

Tri-County School District ISD #2358

Regular Meeting (Preliminary Agenda)

Wednesday, April 10, 2024

School Library

303 Pembina Trail

Karlstad, MN 56732

PRELIMINARY AGENDA for the Regular Meeting (Preliminary Agenda) to be held in the School Library
303 Pembina Trail
Karlstad, MN 56732 on Wednesday, April 10, 2024 at 6:30 PM.

1. Call to Order, Pledge of Allegiance
2. Roll Call
3. We are Proud
4. Approve Agenda
5. Citizen Comments

6. Action on Previous Minutes
7. Pay Claims
Documentation on table 1/2 hour prior to regular meeting
Audit Committee: **Murray/Hanson**
8. Reports & Information
 - a. Boards & Committees
 - b. Principal
 - c. Superintendent
 1. Enrollment Update
 2. Finance Services Plan Update
 3. Facilities Report
9. Action
 - a. Personnel
 1. Approve Hire: Business Manager
 2. Approve Position Change: Long Term Sub
 3. Approve Hire: Long Term Substitute
 - b. Policy Review
 1. Policy 902 Use of School District Facilities and Equipment
 2. Policy 511 Student Fundraising
 - c. Approve Revised FY24 Budget
 - d. Additional Building Paraprofessional Position Recommendation

- e. Approve Substitute Pay Procedure and Rate
 - f. Approve Bus Purchase Bid Process
 - g. Approve Bus Garage Renovation Bid Process
 - h. Approve Facility use for Post Prom Events
10. Future Meetings & Information
11. Adjourn

Tri-County School District ISD #2358

Regular Board of Education Meeting

March 13, 2024

Tri-County School Library
Karlstad, Minnesota



The meeting was called to order by Vice Chairperson Hanson at 6:30 PM. A quorum was determined. The Pledge of Allegiance was recited.

Members present:

Hanson, Koland, Sollund, Burkel, Oliver. Also attending: Superintendent Muckenhirn.

Members absent:

Olson, Murray

We are Proud of...

- Students who attended NCTC Young Author's Conference March 6 at NCTC: Stella Hicks, Makayla Gunnarson, Sophia Novacek, Eri Housey, Kobe Oberg, Dean Cumpson, Jack Sollund, Corban Kraulik, and Layla Marty. Each of the students said they would love to attend the conference again.
- Students and staff for excitement and energy during Read Across America.
- Northern Freeze boys basketball team's 15-11 season; winners of the North half of North Star Conference and represented the North in the Conference Championship Game.
- Elementary basketball players for a great season of Freeze Hoops! Each of them have been working hard on their skills on the court and have made great growth throughout the season.
- High school band efforts to entertain the athletic teams and crowds this season. They also did a superb job at the tournaments joining with MCC for both girls and boys basketball without rehearsal.
- Emily Barth selected to perform in the Concordia Honor Band on April 5th-7th; her second year of selection.

Motion by Oliver, second by Burkel, to approve the Regular School Board Agenda for March 13, 2024 as presented. UC

Motion by Oliver, second by Sollund, to approve the previous Regular School Board Minutes of February 14 , 2024 as presented. UC

Motion by Sollund, seconded by Oliver to authorize payment for March 2024 claims in the funds as presented in the total amount of \$54,279.31.

UC

Fund	This Year	Previous Year
01 General	\$42,473.40	\$53,880.04
02 Food Service	\$ 9,152.54	\$13,718.60
04 Community Service	\$ 1,200.00	\$ 1,361.13
07 Debt Redemption	\$ 0.00	\$57,500.00
21 Student Activities	\$ 1,453.37	\$ 7,711.46
TOTAL	\$54,279.31	\$134,171.23

Superintendent Muckenhirn presented the Dean of Students Report:

Parent Conferences on Feb. 29; 9 students grades 5-8 attended the Young Author's Conference March 6; Karlstad Lions Kidsight program March 6 screened 50 students; Read Across America March 4-8; March 15 MN School Sealant dental screening; Track & Baseball started March 11; Baseball & golf will start March 18; March 19 mental health & bullying guest speaker grades 6-12 sponsored by Kidson Cares; Visual Arts Contest March 20; End of Quarter 3 March 22; Mrs. Englund return March 25; Breakfast buddies March 28

Superintendent Report:

Through completion of semi-annual Federal CRDC Report, increased efficiencies of Synergy were identified; business position remains unfilled, required policy review being completed as part of Dan Carpenter's superintendent hours; security and communication windows being added to the main office; Site Logic is assisting with LTFM planning; SMS has provided someone on site to assist with bill paying; legislative update

Motion by Sollund, seconded by Burkel, to approve the Collective Bargaining Agreement between the Tri County Schools and the Minnesota School Employees Association Tri-County Classified Staff, effective July 01, 2023 - June 30, 2025. UC

Motion by Oliver, seconded by Sollund, to approve the 2024-2025 school calendar (version 1.19) as presented. UC

Motion by Koland, seconded by Burkel, to approve the Tri County School Food Service Program to apply for and participate in the 2024 Summer Food Program. UC

Motion by Oliver, seconded by Koland, to approve general fund expenditure for the adult breakfast buddy guest breakfasts on March 28, 2024. UC

Next Regular School Board Meeting: April 10, 2024 at 6:30 p.m. at Tri County School Library in Karlstad, MN.

Motion by Burkel, second by Oliver, to Adjourn. UC

Respectfully submitted by Mark Koland, Clerk _____

Board Date: April 10, 2024

Status	Last Name	First Name	Job Title	Group	Replacing	Effective Date	Wage	OFP / Tier	Posting No	Board Appv Date
New Hire	Duray	Kristyne	Business Manager	At Will Contract	Kristina Hagen	April 3, 2024			424180	4/10/24
Position Change	Blazejewski	Erin	Long Term Sub: Lead VPK Para	Non Certified	Jaelyn Billings	April 23, 2024 (approx)			423811	4/10/24
Long Term Sub Hire	Christinson	Elizabeth	Long Term Sub: Title I Teacher		Ann Thompson	Jan. 1 - March 28, 2024			in house	4/10/24 (retroactive approval)

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

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

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule and payment procedure shall be presented for review and approval by

the school board.

- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

V. USE OF SCHOOL EQUIPMENT

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA/MASA Model Policy 901 (Community Education)

**Facilities Use Request Form
Tri County Schools**

ISD 2358 April 2023

Submit Request to:

Jaron Englund, Building & Grounds
Tri County Schools ISD 2358
303 Pembina Trail, PO Box 178
Karlstad, MN 56732

Organization or Group: _____

Responsible Person (contact person) for Organization or Group: _____

Phone Number for Contact Person: _____

Email for Contact Person: _____

The Responsible (contact) Person is required to be present at all times during the use of school property. Responsible person and their organization or group is responsible for any damage to school property. **You will be notified by Tri County School staff of your approval status. If approved, a signed copy of this form will be made available to you. The signed request MUST be with you while on school property.**

TRI COUNTY SCHOOLS ISD #2358 DOES NOT PROVIDE INSURANCE FOR ORGANIZATIONS, GROUPS, PARTICIPATING INDIVIDUALS, OR OTHERS WHO MAY BE PRESENT DURING EVENT.

ISD 2358 does not provide clean up services. This is the responsibility of the responsible/contact person. District custodial staff does not provide significant set up.

Facility, Room, or Rooms Requested:

Date(s) of Use: _____

Time from: _____ a.m./p.m. to: _____ a.m./p.m.

Type of Activity:

Equipment Needed or Special Setup:

Equipment Authorized by: _____, Administrator/Staff

Special requirements for handicapped accessibility shall be the responsibility of the organization or group.

NOTE: REQUESTS MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO DATE REQUESTED. PLEASE READ ALL EMERGENCY AND EVACUATION PROCEDURES THAT ARE POSTED IN EACH ROOM.

By signing this form, the organization, group, and responsible person using the school property agrees to defend, including reasonable attorney's fees and costs, and to indemnify and hold harmless TRI COUNTY SCHOOLS ISD #2358 from any property damage, death, or injury to any person or property occurring upon or arising out of the use of or attendance on school property. The organization, group, and responsible person hereby release any negligence by Greenbush-Middle River ISD #2683 associated with this contract or activity of the organization, group, or responsible person.

Signature of Responsible Person _____ Date: _____
(Must have authority to bind an organization or group)

Responsible Person Name (Printed): _____

Mailing Address: _____
Street City State Zip Code

Cell Phone # _____ Work Phone # _____

Email Address _____

Hold Harmless Agreement Signed: Y N

SHOULD SCHOOL CLOSE FOR ANY REASON (WEATHER RELATED OR EMERGENCY), THIS REQUEST IS CANCELED WITHOUT RESPONSIBILITY ON THE PART OF THE TRI COUNTY SCHOOLS ISD #2358

HOLD HARMLESS AGREEMENT

*The Organization or Group knows, understands, and acknowledges the risks and hazards associated with using the Tri County Schools ISD 2358 Facility they are requesting and hereby assume any and all risks and hazards associated therewith. The Organization or Group hereby irrevocably waives any and all claims against Tri County Schools ISD 2358 and its elected officials, employees, volunteers, and agents for any bodily injury, including death, and the damages, destruction, or loss of any property, including the loss thereof, incurred by the Organization or Group, or by the Organization or Group's members, employees, agents, or invitees, as a result of using a Tri County Schools ISD 2358 Facility, and hereby irrevocably releases and discharges Tri County Schools ISD 2358 and any of its elected officials, employees, volunteers, and agents from any and all claims of liability arising out of/or associated with the use of any of the Tri County Schools ISD 2358 Facilities. **This waiver of liability does not waive liability for any injuries obtained as a result of the willful, wanton, or intentional misconduct by Tri County Schools ISD 2358 or any person acting on behalf of Tri County Schools ISD 2358.***

The Organization or Group shall defend, indemnify, and hold harmless Tri County Schools ISD 2358 and its elected officials, employees, volunteers, and agents from and against any and all liabilities, judgments, settlements, losses, costs, or charges (including attorney's fees) incurred by Tri County Schools ISD 2358 or its elected officials, employees, volunteers, or agents, as a result of any claim, demand, action, or suit relating to any bodily injury, including death, or the damage, destruction, or loss of any property related to the use of any Tri County Schools ISD 2358 Facility by the Responsible Person or by the Organization or Group's members, employees, agents, or invitees.

The Organization or Group shall pay Tri County Schools ISD 2358 for any and all physical loss or damage to any facility contracted for use, including any property owned by Tri County Schools ISD 2358 that is attached to or located within or outside the facility.

Facility, Room, or Rooms Requested: _____

Usage Date or Dates: _____

Organization or Group: _____

Organization or Group Responsible Person Signature: _____

Date: _____

Adopted: 06/17/2008

Revised: 09/17/2013

*Policy 511
Orig. 1995
Rev. 2003*

511 STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

III. RESPONSIBILITY

- A. It shall be the responsibility of the building administrators to develop recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved in advance by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. It shall be the responsibility of the superintendent to provide coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 120A.20 (Age Limitations; Pupils)
Minn. Stat. § 123B.09, Subd. 8 (Duties)
Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

FUNDRAISING APPROVAL FORM

ISD 2358 April 2024

Date of fundraiser:		Projected profit:		Amount earned:	
Group or organization proposing the fundraiser:				Item(s) being sold:	
Company/organization supplying items to be sold:					
The money raised will be used for:					
<p>The school board recognizes a desire and a need for fundraising to support district programs or student activities. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.</p> <p>Pupils may engage in raising funds, under the control of the school, for certain approved activities and for a limited number of charities, subject to the following conditions:</p>				<p>Place a checkmark beside each box to indicate whether the criteria for fundraising are met.</p>	
				Yes	No
1.	Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip.				
2.	The charity involved has been selected by the student body as one in which they wish to participate (if applicable).				
3.	Addressed envelopes are available to people who prefer to donate directly rather than purchase a product.				
4.	The raising of funds shall not be done during normal class time. Students will be informed that they are not to fundraise during class time.				
5.	Information is going home with the students to the parents explaining the district's fundraising policy.				
6.	I have discussed this fundraiser with the administrator and have identified the purpose of the fundraiser.				
7.	The students participating in the fundraiser have been informed that they are representing the school, the student organization and the				

	community in a responsible manner. All rules pertaining to student conduct and discipline extend to student fundraising activities.		
8.	Door-to-door sales are discouraged, but if approved, students may be allowed to sell door-to-door according to the following standards: <ul style="list-style-type: none"> · K-8: Only allowed if a parent or guardian is with the student · 9-12: Groups of two or more students working together 		
I have reviewed Policy #511 Fundraising and agree to its provisions: Date: _____ Teacher/Sponsor Signature: _____			
As administrator, I understand that approval of this fundraiser means that all provisions of the above policy have been complied with to my satisfaction. _____APPROVED _____NOT APPROVED Date: _____ Administrator Signature: _____			
Date: _____ Superintendent Signature: _____			

Recommendation for School Board Consideration
April 10, 2024
Additional Position

Duty Day: 7 hours, hours to be determined by administration
Cost Estimate: \$24,000, General Fund

POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: General Building Paraprofessional	Department: Paraprofessional	Bargaining Unit: MSEA
Immediate Supervisor: Principal	Comparable Worth Rank:	FLSA Status: Non-Exempt
<p>Job Summary: Under the direction of the Principal, the General Building Paraprofessional is responsible for assisting with general building operations including student supervision and coordination of activity bus schedule and drivers and special transportation vehicle and drivers and related reporting; assist with student supervision as assigned by the principal; assist with office tasks such as responding to the phone and radio and assisting students and parents; assists with general building security and visitor protocol. This position will be responsible for performing other duties as assigned by the Principal or Superintendent.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists and greets visitors and students who enter the building via Door 1 or other assigned entrance.
- Assists with transportation needs.
 - a) Manages activity bus scheduling and driver assignments
 - b) Manages special transportation scheduling and drivers (i.e. McKinney Vento, Special Education)
 - c) Assists with transportation coding and reporting
- Provides active student supervision in area/location of assignment.
 - a) Uses positive and appropriate language to support and encourage the Tri County School and Northern Freeze Code of Conduct and school rules.
 - b) Promotes positive relationships with administration, students, staff, parents and community members.
 - c) Monitors students in assigned areas during lunch and/or recess.
- Serves on district and school transportation planning committees as directed.
- Serves as back-up and/or provides coverage for other personnel during breaks as needed.
- Assists with student health needs and data tracking.
- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<p>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</p>			
<p>REQUIRED EDUCATION/TRAINING (choose one)</p>		<p>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</p>	
	<p>less than high school diploma</p>		<p>Major field of study or degree emphasis:</p>
x	<p>High school diploma or GED.</p>		
	<p>1 year college</p>	<p>2 years college</p>	
	<p>3 years college</p>	<p>4 years college</p>	
	<p>1st year graduate level</p>		<p>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</p> <ul style="list-style-type: none"> • Knowledge of school practices, policies, and administrative guidelines. • Knowledge of district disciplinary rules and rules of student conduct. • Basic operation of office equipment.
	<p>2nd year graduate level</p>		
<p>Required Work Experience in Addition to Formal Education/Training: No previous experience required. Receives on-the-job training by the District.</p>			
<p>LICENSE/ CERTIFICATION</p>		<p>Identify licenses/certification required: None required prior to hiring.</p>	
<p>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</p>		<p>Skilled in:</p> <ul style="list-style-type: none"> • Oral and written communication skills. • Mediating and conflict resolution. • Establishing and maintaining effective working relationships with school staff, parents, students and the public. • Communicating and enforcing school policies and procedures. • Applying judgment when dealing with students and resolving conflicts. • Monitoring student behavior and safety issues. • Problem solving and ability to be flexible. • Perform general clerical and support tasks required in accordance with district and building procedures. 	
<p>HAZARDOUS WORKING CONDITIONS</p>		<p>Unusual or hazardous working conditions related to performance of duties:</p>	

Duties are performed in a typical school setting. Duties may occasionally involve disagreeable human interactions involving anger, hostility, aggressive behavior, or verbal outbursts.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Amount of Time Spent				
	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs				X
Walk				X	Up to 25 lbs			X	
Sit		X			Up to 50 lbs		X		
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance	X								
Stoop, kneel, crouch or crawl	X								
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Superintendent Signature

Date

Classification History:

Prepared 04/04/2024 by BLM.

TRI COUNTY SCHOOLS
Substitute Pay Procedure
April 2024

PROPOSED

Teacher Substitute Pay

\$130 per day - 4 hours or more

\$ 70 per half day - <4 hours

\$ 30 per lost prep for in-house teacher substituting

Long Term Substitute Pay

- A long term teacher substitute applies to substitute teaching in a single position for a single teacher for more than 30 consecutive days in one school year.
- A long term teacher substitute qualifies for daily compensation based on the base pay (lane 1, step 1) per the current teacher salary schedule.
- A full year long term teacher substitute is placed on the salary schedule according to general hiring practices and is eligible for teacher benefits and rights.
- Long term substitutes who retired from ISD 2358 and whose last five years or more of service at the time of retirement were with ISD 2358, qualify for compensation at the same lane and step as per the time of their retirement. The compensation amount reflects the current negotiated salary schedule.

Paraprofessional Substitute Pay

\$ 16.11 Hourly rate (14% increase from \$14.14)