

WTCS Board Meeting Minutes
Thursday, September 14th 2023

The meeting was called to order by President Josh Comer at approximately 6:37 pm.

Other board members present: Secretary Jennifer Gjovig and Directors Kasey Richards, Marquette Ostrand, Treasurer Clayton Nobles and Jamie Lee, the latter three of whom appeared remotely. Vice President Brandon Nadelman was absent.

Others Present: School Administrator Jeremy Thomas, Spiritual Life Director Lois Johnson, Vice Principal Angie Nible, Business Director Summer Deane and Development Director Shayla Bliss.

1. **Devotion and Prayer:** Secretary Gjovig read from the She Reads Truth Bible, cited Matthew 28:19-20 and led prayer.
2. **Secretary's Report:** The minutes from August were posted in the Board's folder for review.
 - a. A motion to approve the August 10, 2023 Regular Board Meeting Minutes was made by Director Richards and seconded by Director Ostrand. Unanimous aye. Motion passed.
3. **Financial Report:** Business Director Deane presented the financial report which was included in the Board's online folder.
 - a. A motion to accept the August 2023 Financial Report was made by Director Richards. Seconded by Director Nobles. Unanimous aye. Motion passed.
4. **Leadership Team Report:**
 - a. School Administrator: Mr. Thomas offered highlights from his report.
 - b. Vice Principal: Mrs. Nible reported regarding her department.

Director Lee joined the meeting.

- c. Development Director: Mrs. Bliss reported regarding her department.
 - d. Spiritual Life Department: Mrs. Johnson reported regarding her department.
5. **Old Business:**
 - a. MAPS review: tabled to October.
 - b. Director Election/Member Meeting: Discussion was had regarding a meeting and an election to fill Director Lee's Board position.
 - i. A motion was made by Director Richards to hold a member meeting on Tuesday, October 24th at 7:00 pm. Seconded by Director Nobles. Unanimous aye. Motion passed.

- c. Scholarship Funds Deadline: Discussion was had amongst the Board regarding the steps to get scholarship funds transferred and the investment materials to be uploaded.
- d. Emergency Preparedness Plan: Discussion was had amongst Administration and the Board regarding continued revision of this plan. Approval of the plan was tabled until October.
- e. WTCS Bus Use: An update was provided regarding this contract.
 - i. A motion to approve entry into a transportation service contract with Williston Trailer Sales & Rentals, Inc. was made by Director Richards. Seconded by Director Lee. Unanimous aye. Motion passed.
- f. Coaches Handbook: Discussion was had amongst the Board and Administration regarding the draft handbook. Approval of the plan was tabled until October.

6. New Business:

- a. Committee Identification and Formation (Intervention, Discipline, Admissions, Tuition, Hiring, Fundraising, Safety/Security): Discussion was had regarding forming various committees, as needed.
- b. Banquet Date: November 4th 2023.
- c. Dress Code (summer months): Discussion was had regarding solutions to classroom temperature issues.
- d. Family Engagement Policies: Tabled to October.
- e. Substitute Shortage: Creative solutions to this issue were discussed.

7. **Executive Session:** The Board adjourned to executive session to discuss Financial Aid Applications, the Development Report, Hiring and Teacher Concerns. School Administrator Thomas, Development Director Bliss and Business Manager Deane were present for portions of the meeting.

8. **Tuition Assistance:** The Board reviewed the information regarding tuition assistance applicants and made inquiries of Business Manager Deane regarding the same.

- a. A motion to approve the application of family #1 for tuition assistance at \$3,545.00 was made by Director Richards. Seconded by Director Lee. Unanimous aye. Motion passed.

9. **Financial Matters:** Discussion was had regarding adding Business Manager Summer Deane to all bank accounts at American State Bank. There was discussion regarding acquiring a business credit card for Development Director Bliss.

- a. A motion to approve the addition of Business Manager Summer Deane to all WTCS accounts with American State Bank and to adopt resolution 2023-02 to the same effect was made by Director Richards. Seconded by Director Nobles. Unanimous aye. Motion passed.
- b. A motion to approve obtaining a business credit card for Development Director Bliss and to adopt resolution 2023-02 to the same effect was made by Director Marquette. Seconded by Director Lee. Unanimous aye. Motion passed.

The meeting was adjourned at approximately 10:51 pm.

Next meeting will be held Thursday, October 12, 2023

Respectfully submitted,

Jennifer Gjovig, Secretary