



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

**Date:** July 17, 2019

**Present were:** Angela Riehl, Misty Schafer, Nicole Schurhamer, Lodee Arnold, Duane Johnson, Jessica Oswald, Superintendent Jordan, Business Manager Kirchmeier, Principal Hettich, and Assistant Principal Klabunde. Other Attendees Christian Helgeson and Machaela German.

**Annual Board Meeting:** The Annual Board Meeting was called to order at 6:00pm.

- I. **Approval of Agenda:** Schurhamer/Riehl moved to approve the agenda with the addition under C. Organization VII 9. School Board Salaries and under New Business I. Preliminary Certificate of Tax Levy. All in favor. Motion Carried.
  
- II. **Approval of Consent Agenda:** The Consent Agenda includes the minutes of previous meetings (Regular Meeting June 17, 2019 and Special Meetings June 24, 2018 and July 9, 2019) the presentation of bills, and the financial reports. Johnson/Riehl moved to approve the consent agenda. Roll call vote: Johnson – yes, Schafer – yes, Riehl – yes, Schurhamer – yes. Motion Carried.

**Presentation of Bills:** ADMIN PARTNERS 90.00; ADVANCED BUSINESS METHODS 1,123.61; AFLAC 888.50; AMAZON.COM 915.56; APPLE INC. 1,790.00; BEK COMMUNICATIONS 304.66; BHG, INC. 314.60; BOESHANS, STACY 189.40; CARPET WORLD BISMARCK 20,565.49; CDW-G 72.36; CENTER-STANTON PUBLIC SCHOOL 6,904.45; CITY AIR MECHANICAL, INC. 64,250.00; CITY OF WILTON 624.75; CLAUSEN, HEIDI 81.37; COMMITTEE FOR CHILDREN 2,749.00; CRIMINAL RECORDS SECTION 42.50; CURRICULUM ASSOCIATES, INC. 211.31 ; D&E SUPPLY CO 36.55; DACOTAH PAPER CO 799.30; DAKOTA AWARDS, INC. 186.00; DELTA DENTAL 650.75; EDUTECH 40.00; ELECTRO WATCHMAN, INC. 12,145.62; FARMER'S UNION OIL CO 854.36; GERRELL'S SPORT CENTER 359.00; GREFF, LACEY 17.50; H. A. THOMPSON SONS 290.00; HAGA KOMMER 8,450.00; HARLOW'S BUS SALES INC 46,685.68; HAUSAUER, KATHY 360.00; HETTICH, MACY 245.92; HOLIDAY INN-FARGO 1,015.20; HOUGHTON MIFFLIN HARCOURT 1,510.65; INNOVATIVE LEARNING CONCEPTS INC. 10.00 ; JPMORGAN CHASE BANK 4,641.12; KIRCHMEIER, JENNA 21.00; KNUTSON, AMANDA 17.50; LAKESHORE EQUIPMENT COMPANY 28.56; LINDTECH SERVICES INC. 132.00; MARCO 150.00; MASTER FIRE & SAFETY 609.00; MENARD'S 1,853.72; Mid Atlantic Trust Company - FBO Wilton 1,200.00; MONTANA DAKOTA UTILITIES CO. 260.17; NASCO 23.72; ND INFORMATION TECHNOLOGY DEPT 34.04; ND SCHOOL BOARDS ASSOCIATION 950.00; NDCEL 1,115.00; NDHSAA 550.00; NDPERS 3,761.69; NORTH DAKOTA COUNSELING (245.00); NORTH DAKOTA UNITED 1,189.02; OTTER TAIL POWER CO 2,163.92; PAN-O-GOLD 248.96; PNC EQUIPMENT FINANCE, LLC 71,267.21; QUILL CORPORATION 662.69; RAFTER ELECTRIC LLC 2,538.50; RDO EQUIPMENT 57.06; REALLY GOOD STUFF LLC 82.09; RESSLER SIDING AND WINDOWS 24,153.00; SAM'S CLUB 273.79; SANFORD HEALTH PLAN 30,634.98; SANFORD HEALTH 3,500.00; SCHOOL SPECIALTY INC. 247.77; SOURIS VALLEY SPECIAL SERVICES 54,180.43; STATE FIRE & TORNADO FUND 3,015.57; STEIN'S, INC. 446.46; TIE 920.00; TURTLE LAKE-

MERCER PUBLIC SCHOOL 4,761.06; UNDERWOOD PUBLIC SCHOOL 3,305.00;  
UNDERWOOD/WASHBURN CLINIC 130.00; VELVA PUBLIC SCHOOL 125.00; VISA 111.50;  
VISION SERVICE PLAN 187.92; WAL-MART COMMUNITY/GEMB 567.61; WASHBURN PUBLIC  
SCHOOL 18,180.11; WILTON PUBLIC SCHOOL 43,839.57; WING PUBLIC SCHOOL 332.21;  
YETTERBOE, TREVOR 52.50

**III. Public Comment:**

**IV. Standing Reports:**

- A. Athletic Report:** Nothing to report.
- B. Technology Report:** Nothing to report.
- C. Principal Report:** Teachers are busy working hard to get their classrooms and lessons ready for the year! The school is already starting to buzz with excitement over the new year, new faces, and updates in the building! Miss Hettich went to the Project Based Learning Conference in California in June and it was incredible! She is looking forward to bringing new ideas and teaching strategies to continue our innovative drive in Wilton! Mrs. Klaunde and Miss Hettich put n a CHAMPS professional development day for our new teachers. It was a huge success and teachers left feeling great about the upcoming year. Summer school starts July 22<sup>nd</sup>, Miss Clausen and Miss Greff are teaching that this year. We will be hosting a Teacher Prep Party on August 1<sup>st</sup>. IF you know of anyone that would like to donate prizes for teachers please let Miss Hettich know! Miss Hettich and 3 of our elementary teachers will be going to the Daily 5 conference in Minneapolis August 2-4. It is always a fantastic weekend of learning! We have orientation for new teachers on August 14<sup>th</sup>. Back to School Night I son the 15<sup>th</sup> from 5-7pm. Inservice for staff will be on August 15<sup>th</sup> and 16<sup>th</sup>.
- D. Superintendent Report:** End of year reports complete Spring School Calendar, Transportation Report, Enrollment Report, Office of Civil Rights Survey/Report, Title Reports, EOY Financial Report, Suspension/Expulsion Report, Choice Ready Report. Principal Mentorship program for Mrs. Klabunde. In-service dates are August 15-16, Back to School Night is August 15<sup>th</sup> 5-7pm, New Teachers Orientation August 14<sup>th</sup>, Bus Driver Workshop August 7<sup>th</sup> 1-5pm. There are going to be 4 bus routes again. Mr. Jordan will be on vacation July 20- 24<sup>th</sup>. Playground Equipment needs to be fixed and one set removed. Update on our projects around the school.

**V. Special Committees:**

- A. School Board Committees:** Finance committee met and went over the budget, motion to approve later on the agenda.

**VI. Unfinished Business:**

**VII. Organize the Board:**

- A. Oath of Office:** Congratulations to Jessica Oswald on their election of the Wilton School Board. She took her oath of office with Jenna after the election was approved.
- B. Elect officers:**
  - 1.** President – Schurhamer/Johnson nominated Misty Schafer for President. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
  - 2.** Vice President – Johnson/Schafer nominated Nicole Schurhamer for Vice President. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.

**C. Organization:**

1. Official newspaper – Johnson/Schurhamer moved to approve the Leader News be named the official school newspaper for the 2019-2020 school year. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
2. Official Depository – Johnson/Schurhamer moved to name The Union Bank of Wilton as the official school depository for the 2019-2020 school year. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
3. Call for Pledge of Assets – Schurhamer/Johnson moved to approve the pledge of assets at \$3,680,000. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
4. Declaration of Conflict of Interest – Johnson/Riehl moved to approve conflict of interest for Nicole Schurhamer Hefty Seed and Wilton Park Board. Schafer/Johnson moved to approve Nicole’s Declaration of Conflict of Interest. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried. Misty Schafer, Schafer Interprises. Jessica Oswald, Oswald Insurance Agency. Schurhamer/Johnson moved to approve Misty and Jessica’s Declaration of Conflict of Interest. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
5. Sanction Administrator’s Involvement in State and National Business – Johnson/Schurhamer moved to approve to sanction administrator’s involvement in state and national business. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
6. Hot Lunch and Breakfast Prices – Schurhamer/Johnson moved to approve to keep the meal prices for the 2019-2020 school year as follows: Lunch Grades Pre-K-6 \$2.15, 7-12 \$2.60, Adult/Guest \$3.25. Breakfast Pre-K- 6 \$1.50 and Adult Guest \$2.00. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
7. Student Fees, Athletic Fees, Gate Admission – Schurhamer/Johnson moved to set the price of student activities fees, student and family activity tickets and gate admissions as follows: Athletic fees: \$25.00 per sport for JH and SH (\$150 maximum per family). Gate Admission for athletic events Adults \$5, students K-12 \$3, and Senior Citizen age 65 and older \$4. Gate admission for doubleheader athletic events Adults \$6, Students K-12 \$4, and Senior Citizen age 65 and older \$5. Gate Admission for JH athletic event \$2. Athletic Event Season Passes Adults \$65, Students K-12 \$45, Senior Citizen (65 and older) \$55, and Family Pass \$135. Class Fees (9-12 grades) ITV Anatomy \$50, ITV Art \$50, FCS Foods \$15, FCS \$10, Vo-Ag \$10, Science Labs \$10, Drivers Ed \$100. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
8. Mileage Rate: Schurhamer/Johnson moved to set travel rates following NDSBA at the government rates for meals and mileage. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.

**D. Appoint Business Manager:** Schurhamer/Johnson moved to appoint Jenna Kirchmeier as Business Manager for the Wilton Public School District. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.

**E. Authorize Account Access and Co-Signers of Checks:** Johnson/Oswald moved to name the Board President Misty Schafer, Vice President Nicole Schurhamer, Member Lodee Arnold and the Business Manager on all accounts for the Wilton Public School at The Union Bank of

Wilton, and to name them as co-signers for checks for the general, special reserve, building, hot lunch, and co-curricular funds. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried. Johnson/Schurhamer moved to approve Business Manager and the Superintendent to access the safe deposit box for the Wilton Public School District at The Union Bank of Wilton. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.

- F. Approve School Curriculum:** Johnson/Schurhamer moved to approve the Wilton Public School Curriculum for the 2019-2020 school year. Rescind motion from Johnson/Schurhamer due to needing to check on some foreign language stuff. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.

**G. Committees:**

1. **Transportation/Facilities/Equipment Committee** – Duane/Jessica
2. **Curriculum/Policies** – Lodee/Nicole
3. **Negotiations/Finance** – Misty/Jessica (Nicole – alternate)
4. **Coop Committee** – Misty/Lodee
5. **Strategic Planning** – Lodee/Misty
6. **Technology** – Duane/Nicole
7. **Full Service Community School Grant Board Representative** – Duane
8. **MTSS Board Representative**- Nicole
9. **FFA Board Representative** - Misty

**VIII. New Business:**

- A. Annual Financial Report:** Schurhamer/Johnson moved to approve the 2018-2019 Wilton Public School District #1 Annual Financial Report. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- B. Authorized Representative for Federal Programs:** Johnson/Schurhamer moved to approve the Superintendent to be the authorized representative for the following federal programs: Title I, Title II, Title III, Title IV, Transfer funds, Title I Cooperative agreement with Wing, Reaped Funds, School Food Service, and Federal Vocation Programs. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- C. Preliminary Budget:** Johnson/Oswald moved to approve the 2019-2020 preliminary budget as presented. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- D. Technology Budget:** Johnson/Schurhamer moved to approve the 2019-2020 preliminary budget as presented. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- E. Handbooks:** Johnson/Schurhamer moved to approve the 2019-2020 Wilton Public School handbooks as presented. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- F. State Fire and Tornado:** Schurhamer/Johnson moved to approve payment of the State Fire and Tornado Program (NDRF) premium of \$3,015.57. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried..
- G. Personnel:** Ann Leifson resigned as assistant cook and took paraprofessional position. Mike Binsfeld resigned as custodian. We hired Tina Mattern as assistant cook and Kevin Mattern as custodial. Mr. Jordan presented Mr. Christian Helgeson’s resignation and Mr. Helgeson presented his reasoning/situation. After some discussion the board took a 5 minute break to gather there thoughts. Upon returning Johnson/Schurhamer approved resignation with \$1800 liquidated damages to be paid by Mr. Helgeson. Discussion..... Roll Call Vote: Oswald – No,

Schurhamer – No, Johnson – No, Schafer – No. Motion Carried. Schurhamer/ Oswald moved to not accept resignation from Mr. Helgeson for the 2019-2020 school year. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried. Schurhamer/Oswald moved to approve Laney Kabanuck for the English position for 2019-2020 school year. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.

**H. Purchasing Limit:** Johnson/Schurhamer moved to approve the current purchasing limit of \$6000.00 for the 2019-2020 school year. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried

**I. Preliminary Certificate of Tax Levy:** Schurhamer/Johnson moved to approve General Fund 64.81 mills, Miscellaneous 8.15 mills, Building Fund 8.15 mills, and Special Reserve 3.00 mills. Totally 84.11 mills. Roll Call Vote: Oswald – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried

**XI. Other Items:** We would like to review policy for board members working as coaches, or game workers.

**X. Announcements:**

**XI. Next Meeting:** August 21, 2019 6:00pm

**XI. Motion to Adjourn:** Schurhamer/Johnson moved to adjourn the meeting at 8:25pm. Motion Carried.

---

**Board President**

**School Board**

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

---

**Business Manager**

**Administration**

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