



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

**Date:** July 21, 2021

**Present were:** Jason Gregoryk, Misty Schafer, Jessica Oswald, Troy Speten, Kylee Schuh, Superintendent Jordan, Business Manager Kirchmeier, Principal Wood, and Assistant Principal Klabunde.

**Annual Board Meeting:** The Annual Board Meeting was called to order at 6:00pm with the pledge of allegiance.

- I. Approval of Agenda:** Gregoryk/Oswald moved to approve the agenda. All in favor. Motion Carried.
  
- II. Approval of Consent Agenda:** The Consent Agenda includes the minutes of previous meetings June 14, 2021 Regular Meeting, June 28, 2021 Special Meeting, July 11, 2021 Special Meeting, and July 13, 2021 Special Meeting the presentation of bills, and the financial reports. Oswald/Gregoryk moved to approve the consent agenda. Roll call vote: Speten – yes, Oswald – yes, Gregoryk– yes., Schafer –yes. Motion Carried.
  
- III. Presentation of Bills:** ACT 24.00; ADVANCED BUSINESS METHODS 1,174.24; AFLAC 702.49; AMAZON.COM 676.55; ANDERSON, SHARON 150.00; BEK COMMUNICATIONS 619.68; BERNHARDT, SHEILA 150.00; BEULAH PUBLIC SCHOOL DISTRICT 74.40; BSN/PASSION'S/GSC CONLIN SPORT 5,817.58; CAPITAL TROPHY 133.00; CARPET WORLD BISMARCK 22,914.06; CENGAGE LEARNING 4,226.75; CITY OF WILTON 1,184.64; COLLEGE BOARD 40.00; CURRICULUM ASSOCIATES, INC. 223.72; D&E SUPPLY CO 402.90; DACOTAH PAPER CO 1,667.13; DELTA DENTAL 1,159.65; EDUTECH 40.00; EPIC THREADZ 70.00; ESJD – BISMARCK 778.02; FARMER'S UNION OIL CO 5,211.28; FARMERS UNION INSURANCE ASSOCIATION 5,072.00; G&R CONTROLS, INC 263.72; GARRISON PUBLIC SCHOOL 74.40; GROUP TRAVEL PLANNERS 1,000.00; HAGA KOMMER 9,150.00; HARLOW'S BUS SALES INC 10,653.25; HARVEY HIGH SCHOOL 74.40; HEART RIVER 74.40; HEFTY SEED CO. 49.44; HOGUE, SAVANNAH 6.20; HUNTINGTON NATIONAL BANK, THE 71,267.21; INTEGRA REALTY GROUP 1,000.00; INTERNAL REVENUE SERVICE 1,191.32; JENKINS, LISA 702.96; JPMORGAN CHASE BANK 11,871.46; KENMARE HIGH SCHOOL 9,000.00; KIRCHMEIER, JENNA 250.00; KUETHER, KYLE 1,140.00; LEARNING A-Z 216.00; LESU, VAL 500.00; LINDTECH SERVICES INC. 422.00; MAGIC-WRIGHTER, INC 20.00; MASTER FIRE & SAFETY 633.00; MCGRAW-HILL EDUCATION, INC 2,650.60; MEHLHOFF, BECKY 150.00; MENARD'S 266.56; Mid Atlantic Trust Company - FBO Wilton 1,230.00; MONTANA DAKOTA UTILITIES CO. 780.13; MUND, MARISA 31.80; NASP, INC., (960.00); NDCEL 2,115.00; NDFFA ASSOCIATION 2,700.00; NDHSCA 155.00; NDPERS 3,019.40; NORTH DAKOTA SAFETY COUNCIL 295.00; NORTH DAKOTA UNITED 3,191.82; NORTHERN TROPHY 1,348.80; NORTHWEST EVALUATION ASSOCIATION 3,050.00; OHLHAUSER, KRISTIE 140.00; OTTER TAIL POWER CO 4,733.17; PAN-O-GOLD 613.04; PEARCE DURICK PLLC 562.50; PREBLE MEDICAL SERVICES 112.00; QUAVERMUSIC.COM, LLC 1,960.00; QUILL CORPORATION 436.97; RAMADA BY WYNDHAM FARGO 160.20; RISTY, EMILY 2,234.37; RIVERSIDE INSIGHTS 1,237.56; SANFORD HEALTH 400.00; SANFORD POWER

BISMACK 1,600.00; SATELLITE SHELTERS, INC 180,688.10; SAVVAS LEARNING COMPANY LLC 734.82; SAWICKI, CHERYL 150.00; SCHAFFER, LINDA 150.00; SCHEEL'S 129.94; SCHOOL SPECIALTY INC. 208.06; SCHOOLBINDER, INC 2,100.00; SOURIS VALLEY SPECIAL SERVICES 56,103.18; STEIN'S, INC. 586.76; TEAM LABORATORY CHEMICAL, LLC 30.00; TURTLE LAKE-MERCER PUBLIC SCHOOL 3,987.00; UNDERWOOD PUBLIC SCHOOL 3,550.40; UNDERWOOD/WASHBURN CLINIC 100.00; UNIVERSITY OF JAMESTOWN 1,665.00; VELVA PUBLIC SCHOOL 74.40; VISA 1,390.47; VISION SERVICE PLAN 209.12; WARREN'S LOCKS KEYS 20.00; WASHBURN PUBLIC SCHOOL 16,981.43; WILTON LION'S CLUB 21.00; WILTON PUBLIC SCHOOL 39,152.70; WING PUBLIC SCHOOL 27,633.30; WORKFORCE SAFETY & INS. 13,041.26

**IV. Public Comment:** No Comment

**V. Standing Reports:**

- A. Athletic Report:** No report this month
- B. Principal Report:** No report this month
- C. Superintendent Report:** No report this month

**VI. Special Committees:**

**School Board Committees:** Financial Committee Meeting the topics discussed are later on the agenda.

**VII. Unfinished Business:**

- a.** Bus Bids: IState Harlows and Hartley's submitted bids. Oswald/Gregoryk moved to approve bid from Harlow's in the amount of \$95,320.00. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schafer – yes. Motion Carried.
- b.** Property and Project updates: Mr. Jordan updated board on current projects and purchases.

**VIII. Organize the Board:**

- A. Oath of Office:** Congratulations to Misty Schafer and Kylee Schuh on their election of the Wilton School Board. Both took the oath of office with the Business Manager after the election was approved.
- B. Elect officers:**
  - 1.** President – Jess Oswald nominated Misty Schafer. Oswald/Gregoryk moved to approve Misty Schafer as the President. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
  - 2.** Vice President – Jason nominated Jess Oswald. Gregoryk/Misty moved to approve Jessica Oswald for Vice President. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- C. Organization:**
  - 1.** Official newspaper – Gregoryk/Schuh moved to approve the Leader News be named the official school newspaper for the 2021-2022 school year. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
  - 2.** Official Depository – Gregoryk/Schuh moved to name The Union Bank of Wilton as the official school depository for the 2021-2022 school year. Roll Call Vote: Oswald – yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
  - 3.** Call for Pledge of Assets – Oswald/Gregoryk moved to approve pledge of assets at \$3,690,000.00. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.

4. Declaration of Conflict of Interest – Gregoryk/Schuh moved to approve conflict of interest declared by Board member Jessica Oswald with Farmer’s Union Insurance. Roll Call Vote: Oswald –abstain, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried. Oswald/Gregoryk moved to approve conflict of interest declared by Board Member Misty Schafer, Schafer Interprises and Haga Kommer. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – Abstain. Motion Carried. Oswald/Speten moved to approve conflict of interest by Board Member Kylee Schuh with BSC College. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – abstain, Schafer – yes. Motion Carried.
  5. Sanction Administrator’s Involvement in State and National Business – Gregoryk/Schuh moved to approve to sanction administrator’s involvement in state and national business. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
  6. Student Fees, Athletic Fees, Gate Admission – Oswald/Gregoryk 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, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried..
  7. Mileage Rate: Gregoryk/Schuh moved to set travel rates following NDSBA at the government rates for meals and mileage. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- D. Appoint Business Manager:** Oswald/Gregoryk moved to appoint Jenna Kirchmeier as Business Manager for the Wilton Public School District. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- E. Authorize Account Access and Co-Signers of Checks:** Gregoryk/Speten moved to name the Board President Misty Schafer, Vice President Jessica Oswald, and the Business Manager on all accounts for the Wilton Public School at The Union Bank of Wilton (Remove Nicole Schurhamer from all accounts), and to name them as co-signers for checks for the general, special reserve, building, hot lunch, and WW Coop, co-curricular funds. Johnson/Oswald 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, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- F. Committees:**
1. **Transportation/Facilities/Equipment Committee** – Troy Speten/Jessica Oswald
  2. **Curriculum/Policies** – Kylee Schuh/Misty Schafer
  3. **Negotiations/Finance** – Misty Schafer/Jessica Oswald (Jason Gregoryk– alternate)
  4. **Coop Committee** – Kylee Schuh/Jason Gregoryk
  5. **Technology** – Jason Gregoyk, Troy Speten

**VIII. New Business:**

- A. **School Audit:** Gregoryk/Oswald moved to approve Haga Kommer to conduct the 2021-2022 School Audit. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- B. **Insurance:** Gregoryk moved to approve General Liability to increase to \$400,000.00 after no 2<sup>nd</sup> it was further discussed. Speten/Gregoryk moved to approve General Liability to increase to \$400,000.00. Roll Call Vote: Oswald –abstain, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried. Gregoryk/Schuh moved to approve Violent Event Coverage of \$180. Roll Call Vote: Oswald –abstain, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried. Gregoryk/Schuh moved to approve ND Reserve Fund policies with Chad Oswald at Farmer’s Union Insurance. Roll Call Vote: Oswald –abstain, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- C. **Authorized Representative for Federal Programs:** Oswald/Gregoryk 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 for the 2021-2022 school year. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- D. **Handbooks:** Gregoryk/Oswald moved to approve the 2021-2022 Wilton Public School handbooks as presented with noted changes. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- E. **Purchasing Limit:** Johnson/Schurhamer moved to approve the current purchasing limit of \$6000.00 for the 2021-2022 school year. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- F. **Personnel:** Gregoryk/Speten moved to approve the contract for Alaina Berg for the 2021-2022 school year. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried. Oswald/Schuh moved to approve contract for Amy Johnson for the 2021-2022 school year. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- G. **Camera and Fob System for Portables/Doors:** Oswald/Gregoryk moved to approve additional cameras and fob system for 3 cameras, 2 fob systems, and 2 door bells for \$25,159.65. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- H. **Annual Financial Report:** Business Manager Jenna Kirchmeier gave an update 2020-2021 school year ended up with a 24% carry over and ending with 98% of budget being spent. Gregoryk/Oswald moved to approve the School Finance Report for the 2021-2022 school year. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- I. **Preliminary Budget:** Oswald/Schuh moved to approve the Preliminary Budget with Bus and WW Coop expenses changed to what was discussed. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- J. **2021-2022 Preliminary Certificate of Tax Levy:** Oswald/Gregoryk moved to approve the preliminary Certificate of Tax Levy for the 2021-2022 school year as presented. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.
- K. **Heidi Quinn:** Asked to get some reimbursement towards her Master’s. Gregoryk/Oswald moved to table this discussion. Roll Call Vote: Oswald –yes, Gregoryk – yes, Speten – yes, Schuh – yes, Schafer – yes. Motion Carried.

**XI. Other Items:**

**X. Announcements:**

**XI. Next Meeting:** August 18, 2021 6:00pm

Board Retreat September 8, 2021.

- XI. Motion to Adjourn:** Gregoryk/Oswald moved to adjourn the meeting at 8:58pm. Motion Carried.

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**Board President**

**School Board**

Misty Schafer, President  
Jessica Oswald, Vice President  
Kylee Schuh  
Troy Speten  
Jason Gregoyk

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**Business Manager**

**Administration**

Andrew Jordan, Superintendent  
Macy Wood, Elementary Principal  
Lisa Klabunde, Secondary Principal  
Jenna Kirchmeier, Business Manager