

**School Board Minutes
Montpelier Public School District #14
214 7th Ave
Montpelier, ND 58472
July 14th, 2015**

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

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

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

Agenda: The following item was added to the agenda: 1) First Reading of the Student Publications & Freedom of Expressions Policy.

Consent Agenda: Froehlich made a motion, seconded by Kjellberg, to approve the following:

- a. Approval of the bills and financial reports.
- b. Approval of the minutes from June 15th, 2015 regular board meeting and the June 30th, 2015 special meeting, as presented.
- c. Designation of Unison Bank as our depository for school district funds.
- d. Approval of the 2014-2015 ND School District Financial Report and approval of the 2014-15 Report for Publication.

	Beginning Fund Balance July 1, 2013	Revenue	Expenditures	Ending Fund Balance June 30, 2014
General Fund (01)	\$414,518.58	1,740,448.90	1,612,623.86	\$542,343.62
Building Fund (03)	\$49,297.12	50,693.83	32,851.08	\$67,139.87
Food Service (05)	\$ 3994.78	68,526.22	60,338.18	\$12,182.82
Student Activity (06)	\$24,557.65	38,658.94	40,786.25	\$22,430.34

- e. Review pledged securities- Funds are FDIC insured up to \$100,000. Additionally, as of 6-30-2015 Unison Bank has pledged securities of \$957,587.10
- 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 \$491,000.00. 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. Approve membership to NDSBA's Policy Services for 2015-2016.
- h. 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.
- i. Approve Jerry Waagen as designated authority of Title I, Title IIA, Title IID, Title V and Small Rural School Achievement Program.
- j. Approve Jerry Waagen as designated authority of Hot Lunch.
- k. Approve Jerry Waagen as designated authority of Vocational, Asbestos, and ADA.
- l. Approve Jerry Waagen as the districts authorized representative to James River Valley Special Education Unit.
- m. Approve James Bear as designated authority of the 504 program.
- n. Appoint Amy Maurer as district business manager.
- o. Approval of a non-tuition agreement for one Kindergarten student from Montpelier to Edgeley.
- p. Approval of an open enrollment application for one 8th grader from Jamestown to Montpelier.

A roll call vote was taken. Voting aye: Jansen, Froehlich, Kjellberg, Roorda, Harms, and Boom. (6). Nay: None (0). Motion carried.

Appoint New Board Member: Kirk Rode did not accept the board member position when he received the most write-in votes at the election in June. State law provides that the district may either hold another election to fill the position or may appoint someone to fill the position until the next regular election.

Boom made a motion, seconded by Jansen to appoint Shane Steele to fill the position until the next regular election. A roll call vote was taken. Voting aye: Jansen, Froehlich, Kjellberg, Roorda, Harms, and Boom. (6). Nay: None (0). Motion carried.

*Shane Steele was sworn in and joined the meeting as a board member.

Superintendent/Elementary Principal Report: Mr. Waagen reported: 1) Service Masters is scheduled to clean carpets. 2) Kirk Rode removed the buckled/warped flooring from the LD room and laid plywood in preparation for carpet. 3) Work on the Consolidated Application for Title is in progress. 4) Mr. Waagen will attend a meeting on Title I Schoolwide on August 12th. 5) On August 4th and 5th several teachers will be attending Nutured Heart training. 6) The JRVSEU Director's Report was shared with the board. 7) Mr. Waagen will be taking a week-long vacation the end of July.

Election of President and Vice President: The business manager called for nominations for president of the school board. Froehlich nominated Tony Roorda. Kjellberg made a motion that nominations cease and a unanimous ballot be cast for Tony Roorda. Harms seconded. A roll call vote was taken. Voting aye: Jansen, Froehlich, Steele, Kjellberg, Roorda, Harms, and Boom. (7). Nay: None (0). Motion carried.

There was a call for nominations for vice president. Roorda nominated Harms. Harms nominated Kjellberg. Nominations were closed. A vote was taken with the majority for Harms.

Committee Appointments: The board concurred that the committees for 2015-2016 would be as follows:

Policy Committee: Julie Jansen, Robert Froehlich, and Shane Steele.

Building and Grounds: Shane Kjellberg, Shane Steele, and Robert Froehlich.

Transportation: Scott Harms, Tony Roorda, and Robert Froehlich.

Curriculum: Shane Kjellberg, Lynn Boom, and Julie Jansen.

Teacher Negotiations: Tony Roorda, Scott Harms and Lynn Boom.

Admin. Negotiations: Tony Roorda, Scott Harms, and Lynn Boom.

Finance Committee: Shane Kjellberg, Scott Harms, and Shane Steele.

Support Salaries/Classified 403b Plan: Mr. Waagen made recommendations for support staff wages. Harms made a motion to approve the superintendent's recommendation. Matching 403b contributions for support staff were discussed. The special education aide salaries were discussed. Harms rescinded his motion.

Harms made a motion, seconded by Kjellberg to approve implementing a 403b plan for classified staff with up to 4% matching employer contributions and hiring Admin Partners as the third party

administrator to develop and administer the plan document. A roll call vote was taken. Voting aye: Jansen, Froehlich, Steele, Kjellberg, Roorda, Harms, and Boom. (7). Nay: None (0). Motion carried.

Boom made a motion seconded by Kjellberg to set the classified staff wages as follows: Dianne Brown, paraprofessional, \$15.85 per hour. Jeannie Davis, Jon Marsolek, and Joline Luck, bus drivers, \$11,700.00 per year. Brad Dexheimer, custodian, \$15.35 per hour. If Joline Luck is employed as a paraprofessional her rate of pay will be \$13.50 per hour. Julie Gruenstein, paraprofessional, \$16.70 per hour. A new assistant cook will be hired at \$11.00 per hour. Brenda Heyd-Haugen, custodian, \$10.90 per hour. Stacey Peckham, bus driver, \$12,000.00 per year. Stacey Peckham, vocational driver, \$16.50 per hour. Julie Smith, secretary, \$12.25 per hour. A roll call vote was taken. Voting aye: Jansen, Froehlich, Steele, Kjellberg, Roorda, Harms, and Boom. (7). Nay: None (0). Motion carried.

Superintendent Salary: Teacher negotiations resulted in a change back to TFFR Model 1 for all certified employees which means the board will no longer be paying 3% of the employee portion of the TFFR contribution. Mr. Waagen's contract was agreed upon prior to this change and he is requesting a \$2500 increase to his salary to adjust for this change. Froehlich made a motion, seconded by Harms to increase Mr. Waagen's salary by \$2500.00 to adjust for the change to the TFFR contribution. . A roll call vote was taken. Voting aye: Jansen, Froehlich, Steele, Kjellberg, Roorda, Harms, and Boom. (7). Nay: None (0). Motion carried.

2015-2016 Preliminary Budget: The proposed 2015-2016 budget, which includes general fund appropriations of \$1,716,790.64 and projected revenues of \$1,745,116.64, building fund appropriations of \$52,470.00 and projected revenues of \$52,470.00, hot lunch fund appropriations of \$59,038 and projected revenues of \$61,310, and no increase to taxes, was reviewed and discussed. Boom made a motion, seconded by Harms to approve the preliminary budget. . A roll call vote was taken. Voting aye: Jansen, Froehlich, Steele, Kjellberg, Roorda, Harms, and Boom. (7). Nay: None (0). Motion carried

Sick Leave Bank Policy First Reading: The board did the first reading of the proposed employee sick bank policy. The policy was discussed.

Student Publications & Freedom of Expressions Policy First Reading: The board did the first reading of the proposed student publications and freedom of expressions policy. The policy was discussed.

ND Small Organized Schools Membership: Harms made a motion, seconded by Jansen to approve joining the NDSOS. A roll call vote was taken. Voting aye: Jansen, Froehlich, Steele, Kjellberg, Roorda, Harms, and Boom. (7). Nay: None (0). Motion carried.

2015-2016 Health Insurance Plan: Estimates were received for two health insurance plans other than the current one but the Blue Cross Basic Blue 70 with a \$250 deductible current one still appears to be the best option for employees and the district for the upcoming plan year. The total cost per year is \$6622.80 single plan, \$11,656.80 single + dependent plan, and \$17,214.00 family plan. The district's group health insurance is available to teachers who work at least 50% FTE and administrators as negotiated. Froehlich made a motion, seconded by Jansen to approve Blue Cross Blue Sheild Basic Blue 70 with a \$250 deductible as the district group health insurance plan for the 2015-2016 plan year. A roll call vote was taken. Voting aye: Jansen, Froehlich, Steele, Kjellberg, Roorda, Harms, and Boom. (7). Nay: None (0). Motion carried.

Adjournment: The meeting adjourned at 7:10 pm.

August 11th, 2015

Tony Roorda, Board President

Amy Maurer, Business Manager

Approval Date