

**School Board Minutes**  
**Montpelier Public School District #14**  
214 7<sup>th</sup> Ave  
Montpelier, ND 58472  
May 14<sup>th</sup>, 2015

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

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

**Call to Order:** President Roorda called the meeting to order at 6:02pm.

**Agenda:** The following items were added to the agenda: 1) Board meeting schedule. 2) Copy machine. 3) Summer employees.

**Correspondence:** 1) A letter was received from NDDPI saying that the district's special education program is in compliance. 2) A letter was received from NDCEL thanking the board for their continued support. 3) A letter was received from the ND School Business Manager Certification Program saying that Ms. Maurer has completed 26 ½ credits of the 60 required for certification, with a grade of Mastery in all courses completed.

**Consent Agenda:** Jansen made a motion to approve the following consent agenda items. Harms seconded.

- a. Approval of the bills and financial reports.
- b. Approval of the minutes from the April 8th, 2015 regular board meeting.
- c. Approval of a non-tuition agreement for one 9<sup>th</sup> grade student.

A roll call vote was taken. Voting aye: Kjellberg, Roorda, Harms, Jansen, and Boom (5). Nay: None (0). Motion carried.

**Student Educational Records:** Harms made a motion, seconded by Kjellberg, to go into executive session as allowed by NDCC 44-04-19.2 and the Family Education Rights and Privacy Act for the purpose of discussing student A's educational records. A roll call vote was taken. Voting aye: Harms, Boom, Roorda, Kjellberg, and Jansen. (5). Nay: None (0). Motion carried.

The executive session began at 6:10pm and was attended by: Board Members Scott Harms, Lynn Boom, Julie Jansen, Tony Roorda, and Shane Kjellberg. Superintendent Jerry Waagen, High School Principal Tim Godfrey and Business Manager Amy Maurer. The student and the student's parent. The executive session adjourned at 6:25pm.

Harms made a motion, seconded by Kjellberg, to go into executive session as allowed by NDCC 44-04-19.2 and the Family Education Rights and Privacy Act for the purpose of discussing student B's educational records. A roll call vote was taken. Voting aye: Harms, Boom, Roorda, Kjellberg, and Jansen. (5). Voting nay: none (0). Motion carried.

The executive session began at 6:26 pm and was attended by: Board Members Scott Harms, Lynn Boom, Julie Jansen, Tony Roorda, and Shane Kjellberg. Superintendent Jerry Waagen, High School Principal tim Godfrey and Business Manager Amy Maurer. The student and the students' representative. The executive session adjourned at 6:30pm.

Harms made a motion, seconded by Kjellberg, to go into executive session as allowed by NDCC 44-04-19.2 and the Family Education Rights and Privacy Act for the purpose of discussing student C's educational records. A roll call vote was taken. Voting aye: Harms, Boom, Roorda, Kjellberg, and Jansen. (5). Voting nay: none (0). Motion carried.

The executive session began at 6:32 pm and was attended by: Board Members Scott Harms, Lynn Boom, Julie Jansen, Tony Roorda, and Shane Kjellberg. Superintendent Jerry Waagen, High School Principal Tim Godfrey and Business Manager Amy Maurer, and the student.

The executive session adjourned at 6:40 pm.

Kjellberg made a motion, seconded by Jansen, to affirm the administration's recommendation for students A, B, and C. A roll call vote was taken. Voting aye: Harms, Boom, Jansen, Roorda, and Kjellberg (5). Voting nay: none (0). Motion carried.

**Secondary Principal/AD Report:** 1) The 7-12 spring concert was on May 12<sup>th</sup>. 2) The high school awards day was on May 12<sup>th</sup>. 3) Class enrollments for 2015-16 are nearly completed. 4) Graduation will be on May 23<sup>rd</sup> at 2:00pm. 5) Track season is nearly done.

**Superintendent/Elementary Principal Report:** 1) The final early release for professional development was on April 22<sup>nd</sup>. 2) Mrs. Ratts attended the pre-kindergarten workshop in Bismarck on April 24<sup>th</sup>. 4) Elementary staff is reviewing a new reading series for next year and considering whether to replace it or whether to wait two years. The science series will be replaced in 2016-17. 5) Kindergarten graduation is May 20<sup>th</sup>. 6) The retirement celebration for Vange Luck after 43 years of preparing delicious meals for students and staff is May 15<sup>th</sup> at 2:00 pm. 7) Graduation is May 23<sup>rd</sup> at 2:00pm. 8) Legislation has been passed to provide some funding for pre-kindergarten for 2016-2017 through a somewhat complicated process. 9) Legislation passed requiring mental health training for staff members.

**New Teacher Contract:** Mr. Waagen has completed interviews and reference checks and recommends the hire of Kayleen Anselment as the new 4<sup>th</sup> grade teacher for next year. Boom made a motion, seconded by Jansen to approve the hire of Ms. Anselment as elementary teacher for the 2015-2016 school year. A roll call vote was taken. Voting aye: Harms, Boom, Roorda, Jansen and Kjellberg (5). Voting nay: none (0). Motion carried.

**Football Cooperative:** Mr. Waagen received a bill for \$300.00 from Jamestown Public School District for participation in the football cooperative. He wants to check into it further to see if we need to pay during years when there aren't any participants. A couple of students have expressed interest for next fall. If the cooperative is allowed to dissolve, the cooperative process would need to be started all over again. Currently Edgeley is not interested in having another school joining their football cooperative because they believe it would change the class in which they compete.

**Volleyball Coaches:** Upon the superintendent's recommendation, Jansen made a motion, seconded by Boom to approve the hire of Ryan Nelson as head volleyball coach and Kayleen Anselment as assistant volleyball coach for the 2015-2016 season. A roll call vote was taken. Voting aye: Harms, Boom, Roorda, Jansen and Kjellberg (5). Voting nay: none (0). Motion carried.

**2015-2016 support Staff:** Mr. Waagen reviewed the support staff roster with the board. Harms made a motion, seconded by Boom, to verify the continued employment in 2015-2016 of the following support staff: 1) Regular staff: Brad Dexheimer, Brenda Haugen, Dianne Brown, Julie Gruenstein, Julie Smith, Stacy Peckham, Joline Luck, Jeannie Davis, John Marsolek, and Carla Johnson. 2) Substitute teachers: Lynn Krueger, Mary Steele, Kathleen Miller, Keith Rath, Judith Maulding, Sarah Ratts, Chrissy Kartes,

Kristen Lynch, Carol Delany, and Mitch Ostlie. 3) Other substitutes: Vange Luck, Sally Dick, Janet Hendrickson, and Janice Block. A roll call vote was taken. Voting aye: Harms, Boom, Roorda, Jansen and Kjellberg (5). Voting nay: none (0). Motion carried.

**First Reading Policies:** The school board did the first reading on the following policies:

- 1) Graduation Requirements
- 2) Student Absenteeism
- 3) Classified Personnel Funeral Days
- 4) District Goals and Objectives
- 5) Discrimination and Harassment Grievance Procedure
- 6) English Language Learners
- 7) Education of Homeless Students
- 8) Open Enrollment
- 9) School Board Elections and Terms of Office
- 10) Compensation and Expenses for Board Members
- 11) Review and Complaints of Instructional and Resource Material
- 12) Procedure for Reviewing Complaints about Instructional/Resource Materials
- 13) Access to Resources and Services in the School Library Media Program
- 14) Recruitment, Hiring, and Background Checks for New Classified Personnel
- 15) Drug and Alcohol Free Workplace
- 16) Personnel Records
- 17) Professional Development
- 18) Student Education Records
- 19) Automated External Defibrillators (AED)
- 20) Rights and Responsibilities
- 21) Carrying Weapons
- 22) Student Prayer During Non-Instructional Time
- 23) Suspension and Expulsion
- 24) Student Assemblies
- 25) Curriculum Design and Evaluation
- 26) Title I Dispute Resolution Procedure
- 27) Federal Fiscal Compliance
- 28) Educational Research and Survey of Students
- 29) Pupil Rights
- 30) Sex Education
- 31) Childfind Referral Program for Students with Disabilities
- 32) Patriotic Exercises
- 33) Alternative Food Service
- 34) Relations with Colleges and Anniversaries
- 35) Relations with Armed Forces Recruiting Units

Proposed policies are available for review on the district website at <http://www.montpelier.k12.nd.us/school-information/informationpolicies/>, or you may request a paper copy by calling 701-489-3348.

**Administration Negotiations:** The negotiations committee met with Mr. Waagen, superintendent and elementary principal, and made recommendations for changes to his contract/compensation for the 2015-2016 school year. Boom made a motion, seconded by Jansen, to approve the recommendation to increase his salary from \$71,400 to \$76,366, and to reimburse him for unused vacation days over 5 days at a rate of \$50.00 per day. A roll call vote was taken. Voting aye: Harms, Boom, Roorda, Jansen and Kjellberg (5). Voting nay: none (0). Motion carried.

The committee met with Ms. Maurer, business manager, and made recommendations for changes to her compensation effective beginning with the 2015-2016 school year. After discussion, Kjellberg made a motion, seconded by Jansen, to approve the negotiation committee recommendation to increase her 403b annuity from \$2000 to \$4000 per year beginning in the 2015-2016 school year. A roll call vote was taken. Voting aye: Harms, Boom, Roorda, Jansen and Kjellberg (5). Voting nay: none (0). Motion carried.

The committee met with Mr. Godfrey and made recommendations for changes to his contract/compensation for the 2015-2016 school year. Kjellberg made a motion, seconded by Boom, to approve the recommendation to increase the allowance available for him to attend national conferences from \$2000.00 to \$3000.00. A roll call vote was taken. Voting aye: Harms, Boom, Roorda, Jansen and Kjellberg (5). Voting nay: none (0). Motion carried.

**Copy Machine:** Mr. Waagen shared estimates from Central Business Systems for a new copy machine. After the school discounts a new black and white copier would cost \$7699 or a new color copier would cost \$9975. The schools' main copier was purchased five years ago. The upstairs copier is much older and not working well. It's hard to predict whether there would be cost savings by using color printers less if the color copier is purchased. The new copier would allow settings that would help to keep printouts confidential. If a new copier is purchased the old one will be moved upstairs and the old one discarded/traded in. After discussion Kjellberg made a motion, seconded by Boom to purchase the color copier. A roll call vote was taken. Voting aye: Harms, Boom, Roorda, Jansen and Kjellberg (5). Voting nay: none (0). Motion carried.

**Board Meeting Calendar:** A new board meeting calendar, which changes most meetings for the rest of 2015 to Tuesday evenings was reviewed and discussed. Harms made a motion, seconded by Jansen to approve the new calendar. A roll call vote was taken. Voting aye: Harms, Boom, Roorda, Jansen and Kjellberg (5). Voting nay: none (0). Motion carried.

**Summer Employees:** Upon recommendation of the superintendent, Harms made a motion, seconded by Kjellberg, to hire Cody Henne and Dylan Stoppeworth as summer custodial workers. A roll call vote was taken. Voting aye: Harms, Boom, Roorda, Jansen and Kjellberg (5). Voting nay: none (0). Motion carried.

**Teacher Negotiations:** Harms made a motion, seconded by Kjellberg, to go into executive session to discuss teacher negotiations strategy as allowed by NDCC 44-04-19.1 and 44-04-19.2. A roll call vote was taken. Voting aye: Harms, Boom, Roorda, Jansen and Kjellberg (5). Voting nay: none (0). Motion carried.

The executive session began at 7:35pm and was attended by: Board Members Scott Harms, Lynn Boom, Julie Jansen, Tony Roorda, and Shane Kjellberg. Superintendent Jerry Waagen, High School Principal Tim Godfrey and Business Manager Amy Maurer.

The executive session adjourned at 8:45pm.

**Adjournment:** The meeting adjourned at 8:45pm.

June 15<sup>th</sup>, 2015

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Tony Roorda, Board President

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Amy Maurer, Business Manager

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Approval Date