



## DeSmet School District #20

Board of Trustees Regular Meeting

6:00 pm Monday, August 18, 2025

Held in school library

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### Regular Meeting Agenda

#### I. Call to Order/Pledge of Allegiance.

- A. Heather Burgad/Trustee called the meeting to order at 6:09pm.

#### II. Introduction/Comments of Guests on Items not on the Agenda.

Trustees not present: Brock Belgarde.

- A. Vicki Richards
- B. Caitie Bloom and Ellie Michels.
- C. Justin Metcalf,
- D. Sigrid Sheie/Trustee
- E. Hollie Timmons/Trustee
- F. Synthia Wendell/Trustee
- G. Heather Burgad/Trustee
- H. Letter to staff

#### III. Recognition of Students and Staff.

Mr Driessen recognized all the people who covered for him while he was out, hiring staff, maintenance, and the front office.

#### IV. Board Correspondence:

- A. Action: Letter From Vicki Richards

A motion was made to table the request from Vicki Richards By Synthia Wendell seconded by Sigrid Sheie. The motion was carried unanimously.

#### V. Business Manager's Report

- A. Action: Review/Approval of Minutes from [JUNE 19,2025](#) AND [July 14,2025](#)

A motion was made to approve the meetings from 6.19.25 with date change made by Sigrid Sheie and seconded By Synthia Wendell. The motion was carried unanimously.

A motion was made to approve the minutes from 7.14.25 by Sigrid Sheie and seconded by Synthia Wendell. The motion was carried unanimously.

B. Action: Review/Approval of Warrants

June and July [WARRANTS](#) and [Credit Card](#) Payments

A motion was made to approve the June and July Warrants by Synthia Wendell and seconded by Hollie Timmons. This motion was carried unanimously.

C. Review of Budget Reports:

FY26 Budget Status. Budget on hold until all the needed reports come back from county finance.

D. Discussion/Action of policy series 4000 - 8000 for first Approval.

4000- Motion made to accept the 4000 series in the policy, with changes as discussed, made by Sigrid Sheie and seconded by Hollie Timmons. Motion carried unanimously.

5000- Motion made to accept the 5000 series in the policy manual with changes as discussed made by Hollie Timmons and seconded by Sigrid Sheie Motion was carried .

6000- Motion made to accept the 6000 series in the policy manual with changes as discussed made by Sigrid Sheie and seconded by Synthia Wendell.

7000- Motion made to accept the 7000 series in the policy manual with changes as discussed made by Synthia Wendell and seconded by Sigrid Sheie.

8000- Motion made to accept the 8000 series in the policy manual with changes as discussed made by Synthia Wendell and seconded by Sigrid Sheie.

E. Action: Approve the district entering into an agreement with the Bank Of Montreal to use their P-Card program.

a. Helpful [Information](#) and [Handbook](#)

A motion was made to approve the agreement with the bank of montreal by Hollie timmons and seconded by Synthia Wendell/Trustee .

This motion was carried unanimously.

F. Action: Approval of the disposal of [records](#).

A motion was made to approve the Disposal of records Hollie Timmons by Sigrid Sheie and seconded by

This motion was carried unanimously.

- G. Action: Approval of Brock Belgard, [Hollie Timmons](#) and Sigrid Sheie to be authorized to sign warrants for DeSmet School District 20.

A motion was made to table the approval of Brock Belgard, Hollie Timmons and Sigrid Sheie by Sigrid Sheie and seconded by Synthia Wendell.

This motion was carried unanimously.

- H. Review of the FY24 [Audit](#).

A motion was made to table the FY 24 AUDIT by Sigrid Sheie and seconded by Synthia Wendell.

This motion was carried unanimously.

## **VI. Superintendent's Report:**

- A. Approval of [Staff Handbook](#) for the 2025-2026 school year.

A motion was made to approve the 2025-2026 Staff Handbook by Sigrid Sheie and seconded by [Hollie Timmons](#) .

This motion was carried unanimously.

- B. Approval of [Student Handbook](#) for the 2025-2026 school year.

A motion was made to approve the 2025-2026 Student Handbook by Sigrid Sheie and seconded by [Synthia Wendell/Trustee](#) .

This motion was carried unanimously.

## **VII. Personnel Report**

Motion to table personnel Report A,B,C,D,E made by Sigrid Sheie and seconded by [Synthia Wendell/Trustee](#) . Motion carried unanimously.

- A. Approve: [Erika Borstad](#) moving down in the matrix, to \$21.30 for providing proof of her degree.

- B. Approve Caitie Bloom Lane change to \$53,200 Lane 7 Step 6 for completing Masters level credits.
- C. Approve \$7000 stipend for Dan Patterson as SPED director to come out of the Tuition Levy.
- D. Approve \$3500 stipend Chris Morigeau for SPED room lead to come out of the Tuition Levy.
- E. Approve \$3500 stipend for Tim Johnson as Safety officer to come out of Building Reserve.
- F. Approve withdrawal of job offer for [Kurt Wambaugh](#).  
Motion to withdraw the job offer for Kurt Wambaugh made by Sigrid Sheie and seconded by Hollie Timmons
- G. Approve Hire Of Sarah Phelps Paraprofessional at \$18.90 an hour plus an extra \$1 an hour for Direct Specialty Care to come out of the Tuition Levy.
  - a. Motion to hire Sarah Phelps paraprofessional at \$18.90 an hour at rate amended by Sigrid Sheie and seconded by Sythia Wendell. Motion carried unanimously.

**VIII. Committee Updated**

**IX. Upcoming Meeting:**

**Aug 25, 2025 6pm in the school library.**

**X. Comments of Guest & School Board Members on Items Not on the Agenda**

**XI. Adjourn.**

Motion to adjourn by Synthia Wendell/Trustee at 8:32 and seconded by Hollie Timmons motion carried unanimously.