Apple Creek School Board Meeting – August 3, 2021

Present: School Board - Roy Kuil, President; Joe Gardner, Vice President; Coty Sicble; Jay Halvorson; Katie Aitchison; Other attendees – Cori Hilzendeger, Principal; Mike Heilman, County Superintendent

1. 6:09 PM – R. Kuil calls meeting to order
2. Agenda - Motion to approve agenda by K. Aitchison/C. Sicble MC
3. July Meeting Minutes - Motion to approve the minutes, with the amendment to remove “executive session” and replace with “regular budget meeting” by K. Aitchison/C. Sicble. MC
4. Board Portfolios - New portfolio assignments were made as follows:
   1. Building & Maintenance – Gartner & Kuil
   2. Township – Kuil & Sicble
   3. Personnel/HR – Kuil & Gartner
   4. Accreditation – Halvorson & Sicble
   5. Policy Development – Aitchison & Kuil
   6. Extra-Curricular/PTO Liaison – Sicble & Aitchison
   7. Lunch Program – Gartner & Halvorson
   8. Website & Tech – Aitchison & Gartner

The portfolio “budget management” was removed with discussion of that being a total board responsibility

1. Security System - Codes and cameras were reassigned from Greg Kuil to C. Sicble. Halvorson asked if private security would be an option for overnight monitoring. This will be reviewed for feasibility.
2. Principal Report
   1. CREA has been reorganized and C.Hilzendeger will be the CREA rep, attending principal meetings
   2. New teacher has been enrolled in the State mentoring program
   3. Diane Kraft will not be returning as an aide for the 2021-22 school year
   4. COVID, Delta Variant – CDC recommending masks

Heilman reported that clarification was being sought regarding mask mandates after the 2021 legislative session. The question remains, who can require masks. He reported that the feeling from the Dept. of Public Instruction and the school superintendents is to stay out of the health lane and lean on health departments.

The board discussed leaving the decision to parents at this point.

Discussion regarding vaccines and requirements was had. Current COVID plan is in place. No changes were voted on at this time. Will be revisited in the future if need be.

* 1. Building Committee – Jay Halvorson will be the school board representative on the school building committee.
  2. Job Posting – request to post teacher aid position to fill open role. Approved. No motion needed at this time.

1. Business Manager
   1. The board accepted the resignation of K. Miller, previous business manager. Discuss regarding the next steps for the business manager role were considered. These included reposting the position to engage a larger pool of candidates, hiring an available and experienced business manager who is considering part time work, hiring CREA to perform the business manager role or a combination of the above.

Motion to hire CREA as business manager by J. Halvorson /J. Gartner. MC

C. Sicble left the meeting at 7:48pm

1. Business Manager Report
   1. Budget - The budget was presented in a conditional format. C. Hilzendeger and M. Heilman reported the budget was nearly complete with the crosscheck of a few numbers. The board reviewed the budget as presented.

Motion to approve the budget conditional on no more than a 10% reduction in projected carryover for the 2021-22 school year by R.Kuil/J. Halvorson. MC (C. Sicble absent)

* 1. Bills & Accounting - Motion to approve the bills by J. Gartner/J. Halvorson. MC
  2. School Handbook - Discussion regarding the school handbook. A few changes were made to update and clarify. Discussion regarding clarity or the need for further clarity was had. C. Hilzendegeger will make changes before sending the handbook to the school.

1. Extra Curricular Report
   1. Extracirrucular/PTO – J. Gartner stated nothing to report
   2. Township – R.Kuil stated the paperwork for the sale of the school was still pending.
2. Maintenance & Technology
   1. Building, Maintenance & Insurance – J.Gartner still waiting to hear back from fire marshal. Will follow up.
   2. Technology – K. Aitchison state website was down but has been fixed.
3. Policy Report
   1. Legislation - R.Kuil reported on 10 Commandments bill passed by ND Legislature in 2021-22 session.
4. New Building Committee - R. Kuil mentioned bringing more people to the committee. Discussion regarding how to do that using website, social media and township contacts
5. Other Busines
   1. Lawn Care – R. Kuil discussed lawn care. C. Hilzendeger reported it was handled and she was working with the lawn company to ensure it was continuing to be top priority
   2. Pest Control – R. Kuil asked about who to contact regarding this.
   3. TransTrash – conversation regarding the need for additional emptying the first week was had. C. Hilzendeger is handling this.
   4. Back to School Night – C. Hilzendeger reported the PTO requested the school board handle parking for back-to-school night on Tuesday, August 24 at 5:30pm
6. Motion to adjourn meeting by K. Aitchison/J. Gartner. MC K. Aitchison did not make note of end time.

Respectfully submitted,

Katie Aitchison, Board Member