The meeting of the Richardton-Taylor Public School Board was called to order by Vice President Duane Zent, on Wednesday, January 15, 2014 at 5:30 p.m. at the Richardton-Taylor High School.

*Present*: Duane Zent, Jody Hoff, Joni Gjermundson, Shannon Goetz, Superintendent Brent Bautz, Principals Russ Ziegler and Pat Beckman, Business Manager Kim Dressler. Others: Gae Zentner, Pat Disrud, Lindsey Gullickson.

*Additional agenda items*

Destructions of Records: Superintendent Report

NDSBA Negotiations Seminar: Professional Development for Board Members

Health Benefit Request: Personnel

Shannon Goetz moved to accept the additions to the board agenda, seconded by Joni Gjermundson. Motion carried 4/0. Yes- Gjermundson, Hoff, Zent, Goetz.

*Staff Presentations*

Gae Zentner: Presented a proposal for a junior high musical. In the past there has only been a Junior High play. She stated approximately 35-40 kids, from grades 7-9, have shown interest. The proposed dates are March 9/10. The budget proposal showed a cost to the school of approximately $600.00

Joni Gjermundson moved to approve the proposal for the JH musical. Seconded by Shannon Goetz. Motion carried 4/0. Goetz, Gjermundson, Hoff, Zent.

Jim Bobb arrived at this time and resumed the chairman position.

Pat Disrud, grade 3 teacher stated she has 25 students; 9- boys and 16 girls. She reviewed Isation testing data and stated that 57 % tested at tier 1 at beginning of the year, and there has been a 26% increase in reading. Ms. Disrud stated she worked with Mr. Ward for some class activities during reading month. Ms. Disrud stated she has started to use the eight (8) PD 360 thinking map strategies. She discussed how she has incorporated them into a writing assignment and that the 3rd graders are becoming proficient on key boarding skills.

Lindsey Gullickson, grade 4 instructor, stated she has 17 boys and 7 girls. She shared Science projects and Lewis and Clark Social Studies scrap boxes. She explained the Math rotation process and stated students were placed in various groups based on a pre assessment. Mrs. Gullickson explained the purpose of guided reading, stating students at similar reading levels are grouped together. And while she works with one group the rest of the students can read on their own. Group books are selected that students can read with about 90 percent accuracy and they can understand and enjoy the story because it’s accessible to them through their own strategies. She stated since beginning the guided reading process, she has seen an increase in Istation reading scores. She also discussed how she uses the thinking maps for an assessment.

*Consent agenda*

Minutes: Minutes of the December 11, 2013 meeting were reviewed. Minutes of the Special Board Meeting on January 8, 2014 were reviewed. Corrections were noted.

Bills: The following list of bills was reviewed and approved for payment.

**GENERAL FUND**

79201 ADVANCED BUSINESS METHODS INC 1,330.93

79202 BECKMAN, PATRICK 47.88

79199 BEST WESTERN PLUS-WILLISTON 1,649.85

79151 CDW-G 241.89

10000071 CENEX VOYAGER FLEET 2,836.67

79203 CENTER FOR EDUCATION & EMPLOYMENT 299.95

79196 CITY OF RICHARDTON 539.50

79204 CITY OF TAYLOR 601.00

79205 COMPUTER GUY, THE 2,248.50

79206 COUNTRY DRUG STORE 5.98

79207 D & E SUPPLY 653.44

79152 DAKOTA ASSEMBLIES 400.00

79197 DAKOTA COMMUNITY BANK 6,367.33

79208 DEAN FOODS NORTH CENTRAL 1,251.10

79209 DVORAK, LORI 150.00

79153 FARMER'S UNION OIL-RICHARDTON 637.88

79210 FERGUSON ENTERPRISES, INC #3093 29.85

79211 FOOD SERVICES OF AMERICA/MINOT 1,639.64

79154 GECRB/AMAZON 839.25

79155 GOLDENROD RESEARCH CORP. 109.65

79212 HOSELTON, CATHERINE 107.73

79213 INFORMATION TECH DEPT 546.84

79214 JAYMAR BUSINESS FORMS 93.47

10000918 JP MORGAN 7,638.15

79215 LENNY'S REPAIR 51.41

79216 MEUCHEL, LANA 28.50

79217 MONTANA-DAKOTA UTILITIES CO 8,408.15

79218 ND COUNCIL OF ED LEADERS 50.00

79219 NETWORK SERVICES CO 74.22

79220 PEPPER & SONS, J.W. 37.88

79156 POSTMASTER 106.00

79221 PRAXAIR DISTRIBUTION INC, 412- 61.88

79194 R-T REVOLVING FUND 522.11

79222 RUDY'S LOCK & KEY 5.60

79198 SAM'S CLUB DIRECT 25.01

79223 SCHOOL SPECIALTY 75.38

79224 SOS TRUCK REPAIR 77.97

79225 SOUTHWEST BUSINESS MACHINES 334.93

79157 SPRINGFIELD MARKET 18.63

79227 ST. MARY'S CHURCH 2,500.00

79111 TRE REVOLVING FUND 245.61

79228 TRUCKS OF BISMARCK 1,968.83

79229 UNIVERSAL ATHLETIC SERVICE 516.45

79230 US FOODSERVICE, GFG DIVISION 2,606.47

79158 VERIZON WIRELESS 47.25

79231 VILLAGE FAMILY SERIVCE CENTER 410.00

79232 WAL-MART 41.69

79233 WEISENBERGER, RALPH 32.50

79234 WEST RIVER STUDENT SERVICES 10,783.07

**Checking Account Total: $59,296.02**

Payroll: $229,570.28

**ACTIVITY FUND**

8249 3RD AVE FLORAL 82.97

8250 COCA COLA BOTTLING CO. 1,146.42

8251 DICKINSON PRESS & ADVERTIZER 29.00

8252 GAFFANEY'S FLORAL 39.95

8234 GECRB/AMAZON 18.94

8229 GJERMUNDSON, KANE 84.12

8253 GROUP TRAVEL PLANNERS 6,862.00

8254 HEBRON HERALD 38.35

8231 JORDAN, MICKEY 106.50

8255 MACS 10.00

8230 PENDER, BRADLEY V. 134.75

8256 PEPPER & SONS, J.W. 35.84

8257 PEPSI-COLA BOTTLING CO. 477.40

8236 R-T REVOLVING FUND 320.00

8258 RICHARDTON MERCHANT 30.35

8242 RICHARDTON- TAYLOR PSD #34 GF 638.31

8237 SAM'S CLUB DIRECT 230.57

8241 SAYLER, DAN 106.50

8232 SCHARDIN, JOHN 106.50

8259 SCHOLASTIC READING CLUB 253.50

8240 SINKLER, JARID 134.75

8235 SPRINGFIELD MARKET 95.59

8260 SUSAG-OLSON, JANINE 93.48

8233 TRE REVOLVING FUND 1,186.02

8246 UTTECH, ARWIN E. 134.75

8238 WAL-MART 937.72

8228 WARD, TYLER 28.50

**Checking Account Total:** $**13,362.78**

**BUILDING FUND**

3620 STARK COUNTY AUDITOR 2,323.37

**Checking Account Total: $2,323.37**

Financial Reports: Expenditure, Revenue, Activity Fund and Balance Sheet reports ending Dec 31, 2013 were reviewed by Superintendent Bautz.

Duane Zent moved to accept the consent agenda, seconded by Jody Hoff. Motion carried 5/0. Gjermundson, Zent, Bobb, Hoff, Goetz.

*Principal and AD Reports*

Elementary Principal, Patrick Beckman discussed the RTI (Response to Intervention) behavior plans and progress. TRE staff has reviewed incidents and where they occur; bus, bathroom, outside/recess. The expectation matrix will be placed in the parent-student handbook. Students and staff have reviewed emergency procedures for TRE and Social Center. Mr. Beckman stated that Reading month activities will be around Winter Olympics theme. Istation test data was reviewed. Mr. Beckman stated that students are making progress, but may not quite at their current grade level. The SEED Program has been beneficial in giving teachers direction for data use. Enrollment is currently 171 grades P-6, and is consistent with the beginning of the year.

High School Principal, Russell Ziegler, reviewed enrollment numbers per grade. RTHS/TRE staff members will travel to Beulah on Monday, January 20 to hear Spence Rogers. He is a national recognized speaker on the PEAK (Performance Excellence for All Kids) Teaching for Excellence model. Questioning strategies to motivate students, ways to promote student engagement, and reaching higher standards, will be discussed. Mr. Ziegler stated there are 12 girls out for Basketball, grades 9-12. Kane Gjermundson is coaching nine (9) JH boys in basketball. There are 22 boys participating in basketball, grades 9-12. The 2014-2016 football numbers are out but the classes have not been set for the term. There is a question for the number of boys and how they are counted. Mr. Ziegler has discussed the option of co-AD’s for 2014-2015. A schedule has not been worked out at this time.

*Personnel*

Letter of resignation: Deb Huffman has submitted her letter of resignation for retirement ending May 22, 2014. Motion to accept the resignation by Jody Hoff, seconded by Joni Gjermundson. Motion carried 5/0. Yes- Bobb, Gjermundson, Hoff, Zent, Goetz.

Mr. Bautz was granted the requested to post the position as a second grade teacher.

Mrs. Huffman has also submitted her request for health insurance coverage under the district policy for the COBRA time period of 18 months. Motion to grant her coverage as requested by Duane Zent. Shannon Goetz seconded the motion. Motion carried 5/0. Yes- Bobb, Gjermundson, Hoff, Zent, Goetz.

Superintendent Bautz also stated that Barb Kuhn has requested to indefinitely remain on the district health insurance policy. Board members discussed the issue and agreed that we need to follow the COBRA rules and provide coverage for that time period only.

*Operation and Maintenance*

School Finance and Construction: Jody Hoff and Superintendent Bautz visited with EAPC. It was decided that we should have ground borings to test the ground on the RTHS/TRE campuses. EAPC will seek bids for this process. Once the master plan is complete, we will have to go through a bid project for an architect. EAPC would like to present the revised plans at a special meeting in February.

*Superintendent’s Report*

Finance:

Oil and Gas Revenue: Superintendent Bautz reviewed the year to date oil and gas revenue report, with the corrected ADA for two schools in the county, resulting in approximately $31,700 of additional revenue for the district.

Technology Fund Tax Levy: It was noted that a calculation error was made by the county on the tax levy worksheet. It was suggested the finance committee visit with Stark County to resolve the issue.

501(C) 3: Superintendent Bautz suggested that the district make application for their own 501(C) 3 status. The status would allow the district to accept large gifts to the school for future building project needs as well as scholarship needs for students. Currently, there are funds that have been designated to the operation for scholarship purposes, but have not been received or deposited until final designation is determined.

Duane Zent moved to approve the authority to make application for 501 (C) 3 designation. Seconded by Shannon Goetz. Motion carried 5/0. Yes- Bobb, Gjermundson, Hoff, Zent, Goetz.

Destruction of records: Business Manager Kim Dressler, presented a list of records to be destroyed. Joni Gjermundson, moved to approve the list, seconded by Duane Zent. The list will be sent to the ND Historical Society and library for final approval.

*Professional Development for Board Members*

*Negotiations seminar:* The annual negotiations seminar will be held on Feb 6 -7 in Bismarck. Duane Zent expressed an interest in attending on behalf of the board.

Board and Administrator Issue: Superintendent Bautz reviewed the recent issue. Board members discussed the topic of efficient board meetings, by using committees. By expanding the committee structure board members, will have to be able to trust. Discussion over potential board retreat took place and it was determined that we presently have several other priority issues to discuss.

Policy Revision List: Superintendent Bautz has been in contact with the school board association regarding policy services and the time frame for service. We are currently number 13 on the waiting list.

Board Self-Evaluation: Superintendent Bautz presented a self evaluation for members and asked them to complete and return it to Mrs. Dressler. She will compile the information and distribute.

RACTC: No report

RESP: March is the deadline for RESP membership withdraw or acceptance membership. Mr. Bautz discussed our options. He also stated he has met with other members of RESP and MREC regarding combining both units. Jim Bobb appointed Jody Hoff and he as committee members to discuss our options for membership and would like to meet with Tom Conlon the interim director for RESP.

Next meeting has been tentatively scheduled for Wednesday February 12, 2014 at RTHS, with a special Board meeting: Feb 3, to meet with EAPC.

Submitted by:

Kim Dressler Jim Bobb

Business Manager President