

December 10, 2018

President Mark Springer called the regular meeting to order at 4:02 pm and noted that Katie Aitchison, Greg Knutson, Erich Kroh, and Mark Springer were present. Also attending the meeting was Sonya Miller and Dottie Longmuir.

Erich Kroh made a motion to approve the amended agenda. Greg Knutson seconded, and the motion carried with all board members voting yes.

Greg Knutson made a motion to approve the November 19, 2018, minutes. Erich Kroh seconded, and the motion carried with all board members voting yes.

The principal presented her report which included:

1. Current enrollment at 51-one parent request for tour last week-no show
2. Coyote on school grounds on 12-9 at 5:25pm. Game warden called.
3. 5<sup>th</sup> grade class had a human trailing dog employed by the North Dakota Highway Patrol visit last week as the final activity by Officer Heather for the Lifeskills Program.
4. The Textbook and Mission/Vision committees will both be meeting this week and next week to make a list of goals for the rest of this school year. The decision for textbooks should be completed by April 1 and the Mission and Vision statements should be completed by May 1 and shared with all stakeholders.
5. The December Principal meeting held last week with Mike Heilman continued working on strategic planning. We at Apple Creek need to make strategic plans for technology, textbooks and building maintenance-with township input.
6. December PTO meeting was held last week. They are doing a toy drive for our 2 local hospitals and it ends this week. Teacher were given a stipend for \$25 per student. They purchased a new speaker to be used for dances, graduations and presentations.
7. The Traveling Lantern Theater Company will be presenting A Christmas Carol on December 18. The PTO paid the \$495 to have this group come.
8. The school is doing a food drive with Mrs. Grandalen our counselor. It ends this week.
9. The 5<sup>th</sup> graders and some of the After-School Program students are making no sew blankets for 25 homeless children in Bismarck. They will be delivered to Pioneer Elem on December 20.
10. The After-School Program has 20 students. Two groups of 10 students each with 2 staff. Salary?? Can we discuss this?
11. Dottie and Sonya will work on the 2019-20 school calendar and present it at the January board meeting.
12. The November E.S.S.A class that was to be held by the DPI was postponed.
13. Tech money has been used. We are good until the fall of 2019 when we will purchase 2 more ActivPanels.
14. The sheriff called last week as our north portable multi-purpose room door was open. Sonya informed Erich, our school janitor that all doors, including the shed should be checked by him as he leaves at 5:30pm each night M-F. Frank Anderson fixed the shed door.
15. I created a meeting agenda form to be used at all child meetings. The completed form is signed by all who attended the meeting and then a copy is placed in the child's file. This

is being done now as there was a lack of info in student files in relation to discussions that took place previously without documentation of anything happening.

COMMUNICATION and DOCUMENTATION are continuing to be improved here at Apple Creek.

16. Can I have a couple days to do observations over the next 3 months? Sub needed.
17. 5<sup>th</sup> graders going to Simle for a tour on January 12. 4 will be attending Simle and 2 are going to Wachter.
18. Vision and hearing screenings have been done for this school year.
19. School music program this week with Santa making an appearance at the program and also on December 21. Our PTO will be paying for this and giving out goody bags to our students.
20. No staffing issues-minimal subs needed.
21. We held our staff holiday party last week and it was well attended. A fun time was had by all!!
22. E-rate application was completed and mailed to David Skogen. We have \$10,000 to use for the next 5 years for our phone bill.
23. Pearce Durick Attorneys Christmas letter along with a summary of legal education issues.
24. Jump Rope for Heart-American Heart Association we are doing this in May 2019.
25. Student Council-coming soon!!!
26. Yearbook-beginning stages WORK IN PROGRESS!!!

There were reports on After School, Lunch program, PTO, Township and MREC.

Dottie presented the Business Manager report. Following a brief discussion, Greg Knutson made a motion to approve the financial report and pay the bills. Katie Aitchison seconded, and the motion carried with all board members voting yes. Bills are as follows: JP Morgan \$1,903.35; 16076 Alert Solutions \$80; 16077 Tri-Energy \$305.45; 16078 Dean Foods \$65.58; 16079 Amanda Fuller \$34.37; 16080 Titan Plumbing \$275.50; 16081 ETS Systems \$117; 16082 Menards \$57.85; 16083 Arrow Service \$300; 16084 AFLAC \$242.37; 16085 Mark Springer \$31.92; 16086 AmeriPride \$839.11; 16087 Jaymar \$92.79; 16088 MREC \$685; 16089 TransTrash \$100; 16090 BEK \$558.44; 16091 void; 16092 Capital Electric \$632; 16093 Geraldine Kroh \$6.82; Payroll \$14,954.58; 16094 Kathryn Aitchison \$184.70; 16095 Rose Gitter \$85.82; 16096 Deferred Comp \$25; 16097 Discovery \$450; payroll \$13,439.58; 16098 Rose Gitter \$30.41; 16099 BCBS \$2,501.60; 16100 Deferred Comp \$25; 16101 PERS \$519.69; 16102 TFFR \$6,314.04; 16103 State Tax Commissioner \$864; 16104 Dean Foods \$78.03; 16105 LaVonne's \$2,423.50; 16106 Cardmember Service \$25.80; 16107 ETS Systems \$135.

Building maintenance was discussed and updated.

Second readings of all policies are to be held until the January meeting.

The Principal Evaluation, School Board Evaluation, and Business Manager Evaluation were all discussed by the board and the board agreed to final versions for all. Erich Kroh made a motion to approve the Principal evaluation, School Board evaluation, and Business Manager evaluation. Katie Aitchison seconded, and the motion carried with all board members voting yes.

It was also stated that the 3-5 year plan will be discussed at the January meeting, with respect to technology, a state approved kitchen, technology, and mission and vision statements. Mark will be sending out a letter informing parents of accomplishments and plans of the board.

Future meeting dates were discussed. The next regular board meeting will be January 15, 2019, at 4 pm.

Respectfully submitted,

Dottie Longmuir  
Business Manager

Mark Springer  
President