MINUTES
REGULAR MEETING OF THE
BOARD OF EDUCATION - ISD #361
INTERNATIONAL FALLS, MINNESOTA
Tuesday, February 18, 2003

School Board Members present: Ann Baron, Robin Baumchen, Gerry Bolstad, Amy Hardwig-Eberspacher, Mark Lassila, Darrell Wagner, Percy Lingen

Media Present: Jennifer Gray – The Daily Journal, Jennifer O’Reilly- CFOB

Chairperson A. Baron called the meeting to order at 7:00 p.m.

Moved by A. Hardwig-Eberspacher, seconded by D. Wagner to approve the agenda as presented. Motion carried by a unanimous vote.

During the Open Forum G. Dault and Elk Member Cathy Engelking presented the February Students of the Month, Josh Kostiuk and Teresa Steinbach.

Moved by D. Wagner, seconded by A. Hardwig-Eberspacher to approve the minutes of the January 21, 2003, regular school board meeting, the February 5, 2003, special school board meeting and the February 10, 2003 special school board meeting. Motion carried by a unanimous vote.

Moved by G. Bolstad, seconded by M. Lassila to approve the bills due and payable amounting to $337,604.90, including check numbers 95366 through 95525 and investments as of January 31, 2003. Motion carried by a unanimous vote.

Moved by D. Wagner, seconded by A. Hardwig-Eberspacher to approve the consent agenda items as presented. Motion carried by a unanimous vote.

a. Adjust wages for Casual Employees effective 2-19-03 as follows:
   Casual Students - Minimum hourly wage
   Non-Union Bus Drivers- $15.18/run
   Non-Union Aides $8.58
   Substitute Aides $7.87
   Substitute Cafeteria Helper $7.04
   Substitute Janitor $10.20
   Substitute Monitor $7.87
   Substitute Secretary $8.60
   Substitute Teacher $79.00 - $85.00/day
   Summer College Student $7.15
b. Approve 2002-2003 Teacher Seniority List

c. Permission to let bids for the purchase of one (1) ten-passenger van

d. Permission to let bids for milk, diesel fuel, non-lead gasoline and transportation routes
Moved by G. Bolstad, seconded by R. Baumchen to approve the personnel items as presented. Motion carried by a unanimous vote.

a. Hire Toni Skifstrom as the Alternative School Administrative Assistant per the At Will Letter of Assignment.

b. Coaching Contracts for extra-curricular activities for the 2003 spring season.
   - Head Girls Track Coach: Jennifer Erickson
   - Assistant Girls Track Coach: Sheryl Hendrickson
   - Head Girls Softball Coach: Kevin Gordon
   - Assistant Girls Softball Coach: John Prettyman
   - Head Boys Track Coach: Charlie Anderson
   - Assistant Boys Track Coach: Dan Zika
   - Head Boys & Girls Golf Coach: Bill Mason
   - Head Boys Baseball Coach: Vic Heinlen
   - Assistant Boys Baseball Coach: Tim Mellstrom

c. Request from Jennifer Erickson for maternity leave of absence from head girls track coaching from March 26 through April 17th.

d. Hire Sheryl Hendrickson as temporary Head Girls’ track coach from March 26 through April 17th.

e. Hire Molly Westom as temporary Assistant Girls’ track coach from March 26 through April 17th.

f. Accept the resignation due to retirement request of Wanda Pelland, Special Education Teacher, effective December 31, 2003.

g. Request from Doreen Swendsen for six days of unpaid leave due to family reasons.

Moved by M. Lassila, seconded by A. Hardwig-Eberspacher to make plans for a November operating levy referendum. Motion carried by a 4-2 vote. Those voting in favor were R. Baumchen, A. Hardwig-Eberspacher, A. Baron and M. Lassila. Those voting against were G. Bolstad and D. Wagner.

Moved by A. Hardwig-Eberspacher, seconded by D. Wagner to approve the contract with Decision Resources in the amount of $4000.00. Motion carried by a unanimous vote.

Mr. Hilfer, Falls Elementary Principal, gave the following report:
- Beth Parmeter and he attended the school principals’ conference where they met the new Commissioner of Education. The Commissioner indicated the revised standards would be grade specific and developed by fall.
- “No Child Left Behind” was a major topic at the conference.
- He is researching a software program called Fast Forward which is used by children who need remedial help. He will give the information to the Technology Committee.
- Thursday, February 20th is the Science Fair for grades 5-6.
- They will host a program on “bullying” on February 26th.
Ms. Parmeter, Holler Elementary Principal, gave the following report:

- The Reading Curriculum Committee will meet on February 24th with representatives from Harcourt Brace and Scott Foresman to review the two series they are interested in. They hope to have the process complete and ready for the board in March.
- There is a website called Para Link where our paraprofessionals can go online to receive training to meet the new requirements. The college will have a facilitator for this process.
- All of the special education files are being reviewed to prepare for the main monitoring process.

Mr. Dault, Falls High School Principal, gave the following report:

- Current enrollment at Falls High School is 717 with six students withdrawing but eight enrolling during the last month.
- The Bronco Boys Hockey Team will be starting their playoffs on Thursday night after a very successful season.
- Boys Basketball and Girls Basketball are just finishing their seasons. Speech is also in full gear.
- Requested a motion of support from the Board to pursue a memo of understanding with EM 331 with regards to a seven period day. If middle ground could be reached the High School Administration would like to go forward with producing a course booklet and registering for a seven period day. To wait for this to be determined in the negotiations process would be too late. He would like to make a formal proposal to the teaching staff to gauge their feeling on this. A seven period day would result in four less minutes of teaching time per day but gain eight valuable teaching minutes per class period.

Moved by M. Lassila, seconded by R. Baumchen, to support G. Dault in his endeavor to implement a seven period day. Motion carried by a unanimous vote.

P. Lingen, Superintendent of Schools, gave the following report:

- After visiting with Representative Irv Anderson and Senator Tom Saxhaug it was determined that expressing concerns with the legislators via postcards was a good method. Therefore, a postcard campaign has been implement where individuals could receive preaddressed postcards and sample messages which they could complete and send to the capitol.
- Representative Anderson and Senator Saxhaug will return to International Falls on March 1st for an open forum from 10:00-12:00a.m. in the School Board Room for area residents to express legislative concerns.
- The arbitration hearing for the paraprofessionals grievance will be held on February 28th.
- A substitute teacher policy has been drafted for a first reading. The new policy does not penalize a substitute for missing one day and rewards the loyal substitutes. Three readings of policies are given to allow for public comment.
- A Meet & Confer meeting should be scheduled to set the 2003-2004 school calendar.
G. Bolstad, Recreation Commission Committee, gave the following report: He feels the Recreation Commission is floundering and a consensus needs to be reached whether the joint powers agreement should be disbanded, revised, or continued. This issue needs closure as it has been in questions for five years. He would like to see a committee formed to review this issue. The committee could consist of Percy Lingen, Dave Richards-City Administrator, two school board members and two city council members. The fund balance of the Recreation Commission is shrinking rapidly.

M. Lassila, Technology Committee, gave the following report: At their meeting on January 22nd they reviewed a budget “wish list” of software. They will meet again on February 19th to determine how the list can fit the available budget.

A. Baron, Insurance Committee, gave the following report: The committee has met twice and is in the process of developing a questionnaire for staff to determine the desired coverage and acceptable deductibles.

A. Hardwig-Eberspacher, Community Ed. Advisory Committee, gave the following report: The big topic is the loss of funds. Marybeth Tuohy, in her absence, will write a proposal to allow for the district to use the reserves to wipe out the negative balance in the one negative fund. Darrell Schmidt has resigned from the committee and a custodian will be asked to replace him.

A. Baron gave the second of three readings of the Fund Balance Policy:

**Fund Balance Policy**

District 361 shall endeavor to maintain a fund balance of approximately 2-3 months operating expenditures.

When the General Fund balance is projected to decrease below the required amount, the District shall initiate measures to either generate additional revenues or to reduce expenditures through a budget reduction, or a combination of both to insure that the year end General Fund balance for the budget year in question does not go below 2-3 months of operating expenditures.

District 361 shall endeavor to maintain a General Fund expenditure balance not to exceed the board-approved amount.

A. Baron gave the first of three readings of a Substitute Teacher Pay Policy:

**Substitute Teacher Pay Policy**

1. All substitute teachers, before being employed, must have approval by the Superintendent. A file will be maintained on each teacher at the Central Office.

2. All substitute teachers must have a valid teaching license on file. However, while their license is being processed by the Department of Education they may start teaching if a file folder number has been assigned. In the case of a short-call substitute the individual may not begin teaching until the license is received by the district.
3. The principal should use overall judgment on the selection of a substitute teacher in order to place the most effective person in a given situation.

4. The general criteria for selecting a substitute teacher is:
   
   A. First, be licensed in the subject area if possible
   B. Second, be licensed as a teacher
   C. Third, be licensed on a Limited Permit/Shortcall Substitute as determined and regulated by the Department of Education.

5. Payment for full day substitute teachers is as set by the School Board from time to time with rates set for:

   A. $79.00/day up to twenty (20) days of subbing.
   B. Beginning with day twenty-one (21) daily pay is increased to $85.00.
   C. Upon permanent assignment for a period of over fifteen (15) days for the same instructor, the daily rate would be the B-3 rate on the salary schedule. This requires an administrative recommendation.

The following meeting dates were set:
   
   Special School Board Meeting
   Thursday, March 13, 2003  5:00 p.m.
   Work Flow Assessment Report

   Regular School Board Meeting
   Monday, March 17th  6:00 p.m.
   Time adjusted to allow for a budget work session

Moved by D. Wagner, seconded by A. Hardwig-Eberspacher to move into closed session at 8:18 p.m. to evaluate the superintendent. Motion carried by a unanimous vote.

Moved by G. Bolstad, seconded by A. Hardwig-Eberspacher to reopen the meeting at 9:04 p.m. Motion carried by a unanimous vote.

Meeting was adjourned at 9:05 p.m. by Chairperson A. Baron.

Attest: Gerald Bolstad-Clerk