

School Board Minutes
Montpelier Public School District #14
214 7th Ave
Montpelier, ND 58472
Annual Meeting
July 17th, 2024

Board Members Present: Scott Harms, Abram Valenta, Kyle Throener, Tony Roorda, Wade Dally, Angela Hansen, and *Brock Naze.

Also Present: Superintendent Mr. Phil Leitner, and Business Manager Amy Maurer.

Call to Order: The meeting was called to order at 6:00pm.

Board Election: The business manager called for nominations for board president. Roorda made a motion to nominate Scott Harms for president. Roorda moved that the nominations cease and a unanimous ballot be cast for Scott Harms. A roll call vote was taken with all members voting aye. Motion carried.

President Harms called for nominations for vice president. Roorda made a motion to nominate Abram Valenta for vice president. Dally made a motion that nominations cease and a unanimous ballot be cast for Abram Valenta. A roll call vote was taken with all members voting aye. Motion carried.

*Brock Naze arrived.

Reorganization of the board: After discussion, Valenta made a motion, seconded by Roorda, to combine the teacher and administration negotiations committees into one negotiations committee. The motion carried unanimously.

After discussion, Throener made a motion, seconded by Valenta, to approve the following committee appointments:

Athletic Committee: Abram Valenta, Angela Hansen, and Wade Dally

Building and Grounds Committee: Wade Dally, Kyle Throener, and Angela Hansen.

Curriculum Committee: Brock Naze, Angela Hansen, and Scott Harms

Finance Committee: Scott Harms, Abram Valenta, and Tony Roorda

Negotiations Committee: Abram Valenta, Tony Roorda, and Scott Harms

Policy Committee: Abram Valenta, Brock Naze, and Kyle Throener

Sick Bank Committee: Kyle Throener, and Tony Roorda

Transportation Committee: Brock Naze, Kyle Throener, and Wade Dally

The motion carried unanimously.

Consent Agenda: Roorda made a motion, seconded by Throener, to approve the consent agenda which included the following:

- a. Approval of the July bills and financial reports.
- b. Approval of minutes from the June 12, 2024 regular board meeting, as presented.

c. Annual Board Authorizations:

- i. Designate Unison Bank as the district bank.
- ii. Review of pledged securities.
- iii. Review of the district's bond coverage.
- iv. Approval of the 2023-2024 ND School District Financial Report and Report for Publication, as presented:

	Beg. Fund Balance 07-01-2023	Revenue	Expenditures	Ending Fund Balance 06-30-2024
General Fund	\$681,506.56	2,250,559.45	2,159,734.67	772,331.34
Building Fund	\$42,821.45	34,521.20	46,801.49	30,541.16
Hot Lunch Fund	\$16,595.04	107,607.68	115,518.31	8,684.41
Student Activity	\$38,879.93	67,111.48	65,821.26	40,170.15

- v. Appoint Business Manager-Amy Maurer.
- vi. Approval the Jamestown Sun as the district's official newspaper.
- vii. Approval of Policy Services Membership through NDSBA.
- viii. Approval of Phil Leitner as the district's authorized representative to James River Valley Special Education Unit.
- ix. Approval of Phil Leitner as the designated authority of Title I, Title IIA, Title IID, Title V, REAP, ESSER, ERATE, & the Small Organized School Achievement Program.
- x. Approval of Phil Leitner as designated authority of the Hot Lunch program.
- xi. Approval of Phil Leitner as the designated authority of Vocational, Asbestos, and ADA.
- xii. Approval of Amy Maurer as the designated authority of the district health and life insurance plans, and the district's section 125 cafeteria plan.
- xiii. Approval of Sara Boom as the district's Homeless Student Liaison.
- xiv. Approval of Marla Haugen as designated authority of the 504 program
- xv. Approval to dispose of records no sooner than listed on the NDSBA record disposal draft guidance/as allowed by law.
- xvi. Approval to reauthorize the Return to Learning Plan and Continuity of Services Plan which is required by ESSER, as presented.
- xvii. Approval of the district Curriculum Resource List, as presented.

The motion carried unanimously.

Superintendent's Report: Supt. Leitner reported:

- Special thanks to the school's custodians, Randy Henne, Sally Dick, and Ian Lien, for their work this summer.
- A Building and Grounds Committee meeting is needed- scheduled for 07-22-2024.
- A policy committee meeting will be scheduled.
- Buses are in the process of yearly summer servicing.
- All ESSER funds were spent by June 30th.
- Health insurance was renewed through NDPHIT with rates increasing by 7.39%. 24-25 annual cost: Single \$9639, family \$25,090. The district covers the cost of a single plan for eligible employees.
- The all-school reunion is this weekend (July 19-21).
- A complete list of staffing assignments was reviewed.

School Foundation: Information on setting up a school foundation through the North Dakota Community Foundation was reviewed and discussed. The district has an option to open an endowed fund, a non-endowed fund, or both. At this time the district is considering a non-endowed fund. There is a one-time 3% fee on non-endowed funds to cover the expenses of administration and tax reporting. Roorda made a motion, seconded by Dally to approve the School Fund Agreement with the North Dakota Community Foundation. A roll call vote was taken: Dally-yes, Throener-yes, Valenta-yes, Hansen-no, Naze-yes, Harms-yes, Roorda-yes. Motion carried.

Request for Use of School: Roorda made a motion, seconded by Valenta, to allow Cheyenne Dick and Ashley Mack access to the school gym and weight room providing they agree to request access to the school through the administration prior to each use, everything is left in as good a condition as before they used it, and they are responsible for any member of the public who accompanies them. The motion carried unanimously.

It was brought up that a change could be in order on the public use of school so the board would no longer need to approve each request.

2024-2025 Preliminary Budget: The proposed preliminary budget was reviewed and discussed. The budget includes an approximate increase to the total dollars levied of \$69,573. It includes general fund appropriations of \$2,307,498 and revenues of \$2,128,338. The building fund appropriations are \$45,000 and projected revenues of \$25,000, hot lunch fund appropriations of \$126,052 and projected revenues of \$122,810. The budget includes a local tax levy of approximately 70 mills general fund, 6.5 miscellaneous, and 3.2 mills building fund. Roorda made a motion, seconded by Naze, to approve the preliminary budget as presented. The motion carried unanimously.

Schedule Public Tax Hearing: Valenta made a motion, seconded by Naze, to set the public hearing for the 2024-2025 Montpelier School District budget for September 11, 2024 at 6:00 pm. The motion carried unanimously.

Certificate of Deposit: The district has a \$200,000 CD that reaches maturity on July 19th. Mr. Leitner recommends cashing it in to help with the cash flow for the roof project. After discussion, Valenta made a motion, seconded by Dally, to cash in the CD. The motion carried unanimously.

Policy Updates: The board did second readings of several policies. The policies, and whether the process for communicating some of the policies to teachers should be included within the policies, were discussed.

Valenta made a motion, seconded by Naze, to approve the following policies:

- a) CBAA-Administrative Regulations
- b) DE-Staff Conduct
- c) DEBA- Confidentiality
- d) DEBD- Maintaining Professional Employee-Student Boundaries
- e) DEBF-Employee Speech
- f) DEBH- Social Media Use
- g) DED- Administrative Leave and Suspension
- h) FC-Student Supervision
- i) Security Cameras at Montpelier School
- j) Classified Staff Vacation Leave

k) Mobile Communication Devices

A roll call vote was taken: Hansen-yes, Throener-no, Valenta-yes, Harms-yes, Roorda-yes, Naze-yes, Dally-yes. Motion carried.

Other: Upcoming board training opportunities were reviewed.

Adjournment: The meeting adjourned at 7:40pm.

Scott Harms, Board President

Amy Maurer, Business Manager

Approval Date