



**Wilton Public School District #1**  
**PO Box 249**

**Wilton, North Dakota 58579-0249**  
**Ph: (701) 734-6331 Fax: (701) 734-6944**

**Date:** July 19, 2017

**Present were:** Bill Harris Jr., Angela Riehl, Misty Schafer, Nicole Schurhamer, Lodee Arnold, Duane Johnson (new member) Superintendent Meier, Business Manager Kirchmeier, Principal Seiler, and Assistant Principal Hettich.

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

**Approval of Agenda:** Schafer/Harris moved to approve the agenda with the additions under new business of G. DDA-AR and I. Public School District Agreement. All in favor. Motion Carried.

**Approval of Consent Agenda:** The Consent Agenda includes the minutes of previous meetings (Regular Meeting June 26, 2017 and Special Meeting July 5, 2017) the presentation of bills, and the financial reports. Riehl/Schurhamer moved to approve the consent agenda. Roll call vote: Harris – yes, Schafer – yes, Riehl – yes, Schurhamer – yes, Arnold - yes. Motion Carried.

### **Presentation of Bills:**

ACT 88.00; ADMIN PARTNERS 120.00; ADVANCED BUSINESS METHODS 705.37; AFLAC 1148.04; AMAZON.COM 983.04; BEK COMMUNICATIONS 240.91; BENCHMARK BEHAVIORAL HEALTH 1650.00; BHG INC 273.50; CAPITAL CITY RESTAURANT 1244.59; CAROLINA BIOLOGICAL SUPPLY COMPANY 915.62; CITY OF WILTON 533.48; D&E SUPPLY CO 729.82; DACOTAH PAPER CO 291.78; DAKOTA AWARDS INC 89.95; DAVENPORT GROUP INC 3280.00; EDITS 151.76; ROBERT ELL 110.81; FARMER'S UNION OIL CO 1035.01; FLINN SCHIENTIFIC INC 88.35; FRONTIER PLUMBING AND EXCAVATING 1522.64; GERRELL'S SPORT CENTER 65.00; MICHAELA GREFF 53.31; HARLOW'S BUS SALES INC 7090.47; JEN HAUSAUER 83.12; HOUGHTON MIFFLIN HARCOURT 570.84; INNOVATIVE OFFICE SOLUTIONS LLC 100.07; JP MORGAN CHASE BANK 3005.46; KATHLEEN KAISER 214.32; LAKESHORE 76.91; LINCOLN ELECTRIC 33.65; MARCO 876.37; MCGRAW-HILL EDUCATION IC 218.58; MENARDS 204.41; MID ATLANTIC TRUST COMPANY 3650.00; MINOT STATE UNIVERSITY 250.00; NASP INC 245.00; NATIONAL FFA ORGANIZATION 196.00; NCS PEARSON INC 402.80; ND SCHOOL BOARDS ASSOCIATION 950.00; NDCEL 2005.00; NDHSAA 550.00; NDHSCA 745.00; NDPERS 402.80; NORTH DAKOTA INSURANCE DEPARTMENT 2826.91; NORTH DAKOTA UNITED 1112.89; PASCO 261.00; PEARCE & DURICK 500.00; PNC EQUIPMENT FINANCE LLC 71,267.21; QUILL CORPORATION 269.96; ROBI'S REPAIR INC. 242.98; SANFORD HEALTH PLAN 19,128.13; SANNES SEWING MACHINE REPAIR 402.00; SCHOOL SPECIALTY INC 312.14; SCHOOLBINDER INC 1800.00; SPORTSMENS BAR INC 24.00; STEINS INC 68.12; SUPER DUPER PUBLICATIONS 69.49; TIE 810.00; UNIVERSAL ATHLETIC 344.00; WAGON WHEEL LUMBER 21.84; WAL-MART COMMUNITY/GEMB 143.29; WASHURN PUBLIC SCHOOL 8116.67; WESTERN DAKOTA CORPS OF DISCOVERY 9500.00; WESTERN EDGE ELECTRIC INC 13840.00; WING PUBLIC SCHOOL 16767.42

### **Standing Reports:**

- A. Athletic Report:** Athletic physicals will be offered at Wilton School on August 3 and 4 from 9am to 12:00 from Kerri Benning through the Washburn Clinic. The price will be \$40. A full list of start dates and times for all fall activities will be included in the August newsletter.
- B. Technology Report:** The new Macs and HP's are in. Mr. Thompson is working to set them up and get them out to the staff. The Macs are nearly all out. The PC's are having an OS upgrade from Windows 7 to 10. NWEA is undergoing some upgrades. The principal gain for WPS is a technique which should assist with students "clicking through" by keeping subsequent questions at the current grade level rather than lowering them. Should give more accurate results. Chromebooks should arrive in August, delayed delivery date to delay warranty start date. Acceptable Use Policy was reviewed by Tech Committee, recommended changes and updates, and was submitted to Policy Committee.
- C. Principal Report:** Updates: Miss Hettich, Mrs. Meier, Ms. Bender, Mrs. Rath, and Mrs. Seiler represented Wilton at the Rough Rider Health Conference in Medora. We created an updated action plan focused on wellness for the upcoming school year. The MTSS committee attended sessions on behavior interventions and tier 2 and 3 implementation. We came back with some great ideas and are ready to focus more intensely on that this year. Miss Hettich and Mrs. Seiler spoke on behalf of Wilton during the panel sessions to share our MTSS implementation over the past three years.

Future News: We have roughly 27 students signed up for ITV classes through GWN. Summer school begins on July 24. Our HS Science teacher, English teacher, and 5<sup>th</sup> grade teacher will be attending the Laying the Foundation Conference by the National Science and Math Initiative next week in Bismarck. The team will focus on improving the transition from elementary to JH. The administrative team will be attending the Admin. Bootcamp in Bismarck the first week of August. AdvancEd will be presenting to the board at the August Board Meeting.

- D. Superintendent Report:** WASP – Kayla Durkin, Brianna Busch, and Ivy Rath will share the supervision responsibilities. We are also offering an opportunity to our new hires. Committee Schedule – Superintendent Meier will work with Business Manager Kirchmeier to draft a schedule. Superintendent Meier gave an ESG update and number of students in district who are homeschooled. Lodee Arnold will be our new member Duane Johnson's mentor. Superintendent Meier shared how the Meet and Greet went. Wilton will be using ReadingCorp program for our paraprofessional Brianna Bauer, Ms. Kilian will be her mentor. Wilton can't join in the current AmeriCorp 21<sup>st</sup> Century program, but it would be a possibility in 2019/2020 school year. Superintendent shared the transportation rules and needs. Discussed the digital recorder option for executive session. What exactly does the board want to know for Rule of 85 in regards to NDPERS? Discussion on John Clausen – Head Custodian getting a cell phone stipend, this will be on the August agenda.

### **Special Committees:**

- A. Building Level Committee:** no presentation this month
- B. School Board Committees:** Curriculum/Policy – policies to approve later in meeting. Transportation/Facilities/Equipment – items later on agenda. Negotiations/Finance Special meeting on July 5<sup>th</sup>.

## Unfinished Business:

### A. Summer Projects:

- a. Kitchen Dishwasher and Masonary work – these projects were approved last month. Dishwasher is ordered. Masonary has been contacted to start project.
- b. Cameras – Mr. Thompson is working on this will bring information to August meeting
- c. Bathroom – Getting last of the bids on Friday. Riehl/Schurhamer approved \$7500.00 for stalls and installation of flooring in the upstairs bathrooms. Roll call vote: Harris – yes, Schafer – yes, Riehl – yes, Schurhamer – yes, Arnold - yes. Motion Carried.
- d. Concrete work – Schurhamer/Riehl moved to approve Schafer Construction to complete concrete work for \$8500.00. Roll call vote: Harris – yes, Schafer – abstain, Riehl – yes, Schurhamer – yes, Arnold - yes. Motion Carried.
- e. Asphalt – Schafer/Harris moved to approve Zimmerman Construction asphalt work for \$8100.00. Roll call vote: Harris – yes, Schafer – yes, Riehl – yes, Schurhamer – yes, Arnold - yes. Motion Carried.
- f. Windows – Hold off, get air condition bid
- g. Bus Barn – Schurhamer/Riehl moved to approve Green Solutions bid for \$16,000.00 to insulated Bus Barn. Roll call vote: Harris – yes, Schafer – yes, Riehl – yes, Schurhamer – yes, Arnold - yes. Motion Carried.
- h. Band Room Doors – not going with the bi-fold door bid, will come up with a plan B.
- i. Playground – wait on grass area until the Spring. Will be painting some of the equipment cost of \$1200
- j. Principal's Door- wait on this project

**B. ESG Agreement:** Wilton payment schedule ends in 2028. The maintenance agreement is up in December 2017 – plan to not renew the maintenance agreement.

**C. Homeschool Students information:** current number of homeschool students in the District is 14 students.

**D. Transportation Update:** We have had some inquiries about the bus driving positions, we will be following up with individuals this week.

**E. Schedule Enrollment Study Webinar:**

## Organize the Board:

**A. Oath of Office:** Congratulations to Duane Johnson and Lodee Arnold on their election of the Wilton School Board. Thank you, Bill Harris, for your service to the Wilton School, students, staff, and the community.

### B. Elect officers:

- a. President – Schafer nominated Lodee Arnold for President, seconded by Riehl. Arnold nominated Misty Schafer for President, seconded by Schurhamer. Some discussion took place. Roll Call Vote: Riehl – Lodee, Schurhamer – Lodee, Johnson – Lodee, Schafer – Lodee, Arnold – Misty. Lodee Arnold is the President. Motion Carried.

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

**c. Ogranization:**

- a. Official newspaper – Schafer/Riehl moved to approve the Leader News be named the official school newspaper for the 2017-2018 school year. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- b. Official Depository – Schafer/Riehl moved to name The Union Bank of Wilton as the official school depository for the 2017-2018 school year. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- c. Call for Pledge of Assets – Schafer/Schurhamer move to approve the pledge of assets at \$2,855,000.00. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- d. Declaration of Conflict of Interest – Riehl/Schurhamer moved to accept Lodee Arnold’s declaration of Sportsmen’s Bar and Grill, Events Inc, Department of Public Instruction a conflict of interest. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Abstain, Schafer – Yes. Motion Carried.  
Schurhamer/Riehl moved to accept Misty Schafer declaration of Schafer Construction Inc. a conflict of interest. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Abstain. Motion Carried.
- e. Sanction Administrator’s Involvement in State and National Business – Riehl/Schafer moved to approve to sanction administrator’s involvement in state and national business. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- f. Hot Lunch and Breakfast Prices – Schurhamer/Riehl moved to approve to keep the meal prices for the 2017-2018 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, Arnold – Yes, Schafer – Yes. Motion Carried.
- g. Before and After School Program Fees – Riehl/Schafer 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 2017-2018 school year. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- h. Pre-Kindergarten Curriculum fee – Schafer/Riehl moved to approve to set the Pre-Kindergarten curriculum fee at \$50.00 for the 2017-2018 school year. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – 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, Arnold – Yes, Schafer – Yes. Motion Carried.
- j. Board Salaries – Schafer/Schurhamer moved to set the Board Member salaries at \$70.00 without a cap for the 2017-2018 school year. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
  - k. Mileage Rate – Schafer/Schurhamer moved to set travel rates following NDSBA at the government rates for meals and mileage. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- D. Appoint Business Manager:** Schafer/Schurhamer moved to appoint Jenna Kirchmeier as Business Manager for the Wilton Public School District. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- E. Authorize Account Access and Co-Signers of Checks:** Riehl/Schafer moved to name the Board President Lodee Arnold, Vice President Misty Schafer, Member Nicole Schurhamer 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, Arnold – Yes, Schafer – Yes. Motion Carried. Schafer/Riehl move 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, Arnold – Yes, Schafer – Yes. Motion Carried.
- F. Approve School Curriculum:** Schurhamer/Schafer moved to approve the Wilton Public School Curriculum for the 2017-2018 school year. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – 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:**

- A. Personnel:** Schafer/Riehl moved to approve the teaching contracts for Olivia Barlund and Kaitlin Anderson, starting with the 2017/2018 school year. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- B. Annual Financial Report:** Riehl/Schafer moved to approve the 2017/2018 Wilton Public School District #1 State Financial Report. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- C. 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, Title VI, Reaped Funds, School Food Service, and Federal Vocation Programs. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- D. Preliminary Budget:** Schafer/Riehl moved to approve the preliminary budget as presented. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- E. Handbooks:**

- F. State Fire and Tornado:** Schurhamer/Schafer moved to approve payment of the State Fire and Tornado Program (NDFIRF) premium of \$2,826.91. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- G. School Board Policy Review:** Riehl/Johnson moved to approve the first reading of ACDA Acceptable Use, waive the second reading, and final adoption of the listed policy. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- H. Van Sale:** Schafer/Duane moved to approve the sale of the district’s 2003 Chevrolet Venture. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.
- I. Public School District Agreement:** Riehl/Schafer moved to approve open enrollment agreement with Mandan School. Roll Call Vote: Riehl – Yes, Schurhamer – Yes, Johnson – Yes, Arnold – Yes, Schafer – Yes. Motion Carried.

**Other Items:**

**Announcements:**

**Next Meeting:** August 16, 2017 Walk through @ 5pm and annual meeting @ 6:00 PM

**Motion to Adjourn:** Schafer/Schurhamer moved to adjourn the meeting at 8:52pm. Motion Carried.

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Board President

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Business Manager

School Board  
Lodee Arnold, President  
Misty Schafer, Vice President  
Angela Riehl  
Nicole Schurhamer  
Bill Harris Jr.

Administration  
Barbara Kady, Superintendent  
Amanda Meier, Principal  
Courtney Seiler, Assistant Principal  
Jenna Kirchmeier, Business Manager