

Turtle Lake-Mercer School Board
Regular Meeting
June 21, 2021
8:00 P.M. Board Room

President Britton called the regular meeting of the Turtle Lake-Mercer School Board to order at 8:00 P.M in the Board Room on Monday, June 21, 2021. Directors present were Ruffo, Sparrow, O'Shea, Freeman, Fast, Ravnaas via conference call.

Superintendent: Sheila Schlafmann

Principal: Steven Heyd

Business Manager: Susan Davis

Guests: Brenda Schafer

Agenda Changes: Old Business D. FACS Room-a. Cabinet Quote-TMI Systems Cooperation, b. Electrical Quote-Weber Electric, c. Plumbing Quote-Levy Plumbing.

Fast moved to approve the agenda as amended, Ruffo seconded the motion. Motion Unanimously Carried.

1. Sparrow moved to approve the minutes of the May 17, 2021 regular meeting as e-mailed out, the Financial Report and the Payment of Bills as presented, Freeman seconded the motion. Motion Unanimously Carried.
2. Committee Reports
 - a. Negotiations-Negotiation Committee met with Administration prior to this meeting.
 - b. Transportation meeting will be set up in August.
3. Old Business
 - a. Staffing
 - aa. Special Education update-Miss. Melissa Mehlhoff will move into the Special Education program. Fast moved that due to the increase time that will be involved in setting up Miss Mehlhoff's program, she will be paid a one-time stipend of \$5,000.00 to make the move from the 3rd grade classroom into the special education area using Esser III Funds to pay for this stipend, Sparrow seconded the motion. Motion Unanimously Carried.
 - bb. Advertise for 3rd Grade Teacher. Ruffo moved to advertise for a 3rd Grade Teaching position with a closing date of July 12, 2021, O'Shea seconded the motion. Motion Unanimously Carried.
 - cc. 2021-22 Contract Lane Changes
 - aaa. Pam Anderson-Sparrow moved to revise the contract of Pam Anderson due to a lane change to Step 7, Lane 2, for the amount of \$43,075.00, Ruffo seconded the motion. Motion Unanimously Carried
 - bbb. Paul Buchholz-Freeman moved to revise the contract of Paul Buchholz due to a lane change to Step 4, Lane 2, for the amount of \$55,433.40, O'Shea seconded the motion. Motion Unanimously Carried

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ccc. Courtney Volochenko-Fast moved to revise the contract of Courtney Volochenko due to a lane change to Step 8, Lane 3, for the amount of \$44,150.00, Sparrow seconded the motion. Motion Unanimously Carried
ddd. Kurt Ziebarth-Ruffo moved to revise the contract of Kurt Ziebarth due to a lane change to Step 16, Lane 3, for the amount of \$48,150.00, Fast seconded the motion. Motion Unanimously Carried

b. Rental Agreements

aa. Paul and Malora Buchholtz-Freeman moved to approve the Turtle Lake-Mercer School District 2021-22 Landlord-Tenant Agreement with Paul and Malora Buchholz as amended, Fast seconded the motion. Motion Unanimously Carried.

bb. Alex Quintane-Ruffo moved to approve the Turtle Lake-Mercer School District 2021-22 Landlord-Tenant Agreement with Alex Quintane as amended, Sparrow seconded the motion. Motion Unanimously Carried.

Ravnaas joined the meeting

c. FACS Flooring Quote – Tollefson’s Contract Flooring-Ravnaas moved to approve the change order in the amount of \$5,612.00 from Tollefsons to add flooring for the new FACS Room, Ruffo seconded the motion. Motion Unanimously Carried.

d. FACS Room

aa. Cabinet Quote-TMI Systems Corporation-Sparrow moved to approve the quote from TMI Systems Corporation in the amount of \$19,478.00 for the FACS Room Project, O’Shea seconded the motion. Motion Unanimously Carried.

bb. Electrical Quote-Weber Electric-Fast moved to approve the quote from Weber Electric in the amount of \$12,300.00 for the FACS Room Project, Ruffo seconded the motion. Motion Unanimously Carried.

cc. Plumbing Quote-Levy Plumbing-Freeman moved to approve the quote from Levy Plumbing in the amount of \$6,200.00 for the FACS Room Project, O’Shea seconded the motion. Motion Unanimously Carried.

e. Budget Amendment – Comprehensive Support-Revenues \$33,590.65
Expenditures-\$30,092.33

Sparrow moved to amend the 2020-21 Revenue Budget in the area of Comprehensive Support in the amount of \$33,590.00 and Expenditures Budget in the amount of \$30,092.33, Fast seconded the motion. Motion Unanimously carried.

4. New Business:

a. Pupil Membership report was reviewed by the Board-Freeman moved to approve the Pupil Membership Report as presented, Ruffo seconded the motion. Motion Unanimously Carried.

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- b. Estimated Ending Balance-Superintendent Schlafmann informed the Board the district will be ending the year under Budget.
 - aa. Resolution to authorize the business manager to transfer Unrestricted Oil and Gas Production, Coal Severance and Coal Conversion Funds from the General Fund to the Building Fund.
Ravnaas move to approve the following resolution: The Turtle Lake-Mercer School Board authorizes the business manager to transfer \$100,000.00 of Unrestricted Oil and Gas Production, Coal Severance and Coal Conversion Funds from the General Fund to the Building Fund to help fund upcoming Building and Grounds Projects such as Playground Equipment, Window Replacement ect., Fast seconded the motion. Motion Unanimously Carried.
 - bb. Freeman moved to give a directive to the Business Manager to end the year somewhere between 30% - 35% of our total expenditures for an end of year balance, Sparrow seconded the motion. Motion Unanimously Carried
- c. Substitute Pay for 2021-22-Sparrow moved to approve the substitute pay in the amount of \$20.00 per hour for the 2021-22 school year, Ruffo seconded the motion. Motion Unanimously Carried.
- d. Administrative Contracts/Work Agreements
 - aa. Business Manager-Ruffo moved to increase Business Manager Susan Davis's salary \$4,000.00. Work Agreement will be issued for \$71,000.00, Sparrow seconded the motion. Motion Unanimously Carried.
 - bb. Principal-Sparrow moved to increase Principal Steven Heyd's salary \$7,000.00 which would also reflect an increase in days worked from 210 days to 220 days, Contract will be in the amount of \$85,000.00, Fast seconded the motion. Motion Unanimously Carried.
 - cc. Superintendent-Freeman moved to increase Superintendent Schlafmann's salary \$6000.00. Contract will be in the amount of \$100,000.00, Ruffo seconded the motion. Motion Unanimously Carried.
- e. Esser II Application- Superintendent Schlafmann reviewed the Esser II Application with the Board. Sparrow moved to approve the ESSER II Application in the amount of \$103,531.00 as presented, Fast seconded the motion. Motion Unanimously Carried.
- f. Return to In-Person Instruction and Continuity Service Plans-Superintendent Schlafmann reviewed with the Board this plan.
Fast moved to approve the Return to In-Person Instruction and Continuity Service Plan as presented, Freeman seconded the motion. Motion Unanimously Carried.
- g. Choice Ready Report-Superintendent Schlafmann reviewed with the Board this report.
- h. Ruffo moved to approve Rath/Mahrer P.C. CPA to do our audit services for the 2020-21 school year, Fast seconded the motion. Motion Unanimously Carried.

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- i. Board Members were reminded to turn in their Payroll Voucher for meeting attendance as soon as possible to the Business Manager.
 - j. Action on use of facilities-TL-TLM Alumni Association request for a Banquet and Sunday Services July 8-9-10 of 2022. Sparrow moved to approve a use of facilities request from the TL-TLM Alumni Association for use of the Kitchen and Gym for the All School Reunion Banquet and a joint Sunday Services, Freeman seconded the motion. Motion Unanimously Carried.
5. Administration Report
- a. Activities Director Report-No Activities Director at this time, part of Supt. Report
 - b. Principal Report
 - Report cards. Report cards were printed and mailed out, and honor rolls were sent to the newspaper.
 - Student handbooks. I am in the midst of reworking document to include updated polices as required by the Office of Civil Rights (we had an audit earlier this year), and other updated/new policies from this past year's board policy updates. I will have them ready for next meeting and will provide a brief overview of changes at our meeting.
 - Faculty handbooks. Not as much editing will occur to this document, but will address above changes on board policies. Both the student handbook and faculty handbook will be presented for acceptance at the July board meeting.
 - Student scheduling. I am in the process creating school schedules for this fall. It was exciting to see new courses on there: FACS, some adjustment in ag offerings (i.e. Ag II, Ag IV), and 7th-8th grade band/choir in its own period.
 - c. Superintendent Report
 - Roof Update
 - FACS Update and Room Changes
 - Playground Grant Update
 - NDCEL Summer Conference: June 15 - 17
 - NDSC Bus Clinic – we had 7 staff/community from TLM attend
 - CMC Administrative Meeting-Looking for the following coaches:
 - TLMM Elementary Girls' Basketball (fall)
 - CMC Boys' C Squad (winter)
 - CMC Girls' C Squad (winter)
 - CMC Head Baseball (spring)
 - Library Media Specialist – Kelly Voth
 - Positive Reflection/Sharing:
 - The school has been busy this summer with volleyball camp, weight room, and basketball – great to see so many kids in and out of the gym area
 - CMC Girls' 4x400 Meter Relay State Champions

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- Tommy Ravnaas took 9th in the 400 M Dash
- Daisy and Sophie Sparrow both made the All-State Softball Team
- ND FFA State Convention Results:
 - Floriculture State Champs – headed to the preliminary round of Nationals
 - Amy Klain brought home the Baby Bison Trophy and a \$100 Scholarship
 - Amy Klain was a proficiency finalist in Beef Cattle Production Placement. She won, received \$250, and will advance to Nationals

Next meeting – Monday, July 19, 2021 at 8:00 P.M,

Meeting adjourned

President

Business Manager

General Fund:

ALLISON ZIEBARTH	28.92
ALTRU HEALTH SYSTEM	36.00
AMAZON.COM	293.85
BHG INC.	245.11
CENTRAL DAKOTA FRONTIER COOPERATIVE	2,867.54
CENTRAL DAKOTA LIBRARY NETWORK	326.87
CENTRAL REGIONAL EDUCATION ASSOCIATION	25,925.00
CITY OF TURTLE LAKE	634.90
CONNECTING POINT COMPUTER	987.00
CULLUM, DIANE	400.00
D&E SUPPLY CO	3,243.49
DAVIS, SUSAN	100.00
EDUCATION DIRECTION	60,000.00
FRONTLINE TECHNOLOGIES GROUP LLC	3,669.75
GOPHER	349.83
HARDWARE HANK	246.17
HARRYS AUTO SERVICE	14.85
HEISLER AUTO INC	39,995.00
HOUGHTON MIFFLIN COMPANY	800.00
J ARTHURS FLOWERS & GIFTS	40.00

J.P. MORGAN	1,101.03
JEFF EGERT	1,600.00
MDU	633.38
MIDWEST INVESTIGATION & SECURITY	15,590.00
ND COUNCIL EDUCATIONAL LEADERS	325.00
OTTER TAIL POWER	2,833.35
POST OFFICE	122.00
REXALL DRUG	12.01
SAFETY KLEEN SYSTEMS	275.03
SALHUS SEPTIC PUMPING	900.00
SCHAFFER PAINT & REPAIR	152.00
SCHLAFMANN, SHEILA	106.05
SOURIS VALLEY SPECIAL SERVICES	12,327.99
TRAFERA	52,611.00
UNDERWOOD CLINIC	40.00
WEST RIVER TELEPHONE CO	579.13
WEX HEALTH INC.	95.00
ZIEBARTH, KURT	<u>100.00</u>
TOTAL GENERAL FUND BILLS	229,607.25

Hot Lunch Fund

EAST SIDE JERSEY DAIRY INC	1,727.66
MAIN STREET MARKET	27.72
RHOADS, DEB	70.00
STEINS'S INC	285.32
US FOODS INC	<u>7,688.59</u>
TOTAL HOT LUNCH BILLS	9,799.29

Activity Fund

AMAZON.COM	37.96
BEV'S CAFE	85.07
BLUE CROSS BLUE SHIELD OF NORTH DAKOTA	1,539.70
DELTA DENTAL OF MINNESOTA	119.93
DISTRICT 7 AG TEACHERS	40.00
GOVEN, JILL	39.00
HARRYS AUTO SERVICE	71.84
J ARTHURS FLOWERS & GIFTS	1,317.25
J.P. MORGAN	1,936.43
JACKSON RECOGNITION	38.95
KLAIN, MARY	89.89
MAIN STREET MARKET	147.91
MCLEAN COUNTY FAIR ASSOCIATION	20.00
MENARDS	77.77
NDHSAA	27.00
ROOSEVELT PARK ZOO	50.00
SCHLAFMANN, SHEILA	369.34
UNDERWOOD SCHOOL CENTRAL MCLEAN COOP	<u>8,914.00</u>
TOTAL ACTIVITY FUND BILLS	14,922.04

Fund 7

ADVANCED BUSINESS METHODS	39.54
BEK COMMUNICATIONS INC	14.99
BERG, MELINDA	1,134.61
BEST BUY CREDIT SERVICES	321.78
DOLLYWOOD FOUNDATION	18.42
DVORAK, MARTINA	39.58
VERIZON VISA CARD	<u>169.77</u>
TOTAL FUND 7 BILLS	1,738.69