

WTCS Board Meeting Minutes
Monday, August 16th, 2021

The meeting was called to order by Jamie Lee at approximately 8:15pm.

Board Members Present: Jamie Lee, Patrick Haugen, Josh Comer, Jennifer Gjovig, and Kasey Richards.

Others Present: Angela Nible, Julianna Russell, Terry Haugen, Chennille Currier, Adam Coughlin, and Lois Johnson

1. Devotion and Prayer - Kasey read about slowing down and hearing God's voice in the busyness of school starting. God's voice calms, clarifies, and encourages us. Satan's voice obsesses, confuses, and discourages us. Matthew 11:28-30 says for the weary to come to God and He will give them rest.
2. Secretary's Report:
 - a. A motion to approve the July 19th, 2021 board regular meeting minutes was made by Pat. Seconded by Josh. Unanimous aye. Motion passed.
 - b. A motion to approve the July 14th, 2021 special board meeting minutes was made by Jen. Seconded by Pat. Unanimous aye. Motion passed.
3. Financial Report:
 - a. A motion to accept the July 2021 financial reports was made by Jen. Seconded by Pat. Unanimous aye. Motion passed.
 - b. A motion was made to remove Juliana Russell from and add Angela Nible to the following WTCS accounts: General Checking (XXXX99), Savings (XXXX85), Scrip (XXXXXX84), PCC/Store (XXXXXX41), and Line of Credit (Acct #XXXXXX40, Loan #XXXXXX04) by Jen. Seconded by Pat. Unanimous aye. Motion passed.
4. Administrative Reports were given.
 - a. Building, Finance, and Hiring Committees - WTCS Board
 - i. Board Vice President Pat Haugen reported that the lawnmower, gym lights, and UPs switches for the camera system have all been fixed. We need to have Johnson Controls and the Williston Fire Department check the sprinkler system and fire panel in September.
 - b. Vice Principal Juliana Russell
 - i. Juliana has completed the master class schedule and is working with families to create student schedules. She continues to conduct interviews and order curriculum. Juliana is stepping down as Vice Principal at the completion of her contract ending August 24th. Angela Nible will be taking

her place as the new Vice Principal. Juliana will stay on in an hourly position to help Angie as needed.

- c. Dean of Students/AD/Director of International Program Dave Butler
 - i. Dave was not present. Dave's board report lists that he has been working on securing schedules for Fall and Winter sports seasons. Dave participated in a NDDOH webinar for Covid19 updates.
 - d. Director of Development Terry Haugen
 - i. Terry met with a representative from Feed My Starving Children. He will be helping with PR and fundraising for the event. Terry is looking at putting together a school raffle fundraiser.
 - e. Director of Admissions, Marketing, and Communications Sheri Moonen
 - i. Sheri was not present. Sheri's report lists that the Bright Arrow testing was a success. The school website has been updated and Sheri continues to add more information as it becomes available. She has finished the first draft of the 2020-2021 annual report.
 - f. Campus Chaplain Adam Coughlin
 - i. Adam reported that there will be a first day prayer and welcome to school in the gym. Regular chapels will start the first full week of school. 6:45 CRU Bible Study will begin September 7th. Spiritual Emphasis Week will coincide with the Feed My Starving Children event from October 11-16.
5. Old Business
- a. Staff Handbook Review - tabled to executive session.
6. New Business
- a. School Insurance Policy
 - i. The board discussed a new insurance policy for the school. Josh will meet with Chennille in the coming weeks to finalize.
 - b. Resignation of Board Member Andrew Downer
 - i. The board accepted the resignation of Andrew Downer.
7. Executive Session: The board adjourned to executive session to discuss the Staff Handbook, Tuition Assistance Applications, Teacher Contracts, and Professional Conflict Resolution for Staff. Present for portions were Angie Nible and Juliana Russell, Adam Coughlin, and Chennille Currier.
8. Continued Miscellaneous Action Items
- a. Staff Handbook: A motion was made to accept the staff handbook with suggestions made by the board by Jen. Seconded by Pat. Unanimous aye. Motion passed.

The meeting was adjourned at approximately 1:00am.

Next meeting will be held Monday, September 20th, 2021

Respectfully submitted, Kasey Richards