

## Regular Board Meeting

### Parshall School District #3

High School  
601 N Main Street  
PO Box 158  
Parshall, ND 58770  
701-862-3129  
Fax 701-862-3801

Elementary School  
211 1<sup>st</sup> Street NW  
PO Box 69  
Parshall, ND 58770  
701-862-3417  
Fax 701-862-3419



## Agenda

- I. Call to Order
- II. Pledge of Allegiance
- III. Approve Agenda
  - A. Board Elections
  - B. Official Newspaper ~ Mountrail Record
  - C. Official Depository ~ Cornerstone Bank
  - D. LEA Officials ~ Business Manager & Superintendent
  - E. Executor of all federal programs and food service ~ Superintendent
  - F. Regular Board Meetings ~ 2nd Tuesday of the Month
- IV. Roll Call
- V. Consideration to Approve Consent Agenda
  - A. Minutes
  - B. Bills for Payment
  - C. Financial Report
- VI. Reports
  - A. Superintendent
    - 1. Audit Policies
      - a. Capital Assests
      - b. Credit Card
      - c. Fraud
      - d. GASB 54
  - B. Secondary Principal
  - C. Elementary Principal
- VII. Old Business
- VIII. New Business
  - A. Policies (1st Reading)
    - 1. CAAA ~ Superintendent Recruitment and Appointment (Recommended)
    - 2. CAAB ~ Superintendent Evaluation Procedure (Recommended)
    - 3. CABB ~ Hiring Administrative Staff (Recommended)
    - 4. CBAA ~ Administrative Regulations (Recommended)
    - 5. CCA ~ Superintendent & Other Administrative Professional Development (Recommended)
    - 6. DAA ~ Role of Policy & Regulations for Non-Contracted Employees (Recommended)
    - 7. DAB ~ Definitions for Personnel Policies (Recommended)

8. DBAA ~ Recruitment, Hiring, & Background Checks for New Classified Personnel (Recommended)
  9. DBAC ~ Recruiting & Hiring Teachers (Recommended)
  10. DBD ~ Classified Staff Intent to Rehire (Recommended)
  11. DCB ~ Definition of Workweek and Overtime and Compensatory Time (Recommended)
  12. DDA ~ Sick Leave (Recommended)
- IX. Personnel
  - X. Set Date & Time for Next Regular Meeting ~ August 10th
  - XI. Adjourn

PARSHALL SCHOOL DISTRICT #3  
Regular School Board Meeting  
June 14, 2021

The Regular Meeting of the Parshall School Board was held on Tuesday, May 11th, 2021 in the Conference at the H.S. The meeting was called to order at 1:04p.m. by Pres. M. Hoff. Board members present were: Jarski, Onstad, Young Bird per phone and Hoff.

A motion was made by Jarski; seconded by Onstad to approve agenda with addition of paying Pay Application #19.

All in Favor  
M.C.

Motion was made by Onstad; seconded by Jarski to approve minutes.

All in favor.  
M.C.

Motion was made by Jarski; seconded by Onstad to approve bills for payment.

All in Favor  
M.C.

Motion was made by Young Bird; seconded by Jarski to approve paying Pay Application #19 in the amount of \$7500.00

All in Favor  
M.C.

Superintendent Report:

Talked about instructional coaching. We are still short 4 teachers. PD is set for the coming school year. Ancillary pay increase will be fifty cents added to the base. Health insurance premiums went up \$60. We are in need of paras. We will need more new computers. One of our teachers is being deployed in August. We are talking with New Town about co-oping with them for baseball.

Motion was made by Young Bird; seconded by Jarski to approve the Pupil Membership Enrollment Summary.

All in Favor  
M.C.

Motion was made by Onstad; seconded by Jarski to approve FY22 budget.

Roll:

Jarski – Aye  
Young Bird – Aye  
Onstad – Aye  
Hoff – Aye  
M.C.

Motion was made by Young Bird; seconded by Onstad to approve June 8<sup>th</sup> election results.

Roll:

Young Bird – Aye

Jarski – Aye

Onstad – Aye

Hoff – Aye

M.C.

High School Principal:

We had 5 students complete Apex and received ½ credit back. Diabetes Clinic is being held this week.

High school English is still open as well as Jr high math.

New Town college was here and is wondering what they can do for us – tutoring, dual credit or TAT history.

Old Business:

A motion was made by Young Bird; seconded by Jarski to approve the 2nd reading of Policies:

1. ACF ~ Whistleblower Protections (Recommended)
2. BAA ~ Employing Board Members (Recommended)
3. BBA ~ School Board Elections & Terms of Office (Recommended)
4. BBBA ~ Officers of the Board (Recommended)
5. BBC ~ Method of Filling a Board Vacancy (Recommended)
6. BC ~ Meeting of the Board (Recommended)
7. BCAC ~ Minutes (Recommended)
8. BCAD ~ Executive Sessions (Recommended)
9. BCBA ~ Public Participation at Board Meetings (Recommended)
10. BDA ~ Procedure for Adopting Board Policy (Recommended)
11. BDAA ~ Contract Supersedes Policy (Recommended)
12. BDAB ~ Savings Clause (Recommended)

Roll:

Jarski – Aye

Onstad – Aye

Young Bird – Aye

Hoff – Aye

M.C.

Motion was made by Onstad; seconded by Young Bird to move new business to July regular meeting.

All in Favor

M.C.

Motion was made by Young Bird; seconded by Jarski to approve hiring contracts of Kendra Meyer and Andrew Zarembinski.

All in Favor

M.C.

Motion was made by Young Bird; seconded by Jarski to set next meeting to July 13<sup>th</sup> at 3:00pm.

All in Favor

M.C.

Motion was made by Young Bird to adjourn.  
All in Favor  
Meeting adjourned at 2:26 p.m.

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Michelle Hoff, President

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Joani Tucker, Business Manager

Invoice Listing - Summary

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	CC	Invoice Amount
ACT2	ACT	1257166	ACT Testing	02/11/2021	06/14/2021	1			180.00
BRADS	BRAD'S TRUSTWORTHY HARDWARE	20210611	May Charges	06/11/2021					366.64
CIRCL	CIRCLE SANITATION	5528430	Utilities - Sanitation	06/20/2021					978.75
CITY	CITY OF PARSHALL	20210610		06/10/2021					969.49
COMPU2	COMPUTER STORE	20210630	Tech Invoices - June	06/30/2021					4,746.96
COMPU2	COMPUTER STORE	411452412752	Technology for the HS	05/31/2021					5,868.35
DAKOT5	DAKOTA DUST-TEX	20210630	Custodial	06/30/2021					732.74
DEMCO	DEMCO	8968732	Library Supplies	06/22/2021					489.67
DEANFO	East Side Jersey Dairy, Inc.	18726	Hot Lunch - Milk	06/22/2021					259.49
FARMER	FARMERS UNION SERVICE ASSOC	40708	NDRE Prem Endorsement	06/10/2021					440.00
FIRSTW	FIRST WESTERN BANK	20210624	May/June Credit Card Charges	06/24/2021					17,493.33
FIRSTWESTE	First Western Bank-Title 1	20210624	Title 1	06/24/2021					600.00
FORTBERTH1	Fort Berthold Publishing & Printing Enterprise	5106	Notice of Annual School Elections	03/10/2021					504.00
FRONTLINE1	Frontline Technologies Group LLC	INVUS142991	Employee Eval Management	06/24/2021					1,649.03
GILBERTSO2	Gilbertson, Jessaie	20210614	Transportation for Alex	06/11/2021	06/14/2021	1			226.72
HARLOW	HARLOW'S BUS SALES INC	01W25375	Transportation - Repairs Bus #3	06/17/2021					1,615.53
JOURNEYEDC	JourneyEd.com Inc.	Quote #10436368	Adobe K-12 Sch Site Device License-100	06/21/2021					2,399.00
KHS	KHS	20210624	Western Dakota Corp of Discovery Agreeeme	06/24/2021					9,000.00
LAMINATORC	Laminator.com	268895	District Supplies	05/26/2021					214.82
LANDSI	LANDSIEDEL'S HEATING & AIR CONDITIONING	9617	AC Check Supt Home	06/22/2021					290.00
MCGRAWHILL	McGraw Hill LLC	117762079001	Elem Curriculum	06/01/2021					115.15
MENARD	MENARDS - MINOT	73612/73628	O & M	06/22/2021					230.54
NAFIS	NAFIS	21655	Membership Annual Dues	06/01/2021					1,349.00
MASCO	MASCO	82576	Classroom Supplies - Beja	06/09/2021					144.46
NDSBA	ND SCHOOL BOARDS ASSOC	20210625	21 22 Policy Srvc Membership	06/25/2021					750.00
NIDCEL1	NIDCEL	22537	Membership Renewal - Supt	06/30/2021					1,245.00
NETWORKSER	Network Services Company	20210630	Custodial	06/30/2021					761.35
NDFFA	NORTH DAKOTA FFA ASSOC	215	Advisor/Student FFA State Conv Regis	06/21/2021					1,200.00
OTTERT	OTTER TAIL POWER CO	20210603	Utilities - Electricity	06/03/2021					8,218.61
OTTERT	OTTER TAIL POWER CO	20210630	Utilities - Power	06/30/2021					27.24
PARS20	PARSHALL 2000	673	Inv #673	06/30/2021					3,825.00
PARSHS	PARSHALL FOOD PRIDE	20210630	June Charges	06/30/2021					299.21
PLAYVS	Play Versus, Inc.	142FBC46-0001	Online Sports	12/24/2021					20.20
PRAXA1	PRAXAIR	63944567	Voc Ag Supplies - Gases	05/31/2021					64.36
PREBL	PREBLE MEDICAL SERVICES	72117	Transportation Drug Screen	06/10/2021					56.00
QUILL	QUILL CORP.	20210526	Office Supplies	05/26/2021					480.89

Invoice Listing - Summary

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	CO.	Invoice Amount
QUMMKI	QUMMBY, KIETH	20210624	Classroom Supplies/District Office	06/24/2021					1,362.34
RTC	RESERVATION TELEPHONE CO-OP	20210630	Utilities - Telephone/Internet	06/30/2021					1,827.65
SCHOOLSPET	School Specialty, LLC	208127592518	Classroom Supplies - Beja	06/30/2021					42.24
SOFTW1	SOFTWARE UNLIMITED, INC.	20210630	K12 Docs	06/30/2021					100.00
STATECHEM	State Chemical Solutions	902024684	Custodial Supplies	06/16/2021					289.49
TIMEMANAGE	TIME MANAGEMENT SYSTEMS	253815	Time Clock	06/30/2021					146.81
TURRELLCON	Turrell Construction	0000007	Painting flooded repair	06/17/2021	06/18/2021	1	36688		1,277.50
UNITEDQUA1	UNITED QUALITY COOPERATIVE	20210630	June Charges	06/30/2021					755.12
UNIVEA	UNIVERSAL ATHLETIC	104-0122337-01	Athletics - Equipment	06/04/2021					2,834.05
USFOOD	US FOODSERVICE	20210630	Hot Lunch Program - June	06/30/2021					3,328.85
VERIZO	VERIZON WIRELESS	9881180138	Internet Services	06/25/2021					123.05
WELLSFV	Wells Fargo Vendor Financial Services, LLC	5015528533		06/11/2021					531.98
WESTLIEMOT	Westlie Motor Company	1084582	Transportation	06/21/2021					10.05
WHEELINGT	Wheeling, Tricia	20210621	Reimbursement	06/21/2021					264.14

Report Total: 80,684.80

# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 4117

To Owner: Parshall Public School  
501 N Main Street  
Parshall, ND 58770

Project: 0348028.06 Parshall - New 6-12 School

Application No.: 24

Period Ending: 1/29/2021

Invoice Due Date: 2/28/2021

From Contractor:

Consolidated Construction Co., Inc.  
4300 N Richmond St  
Appleton, WI 54913

Via Architect: Eng Tech-KPE

600 South 2nd Street  
Bismarck ND 58504

Contract Date: 8/3/2018

Distribution to:  
☐ Owner  
☐ Architect  
☐ Contractor

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

1. Original Contract Sum .....	\$3,409,243.00
2. Net Change By Change Order .....	\$10,839,668.00
3. Contract Sum To Date .....	\$14,248,911.00
4. Total Completed and Stored To Date .....	\$14,248,911.00
5. Retainage:	
a. 0.00% of Completed Work .....	\$0.00
b. 0.00% of Stored Material .....	\$0.00
Total Retainage .....	\$0.00
6. Total Earned Less Retainage .....	\$14,248,911.00
7. Less Previous Certificates For Payments .....	\$14,220,616.95
8. Current Payment Due .....	\$28,294.05
9. Balance To Finish, Plus Retainage .....	\$0.00

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$10,839,668.00	\$0.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$10,839,668.00	\$0.00
Net Changes By Change Order	\$10,839,668.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Consolidated Construction Co., Inc.

By:  Date: 1/27/21

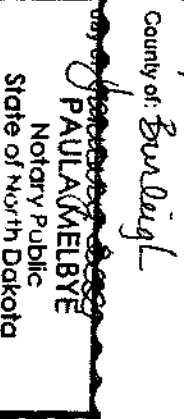
State of: North Dakota

Subscribed and sworn to before me, this

27th

Notary Public: 

My Commission expires:



### ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 28,294.05

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet they are changed to conform with the amount certified.)

ARCHITECT:

By:  Date: 2/5/2021

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



# CONTINUATION SHEET

Page 2 of 3

**Application and Certification for Payment**, containing Contractor's signed certification is attached.  
In tabulations below, amounts are stated to the nearest dollar.  
Use Column I on Contracts where variable retainage for line items may apply.

Invoice #: 4117

Contract : 0348028.06 Parshall - New 6-12 School

Application No.: 24  
Application Date : 01/29/21  
To: 01/29/21  
Architect's Project No.:

A	B	C	D		E	F	G	H	I
Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored	Total Completed and Stored To Date	%	Balance To Finish	Retainage
			From Previous Application (D+E)	This Period In Place					
01	Professional Services	389,671.00	389,671.00	0.00	0.00	389,671.00	100.00%	0.00	0.00
03	General Conditions	468,399.00	468,399.00	0.00	0.00	468,399.00	100.00%	0.00	0.00
04	PM/Supervision Labor	947,515.00	947,515.00	0.00	0.00	947,515.00	100.00%	0.00	0.00
07	ACO - Parking Area	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
11	Site/Bldg Excavation	495,709.00	495,709.00	0.00	0.00	495,709.00	100.00%	0.00	0.00
12	Landscaping	51,613.00	51,613.00	0.00	0.00	51,613.00	100.00%	0.00	0.00
16	Site Utilities	49,000.00	49,000.00	0.00	0.00	49,000.00	100.00%	0.00	0.00
19	CIP Concrete	795,700.00	795,700.00	0.00	0.00	795,700.00	100.00%	0.00	0.00
20	Concrete	108,000.00	108,000.00	0.00	0.00	108,000.00	100.00%	0.00	0.00
21	Masonry	151,500.00	151,500.00	0.00	0.00	151,500.00	100.00%	0.00	0.00
23	Struct Steel-MI	562,000.00	562,000.00	0.00	0.00	562,000.00	100.00%	0.00	0.00
24	Struct Steel-Install	194,330.00	194,330.00	0.00	0.00	194,330.00	100.00%	0.00	0.00
26	Asphalt Paving	200,881.00	200,881.00	0.00	0.00	200,881.00	100.00%	0.00	0.00
27	ACO - Parking Area	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
29	Asphalt Striping Allowance	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00%	0.00	0.00
35	Precast	1,564,871.00	1,564,871.00	0.00	0.00	1,564,871.00	100.00%	0.00	0.00
39	Elevators	79,500.00	79,500.00	0.00	0.00	79,500.00	100.00%	0.00	0.00
41	Carpentry	287,584.00	287,584.00	0.00	0.00	287,584.00	100.00%	0.00	0.00
42	Architectural Cabinets	173,180.00	173,180.00	0.00	0.00	173,180.00	100.00%	0.00	0.00
43	Caulking/Joint Sealants	65,340.00	65,340.00	0.00	0.00	65,340.00	100.00%	0.00	0.00
44	Building Insulation	25,656.00	25,656.00	0.00	0.00	25,656.00	100.00%	0.00	0.00
45	Roofing/Siding Panels	48,220.00	48,220.00	0.00	0.00	48,220.00	100.00%	0.00	0.00
46	Membrane Roofing	420,300.00	420,300.00	0.00	0.00	420,300.00	100.00%	0.00	0.00
47	Doors, Frames, Hdwe	116,782.00	116,782.00	0.00	0.00	116,782.00	100.00%	0.00	0.00
48	Aluminum Windows/Glazing	301,980.00	301,980.00	0.00	0.00	301,980.00	100.00%	0.00	0.00
49	Overhead Coiling Doors	12,800.00	12,800.00	0.00	0.00	12,800.00	100.00%	0.00	0.00
50	Drywall (Wall Assembly)	521,947.00	521,947.00	0.00	0.00	521,947.00	100.00%	0.00	0.00
51	Ceilings	118,420.00	118,420.00	0.00	0.00	118,420.00	100.00%	0.00	0.00
52	Flooring	384,594.00	384,594.00	0.00	0.00	384,594.00	100.00%	0.00	0.00
53	Painting	119,285.00	119,285.00	0.00	0.00	119,285.00	100.00%	0.00	0.00
54	Wood Flooring	103,400.00	103,400.00	0.00	0.00	103,400.00	100.00%	0.00	0.00
60	Visual Display Units	20,897.00	20,897.00	0.00	0.00	20,897.00	100.00%	0.00	0.00

# CONTINUATION SHEET

Page 3 of 3

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Invoice #: 4117

Contract: 0348028.06 Parshall - New 6-12 School

Application No.: 24  
Application Date: 01/29/21  
To: 01/29/21  
Architect's Project No.:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period In Place	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	J Retainage
			From Previous Application (D+E)							
61	Signage	10,589.00	10,589.00		0.00	0.00	10,589.00	100.00%	0.00	0.00
62	Toilet Partitions	17,737.00	17,737.00		0.00	0.00	17,737.00	100.00%	0.00	0.00
63	Misc Specialties	3,681.00	3,681.00		0.00	0.00	3,681.00	100.00%	0.00	0.00
64	Lockers	62,703.00	62,703.00		0.00	0.00	62,703.00	100.00%	0.00	0.00
65	Flagpoles	1,775.00	1,775.00		0.00	0.00	1,775.00	100.00%	0.00	0.00
66	Folding Partitions	38,530.00	38,530.00		0.00	0.00	38,530.00	100.00%	0.00	0.00
67	Food Service Equipment	95,156.00	95,156.00		0.00	0.00	95,156.00	100.00%	0.00	0.00
68	Auditorium	31,325.00	31,325.00		0.00	0.00	31,325.00	100.00%	0.00	0.00
69	Athletic Equipment	52,600.00	52,600.00		0.00	0.00	52,600.00	100.00%	0.00	0.00
70	Window Treatments	8,960.00	8,960.00		0.00	0.00	8,960.00	100.00%	0.00	0.00
71	Bleachers	101,796.00	101,796.00		0.00	0.00	101,796.00	100.00%	0.00	0.00
75	Fire Suppression	126,950.00	126,950.00		0.00	0.00	126,950.00	100.00%	0.00	0.00
76	Plumbing/Mechanical	1,967,838.00	1,967,838.00		0.00	0.00	1,967,838.00	100.00%	0.00	0.00
77	Electrical	1,272,775.00	1,272,775.00		0.00	0.00	1,272,775.00	100.00%	0.00	0.00
80	Fume Hood Allowance	15,000.00	15,000.00		0.00	0.00	15,000.00	100.00%	0.00	0.00
81	General Trade Requirements	35,000.00	35,000.00		0.00	0.00	35,000.00	100.00%	0.00	0.00
95	Construction Mgmt Fee	505,559.00	505,559.00		0.00	0.00	505,559.00	100.00%	0.00	0.00
97	Contingency	394,333.00	394,333.00		0.00	0.00	394,333.00	100.00%	0.00	0.00
99	TERO Fees	10,000.00	10,000.00		0.00	0.00	10,000.00	100.00%	0.00	0.00
101	Owner Change Order - GMP 4	265,586.00	265,586.00		0.00	0.00	265,586.00	100.00%	0.00	0.00
103	Owner Change Order - GMP #5	23,534.00	23,534.00		0.00	0.00	23,534.00	100.00%	0.00	0.00
105	Owner Change Order - GMP #6	355,029.00	355,029.00		0.00	0.00	355,029.00	100.00%	0.00	0.00
107	Owner Change Order - GMP #7	65,881.00	65,881.00		0.00	0.00	65,881.00	100.00%	0.00	0.00
Grand Totals		14,248,911.00	14,248,911.00		0.00	0.00	14,248,911.00	100.00%	0.00	0.00



Universal Athletic, LLC  
912 N 7th Ave, Bozeman, MT 59715  
uabilling@universalathletic.com  
(800) 332-4574 (406) 587-4415  
www.universalathletic.com

**REMIT PAYMENT TO:**  
Universal Athletic, LLC  
P.O. Box 734933  
Dallas, TX 75373-4933

**Invoice #: 802-0043129-01**  
Invoice Date: 4/29/21  
**\$57,658.00 Due By 5/29/21**

Customer #: 126135	Cust PO#: T & F EQUIPMENT	Date Required:	Terms: NET 30 DAYS
Sls rep: Chris Pederson (1210)	Ordered By: SHANE SAGERT	Contract #:	

Sold to: PARSHALL SCHOOL DISTRICT #3  
ACCOUNTS PAYABLE  
PO BOX 158  
PARSHALL, ND 58770

Ship to: PARSHALL SCHOOL DISTRICT #3  
SHANE SAGERT  
501 N MAIN  
PARSHALL, ND 58770

LC Item #	Description	Quantity	Unit	Price	Ext prc
N12 NSSTACKHOUSE	TEHS ALUMINUM HS HURDLE	100	EACH	162.00	16,200.00
N12 THHC	STACKHOUSE HANG HURDLE CART	2	EACH	582.00	1,164.00
N12 TCHAMP	STACKHOUSE TCHAMP BLOCK STARTING	10	EACH	114.00	1,140.00
N12 NSSTACKHOUSE	TSBC2 STARTING BLOCK CART	1	EACH	771.00	771.00
N12 NSSTACKHOUSE	TSSTAND TRACK STARTERS STAND	1	EACH	575.00	575.00
N12 NSSTACKHOUSE	TTJS JUDGES STAND	1	EACH	1,170.00	1,170.00
N12 TAP32	STACKHOUSE 32 PISTOL ALFA QUA;LITY	1	EACH	313.00	313.00
N12 NSSTACKHOUSE	TWBA32 .32 STARTING BLANKS	2	EACH	77.00	154.00
N12 TOFWR	STACKHOUSE WHITE/RED OFF FLAG ON A DOWEL	5	EACH	15.00	75.00
N12 NSSTACKHOUSE	TGR24 24" PIT RAKE	5	EACH	62.00	310.00
N12 FPFR	STACKHOUSEPLASTIC ROPES	2	EACH	30.00	60.00
N12 NSSTACKHOUSE	SC20-OR 2" SAUCER CONE	1	EACH	20.00	20.00
N12 NSSTACKHOUSE	TVPOHJ HIGH JUMP PIT PACKAGE	1	EACH	7,865.00	7,865.00
N12 NSSTACKHOUSE	TVPCPV CNTABRIAN POLE VAULT VALUE PACKAGE	1	EACH	21,710.00	21,710.00
N12 TEPCB	STACKHOUSE ELASTIC X BAR	1	EACH	30.00	30.00
N12 NSSTACKHOUSE	TFW510 FIELD WAGON	1	EACH	1,593.00	1,593.00
N12 NSSTACKHOUSE	TCBEL CROSS BAR PLACER	1	EACH	35.00	35.00
N12 NSSTACKHOUSE	TEPI-4 4 DIGIT EVENT PERFORMANCE INDICATOR	2	EACH	1,105.00	2,210.00
N12 NSSTACKHOUSE	TTP-B BOYS THROWERS VALUE PACKAGE	2	EACH	226.00	452.00
N12 NSSTACKHOUSE	TTP-G GIRLS THROWERS VALUE PACKAGE	2	EACH	220.00	440.00
N12 NSSTACKHOUSE	TDM DISTANCE MARKERS	1	EACH	33.00	33.00
N12 NSSTACKHOUSE	TOR5 50' OPEN REEL MEASURING TAPE	2	EACH	18.00	36.00
N12 NSSTACKHOUSE	TOR20 200' OPEN REEL MEASURING TAPE	2	EACH	41.00	82.00
N12 NSSTACKHOUSE	TOR30 300' OPEN REEL MEASURING TAPE	2	EACH	61.00	122.00
N12 NSSTACKHOUSE	TMC	3	EACH	46.00	138.00
N12 NSSTACKHOUSE	TJMC55RT ATTICA BOYS 800 GRAM RUBBER TIP JAVELIN	2	EACH	260.00	520.00





Universal Athletic, LLC.  
912 N 7th Ave, Bozeman, MT 59715  
uabilling@universalathletic.com  
(800) 332-4574 (406) 587-4415  
www.universalathletic.com

**REMIT PAYMENT TO:**  
Universal Athletic, LLC  
P.O. Box 734933  
Dallas, TX 75373-4933

**Invoice #: 802-0043129-01**

Invoice Date: 4/29/21

**\$57,658.00 Due By 5/29/21**

Customer #: 126135

LC	Item #	Description	Quantity	Unit	Price	Ext prc
N12	NSSTACKHOUSE	TJWC35RT JUNO GIRLS 600 GRAM RUBBER TIP JAVELING	2	EACH	220.00	440.00
N12	NF	NO FREIGHT	1	EACH	0.00	0.00

THANK YOU FOR YOUR BUSINESS

Total line items: 28

Invoice Subtotal: 57,658.00

Tax: 0.00

Invoice Total: 57,658.00

Less Payment(s) Total: 0.00

**Balance Due: 57,658.00**



**Kirsten Baesler**  
State Superintendent  
**Dr. Donna Fishbeck**  
Chief of Staff  
**Laurie Matzke**  
Assistant Superintendent



600 E Boulevard Ave., Dept. 201  
Bismarck, ND 58505-0440  
Phone (701) 328-2260  
Fax (701) 328-2461  
<http://www.nd.gov/dpi>

June 22, 2021

Parshall Public School District  
Shane Sagert, Authorized Representative

Re: Approval of ESSER II Funds Certification and Agreement Package

I am pleased to inform you your Elementary and Secondary School Emergency Relief (ESSER II) Funds Certification and Agreement Package has been approved in the amount of \$609,241.00. These ESSER II Funds are intended to help school districts safely keep schools open, measure and effectively address significant learning loss, and take other actions to mitigate the impact of COVID-19 on students and families.

Please note the following details regarding your grant approval:

**Grant Period:** March 13, 2020 to September 30, 2023. All expenditures must be incurred during this grant period.

**Grant Award:** The district authorized representative must sign the grant award (contract) located within the WebGrants system. **This grant award is now ready for you to sign.** With every reimbursement claim, districts must include:

- Detailed Ledger
- Receipts/Invoices
- Summary Report

**Allowable Activities:** Districts can only use ESSER II Funds in the categories outlined in [Appendix B](#). We encourage you to print this document and refer to it often.

**Coding, Tracking, and Reporting:** LEAs must track these funds separately so they can report use of funds and expenditures. The following codes have been established and align with the NDSDFARM:

- Revenue Coding: 4590 - Other Restricted Federal Revenue
- Project Expense Coding: 109 - ESSER II Fund
- Project Expense Coding: 111 - ESSER II Learning Loss

If you have any questions, please contact Assistant Superintendent Laurie Matzke at [lmatzke@nd.gov](mailto:lmatzke@nd.gov) or (701) 328-2284.

Sincerely,

A handwritten signature in black ink that reads "Kirsten Baesler".

Kirsten Baesler  
State Superintendent

cc: Joani Tucker, Business Manager  
Michelle Hoff, School Board President

**The Computer Store**

Phone: (701) 838-3967

Fax: (701) 839-4495

1100 South Broadway

Minot, ND 58701

**Quote**

No.:

**36251**

Date:

6/22/2021

Prepared for:

Orie Goudge (701) 818-2681

Parshall High School

PO Box 158

601 N Main St

Parshall, ND 58770 U.S.A.

Prepared by: Troy Spengler

Account No.: 8623129

Phone: (701) 862-3129

Quantity	Item ID	Description	UOM	Sell	Total
19	121700	TCS PREMIUM COMPUTER PACKAGE	EA	\$895.00	\$17,005.00
19	139884	INTEL CPU I7 10700	EA	\$0.00	\$0.00
38	132742	RAM 16GB DDR4-2400 288PIN	EA	\$70.00	\$2,660.00
19	119400	ASUS PRIME B360M-C/CSM BOARD	EA	\$0.00	\$0.00
19	140747	SAMSUNG 980 EVO 500GB NVME M.2	EA	\$0.00	\$0.00
19	129911	MS WINDOWS 10 PRO 64 BIT OEM	EA	\$50.00	\$950.00
19	134793	THERMALTAKE VERSA H22 MID TOWER CASE	EA	\$0.00	\$0.00
19	131642	EVGA 400W POWER SUPPLY	EA	\$0.00	\$0.00
19	127649	MS KEY/MOUSE 5050 COMFORT WLESS	EA	\$50.00	\$950.00
38.00	700500	LABOR - BUILD - JS	HR	\$0.00	\$0.00

---

**Your Price:** **\$21,565.00**

---

**Total:** **\$21,565.00**

Prices are firm until 7/22/2021

Terms: Net 15

**Prepared by:** Troy Spengler, troys@tcs-minot.com**Date:** 6/22/2021**Accepted by:** \_\_\_\_\_**Date:** \_\_\_\_\_

# Parshall School District #3

High School  
601 N Main Street  
PO Box 158  
Parshall, ND 58770  
701-862-3129  
Fax 701-862-3801

Elementary School  
211 1<sup>st</sup> Street NW  
PO Box 69  
Parshall, ND 58770  
701-862-3417  
Fax 701-862-3419



---

## Superintendent

1. Goal and vision setting
  - Long term and short term vision.....Goals
    - Curriculum development for new staff members
    - Cares II & III act \$2 million (20% must be learning loss)
      - Village
      - MTSS
      - Social-emotional workshop
      - Counseling
      - Apex
      - Instructional Coach
      - Summer school
      - Business Manager
  - Strategic Plan
    - Implement curriculum development in our school buildings.
2. Board Relations
  - Policy updates- monthly working on 10 or more recommended policies per month.
3. Operations and resource management
  - Budget 2021-22
4. Other Staff Development
  - 2021-22 Staff Development Calendar
5. Interviews
  - Still looking for 1 kindergarten
  - 3<sup>rd</sup> Grade
  - JH Math
  - HS English
6. LIEC meeting
7. ESSER II has been approved.



# PARSHALL BRAVES Insider News



MONTHLY DISTRICT NEWSLETTER

AMBITION...INTEGRITY...RESPONSIBILITY...RESPECT...DEDICATION...DIVERSITY...SAFETY

## PHYSICAL EDUCATION - MR. HAMM

Hello from the Physical Education department of Parshall Elementary!

It has been a challenging 14 months for students, parents and teachers, but we have survived!! I would like to send out a HUGE THANK YOU for all the students, and parents for their continue support of Good Health while we have been distance learning! I tried to find challenging and fun activities for the students do while working from home!

Thanks to Parshall Community Foundation and the school, we have 2 gigantic lifelong activities available:

1. Disc Golf Course which was installed the weekend of April 17 and
2. A GAGA BALL PIT which will be installed before the end of the year if the weather permits.

Both activities along with the new athletic field at the High School are opportunities for all students, and parents to participate in Lifelong Activities.

I also want to extend a HUGE thank you for all who helped with the Kids Heart Challenge this year! I am proud to announce we earned over \$2500 for the American Heart Association. It was well worth getting 10 pies thrown at me, being duct taped to a chair and wearing my Kilt! I hope next year we can pass the \$2500 mark once again with some new and fun challenges!

Finally, I am looking forward to this year's **FIELD DAY**. It is scheduled for **Thursday, May 20**. Pre Kinder through 2<sup>nd</sup> will be at the high school track from 9 AM to 11:00 AM, the 3-5<sup>th</sup> graders will be at the high school track in the afternoon!

Stay Healthy, Happy and Safe,

Don Hamm

Physical Education Teacher Parshall Elementary



Telephone Numbers: Elementary 701-862-3417 High School 701-862-3129



# Elementary Spotlight

**April  
Attendance  
88.80%**

## Attendance Matters

**Attendance  
Goal  
95%**

**2ND GRADE 2B~ MR. JOSHUA MCKEEVER**

*CLASS 2B'S MANDAN SQUASH GARDEN*



### **COUNSELING-MRS. ANGELA**

This school year has been a year full of change. With any change we experience comes challenges. This year our elementary school students learned about resiliency and how they can use the skills we have learned throughout the year to be resilient and adapt to the challenges life sometimes throws our way. The highlights of what we have learned this school year include skills for learning (to help us be the best learners we can be), empathy (understanding how other people may feel or think about a situation), emotion management (understanding our own emotions and learning how to stay in control of the strong ones), coping skills, and problem solving (how can I take responsibility for my actions and solve problems as they arise in a safe and respectful way). All of these skills help us to be successful in and out of school but also help us to be resilient and bounce back from tough situations. We are ending this school year by looking towards the future and exploring careers. Our younger students will be learning about community helpers and our older students have been exploring the different career clusters. Although this year has looked different from other school years, everyone has stepped up and made the most of it. We have learned so much about ourselves and others and have all shown resilience. I hope everyone has a safe and fun summer break and I cannot wait to see everyone back in the fall!



**Telephone Numbers: Elementary 701-862-3417 High School 701-862-3129**



# Elementary Spotlight

## THE SKY'S THE LIMIT FOR OUR 2021 PRE-K GRADUATES!



### DONUTS WITH DAD



### Muffins with Mom



Telephone Numbers: Elementary 701-862-3417 High School 701-862-3129



# THIS & THAT



Congratulations to all our FFA members on their accomplishments this year, and thank you to the Parshall community for your support! Thank you to State Officer H Remington for your inspiring speech. Special awards went to Star Greenhand A Haakenson, Star 8th Discovery H Anderson, Star 7th Discovery B Haakenson. The Officer Team did a great job. Thank you for all your hard work!

## PHS 20-21 Quarter 4 Honor Roll

### HIGHEST HONORS (4.0-3.75)

H. Clemensen	Grade 12	E. Benton	Grade 10
I. Driver	Grade 12	D. Diffely	Grade 10
J. Hall	Grade 12	T. Odermann	Grade 10
A. Hannesson	Grade 12	R. Perkins	Grade 10
J. Volgt	Grade 12	A. Haakenson	Grade 9
A. Haakenson	Grade 11	R. Querkiol	Grade 9
D. Locken	Grade 11	B. Hoff	Grade 8
J. Sagert	Grade 11	B. Haakenson	Grade 7
C. Sanderson	Grade 11	E. Querkiol	Grade 7

### HIGH HONORS (3.74-3.50)

N. Chase	Grade 12	H. Anderson	Grade 8
C. Benton	Grade 11	W. Bird	Grade 7
S. Mendoza	Grade 11	F. Olson	Grade 6
W. Old Rock	Grade 11	E. Solis	Grade 6
W. Wolf	Grade 11		

### HONORS (3.49-3.00)

B. Christlanson	Grade 12	I. Polanco	Grade 9
D. Olson	Grade 12	H. Smith	Grade 9
J. Smith	Grade 12	H. Smith	Grade 9
E. Fixico	Grade 11	J. Alkire	Grade 8
L. Polanco	Grade 11	K. Chase	Grade 8
R. Driver	Grade 10	P. Baker	Grade 6
H. Weber	Grade 10	L. Iron Road	Grade 6
G. John	Grade 9		



HEADED to STATE TRACK  
Jade, Alyssa, Jalyne, Jaden, Landen and Coach Hoff.  
GO BRAVES!

TOGETHER,  
STRONGER,  
BRAVER.

# Middle/High School Spotlight

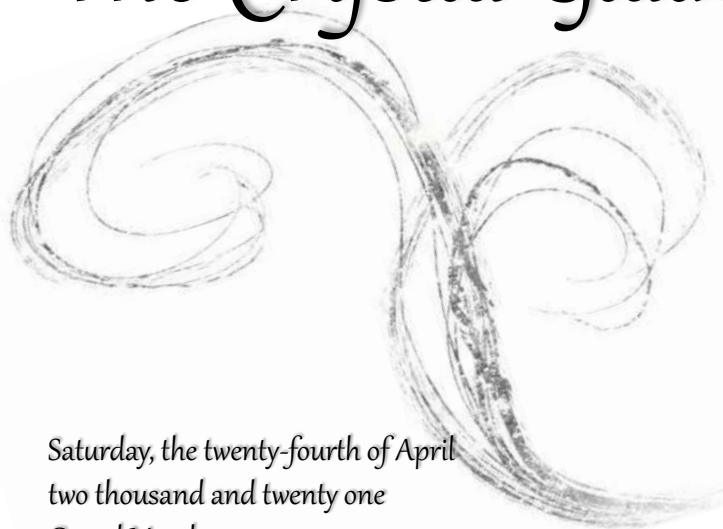
Class of 2022 Junior Prom

The Junior Prom is a special tradition, that unfortunately the students last year were unable to have due to covid. This year, was the first prom in our new building and the junior class wanted to set the bar high. "It was a great opportunity for the Class of 2022 to step out and celebrate themselves and all that they are together for the evening. The prom committee and advisor planned a wonderful evening for the attendees, filled with music, dancing, food and laughter. It was a wonderful night," said Superintendent Shane Sagert.

Families and the community arrived early to the transformed gymnasium to get the perfect picture angle for the Grand March and "The Crystal Gala" did not disappoint. When the gymnasium lights went out, and the lights of the chandeliers sparkled and the crystals shimmered, an echo of "aww" filled the room. The music began to play and the couples were announced. It looked like a huge Hollywood event with the flashing paparazzi.

This year's prom was a special milestone for the outgoing seniors. Cyndi Goudge, prom advisor would like to thank all of the students, parents, staff and community for all support, and assistance to make this year's prom magnificent. We couldn't have done it without you.

## The Crystal Gala



Saturday, the twenty-fourth of April  
two thousand and twenty one

Grand March 7:00pm

Prom 8:00 pm - 11:00 pm

Parshall High School Gymnasium





# PARSHALL HIGH SCHOOL

## CLASSES OF 2021

Valedictorian: Harley Rose Clemensen



Salutatorian: Isabella Raeleigh Driver



Julian David Anderson



Kaya Eloise Bowen



Elijah Darcy McKaine Bracklin



Nichole Leigh Chase



Bailey Christine Christianson



Wynter Rose Deane



James Darrius Irwin Dixon





Jalyn Rae Hall



Ashlynn Joy Lou Hannesson



Dusti Germaine Olson



Jonathan Ty Smith



Jaden George Voigt



Elvia Rose Aileen Ramirez



February 3, 2003 - October 6, 2020



**Telephone Numbers: Elementary 701-862-3417 High School 701-862-3129**

Let's take a moment to recognize the following students for their achievement to being in school everyday. This year our motto for attendance has been "Be here! Every day, all day, all the way! Attendance counts."



High School From Left to Right:  
D. Locken, T. Odemann



Elementary From Left to Right:  
E. Locken, H. Chase, A. Baker

## DIRECTORY

### ADMINISTRATIVE OFFICE

Physical Address: 601 Main Street  
Mailing Address: PO Box 69 Parshall, ND 58770  
Superintendent Office 701-862-3129  
Superintendent: Shane Sagert  
Superintendent's Secretary: Cyndi Goudge  
Business Manager: Joani Tucker

### FOR ALL BUILDINGS

Building Secretary: Jessica Miller  
Grounds & Building: Brent Stacy  
Technology/Website: Orie Goudge  
Lunch Program: Janet Danks  
Transportation: Shane Sagert/Cyndi Goudge

### ELEMENTARY

Main Office/Attendance 701-862-3417  
Physical Address: 211 1st Avenue NW  
Mailing Address: PO Box 69 Parshall, ND 58770  
Principal: Anthony Esquibel  
Building Secretary: Kim Sanderson  
School Counselor: Angela Krueger  
Speech: Maritza Folden

### MIDDLE SCHOOL/HIGH SCHOOL

Main Office/Attendance 701-862-3129  
Physical Address: 601 Main Street  
Mailing Address: PO Box 158 Parshall, ND 58770  
Principal: Amber Young Bird  
Building Secretary: Jessica Miller  
School Counselor: Crystal Hayden  
Speech: Maritza Folden  
Athletic Director: Melichi Four Bear



Parshall School District #3  
601 Main Street  
PO Box 158  
Parshall, ND 58770





1415 12th Ave SE  
PO Box 2020  
Jamestown ND 58402-2020  
Phone: 701-252-2702  
<http://www.fumic.com/payments/>

Invoice Number: 40708

PARSHALL SCHOOL DISTRICT #3  
C/O JONI TUCKER  
PO BOX 158  
PARSHALL, ND 58770-0158

<b>Billing Notice</b>	Page 1 of 1
<u>Account Number</u> PARSSCH-01	<u>Date</u> 7/9/2021
<u>BALANCE DUE ON</u> 7/10/2021	<u>Amount Due</u> \$3,536.00

Property	PolicyNumber: FT 1614-01	Effective: 7/1/2020 to 7/1/2021
----------	--------------------------	---------------------------------

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
624359	7/1/2020	7/10/2021	NEWB	ADDTL PREM ENDORS	\$440.00

Inland Marine Policy	PolicyNumber: IM 1348-01	Effective: 6/10/2021 to 6/10/2022
----------------------	--------------------------	-----------------------------------

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
627966	6/10/2021	7/22/2021	NEWB	New Business Premium	\$3,096.00

Underwritten By: NDIRF

Agency: BRENT WOLLSCHLAGER

**Total Invoice Balance: \$3,536.00**

DETACH AND REMIT WITH PAYMENT

REMIT PAYMENT TO:

FARMERS UNION SERVICE ASSOCIATION  
PO BOX 2020  
JAMESTOWN, ND 58402-2020

WE NOW OFFER CREDIT CARD AND E-CHECK  
PAYMENTS. VISIT US AT [WWW.FUMIC.COM](http://WWW.FUMIC.COM) OR  
CONTACT YOUR FARMERS UNION INSURANCE AGENT  
FOR MORE DETAILS.

**PARSHALL SCHOOL DISTRICT #3**

BALANCE DUE ON:	7/22/2021
Account Number:	PARSSCH-01
Brokerage Company:	NDIRF
Amount Due:	\$3,536.00
Amount Paid:	
Invoice Number:	40708
Agency:	BRENT WOLLSCHL





1415 12th Ave SE  
PO Box 2020  
Jamestown ND 58402-2020  
Phone: 701-252-2702  
<http://www.fumic.com/payments/>

Invoice Number: 41080

PARSHALL SCHOOL DISTRICT #3  
C/O JONI TUCKER  
PO BOX 158  
PARSHALL, ND 58770-0158

<b>Billing Notice</b>	Page 1 of 1
<u>Account Number</u> PARSSCH-01	<u>Date</u> 7/9/2021
<u>BALANCE DUE ON</u> 8/9/2021	<u>Amount Due</u> \$11,595.00

Property	PolicyNumber: FT 1614-01	Effective: 7/1/2020 to 7/1/2021
----------	--------------------------	---------------------------------

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
630142	7/1/2020	8/9/2021	NEWB	ADDTL PREM ENDORS	\$2.00

Property	PolicyNumber: FT 1614-02	Effective: 7/1/2021 to 7/1/2022
----------	--------------------------	---------------------------------

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
630143	7/1/2021	8/9/2021	RENB	Renewal Business Premium	\$11,593.00

Underwritten By: NDIRF

Agency: BRENT WOLLSCHLAGER

**Total Invoice Balance: \$11,595.00**

DETACH AND REMIT WITH PAYMENT

REMIT PAYMENT TO:

FARMERS UNION SERVICE ASSOCIATION  
PO BOX 2020  
JAMESTOWN, ND 58402-2020

WE NOW OFFER CREDIT CARD AND E-CHECK  
PAYMENTS. VISIT US AT [WWW.FUMIC.COM](http://WWW.FUMIC.COM) OR  
CONTACT YOUR FARMERS UNION INSURANCE AGENT  
FOR MORE DETAILS.

**PARSHALL SCHOOL DISTRICT #3**

BALANCE DUE ON:	8/9/2021
Account Number:	PARSSCH-01
Brokerage Company:	NDIRF
Amount Due:	\$11,595.00
Amount Paid:	
Invoice Number:	41080
Agency:	BRENT WOLLSCHL

# Parshall PUBLIC SCHOOL DISTRICT NO. 3

## CAPITAL ASSET POLICY

APPROVAL DATE \_\_\_\_\_

DATE REVISED \_\_\_\_\_

### CAPITAL ASSET POLICY

**SCOPE/PURPOSE:** Assets that have a useful life of more than one fiscal year are considered capital assets. The term capital assets (also referred to as capital and or plant assets) will be identified through the capital improvements planning process. The objectives of capital asset planning are to enhance the accuracy and reliability of District financial statements, amortize the cost of long term assets over their useful lives and strategically plan systematic replacement of capital investments. Capital asset accounting is required under compliance with Government Accounting Standards Board (GASB) Statement No. 34 and No.54. Application of this capital asset policy must adhere to GASB, North Dakota Century Code (NDCC), and the ordinances of the Solen Public School District.

**Capital Asset Process** - The capital improvements planning process will provide the necessary information to identify long term capital assets.

**Designation as a Capital Asset** - The acquisition of an independent asset with an estimated useful life of not less than one fiscal year and an estimated capitalized value of \$5,000 or greater will be designated through the capital improvements process and capitalized as a capital asset. Capitalized value will include interest, administrative, professional and or engineering costs, transportation charges, and site preparation. Donated items will be valued at their estimated fair market value at the time of acquisition

#### Asset Classifications and Estimated Useful Lives:

##### CLASSIFICATION

##### ESTIMATED USEFUL LIFE

Buildings	50-100 years
Land	INDEFINITE
Equipment	5-15 years
Vehicles	5-15 years

Land will be recorded at actual or estimated historical cost in the case of purchased land and recorded at fair market value on the date of donation for any land donated to the District. Land will not be subject to annual depreciation expense. Annual review of additions and disposals may warrant changes in estimated useful lives for subsequent additions. Typically, lives will be relative within a single asset classification, it is important to assign lives not less than the time intended to maintain the asset.

# Parshall PUBLIC SCHOOL DISTRICT NO. 3

## CAPITAL ASSET POLICY

APPROVAL DATE \_\_\_\_\_

DATE REVISED \_\_\_\_\_

**Asset Acquisition** - The acquisition of capital assets will be determined in the capital improvement planning process. Assets and depreciation expenses will be assigned to specific funds. Collective purchases totaling \$5,000 or greater will be evaluated and may be transferred from an expense account to capital assets if their collective estimated useful life is greater than 1 year. *Collective purchase assets will be recorded in capital assets with a single acquisition value in a single asset number, identified as a collective purchase by noting the number of units.* An annual contingency fund for unanticipated acquisitions will be established upon board approval. Asset acquisitions will be capitalized at cost and effective on the date that they are put into use. Documentation of asset additions is a required element of GASB Statement 34 and 54 Management Discussion and Analysis (MDA).

**Depreciation Method** – The District uses Straight Line Depreciation for all assets and the assets will be depreciated yearly, with a full year of depreciation in the year of acquisition.

**Asset Disposition** - The disposition of capital assets will be determined by the department head responsible for assigned assets. Asset dispositions must be reported to the District Business Manager with the explanation for disposition: obsolescence, trade, sale, destruction, or theft. In the event an asset is disposed of prior to fulfilling the term of its' estimated useful life, a loss on disposal will be calculated and reflected by department. Gain or loss on disposal is calculated as follows:

	Acquisition Cost
- (LESS)	Accumulated Depreciation
= EQUALS	Net Book Value
- (LESS)	Reimbursement Received
= EQUALS	Loss or GAIN on Disposal

Dispositions resulting from insured perils will reflect subsequent reimbursements in the disposal transaction. Asset disposals are effective on the date the asset is removed from service. Assets may be transferred from one department to another without disposition as long as both departments agree. Documentation of asset disposals is a required element of GASB Statement 34 and 54 Management Discussion and Analysis (MDA).

# Parshall PUBLIC SCHOOL DISTRICT NO. 3

## CAPITAL ASSET POLICY

APPROVAL DATE \_\_\_\_\_

DATE REVISED \_\_\_\_\_

### Specific Topics of Capital Assets Program –

**Collective Purchases:** Purchases of similar items that are less than the \$5,000 minimum capitalization amount are intended to be pooled and capitalized as a consolidated asset, i.e. individual motor graders, computers, and radios. The transactions would transfer costs incurred from expenses to assets.

**Donated Assets:** Donations of tangible assets (i.e. literature, art, land, etc.) will be valued at their estimated fair market value at the time of acquisition plus any eligible costs incurred. In-kind donations cannot be capitalized/depreciated.

**Improvements and Replacements:** Improvement is the substitution of a better asset, having superior performance capabilities i.e. installing a concrete floor in place of a wooden floor. Replacement is substitution of a similar asset. The capitalization of a cost incurred is determined when the improvement or replacement increases the future service level as opposed to merely maintaining the existing level of service (estimated useful life). I.E. Roof repairs are expensed to maintenance, complete replacement of a roof is capitalized as an additional asset.

**Infrastructure:** Infrastructure assets will be recorded with the most readily available cost estimates. Assets greater than 20 years old will be reported using the modified approach as described by GASB Statement No. 34 and 54 which does not record an annual depreciation expense but must meet the following two requirements:

1. Infrastructure asset management system with the following characteristics:
  - A. Up to date inventory of infrastructure assets
  - B. Condition assessments of infrastructure assets using a consistent and measurable scale
  - C. Demonstrating consistent annual maintenance and preservation
  - D. Estimating annual costs to maintain and preserve
2. Documentation of asset preservation and maintenance, including a complete condition assessment every three years.

# PARSHALL SCHOOL DISTRICT #3

## CREDIT CARD POLICY & PROCEDURES

Approved on \_\_\_\_\_

### Authority

The District Accountant is designated to be responsible for the Districts credit card issuance, accounting, monitoring, retrieval, and for general oversight of compliance with this Credit Card Use Policy.

### Responsibility

Only those who are authorized and who have signed the Credit Card User Agreement may use the Districts credit cards. Credit cards shall only be used to purchase goods or services for the official business of the district.

All authorized users of District credit cards shall submit documentation detailing the goods or services purchased the cost of the goods or services, the date of the purchase and the official business for which it was purchased.

Authorized employees issued a credit card are responsible for its protection and custody and shall immediately notify the District Accountant if the credit card is lost or stolen.

Employees issued District credit cards shall return the credit card immediately upon termination of his or her employment or service with the District.

### Internal Accounting Controls

A current list of all credit cards, authorized users, and credit limits shall be kept on file. The Department Head for the Department wherein the credit card purchase was made shall review and approve all invoices received for payment prior to the submission to the District Commission for approval for payment. The balance including interest due on an extension of credit, under the credit card arrangement shall be paid within sixty (60) days of the initial statement date.

The total combined authorized credit limit of all credit cards issued by the District shall not exceed five (5) percent of the total budget for the current fiscal year.

Any employee or elected official of the District who violates the provisions of this policy shall be subject to dismissal and appropriate criminal and/or civil action.

Requirements for use of credit card:

1. The credit card is to be used only to make purchases for the legitimate business of the District.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy and Procedures established by the District.

Violation of these requirements will result in disciplinary measures up to and including dismissal, appropriate criminal and/or civil action.

**I have read and understand the Credit Card Policy and Procedures and I agree to adhere to them.**

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**Signature**

---

**Date**

# **PARSHALL SCHOOL DISTRICT #3**

## **FRAUD PREVENTION AND INVESTIGATION**

**APPROVAL DATE** \_\_\_\_\_

**DATE REVISED** \_\_\_\_\_

### **I. PURPOSE**

The Parshall School District is committed to the highest standards of moral and ethical behavior by its employees, appointed, and elected officials. The purpose of this policy is to prohibit dishonest and/or fraudulent activity and to establish procedures for reporting fraudulent activities. Fraud is herein defined as the use of dishonesty, deception, or false representation in order to gain a material advantage or to injure the interest of others.

This policy applies to any fraud, or suspected fraud, involving employees, elected and appointed officials, as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the District. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the District.

### **II. RESPONSIBLE PARTIES**

All employees and elected officials of the District are responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity. Any fraud that is detected or suspected must be reported immediately to the District Manager, who coordinates all investigations with the legal counsel and other affected areas, both internal and external. If suspected fraudulent activity involves the District Manager, the report must be brought to the attention of the legal counsel. The District Manager and/or board chairman shall lead the investigation until the matter is resolved.

### **III. ACTIONS CONSTITUTING FRAUD**

The terms falsification, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act
- Forgery or alteration of any document or account belonging to the District
- Forgery or alteration of a check, bank draft, or any other financial document

- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to the District. Exception: Gifts less than \$50 in value.
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment
- Any similar or related inappropriate conduct

#### **IV. REPORTING PROCEDURES**

Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

An employee who discovers or suspects fraudulent activity will contact the District Manager immediately. The employee or other complainant may remain anonymous.

All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the District Manager. No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

#### **V. INVESTIGATION RESPONSIBILITIES**

The affected department head, District Manager, with the assistance of legal counsel as appropriate, have the primary responsibilities for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the District Manager will issue reports to appropriate designated personnel and, if appropriate, to the District board members. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and department heads, as will final decisions on disposition of the case.

#### **VI. CONFIDENTIALITY**

All information received will be treated confidentially to the extent possible within the constraints of the law. Any employee who suspects dishonest or fraudulent activity will notify the District Manager or legal counsel immediately, and should not attempt to personally conduct investigations or interviews/interrogations



related to any suspected fraudulent act (see REPORTING PROCEDURE section above). Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the District from potential civil liability.

#### **VII. DISPOSITION OF INVESTIGATION**

At the conclusion of the investigation, a confidential memorandum will be prepared by the District Manager and/or Legal Counsel. After review, a copy will then be provided to the appropriate department head and or the board members.

#### **VIII. NON-FRAUD IRREGULARITIES**

Allegations that fall outside the parameters of this policy, such as personal improprieties, whether moral, ethical, behavioral, safety or work environment related, should be resolved by Management.

## Parshall School District #3

### Fund Balance Policy in Accordance with GASB Statement No. 54

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**Purpose:** The following policy has been adopted by the Entity in order to address the implications of Governmental Accounting Standards Board ("GASB") Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the District and jeopardize the continuation of necessary public services. This policy will ensure that the District maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,**
- b. Secure and maintain investment grade bond ratings,**
- c. Offset significant economic downturns or revenue shortfalls, and**
- d. Provide funds for unforeseen expenditures related to emergencies.**

This policy and the procedures promulgated under it supersede all previous regulations regarding the Districts fund balance and reserve policies.

**Fund type definitions:** The following definitions will be used in reporting activity in governmental funds across the District. The District may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The ***general fund*** is used to account for all financial resources not accounted for and reported in another fund.

***Special revenue funds*** are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

***Debt service funds*** are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

***Capital projects funds*** are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition or construction of capital assets.

***Permanent funds*** are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Districts purposes.

#### **FUND BALANCE REPORTING IN GOVERNMENTAL FUNDS:**

***Classification:*** Fund balance classification shall be recorded in accordance with governmental accounting standards as promulgated by the Governmental Accounting Standards Board.

***Spending:*** The order of spending and availability of the fund balance shall be to reduce funds from the listed areas in the following order: restricted, committed, assigned, and unassigned. Negative amounts shall not be reported for restricted, committed, or assigned funds.

**Definition Fund Balance:** shall mean the gross difference between governmental fund assets and liabilities reflected on the balance sheet. Governmental fund assets are those of the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds.

**General Fund:** The fund balance of the general fund, one of the governmental fund types, is of primary significance because the general fund is the primary fund, which finances most functions in the District. The fund balance of the general fund shall mean the gross difference between general fund assets and liabilities reflected on the balance sheet.

**Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:**

The five classifications of fund balance of the governmental types are as follows:

1. ***Non-spendable fund balance*** shall mean the portion of the gross fund balance that is not expendable (such as inventories) or is legally earmarked for a specific use (such as the self-funded reserves program).

Examples of non-spendable fund balance reserves for which fund balance shall not be available for financing general operating expenditures include:

- Inventories;
- Prepaid items;
- Deferred expenditures;
- Long-term receivables; and
- Outstanding encumbrances.

2. ***Restricted fund balance*** shall include amounts constrained to a specific purpose by the provider, such as a grantor, by restricted tax levy or by bond indenture.

Examples of restricted fund balances include:

- Tax levy funds;
- Construction programs (including related debt service funds restricted); and
- Resources from other granting agencies – restricted state and federal grants/reimbursements.

3. ***Committed fund balance*** shall mean that portion of the fund balance that is constrained to a specific purpose by the Board. Authority to Commit – Commitments will only be used for specific purposes pursuant to a formal action of the Board. A majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.

Examples include:

- Potential litigation, claims, and judgments; and
- Board induced District approved projects
- Legislation induced restrictions

4. ***Assigned fund balance*** shall mean that portion of the fund balance that is spendable or available for appropriation but has been tentatively earmarked for some specific purpose by the Board designee (District Accountant). In current practice, such plans or intent may change and may never be budgeted, or may result in expenditures in future periods of time.

Examples include:

- Insurance deductibles;
  - Program start-up costs; and
  - Other legal uses.
5. ***Unassigned fund balance*** shall include amounts available for any legal purpose. This portion of the total fund balance in the **general fund** is available to finance operating expenditures.

The unassigned fund balance shall be the difference between the total fund balance and the total of the non-spendable fund balance, restricted fund balance, committed fund balance, and assigned fund balance.

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## SUPERINTENDENT RECRUITMENT AND APPOINTMENT

### Recruitment

The Board shall develop a list of qualifications and a job description for the new superintendent. The Board will establish a salary range for the position and determine the method of advertising the vacancy. The Board may actively seek qualified applicants from within and outside of the District. The Board may appoint a screening committee or hire a consultant to assist in the search. However, the final selection will rest with the Board.

### Advertising

When advertising externally for a superintendent vacancy, the advertisement should include a statement that applicants are eligible for Veterans' Preference and shall include a statement that the District is an Equal Opportunity Employer. The advertisement should include a closing date, minimum qualification requirements, and instructions regarding access to the job description and other application material.

### Qualification Screening

The Board shall make available to each applicant the job description and list of qualifications. As part of the qualifications screening, candidate is required to consent to a criminal history record check. The Board President or designee shall be charged with reviewing the criminal history record of superintendent candidates and shall report to the Board on whether or not a candidate is eligible based on the criminal history record check, without revealing the details of this confidential record.

The Board shall narrow the pool of candidates based on an assessment of each candidate's qualifications. All qualified applicants must be screened through the competitive personnel system described below.

### Competitive Personnel System

The Board uses a competitive personnel system to screen all qualified superintendent applicants. This system consists of the following components: phone interviews & face-to-face interviews. Under this system, the Board scores applicants eligible for Veterans' Preference **[on a 100-point scale]** in accordance with NDCC 37-19.1-02. **[The competitive personnel system is tiered, and applicants must receive a passing score at each stage of the screening process to advance to the next stage.]** The Board or its designee shall develop a rubric for scoring superintendent applicants under the competitive personnel system and for defining the threshold for a passing score.

The District may further investigate the qualifications of applicants who received a passing score under the competitive personnel system by checking sources such as references, employment history, **and background check databases**, etc.

### Interviews at Open Meetings

Interviews with superintendent candidates must be conducted at an open meeting with the Board or its designated screening committee.

**Selection**

The Board shall select for hire the most qualified superintendent applicant remaining after all screening steps are complete.

**Voting Requirements for Selection**

A **[simple] [two-thirds]** majority vote of the board members at a meeting is required for the employment of a superintendent.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- BCAD, Executive Session
- CAAA-E, Superintendent Job Description
- DBAC, Recruitment & Hiring Teachers
- DBAA-AR, Background Check Screening Procedure

End of [Name of District] Policy CAAA.....Adopted:

[08/17]

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**SUPERINTENDENT EVALUATION PROCEDURE****Format of Evaluation Instrument**

The Board shall approve a superintendent evaluation instrument that is reasonably related to the Superintendent's job description and the goals and objectives of the District (see CAAB-E1). The evaluation instrument shall require board members to rate the Superintendent's performance as either satisfactory or unsatisfactory in each area of performance identified in the job description. If a board member rates the Superintendent as unsatisfactory in any area, they shall provide an explanation and recommendations for improvement in the evaluation. The Board shall not assign an overall performance rating to the Superintendent's evaluation.

**Evaluation Process**

Each month, as part of the regular school board meeting, board members should complete a superintendent evaluation worksheet to track the Superintendent's performance and to assist with completing the November 15 and March 15 evaluations required by state law (see CAAB-E2).

The Board shall evaluate and assess the performance of the Superintendent according to state law.

Twice a year, the Board President shall schedule a board meeting to discuss and approve the Superintendent's evaluations on or before the deadlines for evaluation completion established by law. The Board President shall disseminate the evaluation instrument to individual board members prior to such meetings, set a deadline for their return, and collect and combine the completed evaluations prior to the meeting.

The Board President shall tally and combine all ratings and comments contained on individual board member's evaluations onto one document (see CAAB-E3) and should provide a copy of this document to all board members prior to the meeting in which the Superintendent's evaluation will be discussed and approved (see CAAB-E4).

The Superintendent may complete a mid-year progress report on their goals and give to the Board President.

The Board President shall meet with the Superintendent prior to meeting with the full board to discuss the evaluations completed by individual board members.

Any discrepancies among board members about the Superintendent's rating in any of the performance areas evaluated must be discussed and a decision reached through a roll call vote of a simple majority of the Board, at the open meeting, when the evaluation is discussed. For any performance area rated as unsatisfactory, the Board, through a roll call vote, shall approve all comments explaining this rating and all recommendations for improvement. All board-approved comments and recommendations must be included on the evaluation that the Board provides to the Superintendent.

**Post-Approval Procedures**

Upon approval of the evaluation, the Board shall discuss the evaluation with the Superintendent. The Board President shall present a copy of the approved evaluation to

**RECOMMENDED**

Descriptor Code: CAAB

the Superintendent and place a copy of the approved evaluation in the Superintendent's personnel file. Superintendent evaluations must be retained for six years after the Superintendent separates from district employment.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- CAAA-E, Superintendent Job Descriptions
- CAAB-E1, Superintendent Evaluation Template
- CAAB-E2, Superintendent Evaluation Worksheet
- CAAB-E3, Superintendent Evaluation Summary
- CAAB-E4, Sample Motion for Superintendent Evaluation
- CAAB-E5, Superintendent Evaluation Timeline

End of [Name of District] Policy CAAB .....Adopted:

[03/21]

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**HIRING ADMINISTRATIVE STAFF****Definitions**

For the purposes of this policy, administrative positions include principals. The definition does not include the Superintendent.

**Advertising**

When the Board declares an administrative position open, the Superintendent shall advertise the opening within the District and may advertise through appropriate channels outside the District. Prior to advertising, the Board and Superintendent should review and, if necessary, update the position's job description and, if necessary, modify the competitive personnel system. A current district employee is not eligible for Veterans' Preference if applying for a different job within the District.

All advertising for administrative positions may include a statement that applicants are eligible for Veterans' Preference and shall include a statement that the District is an Equal Opportunity Employer. The advertisement should include a closing date.

**Screening**

A hiring committee shall investigate the qualifications of applicants for administrative positions. As part of this qualification investigation, applicants shall be required to submit to a criminal history record check. The Superintendent shall adjudicate criminal history records. In order to qualify for an administrative position, an applicant must receive satisfactory adjudication of the criminal history record and possess the necessary education, qualifications, and experience as determined by the hiring committee using standards contained in the job description.

**Competitive Personnel System**

Option 1: **[The District does not use a competitive personnel system when hiring administrators. If a qualified veteran or disabled veteran applies for an administrative opening, the qualified veteran entitled to preference under law will receive the position. If multiple qualified veterans apply, the District shall comply with selection procedures contained in law. If a qualified veteran or disabled veteran does not apply for an administrative opening, selection shall be made using an interview [and {list other screening procedures}].**

Option 2: **[Applicants deemed to be qualified shall advance to the next stage of the screening process, which consists of completion of requirements under the competitive personnel system. This system consists of the following components: {phone interviews,} {an aptitude exam,} {face-to-face interviews,} {list other components}. Under this system, the {Superintendent} {hiring committee} scores applicants eligible for Veterans' Preference {on a 100-point scale} in accordance with NDCC 37-19.1-02. {The competitive personnel system is tiered, and applicants must receive a passing score at each stage of the screening process to advance to the next stage.} The {Superintendent} {hiring committee} shall develop a rubric for scoring administrative applicants under the competitive personnel system and for defining the threshold for a passing score.**

**RECOMMENDED**

Descriptor Code: CABB

**The District may further investigate the qualifications of applicants who received a passing score under the competitive personnel system by conducting follow-up interviews and/or checking sources such as, but not limited to, references, employment history, {background check databases}.**

**Hiring Authority**

A hiring committee shall bring hiring recommendations for administrative positions to the Board. The Board shall make final hiring decisions for all administrative positions.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- DBAC, Recruiting & Hiring Teachers
- DBAA-AR, Background Check Screening Procedure

End of [Name of District] Policy CABB .....Adopted:

[05/15]

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**ADMINISTRATIVE REGULATIONS**

The Superintendent shall prepare and disseminate administrative rules necessary to implement board policy and shall review such rules periodically to determine their effectiveness in carrying out policies. These rules shall constitute the school district's administrative regulations.

The Board shall not approve administrative regulations. However, the Board reserves the right to review and veto any administrative regulation should it, in the board's judgment, be inconsistent with the policies adopted by the Board.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- BDA, Procedure for Adopting Board Policy

End of [Name of District] Policy CBAA .....Adopted:

[09/08]

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## **SUPERINTENDENT & OTHER ADMINISTRATIVE PROFESSIONAL DEVELOPMENT<sup>1</sup>**

The Superintendent and administrators shall comply with all professional development requirements contained in law and established by the district along with licensure and credential renewal requirements established by the Department of Public of Instruction and the Education Standards and Practices Board.

### **Superintendent Professional Development**

The Board shall pay for the superintendent's membership in the following associations:

- A. NDCEL (North Dakota Council of Educational Leaders)**
- B. AASA (American Association of School Administrators)**
- C. NDASBO (North Dakota Association of School Business Officials)**
- D. NAFIS (National Association of Federally Impacted Schools)**

The Superintendent is authorized to take **[# of]** days for professional development each school year<sup>2</sup>. However, the Superintendent shall avoid absences that will be detrimental to district operations. The Superintendent shall notify the Board and receive approval prior to attending any professional development training lasting more than **[#]** sequential business days. The Superintendent shall request board approval for participation in professional development activities that will incur **[costs] [a cost of \$ (list amount) or more]**. The District shall reimburse the Superintendent for registration/participation fees and travel, lodging, and meals at state reimbursement rates, provided participation was approved by the Board through policy or board action.

### **Professional Development for Other Administrative Staff**

The Board shall pay for the administrative staff's membership in the following associations: NDCEL, AASA, NDASBO, NAFIS. For the purposes of this policy, "administrative staff" means school principals.

Administrative staff may take **[# of]** days for professional development each school year<sup>3</sup>. However, administrative staff shall avoid absences that will be detrimental to district operations. Administrative staff shall notify the Superintendent and receive approval prior to attending any professional development training lasting more than **[#]** sequential business days. The Superintendent shall request board approval for administrative staff participation in professional development activities that will incur **[costs] [a cost of \$ (list amount) or more]**. The District shall reimburse administrative staff for registration/participation fees and travel, lodging, and meals at state reimbursement rates, provided participation was approved by the Board through policy or board action.

### **Long-Term Professional Development Leave**

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<sup>1</sup> Boards should review the superintendent and administrators' contract prior to adopting this policy. Do not adopt any portion of this policy covered by these contracts.

<sup>2</sup> For purposes of this section, "school year" means the period beginning July 1 and ending June 30.

<sup>3</sup> For purposes of this section, "school year" means the period beginning July 1 and ending June 30.

The Board may grant unpaid **[or paid]** long-term professional development leave to the Superintendent or administrative staff for graduate study. The granting or denial of a request for professional development leave **[and determination that it be with or without pay]** is at the sole discretion of the Board.

The Board shall make this determination based on the following criteria:

1. Needs of the District (e.g., whether the training will assist the District with achieving its goals, the degree to which the individual's service is needed during the requested period of leave, etc.)
2. Appropriateness of the course of study;
3. Number of past leave requests made by the individual and the number that have been granted by the Board;
4. Number of years the individual has been employed by the District;
5. Length of the leave request and the time of year the employee will be absent;
6. Whether or not the individual has unused vacation, personal, or other applicable paid leave available.

Requests for leave must occur **[# of]** months prior to the commencement date of the requested leave. The request must state the leave dates and specify programs to be pursued.

If the Board grants long-term professional leave to a member of the administrative staff during the school year, the individual must be notified that they have a right to return to a similar position but there is no guarantee of returning to the same school or the same position. The individual shall agree to this stipulation as a condition of receiving approval.

End of [Name of District] Policy CCA.....Adopted:

[08/17]

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**ROLE OF POLICY & REGULATIONS  
FOR NON-CONTRACTED EMPLOYEES**

Policies and regulations that govern non-contracted employees are established in order to delineate district rules and expectations and outline employee benefits but shall not be construed to form a contract or create an expectancy of continued employment with the District.

**End of [Name of District] Policy DAA.....Adopted;**

**[12/14]**

SAMPLE

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**DEFINITIONS FOR PERSONNEL POLICIES**

When policy language is only applicable to certain classifications of employees, the following definitions shall apply:

- *Administrators:* Individuals who work in positions requiring an administrative credential from the North Dakota Department of Public Instruction (DPI) and the following positions unless otherwise specified by policy: **[Athletic Director]**, **[Technology Coordinator]** **[Business Manager]** **[others]**.
- *Ancillary or classified staff:* Employees working for the District on an at-will basis. Examples include, but are not limited to: paraprofessionals, secretaries, custodians, coaches, bus drivers, cooks, **[Business Manager]**, **[list others]**.
- *Full-time employee* is defined as a staff member working an average of **[#]** hours per week. All employees not meeting or exceeding this threshold are considered part-time. This definition shall apply except when superseded by the negotiated agreement or law (e.g., the Patient Protection and Affordable Care Act).
- *Licensed teachers:* Individuals who work in positions requiring licensure from the Educational Standards and Practices Board (ESPB), including, but not limited to: classroom teachers, librarians, counselors, **[list others]**.

End of **[Name]** District Policy DAB .....**Adopted:**

**[03/15]**

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## RECRUITMENT, HIRING, & BACKGROUND CHECKS FOR NEW CLASSIFIED PERSONNEL

The Parshall School Board is committed to hiring individuals who will best meet the needs of the District consistent with budget limitations, with its goal to ensure student and staff safety, and in compliance with state and federal law.

### Definitions

For the purposes of this policy:

- *Applicant* is defined as any individual applying for a classified position.
- *Classified employees/personnel* are defined as district staff working in positions that do not require licensure from the Educational Standards and Practices Board or an administrative credential from the Department of Public Instruction.
- *Competitive personnel system* is defined in accordance with NDCC 37-19.1-01.
- *Crime* is defined as a felony offense, misdemeanor, a violation of an ordinance, and charges that result from non-sufficient funds or “no account.”
- ***Immediate family* is defined as the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and any member of the employee's household.<sup>1</sup>**
- *Sexual offender* is an individual meeting the criteria in NDCC 12.1-32-15 and/or is required to register under NDCC 12.1-32-15.
- *Unsupervised contact* is defined in accordance with NDCC 12-60-24 as being in proximity to one or more students, on school grounds, or at school functions.

### Recruitment and Hiring Authority

The Board authorizes the Superintendent to hire classified staff. No action of the Board shall be necessary so long as the Board previously established the position and hiring is within budget limitations; however, any decision to hire a board member to fill a vacant classified staff positions must be made in accordance with BAA Policy and requires board approval as outlined in said policy.

All classified employees shall be hired on an hourly rate and not on a contract. The employment of classified employees shall be at-will.

All advertising for classified positions shall include a statement that applicants are eligible for Veterans' Preference and the District is an Equal Opportunity Employer. The advertisement should include a closing date.

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<sup>1</sup> Adopt this option if adopting paragraph five under the screening heading.



**Qualifications Screening Process**

A hiring committee shall investigate the qualifications of applicants for classified positions, including education and experience. In order to determine if an applicant is qualified, the hiring committee shall conduct criminal history record checks when necessary (as explained below) and may:

1. Conduct a driving record check for applicants seeking a position involving transportation of students and/or regular use of district vehicles.
2. Conduct a credit check for positions involving regular access to district funds.
3. Require a work history from at least the past 5 years.
4. Require applicants to submit to an oral interview. The interview shall have a standard set of job-related questions and pre-determined satisfactory answers.
5. Require at least 3 professional references.
6. Require the applicant to submit to a work simulation.

Job announcements for positions requiring satisfactory driving and/or credit records (as determined by the hiring authority prior to advertising) must list such requirement(s).

An applicant shall be deemed unqualified for employment if their employment with the District would create a direct supervisor-subordinate relationship with an immediate family member who is also an employee.

**Qualifications Screening: Criminal Background Checks**

As part of the qualifications investigation, applicants for positions that allow unsupervised contact with students shall be required to:

1. Submit to a criminal history record check; and
2. Certify in writing that the applicant has never been charged with a crime or provide a written description of the disposition of the charge.

The Superintendent or designee shall adjudicate criminal history records based on the following factors:

1. The nature and gravity of any known misconduct and/or offense(s).
2. The time that has passed since any known misconduct, criminal conviction, and/or completion of a sentence occurred.
3. The nature of the job sought.

Applicants shall be deemed to be at a risk unsuitable for district employment in at least the following instances:

1. The applicant is a sexual offender or has committed an offense involving a child victim.

2. The falsification or omission of any information concerning criminal convictions or pending criminal charges.

**Applicant Rights**

Applicants claiming Veterans' Preference must provide appropriate certification in accordance with law.

Records obtained by the District for background and other record checks shall be used solely for purposes that they were requested and shall only be disseminated and retained in accordance with the personnel records policy. The Superintendent shall advise applicants that the procedure for obtaining, correcting, or updating federal records is contained in 28 CFR 16.34. Before making a hiring determination, the Superintendent shall give the applicant a reasonable time to correct and/or complete their criminal history record or decline to do so. The Superintendent shall follow the requirements under the Fair Credit Reporting Act if using credit reports to make employment decisions.

**Competitive Personnel System**

The District shall use a competitive personnel system after conducting the qualifications screening. The system shall be an exam administered in compliance with the point system and other requirements contained in NDCC 37-19.1-02(4)].

**Final Selection**

The District shall make all final selections of employees for classified positions in accordance with Veterans' Preference law (NDCC 37-19.1-02). When permitted by law, this may include further inquiry (i.e., after initial qualifications screening and, if applicable, the completion of the competitive personnel exam) into an applicant's qualification based on screening mechanisms such as interviews, background checks, and skills testing.

**Orientation**

The Superintendent or designee shall provide an orientation program for new classified employees to acquaint them with the district's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- DBAA-AR, Background Screening Procedure
- DBAA-E, Adjudication System
- DBAA-E2, Intent to Hire Letter
- DI, Personnel Records

End of [Name of District] Policy DBAA .....Adopted:

[07/19]

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**RECRUITING & HIRING TEACHERS**

The Parshall School Board is committed to hiring teachers who will best meet the needs of the District consistent with budget limitations, with district policy, with its goal to ensure student and staff safety, and in compliance with state and federal law. Nothing contained in this policy requires the District to fill a teaching vacancy. The Superintendent is authorized to end the advertising and screening processes in this policy at any time based on the needs of the District; however, once the District offers a teaching contract, it cannot retract this offer without the consent of the teacher receiving the job offer.

**Definitions**

For the purposes of this policy:

- *Crime against a child* is defined in accordance with NDCC 15.1-13-26.
- *Immediate family* is defined as the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and any member of the employee's household.
- *Teaching positions* are jobs held by individuals licensed to teach in North Dakota who are employed primarily as classroom teachers.
- *Sexual offense* is defined in accordance with NDCC 15.1-13-26.

**Advertising Protocol**

When the District seeks to fill a teaching position, the Superintendent or designee:

1. Shall develop an announcement with the following components:
  - a. Minimum qualifications including, but not limited to, required education, licensure, competencies, and successfully passing any required background or criminal history record checks;
  - b. Instructions on where to access the position's job description, this policy, and any other application material;
  - c. An Equal Employment Opportunity statement.
2. May post the announcement internally; internal teaching announcements shall contain all items listed under #1, a statement that internal applicants are ineligible for Veterans' Preference, and the deadline for internal applicants to exclusively submit applications.
3. May post the announcement externally using methods deemed reasonable, effective, and within budget parameters; external teaching announcements shall contain all items listed under #1, a statement that external applicants are eligible for Veterans' Preference if meeting requirements in state law, and a closing date.

**Screening Protocol**

The Superintendent or designee should develop regulations, including adjudication standards, for conducting background and criminal history record checks on teachers.

Teaching applicants must meet minimum qualification requirements contained in the job announcement and job description. Teaching applicants are disqualified

from employment if meeting the disqualifying factors listed in this policy. If no applicant is qualified, the Superintendent or designee may revise the announcement and shall repost the opening in accordance with this policy's advertising protocol.

The Superintendent or designee shall verify that any applicant claiming Veterans' Preference has satisfied eligibility requirements in law, including submission of required documentation

The District does not use a competitive personnel system when hiring teachers. If a qualified veteran or disabled veteran applies for a teaching opening, the veteran entitled to preference under law will receive the position. If multiple veterans apply, the District shall comply with selection procedures contained in law. If a veteran or disabled veteran does not apply for a teaching opening, selection shall be made using an interview.

The District may further investigate the qualifications of applicants who received a passing score under the competitive personnel system by conducting secondary interviews and checking sources such as, but not limited to, references, employment history, background check databases.

The Superintendent may recommend to the Board for hire the most qualified teaching applicant remaining after all screening steps are complete.

Applicants eligible for Veterans' Preference who are not recommended for hire shall receive notice in accordance with NDCC 37-19.1-02.

### **Disqualifying Factors**

Factors that may exclude an applicant from employment as a teacher include, but are not limited to, the following:

1. The applicant has been charged with a felony, sexual offense, crime against a child, any other offense involving a child victim, or any other crime that the Superintendent or designee has reason to believe poses a safety risk to district students, staff, or operations or could substantially disrupt district operations.
2. The employment would create a direct supervisor-subordinate relationship with an immediate family member who is also an employee. Employees who marry or become members of the same household may continue employment; however, a direct supervisor-subordinate relationship between the employees shall be avoided.
3. Knowing falsification or omission of any information given to the District by an applicant or made by an applicant during the applicant screening process including, but not limited to, information concerning criminal convictions or pending criminal charges.
4. The individual has not met ESPB's standards for teaching licensure and/or will not have obtained a teaching license by the start of the school year.
5. The individual was nonrenewed for cause or discharged from a previous teaching position.

### **Hiring Authority**

The Superintendent or designee(s) shall screen and make recommendations to the Board about offering an applicant a teaching position.<sup>1</sup>

### **Final Applicant Rights**

Records obtained by the District for background checks, criminal history record checks, and other record checks will be used solely for purposes that they were requested and will only be disseminated and retained in accordance with the district's personnel records policy. Applicant rights related to criminal history records are contained in DBAC-E2.

### **Issuing Contracts**

If the Board approves hiring a new teaching staff member contingent upon satisfactory adjudication of criminal history records or obtaining a teaching license, the individual's teaching contract shall be issued with language notifying him/her of this contingency.

### **Orientation**

Each teacher shall be provided with a personnel handbook. The Superintendent shall provide an orientation program for new teaching staff members to acquaint them with the district's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- DI, Personnel Records

**End of [Name of District] Policy DBAC .....Adopted:**

**[08/15]**

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<sup>1</sup> This is only one option. The Board may screen candidates or designate an interview committee to conduct candidate screening.

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**CLASSIFIED STAFF INTENT TO REHIRE**

All classified personnel eligible for rehire will receive an annual intent to rehire notice from the District at the end of the school year. Classified personnel must indicate their intent to return to district employment on this form and must return this form on or before the due date and time listed therein. The notice must be received by the Superintendent by this deadline.

Failure by any classified employee to return the notice by this deadline or an indication on the form that the employee has chosen not to return will be deemed to be a resignation from district employment.

The intent to rehire notices are for planning purposes only and not a contract prescribing a duration of employment. All classified employees remain at will. The District may choose to terminate at-will employees at any time with or without cause, and the employee may resign from employment at any time, with or without cause.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- DBD-E, Intent to Rehire Classified Staff Notice
- DKBA, Separation of At-Will Employees

**End of [Name of School District] Policy DBD.....Adopted:**

**[09/13]**



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## DEFINITION OF WORKWEEK AND OVERTIME AND COMPENSATORY TIME

All classified employees shall be considered subject to the minimum wage and overtime provisions of state and federal law unless specifically shown to be exempt.

### Workweek

For the purposes of calculating overtime, the District defines the workweek as beginning on Sunday and ending on Saturday. *Note: Under state law, a workweek is a seven-day period. Ensure that your definition of workweek meets this standard.*

### Overtime Restrictions

Non-exempt employees are restricted from working more than 40 hours a week without prior written permission from the **[Superintendent] [Principal] immediate supervisor**. Non-exempt employees who work more than 40 hours a week without authorization are subject to disciplinary action up to and including discharge.

The **[Superintendent] [Principal] [immediate supervisor]** shall determine if it is necessary for non-exempt employees to work overtime hours. Non-exempt employees shall be required to perform all overtime hours assigned to them.<sup>1</sup> Supervisors are charged with ensuring that employees do not work overtime hours except as assigned. Failure to enforce this requirement may result in discipline of the supervisor.

### Recordkeeping

Accurate records shall be kept of hours worked by all classified employees. The **[Superintendent] [Business Manager]** shall institute a system of recordkeeping.

### Compensation

Overtime hours will be compensated in accordance with the Fair Labor Standards Act and the North Dakota Department of Labor Regulations.

Employees will be reimbursed with overtime compensation in accordance with law for all overtime worked **[unless the District and employee agree to compensatory time off in lieu of overtime pay<sup>2</sup>]**. Employees shall be notified of this arrangement before performance of overtime work.

If an employee is employed for two or more different positions which have different rates of pay, the District will pay the employee overtime compensation based upon the weighted hourly rate or may enter into an agreement with the employee before the work is performed to pay overtime at the overtime rate of pay for the actual work performed after the first forty hours of work in that work week.<sup>3</sup>

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<sup>1</sup>You have the right to assign overtime hours unless the overtime hours assigned are excessive.

<sup>2</sup>Certain restrictions apply if an employer and employee agree to compensatory time off in lieu of overtime pay. Please refer to exhibit DCBB-E.

<sup>3</sup>This agreement would be beneficial to the District only if the overtime hours could be controlled so that they were always at the lower rate.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- DCB-E, Compensatory Time Off Law

**End of [Name of District] Policy DCB.....Adopted:**

**[03/15]**

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## SICK LEAVE

### Eligible Employees

All **nine-month or more** ancillary employees are eligible for paid sick leave each school year as determined by the Board and set forth in board regulations. Sick leave is subject to the negotiated agreement for licensed staff, provided in administrative regulations.

### Use of Sick Leave

Sick leave may be used for the following reasons:

1. Personal illness, injury or disability that prevents an employee from performing their duties **[; or] [;]**
2. Personal medical appointments **[.] [; or]**
3. **[Illness of or medical appointments for a member of the employee's immediate family that necessitates the employee's attendance. Immediate family is defined as spouse, child(ren), parents, grandparents, grandchildren or anyone of like relationship by marriage, or persons standing in loco parentis, or other family member when the employee is the sole caregiver. Verification of need may be required.]**

Employees are encouraged to schedule personal or family medical appointments outside of work hours when possible. Employees who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during significant public health events. In the event of a significant public health event, schools may be closed to just students, or to all employees and students. If schools are closed only to students, employees are expected to work regular schedules, unless directed otherwise by administration, or use appropriate leave.

Sick leave cannot be used to make up for work missed due to weather conditions, blocked roads or other similar circumstances. In those situations, unpaid leave, personal leave, vacation leave or pay dock must be used.

After being absent for **[# (3 days is common)]** consecutive days, an employee may be asked to provide a note from their medical provider confirming the need for sick leave.

Any false claim for or fraudulent use of sick time can be cause for disciplinary action, up to and including termination.

### Disability Resulting from Pregnancy Leave

Disability or physical limitations resulting from pregnancy shall be treated the same as any other illness, injury, or disability for the purpose of sick leave and is subject to the limitations of this policy. The District shall not mandate that pregnancy leave be taken for a prescribed duration of time. Requests for sick leave resulting from a disability or physical limitation related to pregnancy, child- birth, or a post-pregnancy condition shall be made in accordance with board regulations on sick leave documentation requirements and may, at the employee's discretion, occur earlier than timeframes contained in regulations in order to allow the District ample time to locate a replacement.

### [Long-Term Sick Leave

**Leave for a serious health condition {and health restoration} will be granted in accordance with District's FMLA {and health restoration} polic{y}{ies}.** *Note: Adopt if the District has 50+ employees*

### **Sick Pay**

Sick pay shall be paid at the employee's base rate at the time the leave is taken. Sick time is paid only for days on which the employee would otherwise have worked a regular schedule, and not for absences on Saturday, Sunday, or school holidays.

### **Accrued Leave**

Unused sick leave shall **[not]** be carried over from one year to the next. **[Leave may accumulate {to a maximum of {#} days} {without limit}.]**

### **Requesting Sick Leave**

Requests for sick leave shall be made in accordance with administrative regulations (DDA-AR).

Sick leave may be taken in **[one-hour,] [half day,]** or full day increments.

### **Separation**

Employees shall not be paid for any accrued, unused sick leave upon separation from district employment.

### **Leave Records**

The Business Manager shall record employee leave, verify that the leave record is accurate, and maintain leave records for each employee. If leave balances are not displayed on employee pay stubs, the Business Manager shall notify employees of leave balances at least once a year.

The District shall retain leave records for all separated employees for a period of at least six years from the date of separation.

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Complementing NDSBA Templates (may contain items not adopted by the Board)

- DDA-AR, Sick Leave Requests
- DDAA, Family & Medical Leave Act
- DDAA-BR, Family & Medical Leave Act Regulations
- DDAA-E, Family & Medical Leave Act Law
- DDAA-E2, FMLA Forms

End of [Name of District] Policy DDA.....Adopted:

[04/20]

# TEACHER'S CONTRACT

**THIS AGREEMENT** is made and entered into on the 30th day of June 2021 between Andrea Anderson, a duly qualified teacher (hereinafter called TEACHER) holding a valid North Dakota Teacher's License Number 63034 and the School Board of Parshall Public School District No. 3, County of Mountrail, North Dakota (hereinafter called the SCHOOL DISTRICT).

1. **DURATION:** Said TEACHER is licensed to teach in the public schools in said County of North Dakota and hereby contracts to teach in said SCHOOL DISTRICT during the 2021 – 2022 school year for a term of 182 days, beginning on August 16, 2021.
2. **SALARY:** The School Board of said SCHOOL DISTRICT agrees to pay said TEACHER an annual salary of \$50,050 dollars, payable in 24 equal payments as follows:  
TEACHER will receive their annual salary, with deductions accordingly, in 24 payments commencing on September 3rd and ending in August, payable on the 5<sup>th</sup> and 20<sup>th</sup> days of each month, or the last day preceding the 5<sup>th</sup> day or the 20<sup>th</sup> day if either of those days is not a working day. Payments will be made using direct deposit. Teacher will receive their last paycheck on August 20th, or upon the completion of a year-end checklist, whichever comes later.
3. **ASSIGNMENT(S):** The above-named TEACHER agrees to faithfully perform such services as may be reasonably assigned by the School Board or its designated representative(s) during the life of this contract, including teaching assignments for which said TEACHER is highly qualified.
4. **EXTRACURRICULAR ASSIGNMENTS:** The following extracurricular assignments are included as an integral part of this contract, with additional compensation as specified:

**POSITION**

**ADDITIONAL COMPENSATION**

5. **COMPLIANCE WITH POLICIES:** TEACHER agrees to comply with all policies of the SCHOOL DISTRICT, which policies shall be made readily available for review upon request by the TEACHER.
6. **QUALIFICATIONS:** TEACHER hereby certifies that TEACHER is highly qualified as defined and required by ESSA (Every Student Succeeds Act) and the North Dakota Education Standards and Practices Board.
7. **DEADLINE FOR ACCEPTANCE:** This contract must be signed and returned to the business manager by 4:00 p.m. on the 2nd day of July, 2021, or it will be deemed rejected.

**PREPARE IN TRIPLICATE**

**DISTRIBUTION:**

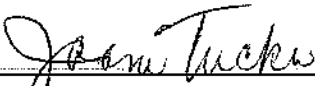
Business Manager

County Superintendent of Schools

Teacher

PARSHALL SCHOOL DISTRICT #3

\_\_\_\_\_  
President of the School Board

  
\_\_\_\_\_  
Business Manager

  
\_\_\_\_\_  
Teacher