

LEWIS AND CLARK SCHOOL

DISTRICT #161

Berthold and North Shore Plaza Schools

Lewis and Clark School Annual Meeting Board Minutes July 16, 2018

The annual meeting of the Lewis and Clark School Board was called to order at 8:03 pm in the Berthold meeting room. Board members present were Lautenschlager, Pank, Brown, Engelhard, Erickson and Hennessy. Absent was Abrahamson. Also present were board members elect Dan Schilla and Denver Deaver, Superintendent Ritteman, High School/Elementary Principal Janis Gerding, Athletic Director Chris Brown, football coach Matt Eraas, about 14 patrons of the district and Business Managers Tammy Lindahl and Liz Huus.

Motion was made by Brown/Hennessy to approve the agenda with the addition of two items. All yes. MC.

The minutes of the June 18, 2018 regular board meeting were approved with a motion by Hennessy/Erickson. All yes. MC.

The minutes of the special board meeting June 25, 2018 were approved with a motion by Hennessy/Brown. All yes. MC.

The following general and building fund bills were presented:

American Express	3,099.76	Apple Computer	5,099.85
Apple Inc.	41,450.00	AVI	21,483.58
American Welding	63.65	Border Plains	1.75
CEV	950.00	Cengage Learning	101.20
Berthold Farmers Union	1,722.93	City of Berthold	639.40
City of Plaza	349.25	Companion Corporation	239.00
Decker Equipment	1,171.58	Delta Education	519.38
Demco Media	1,298.58	Discount School	746.22
Equipment Picker	1,000.00	ETSystems	137.00
EduTech	180.00	Flinn Scientific	264.10
Follett	2,373.74	Growing Green	250.00
Gaffaneys	2,167.61	Houghton Mifflin	1,203.94
ITD	223.20	JAMF Software	11,730.00
JW Pepper	714.19	Jessen Roofing	1,667.50
Learning Without Tears	534.05	Minot Menards	1,542.70
Montana Dakota Utilities	899.00	NDASBM	100.00
ND Department of Public Finance	130.00	ND School Board Assoc.	750.00
NW Tire	3,638.27	NWEA	4,212.50
Otter Tail	2,398.66	Plaza Farmers Union	544.53
Plaza Hardware	189.86	Really Good Stuff	970.10
Reservation Telephone	713.11	Schock's Lock	1,209.20
Scholastic Inc.	53.96	Scholastic Testing	69.23

School Specialty	5,230.98	Staples	82.1
Stein's	5,637.56	TCI	1,624.00
Teachers Direct	132.18	The Minot Daily News	188.34
United Agronomy	488.27	US Bank	7,387.00
USI	163.80	VoWac Publishing	2,158.24
Western Corps of Discovery	8,850.00	xcel Energy	72.22
ND Insurance Department	10,493.27	Starion Bond Services	335,373.75
School Specialty	1,900.41-	FLR Saunders	3,880.00
The Horace Mann	789.95	DPI	65.00
Postmaster	260.55	BASYS	74.59
1 st International	48.00		

Total July Payroll -\$53,268.76

Total July General Fund - \$154,095.04

Total July Building Fund - \$353,779.90

The board and administration reviewed the bills and financial reports. Motion was made by Engelhard/Hennessy to accept the general and building fund bills (excluding Rolac Contracting) and the revenue and expenses reports. All yes. MC.

Motion was made by Brown/Engelhard to accept the final Hot Lunch report dated 6-30-2018. All yes. MC.

Motion was made by Erickson/Pank to approve as 2nd reading the Narcon Policies ACBE and ACBE-BR. All yes. MC.

Motion was made by Engelhard/Erickson to hire Liz Huus and Tammy Lindahl as Business Managers for the 2018-19 year. All yes. MC.

Superintendent Ritteman handed out financial information showing the plan for updating the elementary classrooms in Plaza and Berthold bathrooms. He also discussed the dollars we will carryover in the general fund. We are at 31% of total expenditures in the general fund.

Mr. Ritteman told the board that NSP English teacher will be returning. So all teachers have been hired.

Motion was made by Brown/Engelhard to approve the high school handbook for 2nd reading. All yes. MC.

Board discussed a shower valve issue in Berthold. We have been waiting for months for a solution to the hot water mixing in the cold water line. Motion was made by Brown/Engelhard to hire a lawyer to draft a letter giving them 30 days to fix the problem or we will hire it ourselves and bill them. Letter should go to EAPC, Minot Plumbing and the valve supplier. Discussion followed. All yes. MC.

Board discussed teacher handbooks and were encouraged to complete the teacher's request to provide a district wide teacher handbook to all teachers in the district.

A letter from board member Abrahamson was read. Motion by Hennessy/Brown to accept the resignation of Kelly Abrahamson from the Lewis and Clark Board effective today. All yes. MC. There is one year left on his term.

Motion was made by Erickson/Hennessy to appoint Brenda Brown to complete the one year term for Kelly Abrahamson for the Old Plaza position. All yes. MC.

Motion was made by Brown/Pank to disband the school board for 2017-18. All yes. MC. Board member Lautenschlager left the meeting.

Business Manager Liz Huus called the regular July board meeting to order. Board members Dan Schilla and Denver Deaver completed the oath of office and were seated as board members for three year terms. Board member Brenda Brown completed the oath of office and was seated as board member for a one year term.

Huus called for nominations for President. Motion was made by Pank/Brown to nominate Shane Erickson as president. Motion was made by Hennessy that nominations cease and to cast a unanimous ballot for Shane Erickson as board president. All yes. MC. Huus called for nominations for vice-president. Motion was made Brown/Hennessy to nominate Travis Engelhard as vice-president. Motion was made by Erickson that nominations cease and to cast a unanimous ballot for Travis Engelhard as vice-president. All yes. MC.

Athletic Director Chris Brown presented a letter of resignation from Berthold Girls' basketball coach. Motion was made by Hennessy/Brown to accept the resignation of Kayla Lambrecht as Berthold head Girls' Basketball Coach effective today. All yes. MC. Summer Engelhard will be offered the position of head Girls' Basketball Coach for 2018-19. Board discussed board members also being employed as coaches, bus drivers, etc. for the district. We don't carry a policy against it, so the board consensus is to allow this conflict of interest. Board members would have to recuse from discussions involving coaching.

Discussion was held on possibly starting a cross country team. After discussion, a motion was made by Hennessy/Engelhard to table the decision until the next meeting for the board to have more time to evaluate the pros and cons. All yes. MC.

The football program was now discussed. There is concern about number of players. Options include staying at 11 man varsity schedule, going to a 11 man JV schedule, going to 6 man varsity or an emergency coop with Stanley. Parents, coaches, board members and the athletic director shared and discussed. Motion was made by Engelhard/Pank that we stay with the 11 man varsity schedule. All yes. MC.

Motion was made by Hennessy/Pank for board salary to remain at \$150/meeting plus mileage. All yes. MC.

Motion was made by Engelhard/Brown for board meetings to be set the 2nd Monday of each month at 7:00 pm and to rotate between Berthold and Plaza. All yes. MC.

Motion was made by Hennessy/Pank to name 1st International Bank as the Lewis and Clark District #161 official bank. Signatures will be the board president, Shane Erickson and Business Managers Liz Huus or Tammy Lindahl. Signatures for the Lewis and Clark Hot Lunch will be Superintendent Ritteman and Business Manager Liz Huus. All yes. MC.

Motion was made by Hennessy/Engelhard to name Cornerstone Bank as official bank for NSP activity funds. Signatures will be the NSP Principal Janis Gerding and Liz Huus for high school and NSP Principal Janis Gerding and Shawna Schenfisch for elementary activity fund. Also to name Kenmare State Bank as the official bank for Berthold Activity fund. Signatures will be the Berthold Principal Jacob Jenkins and Tammy Lindahl. All yes. MC.

Motion was made by Engelhard/Hennessy to name the Minot Daily News as the official newspaper for Lewis and Clark District. All yes. MC.

Motion was made by Hennessy/Pank to name Superintendent Ritteman as coordinator of all federal and state programs excluding homeless and foster care liason. All yes. MC.

Motion was made by Brown/Engelhard to name Janae Graveson the homeless and foster care liason for Lewis and Clark District. All yes. MC.

Motion was made by Pank/Brown stating Lewis and Clark District does not discriminate on the basis of race color, national origin, sex or handicap in its educational programs, activities and employment practices. All yes. MC.

Motion was made by Hennessy/Brown to call for bids per location for fuel, oil and tires for all district vehicles and bids for propane for the Plaza location. All yes. MC.

Motion was made by Brown/Pank to approve the open enrollment applications for 3 students to attend Lewis and Clark-NSP from the Parshall District. All yes.

Superintendent Ritteman reviewed the Strategic Plan for Lewis and Clark District. He discussed highlights and plans for the coming school year.

Coaching salaries were discussed. Board members Engelhard, Schilla and Deaver recused themselves from the discussion. Motion was made by Brown/Hennessy to raise the coaching salaries by \$40/week starting the 2018-19 year for those paid by the year and to increase the base \$250/year for those paid a flat rate starting the 2018-19 school year. On roll call vote: Brown-yes; Pank-yes; Hennessy-yes and chairman Erickson-yes. MC.

More discussion on the classroom updates to be completed before school starts. With no further business the meeting adjourned with a motion by Brown.

Liz Huus
Recording Business Manager