

ANNUAL BOARD OF EDUCATION MEETING
NORTHERN CASS PUBLIC SCHOOL DISTRICT NO. 97

Northern Cass Library - Rural Hunter, ND
Monday, July 14, 2025 - 4:00 p.m.

Present: Sean Jalbert, Penny Johnson, Travis Moser,
Chris Murch, Todd Olson, Lori Steffes
Terry Baesler – Superintendent
Paige Carlson – Business Manager
Absent: Brad Bjerke

Meeting called to order by Board Member Steffes.

Board Member Steffes read the board norms.

Moser moved to approve the agenda as amended. Jalbert seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Paige Carlson confirmed that oaths of office on file for Olson, Jalbert and Murch.

Moser moved to elect board member Murch for Board Chairperson. Jalbert seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes). Moser moved to elect board member Bjerke for Board Vice-Chairperson. Murch seconded the motion. Discussion held. Motion passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Board Education – Presented by Paige Carlson on the 2025-2026 Budget Report.

Administrative report presented by Mr. Baesler. Reports are accessible on the Northern Cass School Board website.

TEACHING, LEARNING AND LEARNER ACHIEVEMENT

Paige Carlson shared the Personalized Learning Institute survey feedback and financials review.

Mr. Baesler shared the consent agenda information. Johnson moved to approve consent agenda for the following: minutes from June 10, 2025, regular board meeting and June 23, 2025, special board meeting; General Fund, Activity Fund, Hot Lunch financial reports and Investment Report for June and heating and electric reports for June as presented. Moser seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

UNFINISHED BUSINESS

Discussion on prioritization listing for the Safety and Security mill.

Johnson moved to approve the second reading of policies ABB - School District Organization Plan, ABF - Copyrighted Material & Intellectual Property, BBBD - Learner School Board Member, DAB - Definitions for Personnel Policies, DBD – Promotion, DBH - Reduction-in-Force Policy, DBK - Substitute Educators, GACB - Patriotic Exercises, GAC - North Dakota Center for Distance Education (NDCDE). Steffes seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

NEW BUSINESS

Olson moved to approve the consent agenda for the following:

- To appoint Paige Carlson as Business Manager for the Northern Cass School District for the 2025-2026 school year
- Annual lease agreements as presented
- Pledges of security at Bank North Arthur and Dakota Heritage Bank Hunter
- Designate Dakota Heritage Bank of Hunter for General fund monies and Bank North for Square-Concessions, Activity, Hot Lunch and Building fund monies
- Designate the Cass County Reporter as the official newspaper for publishing of board minutes and legal advertisements
- Appoint Pearce Durick PLLC as the school board legal counsel
- Appoint Superintendent Baesler as district representative to serve on Cass County Multi-District Special Services Board for the 2025-2026 school year
- Appoint Superintendent Baesler as legal representative for Title I, Title II Part A, Title IV Part A, and all other federal and state programs, institutional immunization authority and authorized purchaser of government surplus property
- Approve A. Krinke and L. Davis for behavioral health resource coordinators
- Approve A. Krinke as foster care liaison
- Approve L. Davis as homeless liaison
- Approve participation in NDHSAA sponsored programs and abide by their rules and regulations
- Approve membership in NDSBA and its legal services and policy services program
- Approve participation in school food service and commodity program
- Appoint Superintendent as free and reduced meal determining official and Board President as hearing official
- Establish an incidental revolving fund at \$500 for the school district
- Destroy all non-essential records (as specified in record retention policy in NDSBA handbook) for 2017-2018 for school year

Moser seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Jalbert moved to appoint the following committees:

Budget & Human Resources:	Bjerke, Jalbert, Murch
Teaching & Learning:	Johnson, Moser, Steffes
Building & Grounds:	Jalbert, Murch, Olson
Activities:	Johnson, Moser

Johnson seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Olson presented the Building and Grounds committee report. Moser presented the Teaching and Learning committee report.

Steffes moved to approve first reading of policies ABCA-AR Computer Software, DADC-R Power Differentiated Relationships in the Workplace, FHF Learner Fees, FHCO Device-Free Policy. Moser seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Murch presented the Budget and Human Resources committee report.

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Moser moved to approve charging \$225 per learner for open enrolled transportation services. Steffes seconded the motion. Discussion held. Motion passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Johnson moved to approve increasing the maximum daily rate for preschool tuition from \$35 to \$38. Olson seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Paige Carlson presented information on taxable valuation and mill levies for 2025-2026. Jalbert moved to hold public budget hearing at 6:30 p.m. on September 8th before the regular board meeting. Johnson seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Paige Carlson reviewed proposed 2025-2026 budget report with the board. Operating budget presented as follows: general fund revenue budget of \$10,206,411 and general fund expenditure budget of \$10,564,827; special reserve fund revenue budget of \$90,500; capital projects revenue budget of \$521,000 and capital projects expenditure budget of \$521,010, debt service revenue budget of \$154,700 and debt service expenditure budget of \$154,100; hot lunch revenue budget of \$616,500 and hot lunch expenditure budget of \$677,761.

Mallori Keller joined the meeting at 4:55 PM via Zoom.

Johnson moved to set board compensation at \$60.00 per board and committee meetings, conferences attended and meeting where you are representing the board and to pay mileage at state rate for all meetings. Moser seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson Steffes).

Johnson moved to approve fee schedule as presented with the addition of open enrolled bussing fee. Steffes seconded the motion. Discussion held.

Moser motioned to include a \$200 per course fee for dual credit classes taught by Northern Cass educators. Steffes seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Jalbert moved to approve the amended fee schedule for the 2025-2026 school year. Johnson seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Moser moved to table the approval compensation rate schedule as presented until the August board meeting after Activity Committee review. Steffes seconded the motion.

Jalbert moved to approve monthly school board meeting calendar for the 2025-2026 school year with changes presented. Moser seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Moser moved to approve co-curricular contracts for the 2025-26 activities as presented. Olson seconded the motion which passed (Yes: Johnson, Moser, Murch, Olson, Steffes; Recused: Jalbert).

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Reminder that Back-to-School night is scheduled for August 18th. Board agreed to serve a meal from 4:30pm to 6:30pm.

Discussed possibility of attending staff back-to-school training in August to provide breakfast for staff members.

Board of education policies review and sign off.

Olson moved to approve General Fund bills for payment as presented. Johnson seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Johnson moved to approve open enrollment application for Level 5 learner previously enrolled but family moved. Steffes seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Moser presented the Activities committee report.

Johnson moved to approve contract for S. Fontana as assistant principal for the 2025-26 School year. Moser seconded the motion which passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Jalbert moved to approve agreement for K. Vander Wal as high school science educator for the 2025-26 school year. Olson seconded the motion. Discussion held. Motion passed (Yes: Jalbert, Johnson, Moser, Murch, Olson, Steffes).

Moser moved to adjourn the meeting at 5:55 pm. Johnson seconded the motion which passed on roll call vote.

Chris Murch, President

Paige Carlson, Business Manager