

**Hazelton-Moffit-Braddock Public School  
Annual School Board Meeting  
Theater Room  
HMB Public School  
Monday, July 18<sup>th</sup>, 2016  
7:00 am**

- I. Call to Order - [President Baumiller called the meeting to order.](#)
- II. Additions to the Agenda - [none](#)
- III. Approval of Minutes from the Previous Meeting – [A motion was made by Small and seconded by Schmidt to approve the minutes from the May 20, 2016, Regular School Board meeting. Motion carried.](#)
- IV. Recognition of Audience – [Elise Larson, Debbie Schmitcke, and Anthony Baumgartner](#)
- V. Reports
  - a. Superintendent’s Report
    - i. Focus on Success
      - [Professional Development – Mr. Larson and Mr. Hanzal will attend the Administrator’s Workshop in Bismarck held August 3-5.](#)
  
      - [AdvancEd – Preparing for External Visit in October](#)
    - ii. Enrollment Update – [Mrs. Schumacher shared current enrollment numbers as of today. PK-12 at 109 students.](#)
    - iii. School Property/Facility
      1. Elementary Office Bids
        - [A discussion to replace carpet in Elementary Principal office since cabinets have been removed was held. A motion was made by Gullickson and seconded by Keeney to allow Superintendent Hanzal to approve a bid once they have been submitted. Motion carried.](#)
      2. Elementary Entry Doors Bids
        - [A discussion to replace carpet by elementary entry doorways with alternate material was held. A motion was made by Small and seconded by Schmidt to allow Superintendent Hanzal to approve to accept a bid once they have been submitted. Motion carried.](#)
      3. Custodial Door Bids
        - [One bid submitted from Specialty Lock. A motion was made by Gullickson and seconded by Keeney to approve bid to replace outside Janitor Door in the elementary building. Motion carried.](#)
      4. Bus Maintenance Bids

One bid was submitted by DFC-Hazelton. A motion was made by Schmidt and seconded by Gullickson to accept DFC's Bus Maintenance bid. Motion carried.

**5. Insurance Claim**

A review of the insurance claim submitted, bid to replace, and approval of the claim for the High School hallway carpet burn by NDIRF was reviewed. At this time, it was tabled pending information as to when last date that the carpet was replaced and to be provided to the board.

**iv. School Policy**

**1. Graduation Requirements Policy**

A first reading of the Graduation Requirements policy was held.

**2. Class Rank Policy**

A first reading of the Class Rank policy was held.

**3. Parent and Family Engagement Policy**

A first reading of the Family Engagement policy was held.

**4. Junior High Requirements**

A first reading of the Junior High Requirements policy was held.

A motion was made by Small and seconded by Schmidt to approve the first readings of numbers 1-4. Motion carried.

**5. Policy Services Membership**

A motion was made by Schmidt and seconded by Gullickson to pay the \$250 annual membership fee to NDSBA for the 2016-2017 year. Motion carried.

**b. Business Manager's Report**

Superintendent Hanzal and Mrs. Schumacher reviewed the Budget Summary and options regarding the budget surplus. The Legislators have changed the end of year general fund balance to 35% of general fund expenditures. The additional revenue and surplus can be used for mobile home payoff, construction loan payoff, and/or new bus payoff. A motion was made by Schmidt and seconded by Gullickson to approve pay from the General fund for the BND construction loan of \$28318.08 (paid off), \$15,564.70 to Bank of Hazelton for pay off of 2015 Bus 17 passenger bus loan and pay \$27,700 to Bank of Hazelton for half of loan of triple wide mobile home. Motion carried.

**i. General Fund**

**ii. Capital Projects**

**iii. Debt Service**

**iv. Food Service (Hot Lunch Report)**

**v. Activity Fund**

**vi. Transportation Report**

A discussion was held regarding the paying for substitute bus drivers' physicals. At this time, no changes to the policy was made.

**vii. Absentee Report**

**viii. Approval of Bills** – A motion was made by Schmidt and seconded by Keeney to approve payment of bills. Motion carried.

**c. Principals' Report**

**i. High School - Mr. Hanzal shared the following:**

Previous Events:

- Summer school – credit recovery
- PowerSchool End of Year Workshop completed by Mr. Hanzal and Mrs. Schmitcke

Upcoming Events:

- August 8 - JV/Varsity Football practice begins
- August 15 – JV/Varsity Volleyball practice begins
- August 11 – JH and HS student registration 8:30am-11:00am
- August 11 – Community Night Potluck meal 5:00-6:30pm

**ii. Elementary – Mr. Larson shared the following:**

- Expressed thanks and enthusiasm for the opportunity to be HMB's Elementary Principal and PE teacher
- Administrator's Workshop to attend in Mandan on August 3-5
- Community Night Meal – August 11 and encourages staff to attend
- Shared a tentative schedule outlining elementary music, recess, library, and computer times
- He will be teaching all K-12 Physical Education classes

**VI. Unfinished Business**

- a. Timeclocks Update** - Mrs. Schumacher shared that effective July 1, all hourly staff have been utilizing the time clocks located in both the Elementary and High school lounges. This proved to be a very efficient step for the payroll process.
- b. Open positions** – Mr. Hanzal shared that interviews are scheduled for the Assistant Cook position this week as well as still seeking candidates for the Bus Driver position.

**VII. Adjourn** – President Baumiller adjourned this portion of the meeting. At this time, Mr. Keeney and Elise Larson left.

**VIII. New Business**

- a. Reorganization of School Board** – The meeting was reconvened by Superintendent Hanzal who called for nominations for the office of Board President.
- b. Elections of President and Vice President** - A motion was made by Gullickson and seconded by Schmidt to nominate Scott Baumiller as Board President. Motion carried.

A motion was made by Gullickson and seconded by Small to nominate Cindy Schmidt as Vice-President. Motion carried.

- c. **Call to Order for new School Board – President Baumiller called the 2016-2017 Annual School Board meeting to order.**
- d. **Administer Oath to new School Board members**  
Mrs. Schumacher administrated the Oath to Anthony Baumgartner replacing resigned board member, Paul Keeney.
- e. **Designate Depositories for HMB School District Funds and Pledge of Securities**  
A motion was made by Small and seconded by Schmidt to designate the Bank of Hazelton as the depository for the HMB School District Funds and Pledge of Securities. Motion carried.
- f. **Approve participation in National School Lunch Program and Breakfast Program**  
A motion was made by Schmidt and seconded by Gullickson to approve HMB's participation in the National School Lunch and Breakfast programs. Motion carried.
- g. **Designate Program Administrator and Food Service Hearing Officer**  
A motion was made by Small and seconded by Gullickson to approve Debbie Schmitcke as Food Service Program Administrator and Tracy Hanzal as Food Service Hearing Officer. Motion carried.
- h. **Approve Free and Reduced Policy for 2016-2017 school year and set meal prices**  
Information was shared comparing HMB to other school meal prices. A motion was made to approve the Free and Reduced Lunch Policy and increase only the lunch meal price by \$.05 by Small and seconded by Gullickson. Motion carried.
- i. **Activity Fees**  
No changes made to existing Activity Fees. Superintendent Hanzal will be reviewing current Art fee and implementation of a Technology and Band instrument rental fee.
- j. **Set mileages, meal rates, and sub pay**  
No changes made to current mileage, meal rate and sub pay.  
A motion was made by Small and seconded by Gullickson to retain all current fees. Motion carried.
- k. **Appoint Federal Program Designate – Titles I, IIA, IID, III, IV**  
A motion was made by Small and seconded by Gullickson to appoint Tracy Hanzal as Federal Program Designate for Title I, IIA, IID, and IV for the 2016-2017 school year. Motion carried.
- l. **Open Enrollment**  
An Open Enrollment application was received for a current Linton student. A motion was made by Schmidt and seconded by Gullickson to approve the Open Enrollment application. Motion carried.
- m. **Presentation/Discussion of 2016-2017 Budget**  
Mr. Hanzal shared the first draft of the 2016-2017 Budget. A discussion was held regarding the wish to purchase a mini-van to be used for transportation to various activities, practices and meetings versus incurring extra fuel costs utilizing a larger bus

and/or paying mileage for personal vehicle use. Mr. Hanzal will provide options to the board before a purchase is made.

**n. Next Meeting:**

Special Board Meeting to be held on Tuesday, August 2 at 12:00pm at the HMB Theatre Room and the Regular School Board Meeting to be held on Monday, August 22, at 1:00pm at the HMB Theater Room.

**IX. Adjourn - President Baumiller called the meeting adjourned.**