

School Board Minutes
Montpelier Public School District #14
214 7th Ave
Montpelier, ND 58472
July 19th, 2016

Board Members Present: President Tony Roorda, Lynn Boom, Shane Steele, *Scott Harms, David Jansen, Robert Froehlich and Julie Jansen.

Also Present: Superintendent Jerry Waagen and Business Manager Amy Maurer.

Call to Order: President Roorda called the meeting to order at 6:00 pm.

Recognition of New Board Member: The board recognized new board member David Jansen.

Agenda: The following items were added to the agenda: 1) Sick Leave Bank restoration of days 2) Student Publications and Freedom of Expressions Policy Second Reading 3) Superintendent Evaluation Online Tool 4) Policies first reading.

Correspondence: 1) State Auditor Report has reviewed and approved the 2014-2015 audit as submitted to them by Harold Rotunda, CPA.

Consent Agenda: Boom made a motion, seconded by J. Jansen, to approve the following:

- a. Approval of the bills and financial reports.
- b. Approval of the minutes from June 13th, 2016 special meeting, the June 13th, 2016 regular meeting, and the June 27th, 2016 special meeting, as presented.
- c. Designation of Unison Bank as our depository for school district funds.
- d. Approval of the 2015-2016 ND School District Financial Report and approval of the 2015-16 Report for Publication.

	Beginning Fund Balance July 1, 2015	Revenue	Expenditures	Ending Fund Balance June 30, 2016
General Fund (01)	\$542,343.62	1,720,781.44	1,641,785.60	621,339.46
Building Fund (03)	\$67,139.87	52,577.90	5715.72	114,002.05
Food Service (05)	\$12,182.82	71,343.69	71,204.26	12,322.25
Student Activity (06)	\$22,430.34	34,709.05	39282.59	17,856.80

e. Review pledged securities- Funds are FDIC insured up to \$250,000. Additionally, as of 7-1-2016 Unison Bank has pledged securities of \$1,220,348.70.

f. Review Bond Coverage -Bond coverage covers all the bondholder's employees and board members for theft of money and/or property by an employee. Our limit of liability is \$638,000.00. We are covered by the ND State Insurance Department at no cost to us. The limit of liability amount is determined by them based on the previous year's financial information.

g. Approval to dispose of records no sooner than listed on the NDSBA record disposal draft guidance/as allowed by law.

h. Approve membership to NDSBA's Policy Services for 2016-2017.

i. Approve the Jamestown Sun as the district's official newspaper. The Jamestown Sun will be our official newspaper, in which legal notices, requests for bids, etc. will be published.

j. Approve Jerry Waagen as designated authority of Title I, Title IIA, Title IID, Title V and the Small Rural School Achievement Program.

- k. Approve Jerry Waagen as designated authority of Hot Lunch.
- l. Approve Jerry Waagen as designated authority of Vocational, Asbestos, and ADA.
- m. Approve Jerry Waagen as the districts authorized representative to James River Valley Special Education Unit.
- n. Approve James Bear as designated authority of the 504 program.
- o. Appoint Amy Maurer as district business manager.

A roll call vote was taken with all members voting aye. Motion carried.

Public Comment: The floor was opened to public comment.

Superintendent/Elementary Principal Report: Mr. Waagen reported: 1) He is in the process of preparing back-to-school letters. 2) He has a meeting with the ITV consortium next week. 3) He has a special education cooperative meeting next week. 4) Stutsman County Auditor Casey Bradley is having an informational meeting with schools. 5) Nurtured Heart training has been scheduled. 6) The consolidated application for Title funding is being prepared. 7) The janitorial staff is doing great work in getting the school clean for fall.

*Harms arrived.

Election of President and Vice President: The business manager called for nominations for president of the school board. Harms nominated Tony Roorda. Steele seconded. Boom made a motion that nominations cease and a unanimous ballot be cast for Tony Roorda. Harms seconded. A roll call vote was taken with all members voting aye. Motion carried.

There was a call for nominations for vice president. Froehlich nominated Scott Harms. Steele seconded. Roorda made a motion that nominations cease and a unanimous ballot be cast for Scott Harms. A roll call vote was taken with all members voting aye. Motion carried.

Committee Appointments: The board concurred that the committees for 2016-2017 would be as follows:

Policy	Julie Jansen, Robert Froehlich, Shane Steele
Building & Grounds	Shane Steele, Robert Froehlich, David Jansen
Transportation	Tony Roorda, Robert Froehlich, David Jansen
Teacher Negotiations	Tony Roorda, Scott Harms, Lynn Boom
Administrator Negotiations	Tony Roorda, Scott Harms, Lynn Boom
Finance	Scott Harms, Shane Steele, Lynn Boom
Athletics	Julie Jansen, Lynn Boom, David Jansen
Curriculum	Lynn Boom, Julie Jansen, Scott Harms

2016-2017 Preliminary Budget: The proposed preliminary budget was reviewed and discussed. Froehlich made a motion seconded by Harms to approve the budget, which includes general fund appropriations of \$1,713,110.11 and projected revenues of \$1,743,495.11, building fund appropriations of \$10,000.00 and projected revenues of \$54,639.00, hot lunch fund appropriations of \$67,437.00 and projected revenues of \$65,510.00, and a 7.14% decrease to taxes levied. A roll call vote was taken with all members voting aye. Motion carried.

Policies First Reading: The board did the first reading of the following policies: 1) Concussion management 2) Wellness Policy 3) Federal Fiscal Compliance 4) Data Protection and security breaches 5) Food Service Program 6) Education of pregnant and parenting students 7) Amendments to the sick leave bank policy. The full text of the policies is available online on the school website or upon request.

Sick Leave Committee: The board concurred that Robert Froehlich and Lynn Boom would be the school board representatives on the Montpelier Sick Bank Committee for the 2016-2017 school year. The committee will also include the superintendent, one certified staff member and one classified staff member.

Restoration of Sick Leave: Harms made a motion, seconded by Jansen that upon implementation of the new sick leave bank policy, the days that were donated by staff to the bank last year will be restored to them and if they would have received payment for those days according to policy or the teachers negotiated agreement that payment will be made. A roll call vote was taken with all members voting aye. Motion carried.

Policy Second Reading: The board did the second reading of the Student Publications and Freedom of Expression policy. Harms made a motion, seconded by D. Jansen to approve the policy. A roll call vote was taken with all members voting aye. Motion carried. The full text of the policy is available online on the school website or upon request.

Mission Statement: Boom made a motion, seconded by Steele to approve the school mission statement as follows: Montpelier School is an educational community working together toward the common goal of students obtaining academic and personal success in order to become productive and involved members of society. A roll call vote was taken with all members voting aye. Motion carried.

ND Small Organized Schools Membership: Harms made a motion, seconded by Froehlich to approve the payment for membership to join the NDSOS. A roll call vote was taken with all members voting aye. Motion carried.

Health Insurance Plan: Boom made a motion, seconded by Harms to approve Blue Cross Blue Shield Basic Blue 70 with a \$250 deductible as the district health insurance plan for the 2016-2017 plan year. A roll call vote was taken with all members voting aye. Motion carried.

NWEA Coordinator: Boom made a motion, seconded by J. Jansen to approve Ryan Nelson as NWEA test coordinator. A roll call vote was taken with all members voting aye. Motion carried.

Volleyball Cooperative: Litchville-Marion has officially dissolved the LMM cooperative effective beginning with the 2017-18 school year. Harms made a motion, seconded by Steele that Montpelier should pursue a volleyball cooperative with Edgeley-Kulm. A roll call vote was taken with all members voting aye. Motion carried.

Meeting Dates: The board concurred that the regular meeting dates for the rest of 2016 should be changed from the second Tuesday of each month to the second Wednesday of each month.

Building Addition: Getting requests for qualifications for architectural services was discussed and a proposed request for qualifications was reviewed. Harms made a motion, seconded by D. Jansen, to advertise for bids/request for qualifications for architectural services for a 4000-5000 square foot building to include a music room, library, a classroom, a counselor's office, an ITV/meeting room, and bathrooms. A roll call vote was taken with all members voting aye. Motion carried.

Interviews will be conducted after requests for qualifications are received.

Superintendent Evaluation Tool: The board watched a video presentation of a comprehensive program that NDSBA offers for doing superintendent evaluations. It also includes a business manager and board

self-evaluation program at no additional cost. D. Jansen made a motion, seconded by Steele to approve using the program for the 2016-2017 school year. A roll call vote was taken with all members voting aye. Motion carried.

Adjournment: The meeting adjourned at 8:05 pm.

Tony Roorda, Board President

Amy Maurer, Business Manager

Approval Date