



Montpelier School Board Meeting February 18, 2026 - 6:00 PM - Room 112 Minutes

Board Members Present: Scott Harms, Kyle Throener, Wade Dally, Tony Roorda

Also Present: Superintendent Phil Leitner and Business Manager Brittany Hansen.

Absent: Dan Koep, Kelsey Naze and Abram Valenta.

Call to Order: The meeting was called to order at 6:09M by President Scott Harms. The Board was given the opportunity to recite the Pledge of Allegiance.

Approval of Agenda: Mr. Leitner requested one modification to the agenda. He would like to remove the item '2nd Payroll in February' and add 'Principal Search' as a topic of discussion.

Throener made a motion to approve the modifications to the agenda, Roorda seconds motion. No discussion, motion carries unanimously.

Consent Agenda:

Roorda made a motion to approve the consent agenda with a correction to the *January 21, 2026 Board minutes*. Dally seconds motion with this correction, and the consent agenda. The motion carries unanimously to approve the following:

- Approval of January 2026 bills and financial reports
- Approval of January 21, 2026 Board meeting minutes
- Approval of February 7, 2026 Retreat meeting minutes
- One new open enrollment/Non-tuition Agreements was discussed for the 2026-2027 school year.
- Resignation – Charity Dosch, Teacher- Effective at the end of 2025-2026 school year.

The motion carried unanimously.

Committee Reports:

No committee reports were given due to impending weather.

Superintendent's Report: Superintendent Leitner reported:

- Principal Search update
 - The timeline of Internal candidate interviews and selection process were reviewed. The new principal is expected to be hired by the March Board meeting.
- The grant that the playground committee was trying to obtain was denied.

Mission Statement: Embracing success through education

Vision Statement: Preparing today for a better tomorrow.

- Holiday schedule for Full-time Classified employees was reviewed. The policy committee will meet to review.

Business

2026 School Board Election: The 2026 Montpelier School Board Election was discussed.

Roorda made a motion to approve the 2026 Election date to be Tuesday, June 9th. The hours of polls will be 11:00 A.M to 7:00 P.M. Location of polls to be in the Montpelier Public School. Brittany Hansen, Business Manager is granted authority to hire the poll workers from all precincts. Throener seconds motion. Motion carried unanimously.

Principal Search: With Mrs. Wilson resigning, Mr. Leitner led discussions about finding a new principal, timeline, and a potential training strategy. Mr. Leitner has assembled a committee to help provide input on the next principal. Tony Roorda will be on this committee. This committee is expecting to meet next Tuesday (2/24/2026) to complete interviews.

Throener made a motion to allow the Superintendent and Business Manager to issue contracts to pay the new Principal \$80,000, hiring a substitute teacher for 8 days during the onboarding timeframe of the new principal, add 9 additional contract days to the new Principals contract, and add an additional 9 contract days on Mrs. Wilson's contract.

Roorda seconds motion. Motion carried unanimously.

K2S Engineering Approval: The building and grounds committee made a recommendation of entering a contract with K2S Engineering for our septic system project. This project is anticipated to begin shortly after school lets out for second semester.

Roorda made a motion to approve K2S Engineering as the engineer for the septic system project for a cost of up to \$9,000. Throener seconds motion. Motion carried unanimously.

Authorize Superintendent to Purchase Vehicle: Vehicle needs were discussed with the Board. A van that can be multi-purpose with All-wheel-drive is preferred by the Board. The superintendent would like approval to research and purchase a vehicle that meets our needs and budget.

Roorda made a motion to allow the superintendent to research and purchase a school vehicle that meets our needs and budget up to \$45,000. Throener seconds motion. Motion carried unanimously.

Total Templar Manual Serve Agreement from NDSBA: Based on discussions Mr. Leitner has had with NDSBA it is recommended that we sign up for their Total Templar Manual Service Agreement.

Roorda made a motion to purchase the Required Template to the Total Templar Service for policies from the NDSBA. Dally seconds motion. Motion carried unanimously.

Policy Review from NDSBA: Based on discussions with NDSBA and rate changes it is recommended that we hire NDSBA to complete a policy review.

Roorda made a motion to authorize the North Dakota School Board Association to conduct a policy review from the NDSBA. Dally seconds motion. Motion carried unanimously.

Instructional Time Waiver: While discussing our strategic plan it appears that there is growing support to submit an instructional time waver to the ND DPI so Montpelier School can accomplish the goals of its strategic plan.

Roorda made a motion to approve an Instructional Time Waiver request to submit a bell schedule and school calendar for review from ND DPI. Dally seconds motion. Motion carried unanimously.

Superintendent Evaluation: The Superintendent Evaluation was reviewed with the Board.

Throener made a motion to approve all sections of the Superintendent Evaluation as 'Satisfactory'. Roorda seconds motion. Motion carried unanimously.

The meeting adjourned at 7:47 p.m.

Respectfully submitted,

Brittany Hansen
Business Manager