

School Board Minutes
Montpelier Public School District #14
214 7th Ave
Montpelier, ND 58472
August 17th, 2022

Board Members Present: Brock Naze, Abram Valenta, Scott Harms, Wade Dally, and President Tony Roorda. Absent: Lynn Boom, and Robert Froehlich.

Also Present: Superintendent Mr. Phil Leitner, PK-12 Principal Sara Boom, and Business Manager Amy Maurer.

Call to Order: President Roorda called the meeting to order at 6:00pm.

Agenda: Harms made a motion, seconded by Naze, to add the following to the agenda: Consent item: 1. Approve hire of Jacob Mader as bus driver. Business items: 1. Appoint committee chairs 2. Update cafeteria plan. The motion carried unanimously.

Consent Agenda: Valenta made a motion, seconded by Harms, to approve the consent agenda which included the following:

- a) Approval of the bills and financial reports, as presented.
- b) Approval of the minutes from the July 13th, 2022 annual meeting, as presented.
- c) Approval of open enrollment/non-tuition agreements for 6 students into the district and 2 students out of the district.
- d) Approval of hiring Ms. Jeannie Davis as paraprofessional for \$16.50 per hour, Tiffany Bell as activity driver pending a successful background check, Jacob Mader as substitute bus driver pending a successful background check, and Marla Haugen as a substitute bus driver.
- e) Approval of the substitute teacher list: Laurie Brown, Sue Valenta, Scott Lynch, Orrin Kluting, Jerry Waagen, Kathleen Miller, Kris Kietzman, Joni Brandenburg, Kelsey Naze and Ellen Anderson.

The motion carried unanimously.

Superintendent's Report: Mr. Leitner reported:

- Service Master was in for carpet cleaning of the hallways on July 28.
- Jamestown Plumbing and Heating made a few visits to the school regarding the bus garage heater, kitchen garbage disposal, kindergarten bathroom, and science lab.
- He attended meetings in Bismarck for: ND School Boards, NDCEL Bootcamp, and DPI Drilldown.
- Professional development was held with staff on August 15 and 16.
- We will be calling the Dakota Valley Services to look at our science room bathroom due to a leak in the sink drain. Sheetrock will need to be fixed after.
- Dakota Valley Services has fixed the sink in the boys' bathroom.
- A request for fuel bids will be going out soon.
- The heater in the bus garage is operational. Will be looking into insulation to help with heating expenses.

- A 55-gallon tote of DEF has been purchased. This can be placed in the bus garage and has a pump for dispensing.
- We are looking into getting a garage door opener, siding or paint, and/or insulation.
- Buses are taking a minimum of one year production time at current rates.
- The Highway Patrol completed bus inspections and we have a couple minor issues to work on with the spare buses.
- It is recommended the transportation committee meet on September 14.
- The school board retreat date was discussed.
- Our first day enrollment number for K-12 was 109. There were 63 K-6 students and 46 7-12 students. Additionally, there are 8 students enrolled in PK.
- Currently our district is on the state funding formula rather than being a school district on transition minimum.

PK-12 Principal Report: Ms. Boom reports;

- She attended MTSS training in July.
- Mrs. Williams conducted preschool screenings which helped with preschool placements.
- There are ongoing discussions with staff about Martin Academy.
- There is an elementary coloring contest happening with students coloring a picture of a Montpelier Martin.
- In-person student registration took place August 5th-12th. 78 students were registered this way which was very helpful.
- An open house was held on Monday, August 15th with approximately 60 attendees.
- There was a handout on this first day of school with students being asked to write out a goal for the school year.

ND School Accountability System: The ND School Accountability Reports will be available in September. Mr. Leitner reviewed with the board the makeup of the components of the report for the elementary and high school. He also reviewed Choice Ready which is part of high school accountability.

Handbook Updates: The district handbooks were reviewed. It is proposed to that the teacher, substitute teacher, and classified staff handbooks be changed only to update the name of the superintendent.

The following changes are proposed for the student handbook:

- 1) Updating the belief statement to the one currently approved.
- 2) Removing the specific timeframe for when detentions can be served.
- 3) Removing being sent to the principal's office as an automatic reason for a mandatory detention.
- 4) Removing the criteria that a dress code violation must "cause an undue interruption of the school day" in order for it to be addressed.
- 5) Removing specific open campus criteria and putting open campus at the discretion of the principal.

Naze made a motion, seconded by Dally, to approve the Student Handbook, Teacher Handbook, Classified Staff Handbook, and Substitute Handbook with the changes as proposed. The motion carried unanimously.

Refrigerator Purchase: The refrigerator in the cafeteria needed to be replaced before the start of the school year. A new one was purchased from Capital City Restaurant. Valenta made a motion, seconded by Harms to approve the purchase of a new refrigerator for \$3417.15 plus delivery fee. The motion carried unanimously.

The old refrigerator was put out for bids on Facebook. One bid for \$85.00 was received. Naze made a motion, seconded by Dally, to sell the fridge to that bidder. The motion carried unanimously.

Replacement of Doors/Locks: Mr. Leitner shared that there are confidential school documents maintained in the superintendent, business manager, and principal offices, and confidentiality/noise issues with the current doors to the superintendent and business manager’s offices. A quote was received from Infinity for the replacement of doors and locks. Harms made a motion, seconded by Valenta, to approve accepting the \$2154.60 quote from Infinity to have the doors and locks replaced, as presented. The motion carried unanimously.

State Financial Report:

The board reviewed the 2021-2022 ND School District Financial Report and Report for Publication.

	Beginning Fund	Revenue	Expenditures	Ending Fund
	Balance July 1, 2021			Balance June 30, 2022
General Fund (01)	\$718,621.95	2,068,050.30	2,047,036.99	739,635.26
Building Fund (03)	\$73,673.88	622.12	10,881.85	63,413.65
Food Service (05)	\$14,524.16	103,655.47	99,791.03	18,388.60
Student Activity (06)	\$25,944.73	23,190.25	24,825.68	24,309.30

Naze made a motion, seconded by Harms, to approve the 2021-2022 state financial report and report for publication, as presented. The motion carried unanimously.

Policies, First Reading:

The board did the first reading of the following policies/changes to policies;

- 1) Ending Fund Balance Policy: The Ending Fund Balance Policy has been recommended to be adopted by the district’s independent auditor in order to address the requirements of the Governmental Standards Board (GASB) Statement #54. The policy is intended to ensure the district maintains adequate fund balances and reserves to cover it’s needs.
- 2) Bus Drivers: A change to the requirement for a health physical to a requirement that bus drivers be properly licensed and meet all requirements for any vehicles driven for the school district. This would mean that only the drivers needing CDL’s would need physicals to maintain state licensure requirements. The school district will pay for all required fees for licensure or training for all bus drivers.
- 3) Graduation Requirements: Proposed changes are;
 - One unit of PE and one-half unit of health, changes to one unit of PE or ½ unit of PE and ½ unit of Health
 - Removal of the requirement for one half unit from an online platform.
 - Any 4 additional credits is changed to any 5 additional credits.
 - Addition: Must be Choice Ready as defined by the NDDPI (starting with the Class of 2025.)

- Addition: Any student that will not be Choice Ready by the date of graduation can apply for an exemption to the Choice Ready requirement by petitioning the high school principal. The request will be heard by a staff committee consisting of 4 teachers and the high school principal. The committee will consider the student's dedication and ability to achieve Choice Ready standards when deciding to approve or deny the request.
- 4) Classified Staff Non-traditional School Day Pay: The proposed policy would create Non-traditional School Day Leave which would provide 10 days leave annually, with no carryover, with superintendent approval, to classified staff with the intent to make classified employee paychecks whole during times that the district needs a different educational model due to safety concerns or other school priorities. For example, paying classified staff who are not required to work when there is a virtual teaching day, a full day professional development day or no school/late starts/early outs due to weather. This is for days that will not be made up at a later date and therefore classified staff will not have the opportunity to make them up at a later date.

Three Class Basketball Proposal: The group that has been discussing a 3-class basketball system has come up with a proposal. The proposal includes three classes; A, AA, and B. It has an "Out of Zone Multiplier" which counts each grade 6-9 private school and open enroll student as 2 students. EKM would be in the AA class. It was discussed that there could be a concern that this would be an incentive to no longer include Montpelier in the EKM cooperative for basketball. The board requested that Mr. Leitner provide input to the committee that drafted the proposal and to our coop partners sharing our concerns about the overall number cut offs and the multiplier. There was also discussion of looking into contingency plans if at some point we could no longer be part of the cooperative.

Building updates:

- 1) Smart Lab- The siding, window and door will be completed in October.
- 2) Science Room- The cabinet ordered was too wide to be placed in the science room. It has been traded out for the new cabinet in the teacher workroom. The lab tables are built for natural gas, not propane, and so the plumber could not hook them up. This was not specified in the description. The old burners will need to be used with the new tables. New flooring will be looked into for next summer.
- 3) The new storage shed has been delivered. Mr. Henne will work on putting up shelving this fall.
- 4) Scott's Electric will be replacing outlets in the elementary which is required due to the fire marshal report.

School Board Committee Chairs: The board concurred the committee chairs would be as follows;

Athletic: Wade Dally

Building & Grounds: Abram Valenta

Curriculum: Brock Naze

Finance: Scott Harms

Negotiations, Administration: Scott Harms

Negotiations, Teachers: Lynn Boom

Policy: Brock Naze

Sick Bank: Robert Froehlich

Transportation: Tony Roorda

Cafeteria Plan Amendment: The following proposed amendment to the district section 125 cafeteria plan summary plan description which helps clarify when an employee may make a change to an election was presented to the school board: “This plan permits employees to make election changes that are on account of and correspond with a change made under another employer plan if : a) The other cafeteria plan or qualified benefits plan permits participants to make the election change under their plan or b) The cafeteria plan permits participants to make an election for a period of coverage that is different from the period of coverage under this cafeteria plan.” Valenta made a motion, seconded by Naze, to approve the proposed cafeteria plan amendment as written. The motion carried unanimously.

Adjournment: The meeting adjourned at 8:25 pm.

Tony Roorda, Board President

Amy Maurer, Business Manager

Approval Date