

**Westhope Public School District #17 School Board**  
**Minutes of Regular Board Meeting**  
**Wednesday, August 28th, 2019 @ 7:00 am in the AG Room**

1. Call Meeting to Order

President Charles Kveum called to order the Westhope Public School District #17 School Board meeting at 6:59 am.

2. Roll Call

- *Members Present:* Ken Radtke, Ben Cartwright, Lyndsi Engstrom, Katie Ogaard, Liz Tofteland- Vice President, Charles Kveum-President
- Martin Bratrud- Superintendent, Saige Feilmeier-Business Manager, Ginny Heth-Westhope Standard, Garrett Wible-Athletic Director, Terri Lundberg-Elementary Principal

3. Agenda

- Add Item "I" -Certified Staff Mutual Agreement
- Sage Ballantyne Work Agreement Discussion in Business Manager Report
- Moved by Ben Cartwright, seconded by Katie Ogaard, to approve the Agenda with corrections. Motion carried 6-0.

4. Minutes

- Board Member, Lane Berentson, joined the meeting at 7:03 am.
- Moved by Ken Radtke, seconded by Liz Tofteland, to approve the Minutes with corrections. Motion carried 7-0.

5. Bills

General Fund: \$39,578.71	Building Fund: \$1,881.09	Debt Service: \$0.00
Food Service: \$5,047.68	Activities: \$5,177.54	

- Discussion was had on status of board member k12 emails. These are in the works.
- Chromebooks: Looking at creating policies and working towards sending them home with students. No action was taken.
- Moved by Katie Ogaard, seconded by Ben Cartwright, to approve the Bills. Motion carried 7-0.

6. Financial Report

- DPI Stars Annual Report for the 2018-2019 School Year
  - Moved by Liz Tofteland, seconded by Ken Radtke, to approve the 2018-2019 DPI Stars Annual Report. Motion carried 7-0.
- July Financial Report
  - Moved by Ken Radtke, seconded by Lane Berentson, to approve the July Financial Report. Motion carried 7-0.

7. Elementary Principal Report

- Reported on Elementary enrollment.

8. Activities Director Report

- Fall Sports Enrollment
  - Volleyball- 23 Students total – 13 are from Westhope
  - PeeWee Boys Basketball- 13 Students total – 6 are from Westhope
  - Cheerleading- 14 Students total – 12 are from Westhope
  - Football- 58 Students total (Grades 7-12) – Westhope:21, Glenburn:31, Newburg: 6

- Quote for Sioux Boosters- School Song Banner
  - 4x8 banner costs \$300.00
  - Would like to get the Students more familiar with the song to sing along at games.
- Working on getting a quote for individual sport banners- i.e. State Champions, Runner Up, etc.
- Baseball Coop: Mohall did not submit the Coop Application. Supt. Bratrud and Supt. Kersten were going to do some follow up.
- Volleyball: Paige Stratton will be paid for Assistant Volleyball Coach and an extra \$500.00 for Junior High Coach since we don't have a coach this year, bringing her total work agreement to \$4,454.00.
- PeeWee Boys Basketball: Newburg did work agreements for 2 coaches. Both have been signed. Discussion was had to reduce coaches for the 20-21 School year. No action was taken.

#### 9. Old Business

- Roofing Bids
  - Donny with Jessen Roofing presented Rubber Coated Roofing System.
- Athletic Director, Garrett Wible, left the meeting at 7:41 am.
- Discussion was had on warranty and start date of roof project. The worst areas are the Vo-Ag Classroom/Shop and the Hallway/Commons area. Currently the rubber keeps shrinking and tearing, creating holes and pulling the walls in. The Board would like to do one section at a time and one project a year. Year 1- Vo-AG \$70,000.00, Year 2- Gym \$70,000.00, Year 3- Hallway \$70,000.00.
- Elementary Principal, Terri Lundberg, left the meeting at 7:57 am.
- Jost Masonry: \$5,620 to fix the top 2 courses of brick on Vo-Ag area walls. This would be done after the roofing project.
- Moved by Ken Radtke, seconded by Lane Berentson, to approve Jessen Roofing to complete the roofing project and Jost Masonry to complete the brick work over the Vo-Ag area for approximately \$57,00.00 using funds from our Building Fund. Roll Call Vote: Ken Radtke – Yes, Ben Cartwright- Yes, Katie Ogaard-Yes, Lyndsi Engstrom- Yes, Lane Berentson- Yes, Liz Tofteland- Yes, Chuck Kveum-Yes. Motion carried 7-0.

#### 10. New Business

- September Regular Board Meeting: September 18<sup>th</sup> at 7:00 am
- Truth in Taxation/Strategic Planning Public Meeting: September 11<sup>th</sup> at 6:00 pm in the Westhope School Commons. Supper starts at 6:00 pm and meeting at 6:30 pm.
  - Board Member, Lyndsi Engstrom, will present "Strategic Planning" to the public. She also presented at staff in-service. Final deadline by spring and have School Vision in place with 3 or 4 items as to where we are taking our District. Action plan comes next.
- Approve School Annual Compliance Report
  - Moved by Ken Radtke, seconded by Lyndsi Engstrom, to approve the School Annual Compliance Report. Motion carried 7-0.
- Approve LEA Annual Compliance Report
  - Moved by Ken Radtke, seconded by Ben Cartwright, to approve the LEA Compliance Report. Motion carried 7-0.
- 18-19 Title Monitoring Successful Completion
  - Westhope Public School is in Full Compliance. This is a big step for our District. A congratulations goes out to Terri Lundberg, Christy Lee, Chelsea Blada, Supt. Bratrud, Jocelyn Grann, and Casey Mills for this huge accomplishment. Way to go Team!

F. Approval of Peace Garden Special Education Regional Representative

- Supt. Bratrud recommended Jason Kersten
- Moved by Liz Tofteland, seconded by Lyndsi Engstrom, to approve Jason Kersten as our Peace Garden Special Education Regional Representative. Motion carried 7-0.

G. Amend Superintendent Contract

- Negotiation's Committee consisting of Charles Kveum, Liz Tofteland, Katie Ogaard, and Saige Feilmeier presented on wording changes made to Supt. Bratrud's contract, so it was TFFR compliant and added \$100.00 a month for cell phone reimbursement. 2017-2018, 2018-2019, and 2019-2020 contracts were amended. A 5% increase was offered to Mr. Bratrud for the 2020-2021 School Year.
- Moved by Lyndsi Engstrom, seconded by Ben Cartwright, to approve the 17-18, 18-19, and 19-20 amended contracts and the 2020-2021 school year contract offer. Roll Call Vote: Ken Radtke- Yes, Ben Cartwright- Yes, Katie Ogaard – Yes, Lyndsi Engstrom – Yes, Lane Berentson – Yes, Liz Tofteland- Yes, Charles Kveum- Yes. Motion carried 7-0.

H. Amend Elementary Principal Contract

- Added \$100.00 for cell phone reimbursement. The board suggested to change the wording to "up to \$100.00 a month".
- Moved by Katie Ogaard, seconded by Lyndsi Engstrom, to approve the Elementary Principal amended contract for the 2019-2020 school year. Roll Call Vote: Ken Radtke-Yes, Ben Cartwright- Yes, Katie Ogaard – Yes, Lyndsi Engstrom – Yes, Lane Berentson – Yes, Liz Tofteland- Yes, Charles Kveum- Yes. Motion carried 7-0.

I. Approval of Certified Staff Mutual Agreement

- A mutual agreement was approved by the Board and signed by Kate Tolstad for back pay in the amount of \$4,000.00 for the 2015-2016 and 2016-2017 school years.
- Moved by Ben Cartwright, seconded by Katie Ogaard, to approve the Mutual Agreement between the Board and Kate Tolstad for back pay in the amount of \$4,000.00 for the 15-16 and 16-17 school years. Roll Call Vote: Ken Radtke-Yes, Ben Cartwright- Yes, Katie Ogaard – Yes, Lyndsi Engstrom – Yes, Lane Berentson – Yes, Liz Tofteland- Yes, Charles Kveum- Yes. Motion carried 7-0.

11. Business Manager Report

- Eide Bailly
  - Cleaned up Holding Accounts
  - Working with Software to get General Fund and Activity Account manual journal entries to post. Laura and I are searching to see where original account expenses were coded to.
- Trainings
  - Software Unlimited Payroll over the phone training on August 9<sup>th</sup>
- Payroll
  - Working with staff on their benefits
  - Gearing up for once a month payroll
- Audit
  - Rounding up info for Lervick & Johnson
  - Audit date to be determined
- Sage Ballantyne work Agreement 2 Rates
  - Amended Work Agreement to represent Para-Professional Rate and Substitute Rate

- Moved by Lyndsi Engstrom, seconded by Katie Ogaard, to approve Sage Ballantyne's amended work agreement. Motion carried 7-0.

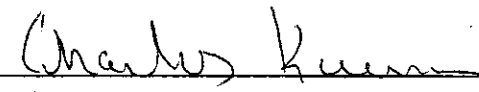
## 12. Superintendent Report

- Attendance Recap- 132 Students in Grades K-12 and 11 Pre-K
  - Pre-K: 11                      K:11                      1<sup>st</sup>: 12
  - 2<sup>nd</sup>:12                      3<sup>rd</sup>: 14                      4<sup>th</sup>: 8
  - 5<sup>th</sup>: 12                      6<sup>th</sup>: 7                      7<sup>th</sup>: 15
  - 8<sup>th</sup>:10                      9<sup>th</sup>: 5                      10<sup>th</sup>:7
  - 11<sup>th</sup>:11                      12<sup>th</sup>:8
- Western Holding Company Stock Certificate
  - Certificate dated back to 1968 with 21 shares. Board Member, Katie Ogaard, has volunteered to research this.
- In-Service Day
  - Mr. Bratrud did a recap of the day. One to One Technology, Benefits, Board Member, Lyndsi Engstrom presented Profile of a Graduate, Ice Cream Social for kids.
  - Had a great 1<sup>st</sup> day of school. Teachers and music playing outside while students arrived. Very welcoming, upbeat feeling.
- Board Member, Lyndsi Engstrom, left the meeting at 8:52 am.
  - We have a spectacular group with our new staff: Lauren Mach, Tristan Anderson, and Sage Ballantyne.
- 21<sup>st</sup> Century Program
  - \$27,500 Grant
  - After School Program and use funds to purchase technology
- NCEC Annual Report
  - We are participating in many of these services and it's well worth the cost.

## 13. Adjourn

- Hearing no further business to come before the school board, President Kveum, adjourned the meeting at 8:58 am.

  
Sage Feilmeier, Business Manager

  
Charles Kveum, Board President