**Turtle Lake-Mercer School Board**

**Regular Meeting**

**July 19, 2021**

**8:00 P.M.**

1. 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, July 19, 2021. Directors present were: Sparrow, Ruffo, , Freeman, Fast, O’Shea,

Superintendent: Sheila Schlafmann

Principal: Steven Heyd

Business Manager: Susan Davis

Guests: Cory Grabinger

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

* + - 1. Sparrow moved to approve the minutes of the June 21, 2021 regular meeting as e-mailed out, Fast seconded the motion. Motion Unanimously Carried.
      2. Financial Reports
         1. Freeman moved to approve payment of the final bills for 2020-21, O’Shea seconded the motion. Motion Unanimously Carried
  1. Fast moved to approve the financial report as presented, Ruffo seconded the motion. Motion Unanimously Carried
  2. Freeman moved to approve the 2020-2021 Annual Business Manager’s Report and Report of Publication as presented, Sparrow seconded the motion. Motion Unanimously Carried.
  3. Fast moved to approve the 2020-2021 Transportation Reports as presented, Ruffo seconded the motion. Motion Unanimously Carried.

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

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

1. Reorganization of the Board for 2021-2022 School Year.
   * + - 1. Susan Davis, Temporary Chairperson, called for nominations for Board President for the 2021-2022 year.

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

Britton nominated Ruffo for Board President, Freeman seconded the nomination.

There were no more nomination

Fast moved that nominations cease Ruffo seconded the motion. Motion Unanimouly Carried.

Vote for Board President was done by secret ballot with Britton receiving 4 votes and Ruffo receiving 2 votes. Britton received the majority of the votes.

President Britton assumed the chair.

**Turtle Lake-Mercer School Board**

**Regular Meeting**

**July 19, 2021**

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

* + - * 1. Board President Britton asked for nominations for Vice President for the 2021-2022 year.

Fast nominated O’Shea for Vice President, Freeman seconded the nomination.

Britton nominated Ruffo for Vice President, Sparrow seconded the nomination.

There were no more nominations

Freeman moved that nominations cease, Fast seconded the motion. Motion Unanimously Carried.

Vote for Board Vice President was done by secret ballot with Ruffo receiving 3 votes and O’Shea receiving 3 votes. A tie was declared. Vice President selection will be tabled until August Board Meeting when a revote will be taken.

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

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

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

**Planning-**Sparrow Chairman, O’Shea, Britton

**Transportation-**Freeman Chairman, Ravnaas, Fast

**Steering**-Ruffo

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

**Representative GWN-**Freeman

**Representative CREA-**Britton

**Representative School Improvement Process-**Ruffo

**Representative Technology-**O’Shea

**Representative Handbook-**Ravnaas

* + - * 1. Ruffo moved to appoint Susan Davis as Business Manager for the 2021-2022 year, Sparrow seconded the motion. Motion Unanimously Carried.
        2. Freeman 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, Ruffo seconded the motion. Motion Unanimously Carried.

* + - * 1. Sparrow moved to appoint Principal Heyd as 504 Representative with Superintendent Schlafmann as alternate, Freeman 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, Sparrow seconded the motion. Motion Unanimously Carried.
        3. Ruffo moved to appoint the Newspaper for Publication of the minutes as the Central McLean County News-Journal, Fast seconded the motion. Motion Unanimously Carried.
        4. O’Shea moved to approve the Pledge of Assets Report from The Bank of Turtle Lake in the amount of **$3,083,926.77** and from Dakota West Bank in the amount of **$1,166,207.33,** Sparrow seconded the motion. Motion Unanimously Carried. Certificates of Deposits were reviewed by the Board.

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

* + - * 1. 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.
        2. Fast 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, Ruffo seconded the motion. Motion Unanimously Carried.

1. Committee Meetings

a. CMC Committee Meeting – Wednesday, July 28th at 7:00 PM in McClusky

b. Transportation Committee Meeting – Wednesday, August 4th at 8:00 A.M.

1. New Business
   1. Approve ESSER III Application-Supt. Schlafmann reviewed the application with all present.

Sparrow moved to approve the ESSER III Application as presented, Fast seconded the motion. Motion Unanimously Carried.

* 1. Approve Title I Consolidated Application-Supt Schlafmann reviewed the application with all present.

Fast move to approve the Title I Consolidated Application as presented, Freeman seconded the motion. Motion Unanimously Carried.

* 1. Approve Comprehensive Support Grant Application-Supt Schlafmann reviewed the application with all present.

Ruffo moved to approve the Comprehensive Support Grant Application as presented, Sparrow seconded the motion. Motion Unanimously Carried.

* 1. Staffing for 2021-22

aa. Certified Staff-Discussion on the procedure for hiring Certified Staff. Supt. Schlafmann and Principal Heyd discussed with the Board their recommendation for the 3rd Grade Classroom. Recommendation is that Darcy Christensen be issued a 67 day contract, when the 67 days are completed, Leah Anderson should have her Elementary Teaching Credential and will be licensed to teach 3rd Grade for the remainder of the school term.

aaa. Sparrow moved to issue a 67-day Teaching Contract to Darcy Christensen at Step 14 Lane 7 (Masters) for a pro-rated salary of $18,114.12, Freeman seconded the motion. Motion Unanimously Carried. .

* 1. Amend 2021-22 School Calendar Amendment-Add Monday, September 27, 2021 Professional Development day. Back to School Open House is scheduled for Tuesday, August 17th at 3:30 PM to 5:00 PM

Ruffo moved to amend the 2021-22 School Calendar as presented, Fast seconded the motion. Motion Unanimously Carried.

**Turtle Lake-Mercer School Board**

**Regular Meeting**

**July 19, 2021**

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

* 1. Freeman moved to advertise for bids for Gasoline and Diesel Fuel for the 2021-22 School Year. Bids will be opened at the August regular school board meeting, O’Shea seconded the motion. Motion Unanimously Carried.
  2. Fast moved to advertise for bids for the Food Service Program for Milk Products, Bread Products, and Perishable-Non Perishable Products for the 2021-22 School Year. Bids will be opened at the August regular school board meeting, Sparrow seconded the motion. Motion Unanimously Carried.
  3. Fast moved to approve the NDSBA Policy Services Agreement as presented, Ruffo seconded the motion. Motion Unanimously Carried.
  4. Sparrow moved to approve the School Fees for the 2021-22 school year as presented, Ruffo seconded the motion. Motion Unanimously Carried.
  5. Fast moved to approve the Hot Lunch Fees as presented for the 2021-22 school year, Ruffo seconded the motion. Motion Unanimously Carried.
  6. Freeman moved to approve the July 2021 Bills as presented, Sparrow seconded the motion. Motion Unanimously Carried.
  7. Approve Handbooks-Mr. Heyd reviewed Handbook changes.

aa. Sparrow moved to approve the 2021-22 Faculty and Staff Handbook as presented, Ruffo seconded the motion. Motion Unanimously Carried.

bb. Fast moved to approve the 2021-2022 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 2021-22 School year was sent out to the Board prior to the meeting. Supt. Schlafmann reviewed the budget.

aa. Sparrow moved to approve the **General Fund** **Revenues** in the amount of **$3,370,072.46** and the **General Fund Expenditures** in the amount of **3,597,821.60,** Ruffo seconded the motion. Motion Unanimously Carried.

bb. Fast moved to approve the **Building Fund Revenues** in the amount of $**309,488.00** and the **Building Fund Expenditure** in the amount of **$328,600.00**, Sparrow seconded the motion. Motion Unanimously Carried.

cc. Freeman moved to approve the **Sinking and Interest Fund Revenues** in the amount of **$181,250.00** and the **Sinking and Interest Fund Expenditure** in the amount of **$172,731.00**, Ruffo seconded the motion. Motion Unanimously Carried.

dd. Sparrow moved to approve the **Food Service Revenues** in the amount of **$143,700.00** and the **Food Service Expenditures** in the amount of **$143,300.00,** Fast seconded the motion. Motion Unanimously Carried.

ee. Ruffo moved to approve the **Activity Fund Revenues** in the amount of **$95,600.00** and the **Activity Fund Expenditures** in the amount of **$95,200.00**, O’Shea seconded the motion. Motion Unanimously Carried.

ff. Sparrow moved to approve the **Fund 7 Revenues** in the amount of **$605,700.00** and the **Fund 7 Expenditures** in the amount of **$572,000.00,** Ruffo seconded the motion. Motion Unanimously Carried.

**Turtle Lake-Mercer School Board**

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

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

**General Fund Levy-$925,000.00**

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

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

Sparrow seconded the motion. Motion Unanimously Carried

* 1. Freeman moved to set a Preliminary Budget Hearing date for Wednesday, September 15, 2021 at 6:00 P.M, Ruffo seconded the motion. Motion Unanimously Carried .

1. Administration Reports
   1. Activities Director Report-No Report Given
   2. Principal Report

* Student scheduling. Finished student scheduling for this fall. Like last year, 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, two 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 two-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). We also will be broadcasting one of our new FACS to several school across the state!
* Revisions to the student and parent and faculty and staff handbooks are complete and await your input. A little bit more going on with these, since we just completed a policy review at the board level, and these were added or amended in both handbooks. We still are up in the air regarding certain fees such as athletic fees/attendance fees, because this has not yet been completed at the co-op level.
* We have planned an all-day new teacher orientation for August 12. 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.
  1. Superintendent Report
* Vacancies
  + TLMM: Elementary Girls’ Basketball
* Leadership Team Retreat
  + August 3rd and 5th from 9:00 – 12:00 with breakfast at 8:30
  + Lyndsi Engstrom from CREA
* Building and Grounds Update
  + - Roof – July 28th Wild CRG Inspection
    - Flooring
    - FACS Room
    - Staff Bathroom

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

* Driver’s education van
  + Claim submitted for parking lot fender bender
  + Will be fixed on or around August 4th
* Title I final financial report and request for funds for the 2020-2021 school year has been reviewed and approved, waiting for NDDPI to close out.
* ESSER and CSI grants are complete and waiting for NDDPI to close out.
* COVID Resiliency and Education Corps Funding grants have been closed out.
* All technology has arrived for students and staff.
* Professional Development Days for Staff – August 16th and 17th
  + CPR/AED Training, CREA, HR information, Mental Health Training
  + Staff PD with CREA PD Specialists
* Back-to-School Night Tuesday, August 17th
  + 3:30 – 5:00 will include meet the teacher, drop off supplies, and access to the school office to pay any fees
  + 5:00 Title I meeting in the gym will include 2020-21 data review, ESSER II and II funds review, Continuous Improvement Plan review, and more
* TL-M will be hosting the 5th/6th grade Math Meet this coming spring.
* Positive Sharing/Reflection:
  + Thank you to Heather Kramer, Courtney Volochenko, Pam Anderson, Hunter Philbrick, Allison Ziebarth, Kelly Voth, Steven Heyd, Susan Davis, Marquita Grewatz, and Delly Lindteigen for participating in the TL Days Parade! We had several other staff members in the parade in various other floats!
  + Great job to Susan on closing out the 2020 – 2021 school year.

Next meeting set for August 16, 2021 @ 7:00 P.M.

Meeting Adjourned.

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Board President Business Manager

**General Fund:**

ADVANCED BUSINESS METHODS 1,235.54

AMAZON.COM 1,364.60

AMERICAN WELDING & GAS 3,742.45

AMPLIFY EDUCATION INC 101.00

AUTO VALUE PARTS STORE 301.62

BHG INC. 603.40

BRITTON, RICHARD 156.80

CENTRAL DAKOTA FRONTIER 603.05

COOPERATIVE

CONNECTING POINT COMPUTER 3,016.50

CULLUM, DIANE 64.37

D&E SUPPLY CO 183.35

DAVIS, SUSAN 450.00

FAST, BRENT 44.80

FIEDLER, BYRON 160.00

FLINN SCIENTIFIC INC 224.40

FOLLETT SCHOOL SOLUTIONS INC 426.36

HARDWARE HANK 183.03

HARRYS AUTO SERVICE 31.98

HEYD, STEVEN 450.00

INNOVATIVE OFFICE SOLUTIONS LLC 39.26

J.P. MORGAN 5,033.79

JEFF EGERT 1,600.00

LAKESHORE LEARNING MATERIALS 66.44

LINDTEIGEN, DELPHINE 9.56

MASTER FIRE & SAFETY 567.00

MCGRAW HILL SCHOOL EDUCATION 1,740.98

HOLDINGS LLC

MDU 207.60

MERCER MACHINE 157.50

NASCO 231.96

NDSBA POLICY SERVICES 800.00

NDSBA 3,128.82

OTTER TAIL POWER 2,514.68

PAPER 101 1,234.60

PEPPER & SON INC, J.W. 1,441.38

PRO TECH INTEGRATIONS LLC 42.00

REALLY GOOD STUFF INC 55.82

REXALL DRUG 9.20

SCHLAFMANN, SHEILA 639.28

SCHOOL SPECIALTY 472.81

SLAGG, WAYNE 72.21

SPARROW, MEGAN 67.20

TLM BUILDING FUND 100,000.00

TLM LUNCH PROGRAM 4,871.35

UNDERWOOD SCHOOL CENTRAL MCLEAN 12,400.75

VACUUM & SEWING CENTER OF MINOT 1,349.75

WEST RIVER TELEPHONE CO 608.96

**TOTAL GEN FUND BILLS 152,706.15**

**Building Fund**

TECTA AMERICA DAKOTAS LLC 290,877.30

TLM SINKING FUND 6,000.00

WAGON WHEEL LUMBER 850.52

**TOTAL BUILDING FUND BILLS 297,727.82**

**Sinking Fund**

BANK OF NORTH DAKOTA 114,399.62

BANK OF TURTLE LAKE 20.00

**TOTAL SINKING FUND BILLS 114,419.62**

**Hot Lunch Fund**

EAST SIDE JERSEY DAIRY INC 819.01

MAIN STREET MARKET 58.56

STEINS'S INC-VOIDED 0.00

TLM GENERAL FUND 38,000.00

US FOODS INC 7,550.84

**TOTAL FOOD SERVICE BILLS 46,428.41**

**Activity Fund**

AMAZON.COM 200.16

ANDERSON, JESSICA 38.74

BLUE CROSS BLUE SHIELD OF NORTH 1,539.70

DAKOTA

CARRINGTON FFA ALUMNI 118.00

DELTA DENTAL OF MINNESOTA 119.93

J.P. MORGAN 2,578.50

MIDWEST SPORTS 590.50

ND FFA 3,000.00

TLM ACTIVITY FUND 678.37

**TOTAL ACTIVITY FUND BILLS 8,863.90**

**Fund 7**

BEK COMMUNICATIONS INC 14.99

BEST BUY CREDIT SERVICES 1,261.37

DOLLYWOOD FOUNDATION 19.16

SCRANTON SCHOOL 1,084.00

TLM GENERAL FUND 4,000.00

VERIZON VISA CARD 136.67

**TOTAL FUND 7 BILLS 6,516.19**