

School Board Minutes
Montpelier Public School District #14
214 7th Ave
Montpelier, ND 58472
June 14th, 2023

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

Also Present: Superintendent Mr. Phil Leitner, and Business Manager Amy Maurer.

Visitors: Janet Hendrickson, Julie Williams, and Tonya Kramer.

Call to Order: President Roorda called the meeting to order at 6:02pm.

Agenda: Harms made a motion, seconded by Boom, to amend the agenda by adding the following: 1)7-Mindsets Curriculum 2) Certificates of Deposit 3) To the consent agenda add the hire of Kris Kietzman, and change of pay for James Bear, Driver's Education teacher. The motion carried unanimously.

Correspondence: None.

Consent Agenda: Boom made a motion, seconded by Naze, to approve the consent agenda items which included the following:

- a) The minutes from the May 8th, 2023 regular meeting and the May 25th, 2023 special meeting, as presented.
- b) Approval of the bills and financial reports, as presented.
- c) Personnel: a) Approval of the hire of Kris Kietzman as special education paraprofessional for 2 days per week at the rate of \$20.00 per hour. B) Approval of reducing Mr. Bear's Driver's Education teacher salary, at his request, from \$4000.00 to \$2500.00, due to low participation rate. The motion carried unanimously.

Superintendent's Report: Mr. Leitner reported:

- Building and Grounds
 - Core Facility Solutions was on site to look at our facility and conducted an energy analysis
 - Tricorn Audio was on site at the end of May to make a recommendation to us on an audio system based on our wishlist.
 - The custodian crew is busy getting the school cleaned and ready for students and staff to return in August. We thank them for their work.
- Policy
 - An internal review of policy is ongoing and will continue. The goal is to place an emphasis on handbooks as well and potentially move some current policies and/or language to handbooks.
 - A curriculum committee meeting is planned for Wednesday, July 26 at 5:00 PM to review the current curriculum and send it to the board for approval at the August meeting.

- Athletic/Extracurricular
 - The 3-class volleyball plan has met the minimum requirements to be brought to the NDHSAA.
- Finance
 - A final preliminary budget will be presented at the July board meeting.
 - One consideration on our budget is the amount of days in which we do not have physical school. This prevents us from receiving full reimbursements or revenue. This included transportation and special education reimbursement as well as food service revenue. We estimate that this contributed to roughly \$25,000 in lost revenue for our yearly budget.
- General School Business
 - Title I Review items were sent back to DPI with noted corrections. English Language (EL) review items were included. There are policies and job descriptions that are recommended to be reviewed or developed. The only item not met is complying with Home Language Survey requirements with our back to school registration documents. We will also be required to attend an EL conference in September.
 - Congratulations to our counselor, Mr. Mike Soulis, on being named North Dakota Class A Softball Coach of the Year.
 - We have received a \$5,000 grant from Monsanto that will be spent on STEM related activities. Thank you to the local landowner that sponsored the grant, Beatrice Brown.
 - He has solicited staff to help with community input on our school in regards to long term planning documents. He plans to meet with those staff members and work on soliciting input from community members during the next school year to help brainstorm ideas on making our school its best.
 - Congratulations and thank you to Board Member Lynn Boom, who is attending her last regular meeting as a member of the school board. Thanks go out for her dedication to our students and commitment to the Montpelier School District.

Pupil Membership and Transportation Reports: The pupil membership report shows an average daily membership of 109 students. The transportation miles are now broken out between reimbursable (in-district) miles and non-reimbursable (out-of-district) miles. In addition to the non-reimbursable miles, the miles reported are down due to the high number of virtual days that were held due to the bad weather this year.

Dally made a motion, seconded by Boom, to approve the pupil membership and the transportation reports. The motion carried unanimously.

Title Consolidated Application: The application was reviewed. The allocation for 2023-2024 is \$80,553, with \$7,245 in carryover from the prior year. This year's budget will include pay for a Title Coordinator, an ELL Teacher, a Title Aide, part of the cost for an instructional assistant, part of the pay for the preschool teacher, the IXL Program, and homeless supplies.

Harms made a motion, seconded by Dally, to approve the Title consolidated application for the 2023-2024 school year. The motion carried unanimously.

Preliminary Budget: Mr. Leitner reviewed with the board the educational reassignments for the upcoming school year. Mr. Leitner will continue as superintendent and counselor, but will now also act as 9-12 principal. Mrs. Wilson will be pk-8 principal, art teacher, and 504 Coordinator. Mrs. Fehr will continue as science teacher and also teach 9-12 math. A signing bonus will be requested for this position. Mrs. H. Bear will move from 4th grade to 7-12 English teacher. She will also help with elementary literacy 1 hour per day. Mrs. Williams will be moving from PK teacher to 2nd grade teacher. New teacher, Mr. Tyler Lee, will teach 6th grade and, he and Mr. Nelson will be splitting many of the 4th grade teacher duties. Mr. Leitner recommends the hire of a part time, 4-day per week counselor starting with the 2nd semester. He recommends the hire of a school counselor assistant 1 day per week for the first semester. He will be recommending an additional \$4500 contract with Mrs. H. Bear to act as Title Coordinator. Mrs. Kjellberg will work as instructional assistant for 4th-8th grades.

The preliminary budget for the 2023-2024 school year was reviewed and discussed. It shows General fund revenues of \$2,229,106.96 and expenditures of \$2,175,098.92. Building fund revenues of \$36,881.80 and expenditures of \$35,000.00. Hot Lunch Fund revenues of \$101,960 and expenditures of \$108,589. ESSER funding was discussed. Ending fund balances were discussed.

The preliminary budget has an estimated increase to the local taxes of \$41,000. With an estimated increase in taxes to a \$100,000 home of \$26, and estimated increase to a quarter of land of \$56.

Building Improvements: The new siding is on the bus garage and the smart lab. New cabinets have been installed in several of the elementary classrooms.

The window project was reviewed and discussed. \$2500 has been raised in donations by Mrs. Lynch who would like to see the eight windows on the south side of the high school be replaced rather than boarded in. After reviewing multiple options, Naze made a motion, seconded by Boom, to approve the option to replace the eight windows on the south side of the high school at a cost of \$3264.00. The motion carried unanimously.

No bids were received to do the schools mowing. The lawn mower deck was repaired. The steering is still not repaired but the mower is functional and will continue to be used.

7-Mindsets Curriculum: Mr. Leitner recommends continuing the 7-Mindsets curriculum this year which is used for social-emotional education. The cost is \$3700. After discussion, Harms made a motion, seconded by Naze to approve the 7-Mindsets Curriculum at the cost of \$3700.00. The motion carried unanimously.

Unison Bank CDs: The possibility of purchasing CDs through Unison Bank was discussed. They have a 5.06% 6-month CD. Harms made a motion, seconded by Boom, to purchase 3, \$100,000, 6-month CDs through Unison Bank. A roll call vote was taken: Harms-yes, Boom-yes, Dally-yes, Roorda-yes, Naze-no. Motion carried.

Policy Updates: The first reading was done for the following policies:

a. BCAA - Agenda Format-New

- b. BCBA - Public Participation at Board Meetings-New
- c. BCBA-BR - Rules of Decorum at Board Meetings-New
- d. BFB - Board Staff Relations-New
- e. BFB - Board Member Visit to Schools-New
- f. BGA - Board Communication with the Public-New
- g. KACA - Patron Complaints-New
- h. KACB - Complaints About Personnel-New
- i. KACB-E1 - Personnel Complaint Form-New
- j. KACB-E2 - Investigation Confidentiality Agreement-New
- k. KACB-E3 - Responding to Personnel Complaints-New
- l. DDBC - Bereavement Leave-New
- m. Teacher Workday-Amended
- n. Leaves of Absence-Amended
- o. Vacation Leave Support Staff-Amended
- p. Probation Period-Amended
- q. ABEA - Wellness Policy-Amended

Adjournment: The meeting adjourned at 8:15 pm.

Tony Roorda, Board President

Amy Maurer, Business Manager

Approval Date