

- Any news on the resource officer? Yes, Morton County asked for a new resource Officer in the 2025 budget, that will be approved in October, we should have an update at that point. If we see a bill from them, I recommend not paying until the SRO is in our building as he/she should be per the contract. We also have yet to sign anything with Morton County for this position.
- How does Mr. Hetler and the rest of the staff feel about waiting that long to hire a superintendent? This question hasn't been given to them yet, as a board we need to understand all there is to do before we can enter these types of discussions. Part of what NDSBA does is has discussions with stakeholders on the process and what types of qualities, etc. the superintendent should possess.
- With Mr. Dietchman and his retirement, how many hours can he actually work for the school every month? And has he agreed to help out for the entire school year if we do not plan to hire a superintendent until April? He can work 700 hours per year for the district, he and Mr. Hetler are working out the weekly schedule based on the needs Mr. Hetler feels he needs to be in the building. The contract he signed is for August 12th – May 21st, he is available to us all school year.
- If we do not plan to hire a superintendent until April, would it be beneficial to have more than 1 meeting per month? Currently, I don't think more than 1 meeting per month is needed.
- Principal Report
 - The principal's report asked for stipends to Mrs. Christensen and Mrs. Voegelé. I think that ought to be on the agenda. Both Mrs. Christensen and Mrs. Voegelé agreed that \$750 would be fair additional compensation. I will add this to the consent agenda for approval. Additionally, it seems that Mr. Hetler's responsibilities have expanded significantly, and so some additional compensation for him may also merit discussion. Mr. Hetler has presented a range that he is comfortable with \$5,000 - \$8,000 additional compensation, I will add this to the discussion agenda for discussion.
 - The principal's report also asked to add the illness policy that is in the elementary school handbook to the high school handbook. The board has approved the handbooks in the past, so it ought to be on the agenda. This is what is needed to be added to the handbook, I have also attached the page from where it is placed in the Elementary handbook. Page 22 of the attached Elementary Handbook. I will add this to the consent agenda for approval. [GUIDELINES.FOR.SENDING.STUDENTS.TO.SCHOOL.Parents.are.often.concerned.about.their.children.missing.school.and.may.send.a.child.back.to.school.prematurely.after.an.illness;.This.exposes.other.children.and.staff.members.to.disease.and.the.possibility.for.their.own.child.to.relapse.or.contract.another.illness.that.may.fbe.going.aroundf.due.to.their.already.stressed.immune.system;.Please.refer.to.the.following.guidelines.when.considering.whether.to.keep.a.child.at.home.and.when.to.return.a.child.to.school;.KEEP.A.CHILD.HOME.IF.HE-SHE?IN.THE.PAST.80.HOURS./ .Has.a.fever.of.766.degrees.or.higher.-.must.be.without.use.of.Tylenol.or.Advil.or.other.fever.reducing.medications;./.Is.nauseous.and-er.vomiting.and-er.has.diarrhea/.Has.vomited.](#)

[during.the.night/.Has.been.exposed.to.a.contagious.disease.and.is.exhibiting.signs-symptoms.of.the.disease](#)

- Annual Compliance Report
 - 2. Personnel – Highly Qualified Pre-K-122. What are the final teaching assignments for 1st grade and the new teachers regarding teacher-of-record, provisional licensing, etc.? [1st grade teacher is a long-term sub, until her university signs off on her teaching authorization which should be in September/October. The teacher of record is Mrs. Fitterer for Mrs. Hoff. New Teachers have a 40-day provisional license, once they get SSN numbers they will be able to complete the full licensing process.](#)
 - 3. Curriculum Pre-K-12 – What is the current process for reviewing the school’s curriculum and cross-referencing against NDCC 15.1-21 to ensure compliance? [Curriculum is reviewed every 7 years; curriculum is modified as the state mandates as well.](#)
 - 4. Continuous Improvement – The link to the [strategy map](#) is really interesting. Can we get a presentation on this some month? [Yes, Mr. Hetler would be willing to present on this in October.](#)
 - 8.b. I’d like to call out ND 15.1-14-03.1:

Individual functioning as a principal and a superintendent - Treatment.

Notwithstanding the provisions of chapter 15.1-15, if an individual is employed by the board of a school district to function as both a school principal and a school district superintendent, that individual must be treated as a school district superintendent for all purposes related to the individual's evaluation, discharge, and nonrenewal, as set forth in accordance with sections 15.1-14-03 through 15.1-14-12.

Are Mr. Hetler and Mr. Deitchman functioning as both a principal and a superintendent at this point enough to make 15.1-14-03.1 relevant? [Our agreement with CREA would cover this section, Mr. Dick will be at the meeting to go through the recommendations if those are approved by the board he would have signatory rights as the Superintendent of the Glen Ullin School.](#)

- Financial Reports: [I reached out to Kim Dressler and Brandt Dick for guidance on some of the below items, additional Kim is going to work with Kayla on different reports that are more logical for the board and much easier to understand.](#)
 - Where do the credits come from? Appropriations? Are they based on the preliminary budget? [Credits are the payments/revenue that you receive. Appropriations would be your budgeted expenses.](#)
 - What are “restricted net assets”? [Generally, you don’t look at the restricted net assets from a board perspective. It is used for GAAP accounting and most common for auditors. I would focus on the budget, revenue and actual cash balances at this point.](#)
 - General Fund
 - Why are Func 2700, 438 Vehicle Services and 610 Supplies are 252% and 508% of budget. [Within 400 2700 430 there are two paid invoices that have](#)

the same number on them and look to be about the same amount. I am guessing there should be a credit here and should be coded to 430 vs 438. The supply line expenses are not bus related, but student activity expenses. Both seem to be coding errors.

						Budget Balance	2,657.25			0.00
01 000 000 400 2700 438	VEHICLE SERVICE			*Previous Balance						
07/17/2024	BLUE VAN OIL CHANGE	CD	1 3647	JUNE2024BILL	FARMERSUN FARMERS UNION O		66.14			
07/26/2024	BE 2024-25	BE				1,000.00				
08/15/2024	Bearcat 3 repairs	CD	1 3703	3590	NARAAUTOP NARAAUTO PART OF NEW SALEM		1,213.66			
08/15/2024	Bearcats 2 repairs	CD	1 3703	3590	NARAAUTOP NARAAUTO PART OF NEW SALEM		1,243.45			
01 000 000 400 2700 438	VEHICLE SERVICE			*Current Activity		1,000.00	2,523.25			2,523.25
VEHICLE SERVICE Total:						1,000.00	2,523.25	0.00	0.00	2,523.25
						Budget Balance	(1,523.25)			
01 000 000 400 2700 610	SUPPLIES AND MATERIALS			*Previous Balance						0.00
07/26/2024	BE 2024-25	BE				1,000.00				
08/15/2024	Hudl Assist for Basketball	CD	1 3895	H00089272	003034 HUDL HUDL		1,800.00			
08/15/2024	Hudl Assist for Volleyball	CD	1 3895	H00089272	003034 HUDL HUDL		800.00			
08/15/2024	Hudl Silver Additional	CD	1 3895	H00089272	003034 HUDL HUDL		1,950.00			
08/20/2024	Volleyballs	CD	1 3718	926357606	003037 BSNSPORTS BSN SPORTS		500.00			
08/20/2024	Freight	CD	1 3718	926357606	003037 BSNSPORTS BSN SPORTS		32.50			
01 000 000 400 2700 610	SUPPLIES AND MATERIALS			*Current Activity		1,000.00	5,082.50			5,082.50
SUPPLIES AND MATERIALS Total:						1,000.00	5,082.50	0.00	0.00	5,082.50
						Budget Balance	(4,082.50)			

- What is Func 3100 Food Services Operations? This is the hot lunch program expenses for the district including salary/benefits, food supply, etc.
- Group Insurance seems to be consistent over the 17% used that might be expected 2 months into the year. What exactly is group insurance, and given the current percent used, can we expect it to remain within budget at the end of the year? This line includes the cash option salary for staff, with only a handful of employees taking insurance, we pay out a majority in cash option.
- Some expenses like Func 1000 Instruction 560 Travel (\$852 of the budgeted \$250) and Func 2410 Principal 734 (\$1,144 of the budgeted \$250) seem to show that something came up where it was determined that expenses beyond the budget are justifiable. When decisions like this are made, are the funds subtracted from some other area of the budget? If so, how are such changes tracked? In my experience, once the budget is set, that doesn't change. Each board/superintendent has their own methodology. If a budget adjustment is made, the board should be reviewing and making a motion on it, so there is such record. Unexpected items do come up but they should be justifiable during an audit, and can help you plan for the following year.
- Athletics Fund
 - Can you provide some reasons for the \$50k shortfall on the athletics fund balance? I believe this has to do with the large balance paid to Hebron public school for co-op expenses. Yes, that would be correct in part. As of 7.1.23 there was a negative balance of \$15,000. I have not looked at the detail for that year. However, there were two payments, as you thought listed below. This might be something that you have budgeted in the general fund.

				BALANCE CALLED BA		MEMBER SERVICES	
06 801 000 420 3400 810	ATHLETICS DUES AND FEES						
11/01/2023	CD 20231101	6	50	LATE FEE	DAKOTA COMMUNITY BANK CARD	39.00	0.00
06/26/2024	CD 23-24SOFTBALLC OOP	6	1682	2023-24 SOFTBALL COOP	MEMBER SERVICES BEULAH HIGH SCH	4,585.17	0.00
06/26/2024	CD 2023-2024COOP	6	1683	HEBRON CO-OP	HEBRON HIGH SCH	33,886.75	0.00
06 730 804	ATHLETICS FUND BALANCE					*Current Activity	

- State Aid to Schools Payment Worksheet: Is the state aid based on last year's enrollment or this year's? last year enrollment numbers, since enrollment has dropped Mr. Dick made the suggestion that we could still retain the same state aid payment we received last year.

- Business Manager Report:
 - The report says the “revised Financial report was resubmitted”. What revisions were made? Kayla did email the Revised Annual Report on 9.3.24 to all board member as this needed to be submitted by 9.10.24, additionally revisions were as follows: a revision to hot lunch was a change in revenue between the GF and HL funds and only affected the ending cash between the GF and the HL account on the state report. The other items were an error in coding which showed up as benefits in special ed, which should have been contracted services.
- NDSBA services for superintendent search:
 - What does NDSBA do to “participate in recruitment of candidates”? This somewhat depends on the circumstances but generally this means we will use our contacts to determine potentially available candidates for the position. We will also assist the district in contacting potential candidates that it may be aware of and interested in to provide information about the position in attempt to encourage the candidate to apply. NDSBA does not typically engage in direct recruitment activities, meaning that we will not reach out to individuals that are currently employed by a NDSBA member district and not known to be looking to make a move. Being a membership organization, we do not feel it is appropriate to recruit away from other members of the association.
 - In Option Three, NDSBA creates a brochure. What is this brochure used for? How is it distributed? Is an option available excluding the cost of this brochure? Is an option available excluding the cost of this brochure? I’ve attached an example of a brochure that was created and used in another search. The brochure is part of option 3 and is used to communicate about the position, the available salary and benefits, and the district to potential candidates. It can be distributed directly to potential candidates who seek out information, it can be posted on the school’s website and/or other social media platforms, it can be posted/linked on NDSBA’s website and/or any other mediums chosen by the district. The brochure is not included in option 2 so that is not part of the cost associated with that option. Are you wondering if it can be excluded from the cost of option 3?
 - There are Option Two and Option Three. What is Option One? Is there an Option Four? There is no option 4. Option 1 is essentially guidance provided by NDSB to a district that decides to conduct a search without direct assistance from NDSBA. I have attached that guidance hereto.
 - Have entities other than NDSBA been explored to assist in the search? Dakota Leadership Solutions is also available, which is a consulting group formed by a handful of retired superintendents. I have attached the brochure from their website, additionally I reached out to one of the members and asked cost – they charge \$6,000 + travel. This includes survey of stakeholders to complete, 2 people onsite with you to go into executive session to screen candidates, interview day have 1 person onsite and help negotiate contract. They have experience with the Be Legendary model as well.
- Enrolment numbers
 - Can we get the enrolment numbers for the end of last school year?

PreK	K	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
12	8	8	16	8	15	5	10	8	7
9 th	10 th	11 th	12 th	May 2024 = 138 Total					
17	16	7	13						

PreK	K	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th
11	13	8	6	14	7	13	3	11	8
9 th	10 th	11 th	12 th	August 2024 = 139 Total					
7	15	16	7						

- What are the reasons for the decrease in enrolment? I'd like to see the number of students affected by each reason. [2024-2025 Year: 2 students moved to homeschooling and 1 open enrolled to another district.](#)
- Can we please move the superintendent hiring timeline and associated NDSBA contract to the discussion agenda? [I have moved this to discussion.](#)
- Can we move the legal contract to the discussion agenda? [I will move and provide some additional information. **II. Legal Direct Program:** As NDSBA members, schools can always reach out to me as General Counsel for \[general information\]\(#\) about laws and regulations. Those quick and easy questions/ answers are always available without an additional fee. There is no attorney-client relationship in those situations, and I am just providing general information about where to locate the laws, rules, regulations and what those laws mean, etc. However, I cannot provide legal counsel on a specific situation \(e.g., a specific employee matter, student matter, etc.\) unless a confidential attorney-client relationship is formed that protects the legal counsel and allows me to give specific counsel about the application of the law to the specific situation. When school districts have those questions, they need to seek legal counsel either from a law firm outside of the NDSBA, or they can use my services through the \[Legal Direct\]\(#\) program. The biggest advantages for school districts that worked with me previously is the established relationship \(and my institutional knowledge of the school and its operations\) and \[the significant discount\]\(#\). Partner rates at Vogel \(for example\) are \\$400/ hour. Even when I discounted Glen Ullin's hourly rate while in private practice, it still didn't match the \[\\\$195/hour\]\(#\) rate offered through \[Legal Direct\]\(#\). It's entirely the school district's decision! And even if the school board does choose to authorize the engagement, it does not mean the board has to use my services. It just allows me to open a file in case you or administration need to receive legal counsel on a specific situation.](#)