-school board convention, school- related business;
- pay members \$100 per day (\$50.00 half day) while on school-related business.

**REGULAR MEETING:**

Motion by Oliver seconded by Sollund to approve the agenda as amended.

Recommended Addition: Contracted Services with School Management Services (SMS)

Motion by Hanson seconded by Koland to approve the minutes of Dec. 20, 2023 Regular Board Meeting as presented.

Motion by Sollund seconded by Murray to authorize payment claims as presented.

	FY 2023	FY 2024
01 General	\$ 169,675.45	\$ 144,495.77
02 Food Service	\$ 6,204.48	\$ 6,234.23
04 Community Service	\$ 2,467.47	\$ 2,452.76
<u>21 Student Activities</u>	<u>\$ 17,024.99</u>	<u>\$ 145.23</u>
Total	\$ 195,390.39	\$ 153,327.99

Motion by Sollund seconded by Oliver to approve the 2023-2024 Teacher Seniority list.

Member Koland introduced the Resolution Directing the Administration to Make Recommendations for Reductions in Programs and Positions and Reasons Therefore.

WHEREAS there has been a reduction in student enrollment, and,

WHEREAS this decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and,

WHEREAS a determination must be made as to which teachers’ contracts must be terminated and not

renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions.

BE IT RESOLVED, by the School Board of Independent School District No. 2358, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions because of a reduction in enrollment, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member Murray and upon roll call vote the following voted in favor thereof: Oliver, Sollund, Olson, Murray, Hanson, Koland

and the following voted against the same: None

whereupon said resolution was declared duly adopted.

Motion by Murray seconded by Koland to engage in services provided by School Management Services at the contracted rate of \$60,000 annually.

Next Regular Board Meeting is scheduled for February 14, 2024, 6:30 PM, Tri-County School Library in Karlstad, MN.

Motion by Oliver seconded by Sollund to adjourn.

Respectfully submitted by Mark Koland, Clerk \_\_\_\_\_

## TRI COUNTY SCHOOLS

MAKE A COPY of THIS FORM - SUBMIT PAPER COPY TO PRINCIPAL  
 ALL FIELD TRIPS MUST BE PRE-APPROVED BY THE PRINCIPAL  
 REQUESTS ARE DUE AT LEAST TWO WEEKS (10 SCHOOLDAYS) IN ADVANCE  
 ALL FIELD TRIPS ARE SUBJECT TO DENIAL DUE TO FUNDING AND TRANSPORTATION AVAILABILITY

### FIELD TRIP APPROVAL FORM

MOST SCHEDULED MSHSL EVENTS ARE NOT FIELD TRIPS.  
 TAKING STUDENTS OFF SCHOOL GROUNDS IS CONSIDERED A FIELD TRIP UNLESS WAIVED BY THE PRINCIPAL.  
 REGULAR EXCURSIONS THAT ARE PART OF A CLASS ARE SUBJECT TO THIS FORM AND APPROVAL PROCESS.

Name of Field Trip Supervisor: Justina Pietruszewski	Name of group, club, or department, or class. FCCLA
Descriptive name of this field trip? State FCCLA Conference/STAR Event Competition	Destination Name/Address: Minneapolis, MN  Round Trip Miles: 110
Number of Students: 16 # male students_3_ #female students_13_ (if Perkins funds are used) Number of Chaperones: Myself, 1-2 Parent chaperones (still to be determined)	Grade level/s of student participants: (circle all that apply)  <div style="display: flex; justify-content: space-around; align-items: center;"> <span><input checked="" type="checkbox"/> 7</span> <span><input checked="" type="checkbox"/> 8</span> <span><input type="checkbox"/> 9</span> <span><input type="checkbox"/> 10</span> <span><input checked="" type="checkbox"/> 11</span> <span><input checked="" type="checkbox"/> 12</span> </div>
Date of Departure: April 6, 2024  Time of Departure: 10 am	Date of Return: April 9, 2024  Time of Return: 9 pm
School Hours Missed: (for single day trips) 1 2 3 4 5 6 7 (circle hours that apply) <input type="checkbox"/> outside the school day	# School Days Missed: (if more than one day) 1.5 <input checked="" type="checkbox"/> 2 2.5 3 3.5 4 other____
This field trip extends past 6:00 p.m. on a Wednesday. Yes <input checked="" type="checkbox"/> No	This field trip occurs on a Sunday. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**How will this field trip be funded? (Check all that apply.)**

- Department budget (Code: \_\_\_\_\_)
- Students will be assessed a fee to cover transportation and/or registration/admission fee
- Students will pay for their own lunch
- Building funds are requested
- Grant funds (name of grant: \_\_\_\_\_)
- Outside group, booster club, individual, or agency funding  
(name: \_\_\_\_\_)
- Other: **paid by district and FCCLA as described in section E below**

**A. What is the purpose of this field trip? (choose 1 CATEGORY only)**

- Instructional**
  - Required for all students enrolled in the course
  - Only students in selected section/s of this course will participate
  - Students participate by choice
  
- Supplemental** (check all that apply)
  - All students in a course or club/activity will participate
  - Students participate by choice or selection
  - This is an enrichment opportunity

- Extended / Overnight Trip (ATTACH ITINERARY)**
  - Regional or state level competition, training or meeting**
    - have qualified**
    - anticipating to qualify
  - Selected or invited to participate in honorary event or competition
    - have been invited or selected
    - have applied to be invited or selected
    - will apply to be invited or selected

**E. What are the estimated travel costs of the field trip?**

**Transportation gas and driver pay (paid by school)**  
**Registration paid by FCCLA**  
**Materials**  
**Meals paid by FCCLA**  
**Other 2 days sub pay (paid by school); hotel cost for adviser, chaperones, students and driver (paid by FCCLA)**

**OFFICE USE ONLY:**

3. Is this trip approved and funded through the Carl Perkins grant? Yes  No

NOTE: If actual costs exceed the approved Perkins amount, this must be funded through other means.

**Date Received (Office):** 2-7-24

**G. Administrative Review**

Activities Director Signature	Date	<u>NA</u>		
_____	_____		<u>Approved</u>	Not Approved
Principal Signature	Date			
_____	_____			
<b>Extended Trips</b>				
Superintendent Signature	Date	<u>2-7-24</u>	<u>Approved</u>	
_____	_____			Not Approved
School Board Chairperson Signature	Date		Approved	Not Approved
_____	_____			

## **Students**

Emily Barth—potential conflict with Honor Band; may not go; do not know until Honor Band is selected

Ada Pearson

Katie Clark

Brynlee Reese

Josie Wade

Hailey Bothum

Greta Rominski

Hadley Reese

Elin Reese

Ella Strozyk

Piper Olson

Christy Hanson

Jillian Duray

Rhett Pearson

Elijah Sollund

Noah Kraulik

## **General Itinerary**

Sat, April 6

- noon→leave Karlstad
- 6 pm→arrive hotel, check into rooms

Sun, April 7

- First day of conference/ competitions

Mon, April 8

- Second day of conference/competitions

Tues, April 9

- noon→Conference ends
- 1 pm→Stop at Albertville Shopping Center
- 4 pm→leave Albertville
- 9 pm→arrive Karlstad

## Tri-County Schools | 2024-2025 CALENDAR Version 1

July 2024							4 Independence Day
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

January 2025							1 New Year's Day 13 MLK Day/Teacher Inservice 17 End Q2/Semester 1 20 Teacher Inservice
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Teacher Days in January = 22  
Student Days in January = 20

August 2024							28 Open House 26-29 Inservice (1/2 day Aug. 29)
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Teacher Days in August = 4  
Student Days in August = 0

February 2025							17 President's Day 27 P-T Conf Early Dismissal
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28		

Teacher Days in February = 20  
Student Days in February = 19

September 2024							2 Labor Day 3 First day of school
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

Teacher Days in September = 20  
Student Days in September = 20

March 2025							21 End Q 3 24 Mid-Winter Break
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

Teacher Days in March = 20  
Student Days in March = 20

October 2024							17-18 Fall Break
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

Teacher Days in October = 21  
Student Days in October = 21

April 2025							18 Good Friday 20 Easter
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

Teacher Days in April = 20  
Student Days in April = 20

November 2024							1 End Quarter 1 14 P-T Conf Early Dismissal 15 Fall Break 28 - 19 Thanksgiving Break
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

Teacher Days in August = 19  
Student Days in November = 18

May 2025							23 Last Day Gr 12/Commencement 26 Memorial Day 28 End Q4/S 2 & Last day Gr. K-11 29 Teacher Inservice
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

Teacher Days in May = 20  
Student Days in May = 19

December 2024							25 Christmas Day
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Teacher Days in August = 15  
Student Days in December = 15

June 2025							Teacher Days in June = 0 Student Days in June = 0
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

- Teacher Inservice/No School for Students
- School closed/Holiday
- First student day

- Parent-Teacher Conferences, school dismissal 12:30 PM
- Last day of quarter
- Commencement 2025

**Instructional Days per quarter**

**1** 42 **2** 43 **3** 43 **4** 44 **172**

Weather Make-Up Days = Feb. 17, March 21, May TBD

**Total Teacher Days = 1 181**

**Total Student Days = 172**

Adopted by TCS School Board on \_\_\_\_\_



# Regular Tri County School Regular Board Meeting Dates

February 2024 - January 2025  
Second Wednesday of Each Month  
Tri County School Library  
Karlstad, MN

**Chairperson:** Steve Murrary  
**Vice Chairperson:** Raeya Hanson  
**Clerk:** Mark Koland  
**Treasurer:** Denise Sollund

<b>Regular Board Meeting 6:30 p.m.</b>	<b>Audit Committee 6:00 p.m.</b>
Feb 14, 2024	Burkel/Koland
Mar 13, 2024	Oliver/Sollund
Apr 10, 2024	Murray/Hanson
May 8, 2024	Olson/Burkel
Jun 12, 2024	Koland/Oliver
Jul 10, 2024	Sollund /Murray
Aug 14, 2024	Hanson/Olson
Sep 11, 2024	Burkel/Murray
Oct 9, 2024	Koland/Oliver
Nov 13, 2024	Sollund/Hanson
Dec 11, 2024	Olson/Koland
January 8, 2025	Burkel/Sollund