

**School Board Minutes**  
**Montpelier Public School District #14**  
**214 7<sup>th</sup> Ave**  
**Montpelier, ND 58472**  
**December 13<sup>th</sup>, 2016**

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

**Also Present:** Superintendent Jerry Waagen, Business Manager Amy Maurer, and Secondary Principal James Bear.

**Visitor:** Senior Class Representatives Savanna Dick, and Andrew Roorda. EngTech Representative, Trevor Huffaker.

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

**Agenda:** The following was added to the agenda: 1) Secretary salary.

**Consent Agenda:** Froehlich made a motion, seconded by D. Jansen, to approve the following:

- a. Approval of the bills and financial reports.
  - b. Approval of the minutes from the November 9<sup>th</sup>, 2016 regular board meeting, as presented.
- A roll call vote was taken with all members voting aye. Motion carried.

**Secondary Principals Report:** 1) The district is one of eleven schools in the state participating in a new healthy school's pilot program. The program is to encourage students to strive for lifetime fitness. It involves the development of a new wellness policy. The district will get some new equipment, such as heart rate monitors, by participating. 2) Congratulations go out to math teacher Mr. Peterson and his wife on the birth of their new baby daughter. 3) Grades 7-12 will have a treat the week before Christmas by attending the new Star Wars movie in Jamestown. Students/parents may want to decide if they need to stay and work on make-up work instead during that time. 4) High school staff is working on a review of grading scales and assessments. 5) The school webpage has been upgraded. It now has a running calendar on the front page.

**Senior Privileges:** Senior class representatives Savanna Dick and Andrew Roorda presented a request for senior privileges. Froehlich made a motion, seconded by Harms to approve the following senior privileges: 1) Beginning with the second semester seniors may budge in the lunch line. 2) Seniors may have open study halls, leaving school early after their last class of the day. 3) Students may leave to go eat lunch elsewhere, but may not take their cars. Seniors may only have privileges if they have passing grades and not too many tardies. All privileges are at the discretion of school teachers and administration. The motion carried unanimously.

**Superintendent/Elementary Principal Report:** Mr. Waagen reported: 1) The AdvancED teams are nearing completion of the different tasks in preparation for the team visit in February. 2) Miss North Dakota presented to students in grades 3-8 and 9-12 as well as making classroom visits with grades K-2. Message focused on drinking and distracted driving. 3) The second early release was held November 30 with the elementary staff reviewing NWEA/MAP scores in grades 2-6 and AIMSweb scores for grades K and 1. Teachers developed goals for individual students based upon their test scores. 4) PTO Bingo night was a huge success with many community members attending participating in Bingo and the raffles. A taco bar was offered prior to the Bingo. The PTO should be congratulated and thanked for their

tremendous effort with this engaging night. 5) Mrs. Bear and Mr. Waagen attended the final multi-tiered support system (MTSS) workshop in Valley City on December 5. MTSS is designed to identify the learning levels of the students and implementing interventions for those that require it. 6) He attended a meeting of superintendents, board members and legislators on the evening of November 29. Topics ranged from teacher retention, school numbers, the upcoming legislature and the financial aspects, early childhood programs, and behavioral/mental health issues. 7) Mrs. Maurer has been working on the new erate application for the upcoming year. Less funding for phone services with other funding used for licensure of wireless access software. 8) Received notification from DPI of reallocated Title funds. These funds will be used to pay for Joline Luck's Title I schoolwide aide salary and benefits beginning in January. 9) Make up days for storm days- March 16 and May 19. Have one more day left which is Easter Monday. Need to make up two hours.

**Student Records:** The board went into executive session as allowed by NDCC 44-04-19.2 and the Family Education Rights and Privacy Act to discuss student educational records.

The board went into executive session at 6:28 pm.

The board returned to open session at 6:35 pm.

Harms made a motion, seconded by D. Jansen to implement the secondary principal's recommendations for student A. A roll call vote was taken with all members voting aye. Motion carried.

D. Jansen made a motion, seconded by J. Jansen to implement the secondary principal's recommendations for student B. A roll call vote was taken with all members voting aye. Motion carried.

Harms made a motion, seconded by D. Jansen to implement the secondary principal's recommendations for student C. A roll call vote was taken with all members voting aye. Motion carried.

**EngTech Building Update:** Trevor Huffaker presented three options for the addition of a music room and a combination Title I/4<sup>th</sup> grade classroom to the southwest end of the elementary and additional/remodeled spaces for a workroom, preschool room, and counselor's office. He estimates that any new spaces would cost \$195 a square foot. Based on the square footage the options are estimated to cost from \$413,000 to \$480,000. Cutting costs by eliminating the brickwork on the outside of the building was discussed. Having a flat roof sloped to the west was discussed as the least expensive option. The framing would be metal or wood stud. The proposal earlier approved for the district by the state was for \$440,000.00.

The board requested that Engtech focus on the least expensive option (option 6) and agreed that the mid price option (option 5A) was not workable. It was discussed that the extra space of the larger proposal (option 5) could be requested as an extra option on the request for bids and be considered by the board depending on the actual bids.

The Engtech service agreement was reviewed and discussed. The cost is \$39,500 from start to completion of the project. Should the agreement be terminated by either party the fee will be for work performed prior to the termination of the contract. In addition to architectural and engineering services, they assist with the bidding process, contract administration, and construction observation. Harms made a motion, seconded by Froehlich to approve the service agreement with Engtech. A roll call vote was taken with all members voting aye. Motion carried.

It had been discussed previously that upgrading the electrical transformer to the school would be needed and could cost \$40,000. That would not be included in the building estimates.

The heating and air to the proposed building was discussed.

The January meeting was scheduled for Tuesday the tenth. Engtech will come up with more detailed drawings/specifications and work on preparing for advertising for bids.

**School counselor Position:** Boom made a motion seconded by Froehlich to approve the hire of Mrs. Courtney Schuetz as school counselor three days a week (60% FTE) starting after Christmas break. The motion carried unanimously.

**School Board Calendar:** The proposed calendar was reviewed and discussed. Boom made a motion, seconded by Harms to approve the calendar. The motion carried unanimously.

**Board Retreat:** The retreat will be at the Gladstone Inn in Jamestown from 10:00 am-3:00 pm on January 21<sup>st</sup>.

\*Steele arrived.

Agenda ideas include discussion of building plans, transportation, long-term plan, hot lunch policy, and general student data.

**School Calendar:** The proposed 2017-2018 school calendar was reviewed. Boom made a motion, seconded by Harms to approve the calendar. The motion carried unanimously.

**Secretary Salary:** Mrs. Marshall has completed her 90-day probationary period and Mr. Waagen recommends her pay be increased to \$14.00 per hour. D. Jansen made a motion, seconded by Froehlich to increase her pay to \$14.00 per hour. The motion carried unanimously.

**Adjournment:** The meeting adjourned at 8:05 pm.

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Tony Roorda, Board President

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Amy Maurer, Business Manager

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Approval Date