

**School Board Minutes**  
**Montpelier Public School District #14**  
214 7<sup>th</sup> Ave  
Montpelier, ND 58472  
May 13<sup>th</sup>, 2020

**Board Members Present:** Attending via Google Meets: Abram Valenta, Lynn Boom, \*Wade Dally and Jeff Jensen. Attending in person: President Tony Roorda, and Scott Harms. Absent: Robert Froehlich.

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

**Visitors:** Julie Smith.

**Call to Order:** President Roorda called the meeting to order at 6:05 pm.

**Agenda:** Addition: Graduation Ceremony.

**Consent Agenda:** Boom made a motion, seconded by Harms, to approve the following:

- a. Approval of the bills and financial reports.
- b. Approval of the minutes from the April 8<sup>th</sup> regular meeting and the April 23<sup>rd</sup> and April 29<sup>th</sup> special board meetings, as presented.

A roll call vote was taken with all members voting aye. Motion carried.

**Secondary Principal /Technology Coordinator Report:** Mr. Bear reported: 1) On Monday students are to return their materials to the school and on Wednesday Chromebooks are to be returned. 2) The state is allowing school summer school to take place after June 1<sup>st</sup>. Mr. Bear has started teaching the classroom part of driver's education online. After June first, the driving instruction will begin. There will be two students in the car instead of the usual three. Students are required a certain number of hours observing as well as driving and this will still allow that to happen. The car will be sanitized after driving. There has been issues with some students getting permits due to testing site closures. 3) Mr. Bear has been communicating with Mr. Hannasch, who will take over the secondary principal position next year, about class schedules in the high school. The schedules will be more traditional but still incorporate flex time to provide extra help to students and allow students with good grades to leave early. 4) The new cameras are being installed in the school.

**Superintendent/Elementary Principal Report:** Mr. Waagen reported: 1) He is attending the noon meetings with other superintendents from around the state for updates relating to pandemic and the connections and effects on schools. These meetings are now scheduled for only Wednesdays unless additional meetings are needed. 2) The impact on schools during the next biennium is being considered. 3) We are still waiting to see if there will be a change in the amount the ending fund balances that is allowed. Currently at 35% + \$50,000 of expenditures. Montpelier won't exceed that amount. 4) Schools need to complete their calendars as scheduled. 5) Schools will only be paid for transportation costs through March 13. The legislature is likely review this during the next session. 5) Graduation guidance was issued on May 6. 6) He is having meetings with the elementary staff every other Wednesday. 6) Teacher Appreciation Week was the week of May 4-8. A note of thanks was sent to all of the teachers, along with a Dairy Queen gift card. 7) The application for Elementary and Secondary School and Emergency Relief funds was submitted on May 8, 2020. Funds must be spent by September 30, 2022. 8) A public meeting for the school's long-range plan will need to happen prior to next month's school board meeting. This occurs every even year.

**Graduation Ceremony:** Montpelier had been making tentative plans for a “drive through” graduation ceremony. Graduates would decorate their cars and their diplomas would be presented to them and hat tassels would be moved. There would not be an audience. It was to be live-streamed on YouTube. Recently Gov. Burgum released new guidance that would allow a graduation to take place in the gym with restrictions. Based on Montpelier’s gym capacity, students could each have up to six guests. Each group of guests would need to be kept separate from the other groups. Students would sit with their families instead of together onstage and come onstage one at a time when their name is called. There would be distancing enforced when families entered and exited the building. There could still be the parade of decorated cars after the ceremony.

Mr. Bear asked graduating students and parents what they wanted and three wanted to have the drive through graduation and three wanted to have the ceremony in the gym. The pros and cons of each option were discussed.

Valenta made a motion, seconded by Dally, to continue with the plans for the drive through graduation. A roll call vote was taken: Harms- Aye, Boom- No, Valenta- Aye, Dally- Aye, Jensen- No, Roorda-No. Tied vote. Motion failed.

Boom made a motion, seconded by Jensen to have the graduation in the gymnasium. A roll call vote was taken: Harms-Aye, Jensen- Aye, Dally-Aye, Valenta-No, Boom-Aye, Roorda-No. Motion carried.

The intention is to still have the decorated cars still drive through town after the ceremony in the gym.

**ESSER Funding:** Montpelier’s portion of the Elementary and Secondary School Emergency Relief funding is \$46,332. The district’s plan is to use the money to plan for possible future closures by purchasing some technology items, purchase cleaning supplies, etc. The funding is flexible and can change at a later date if the district’s needs change. Harms made a motion, seconded by Boom to approve the ESSER funding application, as presented. The motion carried unanimously.

**Graduation Requirement and Grading Scale Policies:** The board did the first reading of the graduation requirement policy which adds a line allowing graduation requirements to be amended for students on IEPs.

The board did the first reading of a change to the grading policy which changes the grading scale for grades 7-12 to: 100-90 A, 89-80 B, 79-70 C, 69-60 D.

A policy is being developed outlining how the district will comply with new federal laws for employee leaves related to COVID-19.

**Time Waiver for High School:** The time waiver is to allow for the flex time still built into the secondary schedule. Dally made a motion, seconded by Harms to approve the time waiver for the high school. The motion carried unanimously.

\*Dally left the meeting.

**Administration Contracts:** The board negotiations committee presented their recommendations for contracts for the superintendent and the business manager. The committee presented a proposal to increase Mr. Waagen’s salary by \$3000.00 for his 2020-21 contract and to add 2 funeral days which are to be forfeited if unused, with all other contract items to remain the same. They presented a proposal to increase Ms. Maurer’s annual salary by \$1000 and pay the cost of a single plan though the district group health insurance plan, with all other items to remaining the same.

Harms made a motion, seconded by Boom, to approve Mr. Waagen’s salary/contract as proposed. The motion carried unanimously.

Harms made a motion, seconded by Jensen, to approve increasing Ms. Maurer's salary/benefits as proposed. The motion carried unanimously.

**Classified Staff Wages:** Mr. Waagen recommends an approximate increase of 5 % to the 2020-21 classified staff wages as follows: Brandt- Co-Head Cook \$16.80 per hour, Brown- Paraprofessional \$18.60 per hour, Dick- Custodian/Assistant Cook \$13.65 per hour, Gruenstein- Paraprofessional \$19.50 per hour, Henne- Head custodian \$17.35 per hour, Luck- Title Aide \$15.85 per hour, Marshall- Administrative Assistant \$16.70 per hour, Nelson- Co-head cook \$14.70 per hour, Peckham- Vocational driver \$19.45 per hour, Peckham- Bus route \$14,763.00 per year, DeBuck-Bus Route \$14,438 per year, Luck- Bus route \$14,438 per year, Wright Bus driver \$40.10 per bus route trip. Changes to substitute rates were recommended as follows: Route drivers \$40.10 per trip, Kitchen assistant cook \$12.00 per hour, custodian substitute \$12.00 per hour, aide substitute \$12.00 per hour, secretary substitute \$12.00 per hour.

Boom made a motion to approve the classified staff wages as presented.  
The wages were discussed.  
Abram seconded. The motion carried unanimously.

**Technology Director & Driver's Education:** After discussion, Boom made a motion, seconded by Jensen, to approve hiring Mr. Bear as technology coordinator and driver's education teacher for 2020-21 for \$15,000.00 and to pay for his attendance at the ND Driver's Education Conference and NDATL dues. The motion carried unanimously.

**Transportation:** Harms made a motion, seconded by Boom, to purchase a 2018 Dodge Grand Caravan from R.M. Stoudt's for \$15,500.00. The motion carried unanimously.  
The purchase of a new bus was discussed. There is very little available for used buses at this time. The board concurred that an advertisement will be placed for bids for a new 53 passenger bus with a Cummins diesel engine, proper safety equipment, hydraulic brakes and heaters throughout.  
The board concurred that the district will take bids on the old green van with a minimum bid of \$500.00. The van will be advertised on the listserv, the district webpage and the district's Facebook page.

**Student Summer Employee:** Boom made a motion, seconded by Valenta, to approve the hire of Lucas Rich as summer custodial help for \$10.50 per hour. The motion carried unanimously.

**NDSOS Membership:** NDSOS gets small school issues in the forefront during legislative years and the membership provides a per class discount from the ND Center for Distance Education. Harms made a motion, seconded by Valenta, to approve the NDSOS membership. The motion carried unanimously.

**Ballot Drop Box and Chain of Custody Procedure:** NDSBA recommends the passage of a document outlining how absentee ballots be handled in the 2020 absentee-ballot-only election. Boom made a motion, seconded by Valenta, to approve the ballot drop box and chain of custody procedures for the 2020 election, as presented. The motion carried unanimously.

**Health Insurance Rates:** The rates, which increased by 4.5%, were reviewed.

**Adjournment:** The meeting adjourned at 7:30 pm.

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Tony Roorda, Board President

Amy Maurer, Business Manager

Approval Date