



Montpelier School Board Meeting July 15, 2026 - 7:00 PM – Room 108 Board Minutes

Board Members Present: Scott Harms, Dan Koep, Wade Dally, Kelsey Naze, Abram Valenta , Tony Roorda, and Kyle Throener

Also Present: Superintendent, Phil Leitner, Elementary Principal Maureen Schrader, and Business Manager, Brittany Hansen

Absent: NA

Call to Order: The meeting was called to order at 7:02 PM by Business Manager, Brittany Hansen. The Board was given the opportunity to recite the Pledge of Allegiance.

Board Elections:

Business Manager, Brittany Hansen called for nominations for Board president. Valenta made a motion to nominate Scott Harms for president. Koep seconded. Hearing no other nominations, Roorda moved that the nominations cease and a unanimous ballot be cast for Scott Harms for board president. Valenta seconds. The motion carried unanimously.

President Harms called for nominations for vice president. Roorda made a motion to nominate Abram Valenta for vice president. Koep seconded. Hearing no other nominations, Roorda made a motion that nominations cease and a unanimous ballot be cast for Abram Valenta for vice president. Koep seconds. The motion carried unanimously.

Modifications to Agenda:

- Mr. Leitner would like to have (1) item added to the agenda
 - Amendment to 403(b) Contribution Allowance

Roorda made a motion to approve the modifications to the agenda, Koep seconds, motion carried unanimously.

Public Comment: None

Reorganization of Board: Committees membership was discussed and selected by the Board for the upcoming school year. Committee Reorganization as follows:

- **Athletic Committee:** Kelsey Naze, Dan Koep, Wade Dally
- **Building & Grounds Committee:** Kelsey Naze, Dan Koep, Kyle Throener
- **Curriculum Committee:** Abram Valenta, Kyle Throener, Scott Harms

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- **Finance Committee:** Scott Harms, Abram Valenta, Tony Roorda
- **Negotiations Committee - Teachers and Administration:** Abram Valenta, Wade Dally, Scott Harms
- **Policy Committee:** Abram Valenta, Kelsey Naze, Dan Koep
- **Sick Bank Committee:** Kyle Throener, Tony Roorda
- **Transportation Committee:** Tony Roorda, Kyle Throener, Wade Dally

After discussion, Throener made a motion, seconded by Valenta, to move Throener to the Buildings and Grounds committee from the Curriculum committee, and Rooda to the Curriculum committee. The motion carried unanimously.

Consent Agenda:

Roorda made a motion to approve the consent agenda as presented. Koep seconds; motion carries unanimously to approve the following:

- Approval of June 2026 bills and financial reports
- Approval of June 22, 2026, Board meeting minutes
- No new open enrollment/Non-Tuition Agreements to discuss for the 2026-2027 school year.
- Retirement of Randy Henne effective October 30. (Congratulations Randy!)
- Hiring of Curt Brown as a locally funded paraprofessional position we are referring to as our NINJA (Navigating Interventions with Judgment-Free Assistance). He will also serve as bus monitor for the Jamestown route - \$25/hr.
- Hired Savanna Clements as a part-time mower - \$13/hr

Annual Board Authorizations:

- i. Designate Unison Bank as District Bank
- ii. Review Pledged Securities – In addition to \$250,000 FDIC, as of 7-01-2026 Unison has pledged \$1,300,580.25 in securities to cover our deposits.
- iii. Appoint Business Manager – Brittany Hansen
- iv. Approve the Jamestown Sun as the District's Official Newspaper Approval to continue with the Jamestown Sun as our official newspaper. This is where legal notices, bids, minutes etc. will be required by law to be published.
- v. Approval of Template Policy Services Membership of NDSBA
- vi. Approve Phil Leitner as the district's authorized representative to James River Valley Special Education Unit
- vii. Approve Phil Leitner as designated authority of Title I, Title IIA, Title IID, Title V, REAP, ESSER, ERATE, & the Small Rural School Achievement Programs
- viii. Approve Phil Leitner as designated authority of Hot Lunch
- ix. Approve Phil Leitner as designated authority of Vocational, Asbestos, ADA
- x. Approve Brittany Hansen as designated authority of the district health and life insurance plans and cafeteria plan
- xi. Approve Tyler Lee as designated authority of the Homeless Student Liaison
- xii. Approve Maureen Schrader as designated authority of the 504 program for grades PK-6 and Tyler Lee as designated authority of the 504 program for grades 7-12.

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***** (Items h-n) Approval of designated authorities for these individuals to make decisions, represent the school district, and sign paperwork in relation to the programs for which they are designated authority. *****

- xiii. Disposal of Old Records – Approval to dispose of records no sooner than listed on the NDSBA record disposal draft guidance/as allowed by law. There is no known pending litigation which would put a hold on record disposal. We expect to use Central Business Systems to do the disposal by shredding for anything considered confidential/protected.
- xiv. Approve Curriculum for School District – According to our school policy the Board must approve the curriculum of the school. The curriculum committee is charged with reviewing this list and recommending purchases. The name of the document that the school's curriculum is housed in is called the, "Curriculum Resource List."
- xv. Certificates of Deposit – Authorize Brittany Hansen and Phil Leitner to use their judgement to monitor and manage funds held in certificates of deposit based on the financial needs of the district for the fiscal year.

Reports:

Superintendent

- Mr. Leitner reported that he was voted as Vice President of the JRSEU Co-op for the upcoming year.

Business Manager

- Our audit is currently scheduled with Brady Martz for August 20-21st, 2026.
- 2 CDs will be maturing July 17, 2026- rates are currently holding from the last renewal on these CDs.
- Working on setting up payroll and working with employees to complete annual paperwork.
- Health Insurance Open enrollment is around the corner.

Business:

School Board Calendar: Valenta made a motion to approve the Board Calendar as presented for 2026-27. Koep seconds, motion carries unanimously.

Staffing:

Discussed staffing for the upcoming school year. The Head Custodial position was discussed. This position will be advertised to start at \$45,000. Mr. Leitner will post this to various media outlets.

Mr. Leitner also discussed Gackle is in need of a Counselor 1 day/week. He believes he can assist with class coverage during that time if needed for Ms. Docktor. As the beginning of the new year gets closer, more will be discussed.

Go Time:

The Board reviewed proposal called "Go Time" which is a program of leveraging our instructional waiver and an after-school program. This allows opportunities for Montpelier Students to become Choice Ready to meet our graduation require. All students in grades 7-12 will participate in GO Time from 3:00 to 3:30PM. GO time will also contribute to staff growth as staff will participate in staff meetings related to the operation of the school and district initiatives such as BARR. Funding for "Go Time" is included in the preliminary budget.

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Policy Review:

The Board will follow the process recommended by North Dakota School Boards Association for the policy review. The policy committee has reviewed the recommendation and suggests:

- Amended policy BDA - Procedure for Adopting Board Policy.
- Reviewed policies that do not need to be changed.
- Rescinded 134 policies (many will be seen in other forms and/or updated). Note that past practice will govern these former policies until the Board fully replaces them.
- Appointed all Board members to be on a Policy Review Team on a rotating basis.

A motion was made by Valenta and seconded by Dally to amend Policy BDA, Procedure for Adopting Board Policy as written. It will now become the official policy of the district. Motion carries unanimously.

A motion was made by Roorda and seconded by Koep to rescind the list of 134 Montpelier School District policy documents and that past practice will govern district operation covered by the former policy documents until the board adopts the updated policy documents.”

A motion was made by Dally and seconded by Throener to appoint all Board members to the Policy Review Team and rotate attendance based on schedule. The motion carried unanimously.

NDSBA Policy Manual Webhosting and Maintenance Agreement:

The superintendent is recommending that we sign a contract with NDSBA to provide the district with webhosting and maintenance of our policies. The initial cost is \$2,500 plus \$1,000 annual fee. For the following years the cost is anticipated at \$1,000, and is included in the preliminary budget.

Roorda makes a motion to approve Montpelier School entering into a contract with the North Dakota School Boards Association to provide policy manual webhosting and maintenance. Koep seconds, motion carries unanimously.

Amendment to 403(b) Plan - Allowed employees to participate in a Roth 403(b). (Thank you to Brittany for the idea and working with Horace Mann on this).

A motion was made by Valenta and seconded by Koep to amend the Horace Mann plan document to allow for Roth 403(b) contributions by the employee. Motion carried unanimously.

Life Coach Services - Discussed a plan by the superintendent to contract with a life coach for the upcoming year to provide coaching sessions to the individuals that make up our district office. Positions that would be using the life coach are superintendent, business manager, high school principal, elementary principal, and secretary. Total cost for this service would be \$6,200 and is

included in the preliminary budget. This includes a face to face intake day and virtual session held throughout the next year.

Approval of Preliminary Budget for 2026-2027:

Each July the Board sets a preliminary budget in July. The Final Budget with our mill levy is approved in September. The proposed preliminary budget was reviewed and discussed. It projects a \$58,193 budget deficit. It includes and total general fund appropriations of \$2,578,013 and revenues of \$2,636,206. A Special Reserve Fund Levy of \$23,791 and a Building Fund Levy of \$79,305 are also included in the preliminary budget.

The anticipated mill levy would be approximately 60 mills in the General Fund, 10 mills in the Board Discretionary Fund, 12 mills in the Miscellaneous Fund, 1.64 mills in a Tuition Levy, Special Reserve levy of 3 mills, and a Building Fund Levy of 10 mills. The approximate mill levy would be 96.63 mills.

Valenta made a motion, seconded by Dally, to approve the preliminary budget as presented. The motion carried unanimously.

Schedule Public Tax Hearing: Valenta made a motion, seconded by Koep, to set the public budget and tax hearing for the 2026-2027 for September 16, 2026 at 6:00 PM. The motion carried unanimously.

The meeting adjourned at 7:20 P.M.

Respectfully submitted,

Phil Leitner
Superintendent