



Montpelier School Board Meeting August 19, 2026 - 6:00 PM - Room 108 Board Minutes

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

Also Present: Superintendent, Phil Leitner, Elementary Principal Maureen Schrader, and High School Principal Tyler Lee

Absent: Abram Valenta

Call to Order: The meeting was called to order at 6:00 pm by President Scott Harms. The Board was given the opportunity to recite the Pledge of Allegiance.

Public Comment: There was no public comment.

Modifications to Agenda:

Throener made a motion to remove Bills and Financial Reports, the approval of the 2025-26 ND School District Financial Report and the Report for Publication from the consent agenda due to not having these documents, the personnel report to be removed from the consent agenda and added to the business agenda and add items: business manager support, Unison Bank Signatures, and Software Unlimited to the agenda. Koep seconds motion. Motion carries unanimously.

Consent Agenda:

- Bills and financial reports.
- Minutes from the July 15, 2026 Board regular meeting.
- Open Enrollment/Non-Tuition Agreements. 8 open enrollments and 8 non tuition agreements.
- Annual Board Authorizations:
 - Review of bond coverage. Current limit of liability: \$807,801; renewal due 07/2027.
- NDSBA Policy Review Approvals:
 - AAA - Philosophy of Public Schools
 - AAB - District Goals and Objectives
 - AACA - Section 504 of the Rehabilitation Act of 1973 Policy
 - ABAA - School District Organization Plan
 - ABBA - North Dakota's Comprehensive Model School Policy for Tobacco Use
 - ABBB - Community Use of District Property
 - ABBE - Displays of Religious Objects or Documents
 - ABCD - Records Retention
 - ABEB - Child Nutrition Programs
 - ABEC - School Meal Charge Policy
 - ACAB - Emergency and Disaster Plans and Drills
 - ACBA - Automated External Defibrillators (AED)
 - ACBB - Significant Contagious Diseases
 - ACBD - School Medication Programs
 - ACCB - Protection for Student Victims of Sexual Offenses
 - ACDA - Acceptable Use
 - ACDB - Video Surveillance and Recording in Schools
 - ACEC - Vandalism

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- BA-BR1 - School Board Ethics Regulation
- BA-BR2 - Board Member Internet and Social Media Use

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

Committee Reports:

An update from the Building and Grounds committee indicated that the septic work has been completed and it is believed that the septic system is in very good condition and should be able to remain in place for the considerable future without needing to be replaced.

Superintendent's Report:

Superintendent Leitner reported:

- Mr. Leitner thanked the district office team of Elementary School Principal Maureen Schrader, High School Principal Tyler Lee and Secretary Melissa Marshall for their dedication to the district and professionalism in dealing with school matters during the transition of the Business Manager position.
- Mr. Leitner stated to the Board that it was his intention to stay in Montpelier as Superintendent long term and further stated that he is willing to work on any relationship needing rebuilding after the events of the last few months.
- Mr. Leitner reported that there are currently 104 students enrolled in grades K-12. For reference, last year's average daily membership was close to 97.

Elementary Principal's Report:

- Mrs. Schrader reported that there are 8 students in PK, 8 in Kindergarten and a total of 63 students PK-6.
- Mrs. Schrader reported on the success of the Professional Development Days as well as the New Staff Orientation and our Open House.
- The first day of school went very well.

High School Principal's Report:

- Mr. Lee reported there were 49 students enrolled in grades 7-12, based on most current data
- Mr. Lee talked about Infinite Campus (IC) professional development and its summer implementation. There are areas to figure out, but students are enrolled, scheduled, and teachers know how to take attendance and enter grades.

Business:

Personnel Report:

- Resignation of Curt Brown - Paraprofessional/NINJA.
- Resignation of Brittany Hansen - Business Manager, effective Aug. 14.

Naze made a motion to allow Curt Brown a leave of absence with no end date. Koep seconds motion. Motion result: Motion carries unanimously.

Roorda made a motion to accept the resignation of Brittany Hansen effective August 14. Dally seconds motion. Motion result: Motion carries unanimously.

2026-27 FSA Contributions:

The Board reviewed the new IRS Flexible Spending Account contribution amount for the 2026-27 year.

Roorda made a motion to approve the Dependent Care Assistance Program (DCAP) Annual Maximum Contribution to \$7,500 for an individual and \$3,750 for married employees filing separately. Koep seconds motion. Motion carries unanimously.

2026-27 Food Service Program Rates:

The Board reviewed the proposed 2026-27 Food Service Program Rates. The elementary rates are: \$3.00 for breakfast, \$3.50 for lunch. High School rates are: \$3.00 for breakfast and \$3.75 for lunch. Staff rates are: \$3.75 for breakfast and \$5.00 for lunch. Guest rates are \$4.25 for breakfast and \$6.00 for lunch. All individuals will be charged \$0.50 for extra milk and \$1.00 for second servings.

Throener made a motion to approve the 2026-27 Food Service Program Rates. Koep seconds motion. Motion carries unanimously.

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Expulsion Hearing Officer List:

The Board reviewed a proposed annual list of hearing officers for potential expulsion hearings. The list of hearing officers presented included: Renee Bowen, Damon Boschee, Jeff Ringstad, Mitch Carlson and Dan Girard.

Roorda made a motion to approve the Expulsion Hearing Officer List as presented. Dally seconds motion. Motion carries unanimously.

Business Manager Position:

The Business Manager Search Committee presented a work agreement for Mitzi Beutler to be business manager beginning September 1. This is a partnership between the James River Special Education Unit, Jamestown Public Schools, and Montpelier School. Time dedication to Montpelier School will be 60%. At this time the annual cost to the Montpelier School District through this agreement is \$62,312.89.

Throener made a motion to hire Mitzi Beutler and sign the work agreement pending legal approval of contract wording.

Roorda seconds motion. Motion result: Motion carries unanimously.

Head Custodian/Mechanic Position:

The Board reviewed the recommended hire for a head custodian/mechanic position. The position includes 32 hours per week at the head custodian rate of \$21.63 per hour and 8 hours per week at the mechanic rate of \$31.00 per hour.

Roorda made a motion to approve hiring Kevin Anderson as head custodian/mechanic pending a successful background check. Throener seconds motion. Motion carries unanimously.

Technology Coordinator Position:

The Board discussed a one-year assistant technology director position to support the transition from Jim Bear, with compensation of \$6,000 for the year.

Naze made a motion to approve hiring Liz Wilke as assistant technology director. Dally seconds motion. Motion carries unanimously.

Board Meeting Calendar:

The Board discussed the Board meeting calendar to assist members with scheduling future meetings. No motion was made.

Business Manager Support:

It was noted by Superintendent Leitner that we will need significant help getting up to speed, correcting errors on many items related to the business manager position. Payroll for the upcoming year has not been started, bank statements have not been reconciled since February, the audit has been pushed back due to not having the year end financial report completed. The penalty for not completing some of the required items is that Montpelier School will be denied State Aid until the requirements are met. Sadie Barnick has been helping get things put together, but she will need more support. It was the superintendent's recommendation to hire Joyce Scherr and Sadie Barnick to help out with no specific end date. Each would be paid \$50 per hour for their work helping Montpelier School.

Throener made a motion to hire Joyce Scherr and Sadie Barnick as business manager support positions and authorize the superintendent to use his description to determine their scope of work and employment end date. Roorda seconds motion. Motion carries unanimously.

Unison Bank Signatures:

Due to the resignation of the Business Manager, we need to update signatures on District Bank Accounts. The Board discussed options.

Roorda made a motion to approve Mitzi Beutler as primary account signature, Abram Valenta as signature, Scott Harms as signature and remove Brittany Hansen from all Montpelier School accounts held at Unison Bank. Dally seconds motion. Motion carries unanimously.

Software Unlimited:

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The Board discussed an agreement with Software Unlimited to provide remote access for our business manager and business manager support positions.

Throener made a motion to approve Software Unlimited quote for remote access and changes as needed. Koep seconds motion. Motion carries unanimously.

Other:

- September 16 - Budget Hearing - 6:00 PM
- September 16 - School Board Meeting - 6:30 PM
- October 8 and 9 - School Board Convention
- October 21 - School Board Meeting - 6:00 PM

The meeting adjourned at 7:30 P.M.

Respectfully submitted,



Maureen Schrader - Elementary Principal acting as Secretary