**Turtle Lake-Mercer School Board**

**Regular Meeting**

**July 20, 2020**

**8:00 P.M.**

1. President Goven called the regular meeting of the Turtle Lake-Mercer School Board to order at 8:00 P.M. in the Board Room on Monday, July 20, 2020. Directors present were:

Britton, Christensen, Ruffo, Hanson, Freeman, Fast, O’Shea, Sparrow,

Via Zoom: Ravnaas

Superintendent: Sheila Schlafmann

Principal: Via Zoom Steven Heyd

Business Manager: Susan Davis

Guests: Warren Bergquist and Suz Werre, Via Zoom: Courtney Volochenko and Jackie Ganyo

Hanson moved to approve the agenda as presented, Christensen seconded the motion. Motion Unanimously Carried.

* + - 1. Ruffo moved to approve the minutes of the June 15, 2020 regular meeting as mailed out, Freeman seconded the motion. Motion Unanimously Carried.
      2. Financial Reports
         1. Hanson moved to approve payment of the final bills for 2019-20, Britton seconded the motion. Motion Unanimously Carried
  1. Christensen moved to approve the financial report as presented, Hanson seconded the motion. Motion Unanimously Carried.
  2. Ruffo moved to approve the 2019-2020 Annual Business Manager’s Report and Report of Publication as presented, Hanson seconded the motion. Motion Unanimously Carried.
  3. Freeman moved to approve the 2019-2020 Transportation Reports as presented, Hanson seconded the motion. Motion Unanimously Carried.
  4. Christensen moved to amend the 2019-20 Pupil Membership Report as presented, Ruffo seconded the motion. Motion Unanimously Carried.

Hanson moved to adjourn the meeting for 2020-21 school year, Christensen seconded the motion. Motion Unanimously Carried.

Outgoing Board Members Gerard Goven, Brent Christensen and Jeff Hanson were thanked for their years of dedication to the Turtle Lake-Mercer School.

New Board Members Megan Sparrow, Brent Fast and Brian O’Shea were welcomed to the Board.

**Turtle Lake-Mercer School Board**

**Regular Meeting**

**July 20, 2020**

**8:00 P.M. (Cont.)**

Annual Meeting called to order by Susan Davis, Business Manager.

1. Reorganization of the Board for 2020-2021 School Year.
   * + - 1. Susan Davis, Temporary Chairperson, called for nominations for Board President for the 2020-2021 year.

Ruffo nominated Britton for Board President, O’Shea seconded the nomination.

There were no more nominations.

Fast moved that nominations cease and that a unanimous ballot be cast for Britton, Sparrow seconded the motion. Motion Unanimouly Carried.

President Britton assumed the chair.

* + - * 1. Board President Britton asked for nominations for Vice President for the 2020-2021 year.

Freeman nominated Ruffo for Vice President, Fast seconded the nomination.

There were no more nominations

Sparrow moved that nominations cease and that a unanimous ballot be cast for Ruffo, Freeman seconded the motion. Motion Unanimouly Carried.

* + - * 1. The following members were appointed to the following committees:

**Buildings and Grounds**-Ruffo Chairman, Freeman, Fast

**Activity-**Ruffo Chairman, O’Shea, Sparrow

**Planning-**Sparrow Chairman, Freeman, Britton

**Transportation-**Freeman Chairman, Ravnaas, Britton

**Steering**-Ruffo

**Negotiation-**Ravnaas Chairman, O’Shea, Fast, Alt. Sparrow

**Representative GWN-**Freeman

**Representative CREA-**Britton

**Representative School Improvement Process-**Ruffo

**Representative Technology-**O’Shea

**Representative TL Economic Development –**Schlafmann

**Representative Handbook-**Ravnaas

* + - * 1. Ruffo moved to appoint Susan Davis as Business Manager for the 2020-2021 year, Freeman seconded the motion. Motion Unanimously Carried.
        2. Ruffo moved to appoint Superintendent Schlafmann as Administrator of Funds, Authorized Representative of the Federal Title Programs (Title I, Title II A, Title IV), Souris Valley Sp-Ed Unit Representative, GWN Administrative

Board Representative, District spokesperson in consultation with the Board President, Fast seconded the motion. Motion Unanimously Carried.

* + - * 1. Freeman moved to appoint Principal Heyd as 504 Representative with Superintendent Schlafmann as alternate, Sparrow seconded the motion. Motion Unanimously Carried.
        2. Fast moved to appoint the Depository for School District Funds as the Bank of Turtle Lake and the Dakota West Credit Union, O’Shea seconded the motion. Motion Unanimously Carried.

**Turtle Lake-Mercer School Board**

**Regular Meeting**

**July 20, 2020**

**8:00 P.M. (Cont.)**

* + - * 1. Sparrow moved to appoint the Newspaper for Publication of the minutes as the Central McLean County News-Journal, Ruffo seconded the motion. Motion Unanimously Carried.
        2. Freeman moved to approve the Pledge of Assets Report from The Bank of Turtle Lake in the amount of **$2,957,217.89** and from Dakota West Bank in the amount of **$575,516.83,** Fast seconded the motion. Motion Unanimously Carried. Certificates of Deposits were reviewed by the Board.
        3. Ruffo moved to set the Official School Board meeting dates as the 3rd Monday of each month @ 7:00 P.M. during the school year and @ 8:00 P.M. in the summer months, Fast seconded the motion. Motion Unanimously Carried.
        4. Ruffo moved to set compensation of the board members at $100.00 per regular and special meeting and $50.00 for committee meetings, plus state rate for mileage, Sparrow seconded the motion. Motion Unanimously Carried.

1. New Business
   1. Staffing for 2020-21

aa. Certified Staff

aaa. Keith Sundquist-3/7 History and Weights Teacher.

Fast moved to issue a 3/7 Teaching Contract to Mr. Keith Sundquist at Step 5 Lane 4 for a salary of **$17,857.04,** Ruffo seconded the motion. Motion Unanimously Carried.

bbb. 6th Grade-Allison Ziebarth

Freeman moved to issue a 109 Day Teaching Contract to Allison Ziebarth at Step 1 Lane 1 for a salary of **$27,218.16**, Ruffo seconded the motion. Motion Uananimously Carried.

ccc. 5/7 Business Education – Whitney Jangula

Sparrow moved to amend the teaching contract of Whitney Jangula from a 4/7 contract to a 5/7 contract adding one additional period, Fast seconded the motion. Motion Unanimously Carried.

bb. Activities Director-Mrs. Schlafmann and Mr. Heyd will be the point of contact for the CMC Co-op Activities Director Tony Cottingham for all events that will be scheduled at our school.

* 1. Buildings and Grounds-Update

aa. Estimate for concrete to redo the entrance to the Gym and to fix the heaving of the sidewalk by entrance #2. Ruffo moved to approve the estimate for concrete from Weishaar Concrete Construction in the amount of $8,400.00, Freeman seconded the motion. Motion Unanimously Carried.

* 1. Sparrow moved to approve purchase of a subscription to NFHS as recommended by Supt. Schlafmann, O’Shea seconded the motion. Motion Unanimously Carried.
  2. Ruffo moved to advertise for bids for Gasoline and Diesel Fuel. Bids will be opened at the August regular school board meeting, Fast seconded the motion. Motion Unanimously Carried.

**Turtle Lake-Mercer School Board**

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**8:00 P.M. (Cont.)**

* 1. Fast moved to advertise for bids for the Food Service Program for Milk Products, Bread Products, and Perishable-Non Perishable Products. Bids will be opened at the August regular school board meeting, O’Shea seconded the motion. Motion Unanimously Carried.
  2. O’Shea moved to approve the NDSBA Policy Services Agreement as presented, Ruffo seconded the motion. Motion Unanimously Carried.
  3. Freeman moved to approve the school fees for the 2020-21 school year as presented, Fast seconded the motion. Motion Unanimously Carried.
  4. Sparrow moved to approve the Hot Lunch Fees as presented for the 2020-21 school year, O’Shea seconded the motion. Motion Unanimously Carried.
  5. Ruffo moved to approve the July 2020 Bills as presented, Freeman seconded the motion. Motion Unanimously Carried.
  6. Approve Handbooks

aa. Fast moved to approve the 2020-21 Faculty and Staff Handbook as presented, Sparrow seconded the motion. Motion Unanimously Carried.

bb. Ruffo moved to approve the 2020-2021 Student and Parent Handbook as presented, Freeman seconded the motion. Motion Unanimously Carried.

* 1. Approve Use of facilities request-no requests at this time.
  2. General Fund Budget for the 2020-21 School year was sent out to the Board prior to the meeting. Superintendent Schlafmann reviewed the budget.

aa. Freeman moved to approve the **General Fund** **Revenues** in the amount of **$3,159,002.37** and the **General Fund Expenditures** in the amount of **3,234,207.83** Ruffo seconded the motion. Motion Unanimously Carried.

bb. Fast moved to approve the **Building Fund Revenues** in the amount of $**100,350.00** and the **Building Fund Expenditure** in the amount of **$356,000.00**, Freeman seconded the motion. Motion Unanimously Carried.

cc. Sparrow moved to approve the **Sinking and Interest Fund Revenues** in the amount of **$181,350.00** and the **Sinking and Interest Fund Expenditure** in the amount of **$171,413.00**, Ruffo seconded the motion. Motion Unanimously Carried.

dd. Fast moved to approve the **Food Service Revenues** in the amount of **$98,300.00** and the **Food Service Expenditures** in the amount of **$105,800.00,** Sparrowseconded the motion. Motion Unanimously Carried.

ee. Ruffo moved to approve the **Activity Fund Revenues** in the amount of **$95,500.00** and the **Activity Fund Expenditures** in the amount of **$100,542.00**, O’Shea seconded the motion. Motion Unanimously Carried.

ff. Freeman moved to approve the **Fund 7 Revenues** in the amount of **$638,100.00** and the **Fund 7 Expenditures** in the amount of **$630,415.00,** Sparrow seconded the motion. Motion Unanimously Carried.

**Turtle Lake-Mercer School Board**

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**8:00 P.M. (Cont.)**

gg. Ruffo moved to approve the Certificate of Levy for the following amounts:

**General Fund Levy-$900,000.00**

**Building Fund Levy-$100,000.00**

**Sinking and Interest Fund Levy-$175,000.00**

Freeman seconded the motion. Motion Unanimously Carried

* 1. Sparrow moved to set a Preliminary Budget Hearing date for September 21, 2020 at 6:00 P.M, O’Shea seconded the motion. Motion Unanimously Carried.

1. Administration Reports
   1. Activities Director Report-

* NDHSAA gave the okay for fall sports to start.
* Elementary Girls Basketball will continue on as is.
* Discussion on keeping our athletes save due to continuing Covid 19 issues.

* 1. Principal Report
* Student scheduling. Finished student scheduling for this fall. As noted previously, we will be using a couple of staff who possess more than one set of teaching credentials to broaden our effectiveness. For example, Spanish will be taught in house, a couple teachers will be teaching English, and more than one person will be doing Title I. The benefits to this are threefold: our English department will go from a one-person department to a three-person department; students will be learning a foreign language in house and have access to extra help if needed (which allows us to expand ITV offerings); and our Title I department will grow from a one-person department into a two-person department.
* Spring Enrollment Report. Due to a switch from days to hours at the state level, many school districts discovered student attendance was slightly off. We resubmitted the school calendar for last year, and then resubmitted our enrollment reports to the state in order to be credited with correct student contact/school attendance time.
* Hiring. We are glad to report all teacher assignments are in place, after scrambling to fill a sudden sixth grade opening, as well as a couple long-term assignments that will be occurring in early fall.
* We have planned an all-day new teacher orientation for August 13. We will have new teacher mentors and new teachers in this day to talk about the first days of school, office procedures, and overall expectations.

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**8:00 P.M. (Cont.)**

* 1. Superintendent Report
* Vacancies
  + TLMM: Junior High Volleyball
* CSI Training and Workshop – August 11 – 12th.
* Title I final financial report and request for funds for the 2019-2020 school year has been reviewed and approved.
  + Carryover funds for use in the 2020-2021 school year = $2,331.25.
* Early Childhood Education Grant – district will receive up to $4,000 for expenses incurred for students eligible for free lunch or reduced lunch.
* All technology has arrived for students and staff
* Lighting Grant Update
* Playground Update
* Apptegy – TL-M school app
* ND Smart Re-Start Guidelines for re-opening schools
* Professional Development Days for Staff – August 17th and 18th
  + CPR/AED Training, Reviewing Strategic Plan, Training on Health and Safety Plan as part of the re-start
* Back-to-School Night Thursday, August 20th from 5:30 – 7:30.
* Positive Sharing/Reflection:
  + Thank you to Byron, Joi, Kurt, and Randy for their work in getting the playground cleaned up after the storm.
  + Great job to Susan on closing out the 2019 – 2020 school year!

Next meeting set for August 17, 2020 @ 8:00 P.M.

Meeting Adjourned.

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Board President Business Manager

**General Fund:** ADVANCED BUSINESS METHODS 1,202.71

AMAZON.COM 438.75

APPLE AWARDS INC 263.92

AUTO VALUE PARTS STORE 31.08

BHG INC. 46.36

BRITTON, RICHARD 34.50

CENTRAL DAKOTA LIBRARY NETWORK 337.84

CHRISTENSEN, BRENT 100.62

CONNECTING POINT COMPUTER 49,565.25

D&E SUPPLY CO 155.70

DISCOVERY BENEFITS INC 91.00

FARMERS UNION OIL CO 565.60

FARMERS UNION SERVICE ASSN 6,301.00

HARDWARE HANK 71.05

HARLOWS BUS SALES, INC 1,263.12

J.P. MORGAN 2,261.85

JAMESTOWN PUBLIC SCHOOL 1,500.00

JOHNNY'S READY MIX INC 952.78

K-LOG INC 1,233.00

KENMARE SCHOOL 9,000.00

MASTER FIRE & SAFETY 480.00

MCGRAW HILL SCHOOL EDUCATION 10,598.02

HOLDINGS LLC

MDU 954.27

MENARDS - MINOT 59.44

MIDWEST GRAPHICS AND SIGNS 2,786.75

NASCO 237.24

ND COUNCIL EDUCATIONAL LEADERS 670.00

ND PERS 33.77

ND WORKFORCE SAFETY & INSURANC 3,835.81

NDSBA 3,016.00

NEFF REPAIR SHOP 113.09

PAPER 101 2,235.80

PEPPER & SON INC, J.W. 81.00

PRESENCE LEARNING INC 9.00

PROTECTION SYSTEMS INC 520.00

REXALL DRUG 20.50

RICK SCHWALK 35.00

SCHLAFMANN, SHEILA 43.93

SCHOOL SPECIALTY 69.99

SECURITY PLUS 42.00

STRADINGER, RHONDA 34.50

STUTE, BARB 25.30

UNDERWOOD SCHOOL CENTRAL MCLEAN 35,000.00

COOP

VOGEL LAW FIRM 116.00

WAGON WHEEL LUMBER 908.57

TOTAL GENERAL FUND BILLS **137,442.09**

**Building Fund**

TLM SINKING FUND 6,000.00

**Hot Lunch Fund**

DEAN FOODS NORTH CENTRAL 112.27

FREBORG, DAVID 42.40

HAZELTINE, KEIRSHA 3.95

LAWSON, GREG 38.70

MAIN STREET MARKET 17.45

SMALLS, KARA 5.00

STEINS'S INC 39.28

STRIHA, DELVIN 122.55

TLM GENERAL FUND 47,000.00

US FOODS INC 1,425.32

**TOTAL FOOD SERVICE BILLS 48,806.92**

**Activity**

FARMERS UNION OIL CO 20.40

JOHNNY'S READY MIX INC 148.25

MAIN STREET MARKET 38.46

MENARDS - MINOT 256.33

TLM ACTIVITY FUND 11,593.32

**TOTAL ACTIVITY BILLS 12,056.76**

**Fund 7**

ADVANCED BUSINESS METHODS 38.64

BEK COMMUNICATIONS INC 7.99

DOLLYWOOD FOUNDATION 9.25

TLM GENERAL FUND 4,000.00

**TOTAL FUND 7 BILLS 4,055.88**