

**Minutes of the Board of Education**  
**Leeds Public School District No. 6**  
**August 28, 2019**  
Regular Meeting  
7:00 p.m.

*UNOFFICIAL minutes of the Leeds Public School District Board, to be read and approved at the next REGULAR meeting.*

Present: DeShawn Tofsrud, Jeff Jacobson, Kim Nelsen, Brandi Anderson, Eric Haagenson, Supt Michael Silverman, Elem Principal Roger Jensen, and Maria Dunlap, Business Manager

Absent: None

Visitors: Chris Bubach, Jana Darling, April Duchscher, Emil Schoenfish

Emil Schoenfish presented the 2018-2019 financial audit.

Board opened bid for fuel. As only 1 bid was received, from Envision, Brandi Anderson moved to re-open the bids. Motion was seconded by Jeff Jacobson and approved by DeShawn Tofsrud, Jeff Jacobson, Kim Nelsen, Brandi Anderson, and Eric Haagenson.

Chris Bubach negotiated with the Board to increase the Junior Class advisor compensation from \$425.00 to \$1000.00. Ms. Bubach reported on the hours spent preparing for prom. Kim Nelsen moved to enter into executive session per NDCC 44-04-19.1. Motion was seconded by Brandi Anderson and approved by DeShawn Tofsrud, Jeff Jacobson, Kim Nelsen, Brandi Anderson, and Eric Haagenson. Board went into executive session at 7:30 p.m. and resumed open meeting at 7:45 p.m. Jeff Jacobson moved to compensate each Junior Class advisor \$750.00. Motion was seconded by Brandi Anderson and approved by DeShawn Tofsrud, Jeff Jacobson, Kim Nelsen, Brandi Anderson, and Eric Haagenson.

Mr. Jensen presented the Elementary Principal/Guidance Counselor report: 8 new students in elementary; Elementary Student Council election; 6<sup>th</sup> gr trip to Sully's Hill; Occupational Fair and College Fair at LRSC; September 24 picture day; pumpkin patch trip; FAFSA night in early October; College night for parents; and ASVAB.

Jeff Jacobson moved to approve the Consolidated Budget for Title I and Title I Transfer. Motion was seconded by Kim Nelsen and approved by DeShawn Tofsrud, Jeff Jacobson, Kim Nelsen, Brandi Anderson, and Eric Haagenson.

The Board reviewed the first reading of the following policies: Bus Scheduling and Routing; Recruiting & Hiring Teachers and Exhibits; Recruitment, Hiring, & Background Checks for Ancillary/non-Contracted Personnel and Exhibits and Procedures.

Discussion was held on food allergy and product manufacturing. The Board directed the Superintendent to research other schools on their procedures and schedule Karen Clementich to do a presentation to students and staff on allergies.

Mr. Silverman reported on the teacher handbook addition. Eric Haagenson moved to approve the Teacher Handbook with corrections to the addition. Motion was seconded by Brandi Anderson and approved by DeShawn Tofsrud, Jeff Jacobson, Kim Nelsen, Brandi Anderson, and Eric Haagenson.

Mr. Silverman presented the addition to the Student handbook regarding suspension from school events. Eric Haagenson moved to approve the addition to the Student handbook. Motion was seconded by Jeff Jacobson and approved by DeShawn Tofsrud, Jeff Jacobson, Kim Nelsen, Brandi Anderson, and Eric Haagenson.

Mr. Silverman reported that a Sports Coop meeting is needed and will contact Maddock School and Robyn Eberle about a fall meeting.

Mr. Silverman recommended hiring Mr. Brad Kitzmann beginning in January for PE position. Jeff Jacobson moved to hire Mr. Kitzmann. Motion was seconded by Kim Nelsen and approved by DeShawn Tofsrud, Jeff Jacobson, Kim Nelsen, Brandi Anderson, and Eric Haagenson.

Discussion was held on cook position.

Jeff Jacobson moved to approve the Classified Staff Handbook with corrections to the addition. Motion was seconded by Kim Nelsen and approved by DeShawn Tofsrud, Jeff Jacobson, Kim Nelsen, Brandi Anderson, and Eric Haagenson.

Mr. Silverman reported on Bus # 1 engine. Discussion was held on replacing engine or to purchase a bus. Mr. Silverman will research used buses.

Meeting adjourned at 10:35 p.m.

Approved: \_

Attest: Maria Dunlap  
Business Manager