

**School Board Minutes
Montpelier Public School District #14
214 7th Ave
Montpelier, ND 58472
March 12th, 2014**

Board Members Present: Kirk Rode, Robert Froehlich, Scott Harms, Shane Kjellberg, Julie Jansen, Tony Roorda, and President Tim Herman.

Also Present: Superintendent Jerry Waagen, Business Manager Amy Maurer, and Secondary Principal Tim Godfrey.

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

Agenda Modifications: The following were added to the agenda: 1) Drivers Education 2) Pre-K Program 3) Long Term Plan 4) Budget

Consent Agenda: On motion by Froehlich, seconded by Harms, the following consent agenda items were approved with all members voting aye:

- a) Bills and financial reports
- b) Minutes from the February 12th meeting and February 22nd board retreat, as presented
- c) Open Enrollment applications for 5 students from Jamestown School District for the 2014-2015 school year. Three are currently attending under non-tuition agreements, and two will be new students.

Secondary Principal/Athletic Director Report:

- Track started. There will be a German Supper fundraiser on March 14th to help with funding for uniforms and equipment for the track program. There will be a silent auction. Mr. Godfrey has donated a shotgun. He researched the legalities of the display and auction of the gun and it can be auctioned at the school, but may not be bid on by anyone under the age of 18.
- Three School Improvement Teams are at work in the high school: One is working on developing school wide behavior expectations. A second team is working on curriculum and assessments in response to the review of trends. They are considering the following: a) A new Houghton-Mifflin math curriculum which is in alignment with Common Core expectations. b) Making pre-algebra the standard in the 8th grade. c) Making 9th grade English a composition class. d) Making English based less in literature and more in technical reading and writing. e) Requiring a 9th grade Social Studies class which includes ND Studies. The third team is working on writing across the curriculum/the six traits of writing.
- Bringing a drug dog into the school as a preventative measure was discussed. The Stutsman County Law Enforcement Center would bring the dogs in on a random basis. It is believed that it would firstly be law enforcements prerogative on what action would be taken if drugs were found. The board would like more information on the legalities, recommended policies, and suggested parent notifications.
- A proposed medication policy, based closely upon NDSBA's recommendations, was reviewed by the board. Over the counter medications could no longer be provided by the school, parents would need to bring in any medications, parents would need to fill out a form if their child would need prescription or over-the-counter medication while in school.

Superintendent/Elementary Principal Report:

- The elementary has been busy this month. a) Elementary and Junior High students participated in the Stutsman County Spelling Bee. b) Speaker "Sam Ting" spoke with elementary students about

- conservation practices to protect animals. c) The elementary "Winter Olympics" competition and ceremonies were completed. d) February's readers, bucket fillers, and birthdays were celebrated.
- Elementary students raised \$2250 for the American Heart Association through the Jump Rope for Hearts fundraiser.
- Teacher evaluations have been completed.
- The high school principal's evaluation has been completed.
- The school improvement team has completed the self-assessment survey and will be holding regular meetings to discuss the five standards. Surveys for students, staff, and parents will be occurring in April.
- 5th and 6th grade volleyball in Litchville-Marion next year will be done as primarily an intramural/practice program.

Superintendent Evaluation: Harms made a motion, seconded by Roorda, to approve the December Evaluation as the final 2013-14 superintendent evaluation. Assuming a roll call vote, the motion carried unanimously.

Administration Negotiations: The negotiation committee's recommendations for salary and benefits for 2014-15 were reviewed and discussed.

Roorda made a motion, seconded by Froehlich, to approve offering High School Principal Tim Godfrey a 10 month contract for \$65,000, no health insurance benefit, with 10 personal days, and a \$2000 allowance for him to attend national conferences. Time away to attend national conferences will come from personal days. The contract is to be returned by March 30th. Other items are to remain the same as the previous school year. Assuming a roll call vote, the motion carried unanimously.

It was noted that the board would anticipate approving the national conferences every other year.

Froehlich made a motion, seconded by Kjellberg, to approve offering Superintendent/Elementary Principal Jerry Waagen a 12 month contract for \$71,400, with no health insurance but an option to renegotiate the insurance following a life event, continue with 15 vacation days with an added option to be reimbursed for up to 5 personal days at a rate of 1/240 of the annual salary per unused day, and the district will pay his AASA dues. The contract is to be returned by March 30th. Other items are to remain the same as the previous school year. Assuming a roll call vote, the motion carried unanimously.

Busing Update: Bus number 2 has been repaired and seems to be running okay.

The board discussed whether it would work to set up 4 main bus stops for the Jamestown route for next year.

The board discussed whether a new bus should be purchased next year.

Custodial Position: Several applications were received for the custodial position. Mr. Waagen recommends the hire of Mr. Brad Dexheimer. Harms made a motion, seconded by Roorda, to approve the hire of Mr. Dexheimer at a rate of \$14.00 per hour. Assuming a roll call vote, the motion carried unanimously.

Resignations: A letter of resignation from Mrs. Kartes was read. Froehlich made a motion, seconded by Rode to accept Mrs. Kartes resignation, effective as of the end of the school year. Assuming a roll call vote, the motion carried.

A letter of resignation from Mr. Hoy was read. Rode made a motion, seconded by Roorda, to accept the resignation effective as of the end of the school year. Assuming a roll call vote, the motion carried.

The board expressed their appreciation for these teachers service to the students and school during their employment.

School Board Retreat Review: All parties thought the retreat was productive and a nice opportunity to discuss/brainstorm school business more thoroughly. Having retreats twice per year was discussed.

State Purchasing Card: The state has available a state purchasing card program through J.P. Morgan Chase. Some advantages of the program are: 1) Rebates 2) Corporate Liability 3) Cards are issued to individuals so it's easy to determine who is responsible for each purchase 4) Administration has control over each cards available credit. Froehlich made a motion, seconded by Jansen, to approve starting the state P-card application process. Assuming a roll call vote, the motion carried unanimously.

Substitute Teacher Application: Harms made a motion, seconded by Jansen, to approve the hire of Danielle Holmstrom as a substitute teacher. Assuming a roll call vote, the motion carried unanimously.

Driver's Education: Mr. Waagen shared information on the driver's education program. Students must be 14 years old, have a current permit, and have completed the 8th grade to do the behind the wheel training. Classroom sessions will be for five days, from 8-4 with ½ hour lunch. Students need 6 hours of behind the wheel and 6 hours observation time. Mr. Westman requires a parent/student meeting prior to the start of the program. A safety brake will need to be purchased and installed in the van, and student driver signage will be needed. The course is worth ¼ credit and the state provides some reimbursement. Most districts seem to charge around \$100 per student. Around 20 students should be the maximum allowed in the class this year. The board would like more information on the estimated cost and reimbursements. Roorda made a motion, seconded by Harms to hire Mr. Boyd Westman to teach the driver's education program at a rate of \$27.50 per hour, plus mileage to and from his home. Assuming a roll call vote, the motion carried unanimously.

Pre-k Program: Mr. Waagen is looking into having a pre-k program full days Tuesdays and Thursdays next year. Classroom space is an issue that will need to be looked into.

Long-term Plan: Every other year districts are required to develop a long term plan examining the effects demographics may have on the future of the district. The plan could be built on what was started at the board retreat and public input via a public meeting scheduled for that purpose.

Budget: The states estimate of our revenue for next year is lower than ours because they used a lower ADM.

Building: The board walked through the building to consider the space needs of the building and to look at the repairs needed in the school. Issues discussed were:

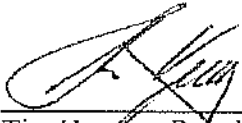
- Finding space for the pre-school program two days per week.
- Finding an office space for Mr. Waagen that has less traffic with a possibility of building an interior wall in one of the north classrooms.
- Repair/replacement of the roofs over the west end of the elementary and over the kitchen. Bids would be needed.
- Finding a less disruptive location for the copy machine. Possibly the west storage room in the elementary.
- Finding a place for staff to take breaks.
- Moving the server to a location where the noise wouldn't be an issue. Possibly the west storage room in the elementary.
- Repair/replacement of the floor in the math room.

- Replacement of the carpeting in the high school hallways.
- Repair of the walls in the high school basement off the business classroom.
- Organizing classroom spaces.
- Doing a major cleanup, discarding junk that is using up good storage space.

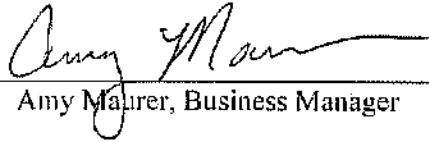
The possibility of buying a used bus next year instead of a new one in light of the building needs was mentioned.

The building committee will plan a meeting to start prioritizing the building needs.

Adjournment: The meeting adjourned at 8:35pm.



Tim Herman, Board President



Amy Maurer, Business Manager

4-9-14

Approval Date