Jamestown Public Schools Board
Regular Meeting
Official Minutes

The regular meeting of the Jamestown Public School board was held on Monday, July 20, 2026 at 5:30 pm in the Thompson Community Room.

Present: Heidi Larson, Dan Tweten, Jamie Bear, Melissa Gleason, Owen McKenna, Aaron Roberts, Jason Rohr, Mindy Skunberg, Superintendent Interitem, Adam Gelhlar and Kristi Grounds, Business Manager. Jacob Meier by phone. Steve Veldkamp was absent.

Guests: Mindy Skunberg and Jennifer Kross.

President Larson called the Jamestown Public School Board to order and welcomed those in the audience, Jason Linz, Jamestown Video and Amy Neustel, Administrative Assistant.
Dr. Larson noted a new member orientation was held at 4:15 p.m. in the district office conference room.

Mrs. Gleason moved to approve the consent agenda which consisted of June 15, 2026 regular school board meeting minutes, June 23, 2026 facilities committee minutes, June 25, 2026 special board meeting minutes, June 25, 2026 school board retreat minutes, July 1, 2026 strategic plan committee meeting minutes, July 7, 2026 finance committee meeting minutes, close checking account at Unison Bank, payment of paid bills, review of June 2025 comparative expenditure report, and official election results. Seconded by Mr. Rohr. Roll call with unanimous “yes” vote. Motion carried.

Mrs. Bear moved to approve the Jamestown Park and Recreation Facilities January 1, 2027 through December 31, 2027 Agreement. Seconded by Mr. Roberts. Mr. Roberts reported that the Facilities Committee reviewed the agreement which transitions to an annual fee structure for using park and recreation facilities, providing more predictability than previous ad-hoc arrangements. Dr. Larson inquired if the fees would be offset by the district’s existing positive balance with Park and Recreation for the track facility. Dr. Heidi Larson suggested the Finance Committee review the funding allocation for this agreement, noting potential to work down the existing positive balance. Seconded by Mr. Roberts. Roll call with unanimous “yes” vote. Motion carried.

President Larson recognized Mr. Dan Tweten for his five years of service on the Jamestown Public School Board, highlighting his contributions to the negotiations, health insurance, and finance committees. The board thanked Mr. Tweten for his dedication to JPS. New Board Member, Mindy Skunberg took her place on the Board.

President Larson noted asked for nominations for officers for the 2026-2027 school year. Mrs. Gleason nominated Jason Rohr for President. There were no other nominations. President Larson closed nominations. Roll call vote with unanimous “yes” vote. Motion carried. President Rohr assumed the chair.
President Rohr called for nominations for Vice President. Mrs. Gleason nominated Mr. Roberts for Vice President. There were no other nominations. Dr. Larson moved to approve Mr. Roberts as Vice President. Seconded by Mrs. Bear. Roll call with unanimous “yes” vote. Motion carried.

Dr. Larson moved to approve the 2026-2027 schedule for set date, time, and place of regular meetings. Seconded by Mrs. Bear. Roll call with unanimous “yes” vote. Motion carried.

Mr. McKenna moved to set the school board member salary to zero for the 2026-2027 school year. Seconded by Mr. Meier. Roll call vote: Mrs. Bear, no; Dr. Larson, yes; Mr. Rohr, yes; Mr. Meier, yes: Mrs. Skunberg, yes; Mrs. Gleason, yes; Mr. McKenna, yes; Mr. Roberts, no. Motion passed 6-2. Dr. Heidi Larson requested this item be sent to the Finance Committee for further discussion to ensure Century Code compliance, analyze unintended consequences, and research practices of other boards.

Dr. Larson moved to approve the 2026-2027 schedule for school board retreats. Seconded by Mrs. Bear. Roll call with unanimous “yes” vote. Motion carried.

Mr. Meier inquired about filling the "TBD" spot on the negotiations committee. Mr. Gellhlar explained it was left open due to potential conflicts and suggested a discussion at a future retreat to ensure transparency. Mrs. Gleason moved to approve board member assignments as is. Seconded by Mr. Roberts. Roll call with unanimous “yes” vote. Motion carried.

Mrs. Skunberg requested to pull from the consent agenda due to errors and a need for clarification on attendance wording. Mrs. Bear sought clarification on the policy stating only the day of a doctor's visit is excused, with consecutive days being unexcused unless a specific return date is stated in the high school handbook. Mr. Gelhlar explained the language was drafted with the SARB committee to ensure clarity on excused dates in medical notes. Mrs. Bear requested better communication to parents regarding the information needed from medical providers. Mr. Meier raised concerns about the vagueness of teacher discretion for backpacks, citing issues reported by former teachers and safety concerns regarding illicit items. Mr. Gelhlar stated he would inform the high school principal to review. Dr. Larson moved to approve the new business consent agenda which consisted of policy review of: FGA-E8(Parties Approved to Receive Student Data, FFD(Possessing Weapons, FFK (Suspension and Expulsion), ABBA (ND Tobacco Use for Schools), ACC (Nondiscrimination & Anti-Harassment), ACDA (Technology Acceptable Use Policy for Staff and Students), FFA (Student Alcohol & Other Drug Use/Abuse), and other items including: approval of signature cards for bank deposits/withdrawals to be the following individuals: School Board President, Superintendent, Business Manager, Food Service Director and Transition House Instructor at Unison Bank, Dacotah Bank, Bank Forward and Gate City Bank; checking and ICS accounts, resolution to permit the Jamestown Public School District to obtain personal and real property owned by the United States and declared surplus property, and to empower the Superintendent and his designee as authorized representatives of the Jamestown Public School District, Designate Superintendent Gelhlar as representative of Jamestown Public Schools to the advisory committees for the James Valley Career and Technology Center and James River Special Education Cooperative Board, designate "The Jamestown Sun" as the official newspaper of the Jamestown Public Schools, approval to submit Summer School Membership reports to the Department of Public Instruction, resolution to permit the School Board President, Superintendent and Business Manager to execute or cancel a lease or leases for rental of one or more safe deposit boxes, to have access, exchange or surrender and appoint deputies to act on behalf of the District; to submit the Annual Financial Report to the Department of Public Instruction, Membership in the North Dakota High School Activities Association and designation of the Superintendent, Activity Director, and Principals as the official representatives in administering interscholastic activities of the association, Board approval authorizing the individual school administrators to administer the School Immunization Law, Section 23-07-17.1 NDCC , to submit the IDEA-B, Preschool Grant to the Department of Public Instruction, approval

to designate Superintendent Gelhar as authorized representative for Title I, Title IIA, Title IVA, and other federal, state and local grants and in his absence grant authority to Kristi Grounds, Business Manager, to sign as authorized representative on his behalf, approval to designate Jeff Meissner as EL Coordinator, Jada Anderson as Title I Coordinator and Eddy Delzer as Homeless Coordinator and Foster Care Liaison, approval to designate Stacy Jamtgaard, Human Resource Specialist, as Title IX Coordinator, approval of Heidi Budeau, Director of James River Special Education Cooperative, as District 504 Coordinator, approval of Adam Gelhlar, Superintendent as Nondiscrimination Coordinator, deletion of fixed assets, Approval of summation of E-rate Applications for Jamestown Public schools and James Valley Career and Technology Center and appoint the District Administrator or his designee as authorized representative, set budget hearing on Monday, September 21, 2026 and approval of 2026-2027 Blue Jay Academy, High School, Middle School, Support Staff, Teacher, Non-Teaching Professionals, Transportation, English Learner, and Activity Guide & Code of Conduct for Parents and Student Handbooks with removal of elementary handbook. Seconded by Mrs. Gleason. Roll call with unanimous “yes” vote. Motion carried.

President Rohr reported the superintendent evaluation ad hoc committee’s recommendations bypassing a new evaluation tool service offered by the ND school board association at a cost of $80 per board member for this year. President Rohr noted the North Dakota Century Code requires two evaluations annually, in November and March. The board recommended a more strategic approach to feedback, including dating comments for clarity.
President Rohr reported the committee reviewed concerns of language was vague for questions 4 and 8. The committee proposed combining them into: "The superintendent executes the roles and responsibilities of the job description through the strategic plan, district policy, and best practices. Mrs. Gleason moved to approve revising questions four and eight of the superintendent evaluation as suggested. Seconded by Mr. Roberts. Roll call with unanimous “yes” vote. Motion carried
President Rohr reported the committee reviewed concerns of responsibility for questions 12 and 18. Some board members believed it was relevance to the superintendent’s oversight. No motion was made to remove or revise these questions.
President Rohr reported the committee reviewed language for question 30. The committee proposed new language: "The superintendent administers and reviews facility audits to maintain awareness of school buildings, grounds, and equipment while keeping an updated capital projects plan to fit the immediate and long-term needs within the budget and vision of the board." Mr. Roberts agreed to the revised language for question 30 of the superintendent evaluation. Roll call with unanimous “yes” vote. Motion carried.
Mrs. Gleason moved to maintain the timeline stated in policy CCAB to have board members to complete a superintendent evaluation worksheet to track performance. Seconded by Mr. McKenna. Roll call with unanimous “yes” vote. Motion carried.

Mr. Gelhlar reported later on the agenda a one-time special reserve funding source discussed during negotiations to fund teacher raises due to declining enrollment
Mr. Gelhlar reported on high school teachers are developing a communications plan to propose to the board. A communications intern is working on the district app, social media presence, and branding. A proposal will come to the board.
Mr. Gelhlar commended high school staff for their work with advance placement courses, leading to impressive student scores. Choice Ready preliminary results show 81% of students are "choice ready," just shy of the strategic plan goal of 82%.
Mr. Gehlhar reported he was directed by the board to seek an appraisal for Washington Elementary for future planning, though no immediate plans exist.
Mr. Gelhlar recommended the board consider a new fee schedule for co-op agreements.

He reported current co-op fees of $300 are significantly lower than actual costs ($700-$3,500 per participant).

Mr. Gelhlar reported a request for fund transfer to establish a self-sustaining adult CDL program at JVCTC will be discussed later. JPS would provide startup capital, with repayment from the program.
Mr. Gelhlar reported the guiding coalition recommendations for a secondary schedule change which will need community engagement, and staff planning time will be prioritized in the fall.

Mr. Gelhlar reported an ongoing analysis of the contract with The Village Family Service Center (funded by a behavioral health grant) for behavioral health services and exploration of other options, including Parent Child Interaction Therapy, to ensure consistent support for complex student needs.

Mr. Gelhlar reported on Rural Health Transformation Grant for zero hour, School-based wellness equipment grant and Arts and Education Collaboration Grant.

Mr. Gelhlar reported the strategic plan committee refined goals, clarified language, added a glossary, and nested metrics. This is a first reading; the plan and an accompanying dashboard will be presented for approval in August.

Mr. Gelhlar reported on state-mandated technology migration of Infinite Campus transition. A major migration requiring significant effort from staff, with emergency funds from Department of Public Instruction to assist with additional costs of implementation and training.

Mr. Gelhlar will have the board self-assessment available at the August board meeting.

Mr. Gelhlhar reported Jamestown was featured in a spotlight series on personalized learning.

Mr. Gelhlar asked for co-op fee direction from the board because of significant difference between the current $300 co-op fee and the actual cost per participant ($700-$3,500). Mr. Mckenna moved to direct administration to develop an updated cooperative activity schedule based on cost per participant, to be implemented for supportive schools by July 1. Seconded by Mrs. Gleason. Roll call with unanimous “yes” vote. Motion carried.

Dr. Larson moved to approve the girl’s hockey co-op agreement with Medina Public Schools. Seconded by Mr. Roberts. Roll call with unanimous “yes” vote. Motion carried.

Mrs. Gleason moved to approve the transfer of funds for the CDL Program. Seconded by Mrs. Bear. Roll call with unanimous “yes” vote. Motion carried.

Mr. McKenna read the resolution to transfer between funds from the special reserve fund to the general fund: WHEREAS, the School Board of Jamestown Public School District #1 operates and controls a Special Reserve Fund, WHEREAS, pursuant to North Dakota Century Code 57-19-11, the School Board cannot hold a balance in the Special Reserve Fund exceeding 15 mills, WHEREAS, the 15 mill limit in the Special Reserve Fund for the 2025-2026 school year is $1,476,665.13 and the balance in the Special Reserve Fund as of June 30, 2026 is $417,875.43,WHEREAS, the School Board of Jamestown Public School District #1 has budgeted a $208,937.71 transfer from the Special Reserve Fund to the General Fund for the 2026-2027 school year,

THEREFORE, the School Board of Jamestown Public School District #1 authorizes the Business Manager to transfer $208,937.71 of Special Reserve Funds (Fund 02) to the General Fund (Fund 01) pursuant to North Dakota Century Code 57-19-11 on or before June 30, 2027. Mrs. Bear moved to approve the transfer. Seconded by Mrs. Gleason. Roll call with unanimous "yes" vote. Motion carried.

Mrs. Grounds provided 2025-20206 general fund balance sheet, 2026-2027 summary of debt, 20226-2027 draft certificate of levy and 2026-2027 preliminary budgets memo for board members information.

Mrs. Gleason moved to approve the Insight investment lease for chrome books. Seconded by Mr. McKenna. Roll call with unanimous "yes" vote. Motion carried.

Dr. Larson moved to approve the Marco agreement. Seconded by Mr. McKenna. Roll call with unanimous "yes" vote. Motion carried.

Mr. Armitage presented the 2026-2027 technology plan. Mrs. Gleason moved to approve the 26-27 technology plan. Seconded by Mrs. Bear. Roll call with unanimous "yes" vote. Motion carried.

Mr. Gelhlar reported on the review of the strategic plan by board members of the changes prior to bringing forward for approval in August.

Mr. Gelhlar presented the 2026-2027 committee meeting plan.

Mrs. Gleason moved to hire Shellice Baker for the 2026-2027 school year upon a successful background check and appropriate licensure and also the MOU for her position. Seconded by Mr. McKenna. Roll call with unanimous "yes" vote. Motion carried.

Mrs. Bear moved to hire Joseph Samuelson for the 2026-2027 school year upon a successful background check and appropriate licensure. Seconded by Mrs. Gleason. Roll call with unanimous "yes" vote. Motion carried.

Mr. Roberts moved to approve amended policies: DBBA (Drug and Alcohol Testing Program for Employees), DBBA-AR (Drug and Alcohol Testing Procedures), DBBA-E1 (Record of Observable Behavior), DBBA-E2 (Steps to Performing a Reasonable Suspicion Test), DBBA-E3 (Drug and /or Alcohol Testing Consent Form), DEAA (Drug and Alcohol-Free Workplace), KAAA (Visitors Access and Communications in the Schools), KAAA-AR (Visitors in Schools Regulations), FDB (Education of the Homeless Student), FDB-E2 (JPS District Level Disputer Resolution Form),FDHJ (Student in Foster Care) and FDH-E2 (Foster Care Student Transportation Plan). Seconded by Dr. Larson. Roll call with unanimous "yes" vote. Motion carried.

Mrs. Gleason moved to approve the tuition agreements for a Kindergarten and 8th grade students to attend Pingree Buchanan Public School for the 2026-2027 school year. Seconded by Mrs. Bear. Roll call with unanimous "yes" vote. Motion carried.

No further business, President Rohr adjourned the meeting.

GENERAL FUND

AMAZON.COM	108.39	MACK, JEANA	304.20

ANDERSON, JADA	30.00	MARCO TECHNOLOGIES LLC	7,520.82
ARMITAGE, MICHAEL	77.23	MASTER TEACHER INC	69.95
BATA, BRANDON	30.00	MCLAUGHLIN AUCTIONEERS	12.58
BCHEX	114.00	MEIER, LEIGH	54.02
BEHAVIOR ADVANTAGE LLC	3,400.00	MEISSNER, JEFF	30.00
CASHWISE	29.93	MENARDS OF JAMESTOWN	72.75
CENTRAL REGIONAL EDUC ASSOC	300.00	MESCO CORPORATION	219.00
CHAT GPT	120.00	MOLTZEN, SHELLY	54.02
CITY OF JAMESTOWN	8,061.45	MONTANA DAKOTA UTILITIES	2,203.92
CITY OF JAMESTOWN	150.00	MOORHEAD AREA PUBLIC SCHOOLS	141.00
COLUMN SOFTWARE PBC	550.24	MUSIC THEATRE INTERNATIONAL	134.05
COMFORT INN & SUITES	220.00	ND ATTORNEY GENERAL	175.00
CONNELL, JUSTIN	30.00	ND COUNCIL EDUC LEADERS	2,250.00
COUNTRY GARDENS	168.28	ND SCHOOL BOARDS ASSOCIATION	895.00
DAKOTA RAIN LAWN IRRIGATION	1,191.83	NDASBM	50.00
DELZER, EDDY	30.00	OPTIMIZED STRATEGIC SOLUTIONS	7,500.00
DOCKTER, LINDA	50.25	OSLUND, ANDREW	47.67
ESGI LLC	1,820.00	OTTERTAIL POWER CO	43,205.21
ET SYSTEMS	80.00	PETTYS, QUENTIN	67.16
FARMERS UNION COOP OIL CO	143.00	POWERSCHOOL GROUP LLC	23,730.81
FARSTAD OIL	657.01	PROJECT READ AI INC	400.00
FINALSITE	14,850.00	QUAVERED, INC	4,800.00
FOLLETT SOFTWARE, LLC	6,569.28	RECORD KEEPERS LLC	52.88
FRONTLINE EDUCATION	32,141.11	RECYCLING CENTER OF ND LLC	656.00
GARDEN SHED FLORAL, THE	55.22	RM COTTON COMPANY	1,569.00
GEHLHAR, ADAM	739.56	ROCHELEAU-ECKART, HEIDI	146.00
GOPHER SPORT	598.00	SAGE PUBLICATIONS INC	1,824.00
GROUNDS, KRISTI	30.00	SANFORD HEALTH EMS EDUCATION	39.00
HAWKINS INC	1,314.55	SECURLY INC	28,972.00
HEINERT, DARBY	223.00	SOFTCHOICE CORPORATION	18,657.28
HIGH PLAINS WATER TREATMENT	42.40	SOFTWARE UNLIMITED INC	15,990.00
HIGH POINT NETWORKS LLC	2,078.00	SUN LIFE	95.96
HOLIDAY INN EXPRESS FARGO	1,049.02	SUPER DUPER PUBLICATIONS	140.43
INFORMATION TECHNOLOGY DEPT	882.00	TEAM LABORATORY CHEMICAL CO	2,338.00
INSIGHT INVESTMENTS LLC	38,039.22	TWOTREES TECHNOLOGIES	408.30
JAMESTOWN PUBLIC SCHOOL	205,167.50	UINSURANCE AGENCY LLC	16,201.00
JAMTGAARD, STACY	30.00	UNIFLORIDA	720.00
JONES, TERRY	30.00	VALLEY PLAINS EQUIPMENT	74.37
JONNY B'S BRICKHOUSE	81.40	WALCH, TIMOTHY	72.12
KAMI	3,750.00	WALMART	15.94
KAPP, DANIEL	30.00	WEX HEALTH INC	139.86
KNOX, ROBERT	30.00	WINGATE BY WYNDHAM BISMARCK	220.00
LEAF	2,745.00	WORKFORCE SAFETY & INS	30,993.78
LORIG, JANE	2.19		
TOTAL GENERAL FUND	**541,102.14**		
BUILDING FUND			
JAMESTOWN PUBLIC SCHOOL	57,625.00	OTIS ELEVATOR COMPANY	4,403.04
LAVALLE FLOORING, INC	15,447.66	SAFETYFIRST PLAYGROUND	49,698.75
MARCO PRODUCTS INC	4,646.85	UINSURANCE AGENCY LLC	99,426.00
TOTAL BUILDING FUND	**231,247.30**		
DEBT SERVICE FUND			
BANK OF NEW YORK MELLON	262,792.50		
TOTAL DEBT SERVICE FUND	**262,792.50**		
STUDENT ACTIVITY			
701 PRINT & DESIGN CO	217.00	ND FARMERS UNION	9,172.50
BISMARCK PUBLIC SCHOOL DIST 1	250.00	ND HIGH SCHOOL COACH ASSN	390.00
BOWMAN INN & SUITES	556.00	RIDDELL ALL AMERICAN SPORTS	6,229.20
DACOTAH BANK	3,310.00	ROALDSON, JAMES	30.00
ECKROTH MUSIC COMPANY	134.69	WESTERN DAKOTA ASSOCIATION	750.00
FARSTAD OIL	417.76	WILLEY'S SEPTIC TANK SERVICE	640.00
GERRELLS SPORTS CENTER INC	2,907.66	WILLOW LANE	541.83

HARLOW'S SCHOOL BUS SERVICE INC	2,175.84		
TOTAL STUDENT ACTIVITY	**27,722.48**		
HEALTH INSURANCE			
HAYS COMPANIES	2,796.00	UNITED STATES TREASURY	1,370.78
MEDALLUS JAMESTOWN URGENT CARE	23,121.17		
TOTAL HEALTH INSURANCE	**27,287.95**		
JAMESTOWN DOLLARS FOR SCHOLARS			
701 PRINT & DESIGN CO	159.91	DOLLYWOOD FOUNDATION, THE	616.77
TOTAL JAMESTOWN DOLLARS FOR SCHOLARS	**776.68**		
SCHOOL LUNCH			
CITY OF JAMESTOWN	2,030.16	PLUNKETT'S PEST CONTROL INC	729.50
DACOTAH PAPER CO	2,440.02	SYSCO NORTH DAKOTA INC	35,739.22
JAMESTOWN PLUMBING HEATING AC	1,188.18		
TOTAL SCHOOL LUNCH	**42,127.08**		
JAMES VALLEY CAREER AND TECHNICAL CENTER			
ADVANCED BUSINESS METHODS, INC	219.55	MONTANA DAKOTA UTILITIES	607.30
CAREER & TECHNICAL EDUCATION	900.00	OTTERTAIL POWER CO	2,601.30
CITY OF JAMESTOWN	664.43	RECYCLING CENTER OF ND LLC	45.00
COLE PAPERS INC	89.89	ROCHELEAU-ECKART, HEIDI	30.00
DAKOTA CENTRAL	2,370.00	SAFTEY KLEEN SYSTEMS INC	581.79
HILLERUD CONSTRUCTION INC	14,158.42	VALLEY CITY STATE UNIVERSITY	407.00
JAMESTOWN PLUMBING HEATING AC	185.00	WILDCRG, LTD	3,280.00
LINDE GAS & EQUIPMENT INC	103.45		
TOTAL JAMES VALLEY CAREER AND TECHNICAL CENTER	**28,243.13**		