



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

**Date:** July 26, 2018

**Present were:** Angela Riehl, Misty Schafer, Nicole Schurhamer, Lodee Arnold, Duane Johnson, Superintendent Jordan, Business Manager Kirchmeier, Principal Seiler, and Assistant Principal Hettich. Other Attendees Mike Wolf, Bruce Hansen, and Jesse Hruby.

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

**Approval of Agenda:** Schurhamer/Riehl moved to approve the agenda with the addition under new business L. Bus Routes. All in favor. Motion Carried.

**Approval of Consent Agenda:** The Consent Agenda includes the minutes of previous meetings (Regular Meeting June 18, 2018 and Special Meetings June 28, 2018 and July 9, 2018) the presentation of bills, and the financial reports. Riehl/Schurhamer moved to approve the consent agenda. Roll call vote: Johnson – yes, Schafer – yes, Riehl – yes, Schurhamer – yes. Motion Carried.

**Presentation of Bills:**

4 SEASONS TREE & YARD 375.00; ADMIN PARTNERS 120.00; ADVANCED BUSINESS METHODS 1,251.29; AFLAC 881.26; AMAZON.COM 1,364.75; ANDERSON, SHARON 150.00; BALDWIN GREENHOUSE 112.84; BAUER, BRIANNA 2.15; BEK COMMUNICATIONS 279.37; BERNHARDT, SHEILA 150.00; BHG, INC. 165.00; BOESHANS, STACY 90.15; CENGAGE LEARNING 1,742.40; CENTER-STANTON PUBLIC SCHOOL 6,553.75; CITY OF WILTON 532.81; COUNTRYSIDE HEATING AND AIR 7,618.00; DACOTAH PAPER CO 3,670.10; DAN'S SUPERMARKET-NORTH 15.54; DELTA DENTAL 556.20; FARMER'S UNION ELEVATOR 4.85; FARMER'S UNION OIL CO 806.38; FLINN SCIENTIFIC INC 718.94; FRONTLINE TECHNOLOGIES GROUP LLC 3,000.00; GERRELL'S SPORT CENTER 846.00; GREFF, TRAVIS 249.13; HARLOW'S BUS SALES INC 1,348.70; HENDRICKS-CLEVELAND, LYNDSEY 150.00; HOUGHTON MIFFLIN HARCOURT 3,256.08; JAYMAR BUSINESS FORMS, INC. 230.76; JOHNSON CONTROLS 768.55; JPMORGAN CHASE BANK 24,168.36; KIM'S APPLIANCE SERVICE INC. 231.50; LEARNING A-Z 199.95; LEARNING.COM 1,815.00; MASTER FIRE & SAFETY 503.60; MENARD'S 511.55; METHOD TEST PREP 777.92; Mid Atlantic Trust Company 1,650.00; MIDWEST SPORTS 200.00; MONTANA DAKOTA UTILITIES CO. 148.66; ND ASSOC OF SCHOOL BUSINESS 50.00; ND CENTER FOR DISTANCE EDUCATION 278.00; ND EDUCATORS SERVICE COOPERATIVE 174.00; ND SCHOOL BOARDS ASSOCIATION 950.00; NDHSAA 550.00; NDPERS 2,877.58; NORTH DAKOTA INSURANCE DEPARTMENT 2,899.51; NORTH DAKOTA UNITED 1,046.06; OTTER TAIL POWER CO 1,425.57; PAN-O-GOLD 108.40; PARAGON PRODUCTS 3,840.00; PNC EQUIPMENT FINANCE, LLC 71,267.21; POSTMASTER 208.00; PULLEY, KATIE 150.00; QUILL CORPORATION 2,434.30; ROBI'S REPAIR INC. 677.27; rSCHOOL TODAY 245.38; SAM'S CLUB 195.45; SANFORD HEALTH PLAN 22,267.28; SIGN PRO 447.25; STATE CHEMICAL SOLUTION 211.38; STEIN'S, INC. 282.76; TEAM LABORATORY CHEMICAL 454.50; UNDERWOOD/WASHBURN CLINIC 30.00; UNIVERSAL ATHLETIC 4,848.00; US POSTAL SERVICE 633.84; VISA 205.47; VISION SERVICE PLAN 143.07; WAL-MART COMMUNITY/GEMB 252.96;\_WARD'S NATURAL SCIENCE 975.56; WASHBURN PUBLIC SCHOOL 8,064.57; WESTERN EDGE ELECTRIC INC 1,600.00; WESTERN FRONTIER INSURANCE AGENCY 5,623.00; WILTON BUILDERS 4,450.00

**Public Comment:** Bruce Hansen, Mike Wolf, and Jesse Hruby discussed changes and concerns with agenda item L. Bus Routes.

**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! Mrs. Seiler went to the National Innovation Principal Conference in Atlanta and brought back excellent information and ideas that we look forward to implementing this year. The music group had a great time on their trip to Chicago. A few of the highlights were attending the Cher Show, attending an orchestra rehearsal, and touring museums. FFA students are busy competing at the State Fair. Mrs. Seiler and 3 teachers were in Minneapolis last week attending the Daily 5 Conference. Summer school starts on July 30<sup>th</sup>. Upcoming: Some of Wilton's 5<sup>th</sup> Graders will be attending a band camp in August. Close-up is hosting a fundraiser at Wings and Rings on the 15<sup>th</sup>. Hope to see you there! Spread the Word! We have orientation for new teachers on August 17<sup>th</sup>. Back to School Night is on the 20<sup>th</sup> from 5:30 – 7:00. In-service for staff will be on August 20<sup>th</sup> and 21<sup>st</sup>. Mrs. Seiler went over the Handbook updates.
- D. Superintendent Report:** Learning curve for Mr. Jordan. Mr. Jordan is a mentor in the Superintendent Mentor Program. He would like to incorporate the profile of a graduate – EdLeader21. We will be hosting the August McLean County Superintendent's Meeting. New teacher orientation is August 17<sup>th</sup>. In-service Aug 20<sup>th</sup>, 21<sup>st</sup>, back to school night Aug. 20<sup>th</sup> (5:30-7:00). Update on Bus Routes.

#### **Special Committees:**

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

#### **Unfinished Business:**

- A. Personnel:** Had 4 interviews today, no decision made yet. Cook and Assistant Cook interviews were done and will be offering jobs on Friday.
- B. Shop Electrical Work:** Schurhamer/Johnson moved to table the shop electrical work. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- C. FACS Tables:** Riehl/Schurhamer moved to approve ordering 6 tables from Innovative Solutions up to \$2500.00. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.

#### **Organize the Board:**

- A. Oath of Office:** Congratulations to Misty Schafer and Nicole Schurhamer on their election of the Wilton School Board.
- B. Elect officers:**
  - a.** President – Schafer nominated Lodee Arnold for President, Riehl nominated Misty Schafer for President. Riehl/Johnson moved to seize the nominations and go to paper vote. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried. Paper Vote: Lodee Arnold – 2 votes, Misty Schafer – 2 votes. Discussion on president position. Schurhamer talked about a rotating basis for the positions so not all that responsibility is on one person. Riehl mentioned being able to have a tenured board member mentor the president position so we can have an increase knowledge-based experience with board members. Second paper vote Schafer -3, Arnold – 1. Schurhamer/Riehl moved to approve Misty Schafer for

President. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.

- b. Vice President – Riehl nominated Nicole Schurhamer for Vice President, Johnson seconded. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.

**C. Ogranization:**

- a. Official newspaper – Riehl/Schurhamer moved to approve the Leader News be named the official school newspaper for the 2018-2019 school year. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- b. Official Depository – Johnson/Schurhamer moved to name The Union Bank of Wilton as the official school depository for the 2018-2019 school year. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- c. Call for Pledge of Assets – Riehl/Schurhamer moved to approve the pledge of assets at \$3,630,000. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- d. Declaration of Conflict of Interest – Johnson/Riehl moved to approve conflict of interest for Angela Riehl personal family member at the school, Misty Schafer Schafer Construction LLC., Nicole Schurhamer Hefty Seed. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- e. Sanction Administrator’s Involvement in State and National Business – Riehl/Johnson moved to approve to sanction administrator’s involvement in state and national business. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- f. Hot Lunch and Breakfast Prices – Schurhamer/Riehl moved to approve to keep the meal prices for the 2018-2019 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: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- g. Before and After School Program Fees – Riehl/Schurhamer moved to approve the price of Wilton After School Program to remain at a daily rate of \$2.50 for part-time, \$5.00 for full-time, and the Before School Program be set at an annual rate of \$175 for the 2018-2019 school year. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- h. Pre-Kindergarten Curriculum fee – Schurhamer/Johnson moved to approve to set the Pre-Kindergarten curriculum fee at \$50.00 for the 2018-2019 school year. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- i. Student Fees, Athletic Fees, Gate Admission – Schurhamer/Schafer move 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: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.

- j. Mileage Rate: Johnson/Riehl moved to set travel rates following NDSBA at the government rates for meals and mileage. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- D. **Appoint Business Manager:** Schurhamer/Riehl moved to appoint Jenna Kirchmeier as Business Manager for the Wilton Public School District. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- E. **Authorize Account Access and Co-Signers of Checks:** Riehl/Johnson 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: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried. Riehl/Johnson moved to authorize the 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: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- F. **Approve School Curriculum:** Riehl/Johnson moved to approve the Wilton Public School Curriculum for the 2018-2019 school year. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- G. **Committees:**
  - a. **Transportation/Facilities/Equipment Committee** - Duane/Misty
  - b. **Curriculum/Policies** – Angela/Lodee
  - c. **Negotiations/Finance** – Misty/Angela (Nicole –alternate)
  - d. **Coop Committee** – Misty/Lodee
  - e. **Strategic Planning** – Lodee/Nicole
  - f. **Technology** – Duane/Nicole

**New Business:**

- K. **Early Graduation:** Schurhamer/Riehl moved to approve Camy Erlandson for early graduation. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- A. **Annual Financial Report:** Johnson/Riehl moved to table the annual financial report. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- B. **Authorized Representative for Federal Programs:** Schurhamer/Riehl 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: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.  
Schurhamer/Riehl moved to approve the cooperating districts Wing’s consolidated application for Title I. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- C. **Preliminary Budget:** Riehl/Schafer moved to approve the preliminary budget as presented. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- D. **Handbooks:** Johnson/Schurhamer moved to approve the 2018-2019 Wilton Public School handbooks as presented. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- E. **Open Enrollment:** Schurhamer/Riehl moved to approve the application for open enrollment by the Miller Family. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.

- F. State Fire and Tornado:** Riehl/Johnson moved to approve payment of the State Fire and Tornado Program (NDRF) premium of \$2,899.51. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- G. Equipment Insurance:** Johnson/Schurhamer moved to approve equipment renewal of \$5,623.00. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- H. Projector Quote:** Johnson/Riehl moved to approve 20 iPads \$6000, 10 Chromebooks \$3200, 3 projectors \$5700. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- I. Frontline:** Riehl/Schurhamer moved to approve \$3000 renewal cost for Frontline. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.
- J. Storage Door:** Schurhamer/Johnson moved to table replacement of storage door. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Schafer – Yes. Motion Carried.

**Other Items:** Angela Riehl would like to thank Lodee Arnold for the great job she has done being the President. All members of the board agreed she has done an amazing job.

**Announcements:**

**Next Meeting:** August 22, 2018 6:00pm

**Motion to Adjourn:** Schafer/Schurhamer moved to adjourn the meeting at 8:04pm. Motion Carried.

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**Board President**

**School Board**

Misty Schafer, President  
 Nicole Schurhamer, Vice President  
 Angela Riehl  
 Lodee Arnold  
 Duane Johnson




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**Business Manager**

**Administration**

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