

**Northland Community Schools
INDEPENDENT SCHOOL DISTRICT NO. 118
Remer, Minnesota**

WORK SESSION AGENDA

**Wednesday, February 7, 2024 - 5:30 PM Northland High School Room C113
316 Main St E
Remer, MN 56672**

1. Greetings, Pledge of Allegiance, Mission Statement
Mission Statement: *Educate and inspire all learners to reach their full potential*
2. Discussion Items
 1. Discussion with Dan Cooper of Lake Country Power regarding options for replacement of the commercial lights on the football field
 2. Discussion with Leah Monroe regarding the meaning and importance of Resolution of Concurrence and Indian Policies and Procedures
 3. Review proposed FY24 revised budget with Business Manager, Lori Backlund
 4. Review and discuss the new job description for Transportation Supervisor
 5. Discussion regarding the 2024-2025 District Calendar
3. Next Meeting:
Regular Meeting February 21, 2024

FY24 Proposed Budget Revision

FY24 Budget Revisions

- Revised Payroll based on teacher settlement (more expenses)
- Revised Federal Special Education estimates from Co-op (less revenue)
- Fixed revenue amounts in ESSER Funds to match expenses
- Increased Revenue from County for Tax Forfeitures (more revenue)
- Increased Revenue from grant for Health Para (more revenue)
- Decreased Expenses from resignations after FY24 Budget was adopted in June 2023

FY24 Proposed Budget

r_gl_exprevyrs		ISD#118 Remer-Longville						Page 1 of 1		
		Multi Year - Exp/Rev Summary - Fd						1/31/2024		
								13:56:13		
Sequence: L, Fd		202313			202407			202407		
Description		Budget Revised23	Year to Date	%	Budget Adopted24	Year to Date	%	Budget InProc24	Year to Date	%
E	Expenditure									
01	General Fund	8,377,705.00	8,364,262.65	100%	7,723,221.00	3,170,999.62	41%	7,882,594.00	3,170,999.62	40%
02	Food Service Fund	269,013.00	294,290.92	109%	302,244.00	159,276.82	53%	297,884.00	159,276.82	53%
03	Transportation Fund	485,034.00	551,331.98	114%	559,953.00	291,727.96	52%	594,706.00	291,727.96	49%
04	Community Service	327,554.00	360,001.26	110%	367,638.00	112,123.59	30%	362,878.00	112,123.59	31%
05	Capital Expenditure	233,412.00	265,928.90	114%	140,750.00	53,082.49	38%	140,750.00	53,082.49	38%
06	Building Fund	440,753.00	471,182.10	107%	529,295.00	315,121.78	60%	529,295.00	315,121.78	60%
07	Debt Redemption	1,688,013.00	1,685,771.33	100%	1,761,075.00	340,591.88	19%	1,761,075.00	340,591.88	19%
E	Expenditure	11,821,484.00	11,992,769.14	101%	11,384,176.00	4,442,924.14	39%	11,569,182.00	4,442,924.14	38%
R	Revenue									
01	General Fund	(8,491,346.00)	(8,257,272.23)	97%	(7,688,097.00)	(3,131,169.10)	41%	(7,891,821.00)	(3,131,169.10)	40%
02	Food Service Fund	(258,299.00)	(321,043.68)	124%	(249,549.00)	(68,214.44)	27%	(249,549.00)	(68,214.44)	27%
03	Transportation Fund	(394,130.00)	(405,293.22)	103%	(375,081.00)	(3,735.80)	1%	(375,081.00)	(3,735.80)	1%
04	Community Service	(234,142.00)	(254,748.92)	109%	(213,415.00)	(68,022.28)	32%	(276,415.00)	(68,022.28)	25%
05	Capital Expenditure	(270,836.00)	(270,835.13)	100%	(307,730.00)	0.00	0%	(307,730.00)	0.00	0%
07	Debt Redemption	(1,639,120.00)	(1,639,577.39)	100%	(1,778,746.00)	(627,449.50)	35%	(1,778,746.00)	(627,449.50)	35%
18	Scholarship Custodial	(100.00)	(54.01)	54%	(100.00)	(26.89)	27%	(100.00)	(26.89)	27%
R	Revenue	(11,287,973.00)	(11,148,824.58)	99%	(10,612,718.00)	(3,898,618.01)	37%	(10,879,442.00)	(3,898,618.01)	36%
	Report Totals:	533,511.00	843,944.56	158%	771,458.00	544,306.13	71%	689,740.00	544,306.13	79%

FY24 Proposed Budget, Funds 01,03 & 05

r_gl_exprevyrs		ISD#118 Remer-Longville						Page 1 of 1		
		Multi Year - Exp/Rev Summary - Fd						1/31/2024		
		202313			202407			202407		
Sequence: L, Fd		Budget			Budget			Budget		
Description		Revised23	Year to Date	%	Adopted24	Year to Date	%	InProc24	Year to Date	%
E Expenditure										
01 General Fund		8,377,705.00	8,364,262.65	100%	7,723,221.00	3,170,999.62	41%	7,882,594.00	3,170,999.62	40%
03 Transportation Fund		485,034.00	551,331.98	114%	559,953.00	291,727.96	52%	594,706.00	291,727.96	49%
05 Capital Expenditure		233,412.00	265,928.90	114%	140,750.00	53,082.49	38%	140,750.00	53,082.49	38%
E Expenditure		9,096,151.00	9,181,523.53	101%	8,423,924.00	3,515,810.07	42%	8,618,050.00	3,515,810.07	41%
R Revenue										
01 General Fund		(8,491,346.00)	(8,257,272.23)	97%	(7,688,097.00)	(3,131,169.10)	41%	(7,891,821.00)	(3,131,169.10)	40%
03 Transportation Fund		(394,130.00)	(405,293.22)	103%	(375,081.00)	(3,735.80)	1%	(375,081.00)	(3,735.80)	1%
05 Capital Expenditure		(270,836.00)	(270,835.13)	100%	(307,730.00)	0.00	0%	(307,730.00)	0.00	0%
R Revenue		(9,156,312.00)	(8,933,400.58)	98%	(8,370,908.00)	(3,134,904.90)	37%	(8,574,632.00)	(3,134,904.90)	37%
Report Totals:		(60,161.00)	248,122.95 (412%)		53,016.00	380,905.17 718%		43,418.00	380,905.17 877%	

Northland Community Schools

DRAFT JOB DESCRIPTION

Position Title: Mechanic/Transportation Supervisor
Department: Transportation
Reports To: Superintendent

Date Written:02/2024

Board Approved:

JOB SUMMARY: Plans, manages and directs the school district transportation functions within the established policies, regulations, goals and philosophies of the district to provide safe transportation for all students. Keeps all district vehicles operating safely and in good working order.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

50% Vehicle Maintenance and Repair

- A. Diagnose and repair all motorized district vehicles and equipment
- B. Coordinate major repairs and warranty repairs with outside provider
- C. Establish efficient and effective system of routine vehicle maintenance and preventive maintenance
- D. Take and submit oil samples for testing
- E. Collect and record daily pre-trip records
- F. Perform regular cleaning of vehicles and bus buildings
- G. Conduct safety checks and inspections including safety drills as required by the state, promoting high standards of safety and good housekeeping in all work-connected areas, and assist in annual inspection by the Minnesota State Highway Patrol

20% Transportation Program Management

- A. Assist the Superintendent and Business Manager with the planning for bus rotations in the purchasing/leasing of buses and other school vehicles
- B. Establish routes and provide for changes necessary to assure uniform load capacities and the smooth transfer of students to and from school
- C. Record and report incidents such as stop arm violations to appropriate entity
- D. Arrange for transportation of students with special needs
- E. File the sign and road condition requests to the State Highway Department, county and townships
- F. Work with Principal(s)/Dean of student behavior incidents, and ongoing issues, manage/communicate student behavior write-ups, participate in resolving or recommending a resolution to a situation
- G. Work with the Superintendent to assess incidents, complaints or accidents for the purpose of resolving or recommending a resolution to a situation

20% Driver Supervision

- A. Participate in the screening, hiring, and training of all drivers
- B. Establish and administer procedures for all drivers
- C. Assign routes to drivers
- D. Schedule drivers for all field trips, sports and activity trips
- E. Call/Arrange for substitute drivers when necessary and report employee absences to the district office.
Approve time and time off requests of drivers in online system
- F. Provide direction to regular and substitute drivers as needed
- G. Conduct transportation meetings, train drivers in current issues and manage ongoing training needs
- H. Evaluate the performance of all drivers and Type III drivers, annually
- I. Maintain current list of driver's records for incidents
- J. Participate in the transfer, suspension, promotion, discharge, assignment or discipline of drivers
- K. Make recommendations regarding serious disciplinary matters to Superintendent; administer lower level disciplinary matters
- L. Participate, as necessary, in any grievance process undertaken by transportation employees
- M. Direct all district transportation projects
- N. Perform other duties as assigned or requested

10% Budget

- A. Maintain inventory on all vehicles, parts, equipment and supplies
- B. Order and receive parts, equipment, and supplies
- C. Operate the transportation department within the allocated budget

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Valid CDL driver's license with bus driver endorsements
- High School diploma or equivalent
- Trade school training in gas and diesel motors preferred

Experience:

- Related work experience including gas and diesel experience
- Bus driving experience preferred
- Managerial experience preferred

Essential Skills Required to Perform the Work:

- Thorough knowledge of Minnesota state regulations related to student transportation
- Ability to organize and coordinate schedules for drivers
- Ability to manage multiple projects simultaneously
- Ability to work independently with minimal supervision
- Ability to plan and address transportation needs and requirements
- Thorough knowledge of methods, materials and equipment used in repairing and maintaining School vehicles, buses and other equipment
- Thorough knowledge of safety principles and practices
- Ability to operate a vehicle in a safe and economical manner in conformance with state laws and district policy
- Ability to understand and follow maps, oral and written directions
- Ability to communicate effectively with drivers, students, parents, teachers, administrators, staff

and community

- Ability to work in a team environment
- Organizational and time management skills
- Ability to exercise confidentiality with district information
- Ability to work in a diverse environment
- Ability to work with individuals of various ability levels

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operate school bus and other school vehicles and equipment
- Operate two-way radio system
- Operate drills, grinders, saws, air compressors, wrenches, air tools, torches, hand tools, etc.
- Operate computer, printer, fax machine and other electronic or technological equipment required for the

Position

- Proficient in various software applications necessary for vehicle maintenance and the transportation program
- Uses Gmail to receive district communication

Supervision of Other Employees:

- This position provides supervision of all transportation employees

Physical Job Requirements:

- Position lifts up to 50 pounds on a regular basis and up to 100 pounds on an occasional basis
- Position involves frequent repetitive motion in performing tasks
- Position involves carrying, pushing or pulling in performance of the job
- Position involves occasional climbing on a ladder
- Position involves standing for extended periods of time
- Position involves regular periods of sitting at a computer
- Position involves listening, speaking clearly and visual acuity

Mental Job Requirements:

- Position requires multitasking
- Position requires attention to detail
- Position requires coordination of manual dexterity with visual attention (eye-hand coordination)
- Position requires operating equipment that requires concentration
- Position requires maintaining confidentiality of school district and student information
- Position involves time pressures
- Position involves interruptions
- Position involves repetitive activities
- Position involves planning, organizing prioritizing and delegating tasks in order to meet deadlines
- Position involves troubleshooting and researching for solutions
- Position involves accepting and adapting to change

Working Conditions:

- Position involves exposure to noise from equipment and students
- Position involves exposure to dust, chemicals, grease and fumes
- Position involves exposure to slippery floors
- Position involves exposure to high and low temperatures
- Position involves potential injury from equipment
- Position involves exposure to moving mechanical parts
- Position may involve exposure to small electrical shocks
- Position may be expected to respond outside of normal working hours
- Position requires travel between buildings and to other locations

- Position involves occasional exposure to heights and confined spaces

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members
- Maintains a positive, professional and safe environment at all times
- Provides a safe and reliable fleet of vehicles for the school district in accordance with the school board, local, state and federal regulations
- Coordinates, organizes and manages personnel and equipment to efficiently and safely transport students and other passengers to designated destinations.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Option 1

2024-2025 School Calendar (Student/Staff Days)

26 - New Staff Orientation
27-29 PLDs
28 Open House

August

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(0/3)

September

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

(20/19/20)

2 - Labor Day
3 - HS - 1st Day of School
3 - PIE Conferences Prek-6
4 - Elem - 1st Day of School

7 - PLD - No School
17-18 MEA - No School

October 21/21

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

(20/21)

November 18/19

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

(17/19)

1 - End of 1st Quarter
4 - PLD - No School
12 - PM Conferences - Sugar Point
14 - PM Conferences - NCS
15 - AM Conferences - NCS - No School
28-29 - Thanksgiving Break

9 - PLD - No school
?? - HS Band Concert
?? - Elem Christmas Program
23-31 - Winter Break - No School

December 15/15

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

(14/15)

January 20/21

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

(19/20)

1-3 - Winter Break - No School
20 - MLK Day/Teacher PLD - No School

17 - President's Day - No School
24 - PLD - No School

February 19/19

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

(18/19)

March 20/21

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

(19/21)

6 - PM Conferences - NCS
7 - Conferences - No School
24 - PLD - No School

17-21 - Easter Break - No School
24 - PLD - No School

April 20/20

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

(18/19)

May 20/21

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(21/21)

?? - HS Band Concert
21 - Athletic Banquet
26 - Memorial Day - No School
30 - Graduation

3 - Last Day of School
4 - PLD

June 2/3

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20

(2/3)

- First / Last Day of School
- Holiday / No School
- End of Quarter
- Professional Learning Day (PLD)/No School
- Evening Conferences
- Conference Day/No School for students
- School Board Meetings
- Graduation

Student Days	*Teacher Days
Qtr 1: 41/40	45
Qtr 2: 40	43
Qtr 3: 41	44
Qtr 4: 47	50
169/168	182

(2 evening events) = 183

Option 2

2024-2025 School Calendar (Student/Staff Days)

26 - New Staff Orientation
27-29 PLDs
28 Open House

August

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(0/3)

September

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

(20/19/20)

2 - Labor Day
3 - HS - 1st Day of School
3 - PIE Conferences Prek-6
4 - Elem - 1st Day of School

7 - PLD - No School
17-18 MEA - No School

October 21/21

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

(20/21)

November 18/19

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

(17/19)

1 - End of 1st Quarter
4 - PLD - No School
12 - PM Conferences - Sugar Point
14 - PM Conferences - NCS
15 - Conference Comp Day - No School
28-29 - Thanksgiving Break

9 - PLD - No school
?? - HS Band Concert
?? - Elem Christmas Program
23-31 - Winter Break - No School

December 15/15

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

(14/15)

January 20/21

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

(19/20)

1-3 - Winter Break - No School
20 - MLK Day/Teacher PLD - No School

17 - President's Day - No School
24 - PLD - No School

February 19/19

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

(18/19)

March 20/21

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

(19/21)

6 - PM Conferences - NCS
7 - Conferences - No School
24 - PLD - No School

17-21 - Easter Break - No School
24 - PLD - No School

April 20/20

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

(18/19)

May 20/21

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

(21/21)

?? - HS Band Concert
21 - Athletic Banquet
26 - Memorial Day - No School
30 - Graduation

3 - Last Day of School
4 - PLD

June 2/3

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20

(2/3)

- First / Last Day of School
- Holiday / No School
- End of Quarter
- Professional Learning Day (PLD)/No School
- Evening Conferences
- Conference Day/No School for students
- School Board Meetings
- Graduation

Student Days	*Teacher Days
Qtr 1: 41/40	45
Qtr 2: 40	43
Qtr 3: 41	44
Qtr 4: 47	50
169/168	181

(4 evening events) = 183