



**Wilton Public School District #1**  
**PO Box 249**  
**Wilton, North Dakota 58579-0249**  
**Phone: (701) 734-6331 Fax: (701) 734-6944**

- 1) Date: April 15, 2020
- 2) Present were: Lodee Arnold (via zoom at 6:07pm), Jessica Oswald, Misty Schafer, Nicole Schurhamer, Duane Johnson, Superintendent Jordan, Business Manager Kirchmeier, Principal Macy Hettich, and Assistant Principal Lisa Klabunde.
- 3) Regular Board Meeting: The Regular Board Meeting was called to order at 6:00 PM.
- 4) Approval of Agenda: Oswald/Johnson moved to approve agenda with additions New Business E. CARES Act and F. Wing Superintendent Position. Motion carried.
- 5) Approval of Consent Agenda: The Consent Agenda includes the minutes of previous meeting March 18, 2020 and special meeting March 31, 2020, presentation of bills, and the financial report. Schurhamer/Johnson moved to approve the consent agenda. Roll call vote: Oswald - yes, Schafer – yes, Schurhamer – yes, Johnson - yes. Motion carried.
- 6) Presentation of Bills: ADMIN PARTNERS 120.00; ADVANCED BUSINESS METHODS 1,230.36; AFLAC 700.93; AMAZON.COM 212.86; ARLAN'S CARPENTRY 4,000.00; BEK COMMUNICATIONS 319.60; BHG, INC. 68.94; BSN/PASSION'S/GSC CONLIN SPORT 360.00; CAPITAL CITY RESTAURANT 87.83; CARRINGTON CITY LIBRARY 5.66; CITY OF WILTON 738.31; CONNECTING POINT COMPUTER CENTER 1,019.16; D&E SUPPLY CO 88.18; DACOTAH PAPER CO 260.98; DAKOTA BOYS AND GIRLS RANCH 4,040.00; DEAN FOODS NORTH CENTRAL, INC 542.80; DELTA DENTAL 825.25; EDUTECH 166.00; FARMER'S UNION OIL CO 2,918.95; FOOD SERVICES OF AMERICA 4,365.18; HARLOW'S BUS SALES INC 1,014.54; HIRSCH FLORAL & GIFTS 100.00; INSTRUMENTALIST CO, THE 72.00; JACKSON SCHOLASTICS SERVICES 170.80; JPMORGAN CHASE BANK 3,332.39; LINDTECH SERVICES INC. 986.50; MEARS, OLIVIA 250.00; MEDINA PUBLIC SCHOOL 322.00; MENARD'S 217.88; Mid Atlantic Trust Company - FBO Wilton 1,230.00; MIDWEST DOORS 360.60; MONTANA DAKOTA UTILITIES CO. 1,899.71; ND CENTER FOR DISTANCE EDUCATION 149.00; ND DEPT OF ENVIRONMENTAL QUALITY 360.00; ND INFORMATION TECHNOLOGY DEPT 27.60; ND MATHCOUNTS 115.00; NDDTSEA 88.00; NDFCCLA (445.00); NDPERS 6,113.52; NDYAAC 275.00; NORTH DAKOTA UNITED 1,394.78; NORTHERN TROPHY 289.00 ; OTTER TAIL POWER CO 339.58; PEARCE DURICK PLLC 60.00; ROLLA ARCHERY CLUB (640.00); SANFORD HEALTH PLAN 27,820.01; SCHMITZ, ERICA 100.00; SCHOOL SPECIALTY INC. 179.36; SHILOH CHRISTIAN SCHOOL 29.08; STEIN'S, INC. 994.98; US DEPARTMENT OF EDUCATION AWG 399.86; VISA 1,467.91; VISION SERVICE PLAN 237.02; WAL-MART COMMUNITY/GEMB 59.70; WARD'S NATURAL SCIENCE 135.17; WILTON PUBLIC SCHOOL 2,586.80; WING PUBLIC SCHOOL 4,008.40
- 7) Standing Reports:
  - a) Athletic Report: Nothing to report at this time.
  - b) Principal Report: All students and teachers are up and going with online learning. We host all staff meetings every Thursday and then break up into elementary and high school groups to troubleshoot and problem solve. We have received great feedback from parents about their online learning experiences. We have set up a tracking system in the high school to make sure all students are being communicated with and receiving the support they need. Special Education teachers are meeting with students online to provide services. We finished our Reading Month online. We have been doing fun activities for teachers and students throughout the weeks to keep morale high. Students that needed supplies or other things beyond technology were supplied with that. Teacher evals are in full swing. As Principals we are a part of meetings multiple times a week with other principals and organizations. It has been great to collaborate and hear what others are doing.
  - c) Superintendent Report: NDASA Meetings – we meet every day at 8:00am for the first 3 weeks and now are every other day. We are given updates and new information. We prepare a presentation for a noon meeting that happened on those same days where all Superintendent's in ND attend. Prom – we will make the decision on what we will be doing with Prom after Easter. One way or another would like to provide them a dance when this is all over. Testing – The federal government has waived all state testing for this spring. We typically do NWEA testing in the spring as well, which unfortunately won't happen this year. Hourly staff – we have a plan

developed with all staff members to ensure they do something each week. Paraprofessionals are helping with students, bus drivers are cleaning busses and the bus barn, cooks are continuing to prepare lunches, and custodians are deep cleaning and will start summer projects. School Calendar – We will continue to follow the school calendar for the remainder of the year. Which means the last day of school is May 14<sup>th</sup> with a teacher work day on the 15<sup>th</sup> to finalize grades. End of Year – We will in the next week or two be developing a plan to clean out classrooms and lockers. This will likely be done in May.

8) Special committees:

- a) Building level committee: Technology Committee – Stacy Boeshans, Olivia Mears, Amanda Knutson, and Brett Thomson are on the Technology Committee. Brett Thompson represented the committee and gave the board a broad overview of the in house training this committee had been doing this year. This training lined up well with some of the programs we are using for our online schooling we are currently doing. Mr. Jordan added what a wonderful job Mr. Thompson has been doing with the online learning and how much support he has given to staff, parents, and students.
- b) School Board committee: Nothing to report at this time.

9) Unfinished Business:

- a) Business Manager Evaluation: Schurhamer/Oswald moved to approve Business Manager Jenna Kirchmeier evaluation as Satisfactory. Roll call vote: Oswald - yes, Schafer – yes, Schurhamer – yes, Johnson – yes, Arnold - yes. Motion carried.
- b) School Board Election: Business Manager Kirchmeier updated the board on what is being recommended by the Governor and the NDSBA in regards to the Annual School Board Election. Arnold/Schurhamer moved to approve the 2020 Annual School Board Election to be by Absentee Ballot Only. Roll call vote: Oswald - yes, Schafer – yes, Schurhamer – yes, Johnson – yes, Arnold - yes. Motion carried.
- c) ICON update: The community committee met last week Thursday, meeting went well, and we continue to move forward with the assessment.

10) New Business:

- a) Personnel: Arnold/Oswald move to approve resignation from Tami Hauglie at the end of the 2019-2020 school year. An amended motion was made by Arnold/Schurhamer to add that liquidated damages of \$1500 per negotiated agreement accompanied the resignation. Roll call vote: Oswald - yes, Schafer – yes, Schurhamer – yes, Johnson – yes, Arnold - yes. Motion carried. New Hires: Arnold/Oswald moved to approve Kimberly Kranz 6<sup>th</sup> grade contract for the 2020-2021 school year. Roll call vote: Oswald - yes, Schafer – yes, Schurhamer – yes, Johnson – yes, Arnold - yes. Motion carried. Schurhamer/Johnson moved to approve Mariah Fitterer 1<sup>st</sup> grade contract for the 2020-2021 school year. Roll call vote: Oswald - yes, Schafer – yes, Schurhamer – yes, Johnson – yes, Arnold - yes. Motion carried.
- b) Negotiations: Schurhamer/Johnson moved to approve secretaries, custodial, cooks, paraprofessionals, route bus drivers a 2.6% increase with paraprofessionals getting an additional 2.4 % market analysis adjustment increase, co-curricular bus drivers and substitute pay will stay the same for the 2020-2021 school year. Jolene Koth \$21.36, Kristie Ohlhauser \$16.68, John Clausen \$21.27 plus bus route \$23.57, Kevin Mattern \$18.47, Shelly Dockter \$14.88, Michelle Hardy \$15.79, Tina Mattern \$14.88, Sandy Johnson \$13.90, Susie Silliman \$15.81, Brianna Bauer \$13.38, Ann Leifson \$112.93, Marjorie Axt \$14.01, Coredell Bender \$14.37, Shawna Schatz-Buccholtz \$12.40, Dan Davenport \$46.71, Kelly Erlandson \$43.19, Scott Anderson \$41.04. Roll call vote: Oswald - yes, Schafer – yes, Schurhamer – yes, Johnson – yes, Arnold - yes. Motion carried. Schurhamer/Oswald moved to approve Behind the wheel hourly rate at \$30 per hour. Roll call vote: Oswald - yes, Schafer – yes, Schurhamer – yes, Johnson – yes, Arnold - yes. Motion carried. Schurhamer/Arnold moved to approve Technology Coordinator Brett Thompson a 2.6% increase plus a 5% market analysis increase for the 2020-2021 school year. Roll call vote: Oswald - yes, Schafer – yes, Schurhamer – yes, Johnson – yes, Arnold - yes. Motion carried. Schurhamer/Johnson moved to approve Business Manager Jenna Kirchmeier a 2.6% increase plus a 5% market analysis increase for the 2020-2021 school year. Roll call vote: Oswald - yes, Schafer – yes, Schurhamer – yes, Johnson – yes, Arnold - yes. Motion carried. Schurhamer/Johnson moved to approve the Pricipal Macy Wood and Assistant Principal Lisa Klabunde a 2.6% increase plus a 2.4% market analysis adjustment increase for the 2020-2021 school year. Roll call vote: Oswald - yes, Schafer – yes, Schurhamer – yes, Johnson – yes, Arnold - yes. Motion carried. Schurhamer/Johnson moved to approve Superintendent Andrew Jordan a 3% increase for the 2020-2021 school year. Roll call vote: Oswald - yes, Schafer – yes, Schurhamer – yes, Johnson – yes, Arnold - yes. Motion carried.

- c) CMAR Contract: Mr. Jordan went over the Pre-referendum services. Johnson/Oswald moved to approve the contract with Consolidated Construction. Roll call vote: Oswald - yes, Schafer – yes, Schurhamer – yes, Johnson – yes, Arnold - yes. Motion carried.
- d) Graduation: Mr. Jordan discussed graduation and how we want to move forward with this. Mrs. Wood gave the results of the survey that was sent out, stating that it was split. The board and administration brainstormed some ideas. Deciding that administration will work with the Seniors to come up with a plan for graduation and keep it the day it was planned.
- e) CARES Act: Mr. Jordan explained the grant for COVID expenses, Wilton will be able to apply for this grant late April to early May. We should be able to get around \$28, 997.00, this money can be used in this school year or over the next 2 years. Further guidelines will be out later this month.
- f) Wing Superintendent Position: Mr. David Goetz has resigned after the 2019-2020 school year. President Richard Koski has reached out to Mr. Jordan to see if any the board would allow Mr. Jordan to help Wing out with this situation. Wilton School board discussed it and would be okay with Mr. Jordan being a Mentor if needed.

12) Other Items: President Misty Schafer has been attending weekly meeting with Superintendent Baesler on Wednesday evenings at 6pm. It was discussed that she will continue to attend these, and Mr. Jordan will write up a weekly update each week.

13) Announcements:

14) Next Meeting: May 20<sup>th</sup>, 2020 at 6:00pm

15) Motion to Adjourn: Arnold/Schurhamer moved to adjourn meeting at 9:00pm. All in favor. Motion Carried.

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Board President

School Board  
 Misty Schafer, President  
 Nicole Schurhamer, Vice President  
 Jessica Oswald  
 Lodee Arnold  
 Duane Johnson

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Business Manager

Administration  
 Andrew Jordan, Superintendent  
 Macy Hettich, Principal  
 Lisa Klabunde, Assistant Principal  
 Jenna Kirchmeier, Business Manager