

**Unapproved School Board Minutes  
Montpelier Public School District #14  
214 7<sup>th</sup> Ave  
Montpelier, ND 58472  
April 9<sup>th</sup>, 2014**

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

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

**Visitors:** Frank and Winter Stopplesworth.

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

**Agenda Modifications:** None.

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

- a) Bills and financial reports
- b) Minutes from the April 9<sup>th</sup> meeting, as presented
- c) Non-tuition agreement for one student from Montpelier into Jamestown. The student is currently attending St. John's Academy in Jamestown.

**Secondary Principal/Athletic Director Report:**

- Letters will go out on the pending new medication policy.
- The preventative use of a drug dog is anticipated for next year.
- High School Awards will be next Wednesday afternoon. Awards are given for both athletics and academics.
- Prom turned out well. Student behavior was exemplary. All non-Montpelier participants were required to have the principals from their schools verify their grade levels, and that there weren't any disciplinary issues that would have prevented them from attending the prom at their own schools. The sheriff's department issued breathalyzer tests to all attendees.
- Mr. Godfrey applied for a \$25,000 Homeland Security Grant through the law enforcement center. Items requested were digital security cameras and a keyless entry card system.

**Guests:** Frank and Winter Stopplesworth visited with the board about the possibility of their children attending school in Montpelier next school year.

**Superintendent/Elementary Principal Report:**

- Mr. Waagen attended several meetings: 1) Title I program improvement meeting. It's anticipated that the district will not make AYP and will be identified for program improvement, as will most districts since this is the year when 100% proficiency is expected. Specific steps must be taken to improve. A grant of \$10,000 may be received to put toward improvements to the programs in the high school. 2) Mr. Waagen attended Breakthrough Training which is training to teach school administration to manage their time so they can spend more of it in the classroom. Julie Smith also attended on the second day. 3) Statewide Longitudinal Data System training.
- Mrs. Ratts attended a Pre-K standards workshop. She is very enthused to be teaching Pre-K next year.
- Certification was received indicating that the district is meeting the needs of IDEA students.
- The last day of school is Friday the 23<sup>rd</sup>.
- Graduation is Saturday, the 24<sup>th</sup>.
- Mr. Waagen recommends adjusting the 2014-2014 calendar by adjusting the last day of the first semester to January 9<sup>th</sup>. The board concurred.

- With the rearrangements to classrooms for next year, a few furniture items may need to be purchased.
- Mr. Waagen talked to Jason Bowen about building the new superintendent's office partition in the ITV room.

**Long Term Plan Approval:** Rode made a motion, seconded by Froehlich to approve the long term plan. Assuming a roll call vote, the motion carried unanimously.

**New Teachers:** Mr. Waagen recommends the hire of Mr. Brent Nelson for the physical education position and Ms. Sara Heinze for the fourth grade position. Harms made a motion, seconded by Roorda to approve the hire of Mr. Nelson and Ms. Heinze. Assuming a roll call vote, the motion carried unanimously.

**Buses:** Roorda has been shopping for used buses for the district through Harlow's. The available buses were reviewed and prioritized. After discussion, Harms made a motion, seconded by Janson to give Roorda the authority to purchase a bus for the district up to a cost of \$50,000. Assuming a roll call vote, the motion carried unanimously.

**Jamestown Bus Rider Survey:** Four of about sixteen families responded to the survey which asked whether meeting at a few central locations would create a hardship. Two said it would create a hardship. The time the route takes was discussed. It was concluded that house pickups will continue but it will be readdressed if the route becomes too long time wise.

**2014-2015 Support Staff:** Mr. Waagen reviewed the support staff roster with the board. Roorda made a motion, seconded by Harms, to verify the continued employment in 2014-15 of the following support staff: 1) Regular Staff: Vange Luck, Susan Guthmiller, Brad Dexheimer, Brenda Haugen, Dianne Brown, Julie Gruenstein, Julie Smith, Stacy Peckham, Joline Luck, Jeannie Davis, and Jon Marsolek. 2) Substitute Teachers: Lynn Krueger (also substitute bus driver), Mary Steele, Kathleen Miller, Keith Rath, Kris Kietzman, Judith Maulding, Sarah Ratts, and Chrissy Kartes. 3) Other substitutes: Sally Dick, and Janet Hendrickson. Assuming a roll call vote, the motion carried unanimously.

**High School Flooring Bid:** Bids for the replacement of the carpet in the high school hallways/stairs, and the two top floor high school classrooms were reviewed and discussed. Schubert's bid \$9495 for the basic quality of commercial carpet. It would be an additional \$2000 to go up to the next higher grade of carpet. Valley Flooring bid \$15,228. The Valley Flooring bid included more repairs needed to the math room floor prior to the installation of the carpet. Repairs needed to the math floor prior to laying the carpets were discussed. Rode will check to see what is under the hardwood after school is out for the year. Roorda made a motion, seconded by Harms to approve the purchase of the higher grade of carpet through Schubert's. Assuming a roll call vote, the motion carried unanimously.

**Substitute Teacher Pay:** In order to remain competitive, Mr. Waagen recommends an increase from the district's current substitute teacher pay of \$100 per day. After discussion, Rode made a motion, seconded by Froehlich to increase the substitute teacher rate to \$115 per day starting with the 2014-15 school year. Assuming a roll call vote the motion carried unanimously.

**First Reading Medication Policy Changes:** The board did the first reading of the proposed new medication policy. The policy is based closely upon NDSBA's recommendations. Over the counter medications could no longer be provided by the school, parents would need to bring in any medications, parents would need to fill out a form if their child would need prescription or over-the-counter medication while in school.

**Policy Changes Second Readings:** Second readings were done on the following:

- Clarification of the superintendent's authority to suspend or terminate classified staff. #12 Under Superintendent, personnel Management: (The superintendent) "Suspends or terminates employment of any classified employee for just cause and reports such termination or suspension to Board at the next meeting."
- Reduction-in-force. Delete the district's current policy and replace as follows:

The Board shall have the sole right to determine the necessity for and scope of a reduction in force for reasons including, but not limited to, lack of funds, uncertainty of funds, declining enrollment, or other reasons of necessity.

#### **Criteria**

The Superintendent shall recommend teacher(s) for reduction in force in accordance with the following criteria:

1. Attrition, including retirements and resignations.
2. When Attrition is not sufficient to alleviate the necessity for reduction in force, the board shall retain teachers with the greatest adaptability to meet present and future District Staffing and educational needs, both curricular and extracurricular.
3. When teachers within the same area of licensure are deemed to be of equal adaptability, the Board shall retain the teacher with superior academic and professional preparation beyond minimum licensure requirements in his/her teaching field.
4. When teachers are deemed to be of equal adaptability and have equal academic and professional preparation within their teaching fields, the Board shall retain the teacher who has taught in the District for the greater period of time.

If a reduction in force is necessary, only teachers directly impacted (e.g., those employed under a Title program) will be considered for reduction in force based on the criteria for RIF above.

#### **Notices and Hearing**

If a decision is made to reduce the teaching staff, any teacher affected thereby shall be given such notice and hearing as may be required by law.

**Recall Rights:** Any teacher who is non-renewed under the provisions of this policy may request and shall be given consideration for teaching vacancies for which said teacher is qualified and which occur within 12 months after receipt of written notice of the nonrenewal decision. It shall be the sole responsibility of said teacher to provide the District with a current address. Any teacher who is offered re-employment hereunder and fails to accept the same within fifteen (15) days after it is offered shall be deemed to have rejected said offer and shall forfeit all future recall rights if an offer of equal employment is rejected.

- **Tobacco Policy.** Add the following to the definition of “tobacco”: “e-cigarettes, and other electronic smoking devices.”

Roorda made a motion, seconded by Froehlich to approve the above policy changes. Assuming a roll call vote, the motion carried unanimously.

**Adjournment:** The meeting adjourned at 7:15pm.

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Tim Herman, Board President

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Amy Maurer, Business Manager

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Approval Date