

**School Board Minutes**  
**Montpelier Public School District #14**  
**214 7<sup>th</sup> Ave**  
**Montpelier, ND 58472**  
**July 15<sup>th</sup>, 2020**

**Board Members Present:** Abram Valenta, Lynn Boom, Scott Harms, Wade Dally.  
 Absent: Tony Roorda, Jeff Jensen, and Robert Froehlich.

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

**Call to Order:** Vice President Harms called the meeting to order at 6:00 pm.

**Agenda Addition:** 1) Non-tuition agreements

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

- a. Approval of the bills and financial reports.
- b. Approval of the minutes from the June 15<sup>th</sup>, 2020 regular meeting, as presented.
- c. Designation of Unison Bank as the depository for school district funds.
- d. Approval of the 2019-20 ND School District Financial Report and Report for Publication.

	Beginning Fund Balance July 1, 2019	Revenue	Expenditures	Ending Fund Balance June 30, 2020
General Fund (01)	\$578,497.06	1,918,946.13	1,845,599.12	651,844.07
Building Fund (03)	\$48,635.62	32,715.08	10,437.24	70,913.46
Food Service (05)	\$11,686.54	75,115.47	70,185.94	16,616.07
Student Activity (06)	\$21,766.40	12,766.36	10,528.98	24,003.78

- e. Review pledged securities- Funds are FDIC insured up to \$250,000. Additionally, as of 7-1-2020 Unison Bank has pledged securities of \$1,290,756.
- f. Review Bond Coverage -Bond coverage covers all the bondholder's employees and board members for theft of money and/or property by an employee. The limit of liability is \$704,674 and is provided by the ND State Insurance Department at no direct cost to the district. The limit of liability amount is determined by them based on the previous year's financial information.
- g. Approval to dispose of records no sooner than listed on the NDSBA record disposal draft guidance/as allowed by law.
- h. Approve membership to NDSBA's Policy Services for 2020-21.
- i. Approve the Jamestown Sun as the district's official newspaper. The Jamestown Sun will be the district's official newspaper in which legal notices, requests for bids, etc. will be published.
- j. Approve Jerry Waagen as designated authority of Title I, Title IIA, Title IID, Title V, REAP, ESSER, E-RATE and the Small Rural School Achievement Program.
- k. Approve Jerry Waagen as designated authority of Hot Lunch.
- l. Approve Jerry Waagen as designated authority of Vocational, Asbestos, and ADA.
- m. Approve Jerry Waagen as the districts authorized representative to James River Valley Special Education Unit.
- n. Approve Ben Hannasch as the homeless student liaison and the foster care liaison.
- o. Approve Heidi Bear as designated authority of the 504 program.
- p. Appoint Amy Maurer as district business manager.

- q. Appoint Amy Maurer as designated authority of the district health and life insurance plans and the district cafeteria plan.
  - r. Approve continuing with Blue Cross Blue Shield Basic Blue 70 with a \$250 deductible through the ND pooled schools as the district health insurance plan.
  - s. Approve a non-tuition agreement for one student out of the district.
- The motion carried unanimously.

**Technology Coordinator/Driver's Education Teacher Report:** Mr. Bear reported: 1)most students have completed the driver's education course. 2) Two access points have been added which were partially paid with e-rate funds. 3) The Chromebooks, which are being purchased with ESSER (CARES Act) funds may not be delivered until September.

**Superintendent/Elementary Principal Report:** Mr. Waagen reported: 1) He participated in a COVID-19 webinar from the North Dakota Safety Council on June 16. The webinar discussed many aspects including levels of exposure, color health guidance system, school decision tree, cleaning and disinfecting, and risk reduction practices. 2) A re-entry plan committee has been formed and will meet once guidance is provided by the state. The guidance is expected by July 15. Committee members are Heidi Bear, Sue Valenta, Julie Leggate, Sarah Ratts, James Bear, Ben Hannasch, and Jerry Waagen. Will need a board member or two to serve. Valenta said he participate. There are two components to reopen. Health and safety plan and an updated distance learning plan. These must be posted on school website. The district will work with Central Valley Health in the development of the health and safety plan. This must be approved by the school board. The board should approve the entire re-entry plan. School cannot open until the plan is approved and posted. 3) He is preparing to have a mentor program for the first-year teachers. The program will follow the mentor program provided by the North Dakota Teacher Support System. 4)Building- Some windows being repaired, the roof will be done next week, the sump barrel pump is going to have the pump and float replaced, carpets in the hallways will be professionally cleaned, some rooms are being painted, and the dishwasher lease is being pursued.

**Election of President and Vice President:** The business manager called for nominations for president of the school board. Harms nominated Tony Roorda. Boom seconded. Dally made a motion that nominations cease, and a unanimous ballot be cast for Tony Roorda. Valenta seconded. The motion carried unanimously.

The business manager called for nominations for vice president. Boom nominated Scott Harms. Valenta seconded. Dally made a motion that nominations cease, and a unanimous ballot be cast for Scott Harms. Boom seconded. The motion carried unanimously.

**Committee Appointments:** Boom made a motion, seconded by Valenta, to table the formation of new committees and keep the committees the same until the August meeting. The motion carried unanimously.

**2020-21 Preliminary Budget:** The proposed preliminary budget was reviewed and discussed. The budget includes an approximate increase to the total dollars levied of \$8943. It includes general fund appropriations of \$1,997,901 and projected revenues of \$2,008,940, building fund appropriations of \$30,000 and projected revenues of \$14,091, hot lunch fund appropriations of \$71,994 and projected revenues of \$71,085. Boom made a motion, seconded by Valenta, to approve the preliminary budget. The motion carried unanimously.

**Schedule Public Tax Hearing:** Valenta made a motion, seconded by Dally to schedule the Public tax hearing for September 9<sup>th</sup> at 6:00 pm. The motion carried unanimously.

**Policies:** The board did the second reading of the grading, graduation requirements, and emergency leave policies. Boom made a motion, seconded by Valenta, to approve the grading, graduation requirement, and emergency leave policies. The motion carried unanimously.

The board did the first reading of policies on lunch accounts, absenteeism/attendance, and full-time classified 12-month support staff vacation. The amendment to the hot lunch policy addresses what the procedure will be for funds remaining in student accounts after they leave the district such as moving them to a siblings account, refunding the money or applying the balance to an account for students in need. The absenteeism policy addresses what the options may be if a student is absent for an extended period of time due to illnesses such as COVID-19 in which case absences may be excused by attending classes virtually or criteria agreed upon by the student and teacher. The vacation policy clarifies that 40 hour per week, 12 month per year employees will earn 10 vacation days per year and be allowed to carry up to 5 days into the new school year. Visit the district website to read the proposed policies in their entirety.

**Milk Prices:** The district has charged 20 cents for milk half pints for many years. It is now below cost which is not allowed by the state. Students are charged for 2<sup>nd</sup> milks with meals and cartons for milk break. Valenta made a motion, seconded by Dally, to increase milk price to 30 cents a carton. The motion carried unanimously.

**Lunch Seconds:** Boom made a motion, seconded by Valenta, for the district to continue to pay for the students second servings. The motion carried unanimously.

Past due lunch accounts were discussed.

**Secondary English Teacher Position:** Boom made a motion, seconded by Dally, to hire Aurora Bear as secondary English teacher pending her obtaining her ND teacher's license. The motion carried unanimously.

**Substitute Teacher Pay:** Valenta made a motion, seconded by Boom, to increase the pay for short-term teacher substitutes to \$130 per day and to pay substitutes for a minimum of 1/2 day. The motion carried unanimously.

**NWEA Coordinator Position:** Boom made a motion, seconded by Dally, to hire Ryan Nelson as NWEA coordinator for \$900.00 per year. The motion carried unanimously.

**Bus Driver Retention Bonus:** Dally made a motion, seconded by Boom, to keep the bus driver retention bonuses of \$1000.00 for those drivers who work through the end of the school year the same as in the past including prorating back to the hire date for drivers hired midyear. The motion carried unanimously.

The need for substitute bus drivers was discussed.

**Adjournment:** The meeting adjourned at 7:05 pm.

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Tony Roorda, Board President

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Amy Maurer, Business Manager

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Approval Date