

CLASSIFIEDS

701-462-8126 | Deadline Monday @ 3 p.m.

General Maintenance Worker - Washburn Parks & Recreation

Washburn Parks & Recreation is accepting applications for a General Maintenance Worker and Assistant Maintenance Worker to assist with day-to-day operations and upkeep of city parks and facilities.

Duties include, but are not limited to

- Operating Parks and Rec equipment
- Cutting grass and maintaining all park grounds
- Hauling trash and debris
- Performing small repairs and routine maintenance
- Assisting with setup and teardown for events and programs as needed
- Operating basic equipment and tools
- Other duties as assigned to support Parks & Recreation operations
- Must have a valid drivers license

This position requires the ability to perform physical labor, work outdoors in varying weather conditions, and follow safety procedures.

For more information contact

Brock Treybig: 701-880-0274
Dana Brandt: 701-578-5771
washburnparkboard@gmail.com

Math Teacher

Washburn Public School • Washburn, North Dakota

Washburn Public School is seeking a qualified and motivated Math Teacher for the upcoming school year due to a retirement after 35 years of service. Looking for motivated candidates who will add to our already AWESOME team of professionals!

Teaching Assignment May Include:

- Math 8, Algebra I, Algebra II, Probability & Statistics, Pre-Calculus

Qualifications:

- Valid North Dakota teaching license (or ability to obtain)
- Strong content knowledge in secondary mathematics
- Commitment to student success and positive relationships
- Ability to collaborate effectively with colleagues

Position Details:

- Full-time, certified teaching position
- Competitive salary and benefits per district contract
 - DOE: \$49,357.00-\$74,757.00
- Supportive school and community environment

Application Process:

Interested candidates should submit: www.washburn.k12.nd.us

- Completed application, Resume, Copy of teaching license, Transcripts, Letters of recommendation (as required by district)

Applications will be accepted until the position is filled.

Washburn Public School is an equal opportunity employer. For more information, contact Dr. Penny Veit-Hetletved at penny.hetletved@k12.nd.us or 701-462-3221.

Join a great time and positive school culture by applying now. "Certified Staff" application forms may be picked up in the main office or submitted from the Washburn School District website at [Licensed/Certified Educator Position Application](#) or <https://fs8.formsite.com/SFewFt/vkkubmxcxl/index.html>

Now Hiring: Part-Time Deputy Auditor

The City of Underwood seeks a Part-Time Deputy Auditor to assist the City Auditor.

Apply via Indeed or contact City Hall.
Deadline: March 13, 2026, 11:59 PM

For more info, contact City Hall, PO Box 168, Underwood, ND 58576, phone: 701-442-5481, Fax: 701-442-5482, email jwhebbectyunder@westriv.com. Deadline for applicants is March 13, 2026, at 11:59 p.m.

DEADLINE FOR APPLICANTS IS
MARCH 13, 2026, AT 11:59 PM.

LEGALS

WILTON PUBLIC SCHOOL WILTON HIGH SCHOOL CAFETERIA DECEMBER 17, 2025 12:00 PM REGULAR MEETING

Call to order / Pledge of Allegiance - The School Board meeting was called to order at 12:00pm. Board Members in attendance include Jessica Oswald (by phone), Troy Speten (by phone), Jesse Biesterfeld (by phone), Kylee Schuh (by phone), Jason Gregoryk, and Superintendent Andrew Jordan, Business Manager Jenna Kirchmeier, and Principal Macy Wood.

I. Approval of Agenda Gregoryk/Biesterfeld moved to approve the agenda. Motion carried.

II. Approval of Consent Agenda Gregoryk/Biesterfeld moved to approve the consent agenda. Roll call vote: Biesterfeld - yes, Gregoryk - yes, Speten - yes, Schuh - yes, Oswald - yes. Motion carried

A. Approval of Minutes
November 19, 2025 Planning Committee Meeting

November 19, 2025 Regular Board Meeting

B. Presentation of Bills
2080 MEDIA INC 1,200.00, ADVANCED BUSINESS METHODS 14.69, AFLAC DENTAL AND VISION 1,971.77, AFLAC 1,000.83, AMAZON.COM 523.88, API GARAGE DOORS INC 4,760.00, BARANKO ENVIORNMENTAL LLC 17,521.37, BEK COMMUNICATIONS 1,162.81, BRAVERA BANK 4,000.00, BSN SPORTS LLC 3,067.91, BUECHELE, CORNELIA 81.79, CAPITAL TROPHY 225.00, CASEY, MICHAEL 160.00, CENTRAL REGIONAL EDUCATION 228.00, CITI CARDS 64.34, CITY OF WILTON 1,948.54, CRIMINAL RECORDS SECTION 40.00, D&E SUPPLY CO 111.56, DACOTAH PAPER CO 3,849.03, DAKOTA FTC ROBOTICS 100.00, ECKROTH MUSIC 331.44, FARMER'S UNION OIL CO 4,239.22, FOLMER, EILEEN 14.40, G&R CONTROLS, INC 8,431.00, GILDEA CONCRETE CONTRUCTION INC 6,270.00, HARLOW'S BUS SALES INC 2,613.65, HORACE MANN COMPANIES 39.90, ISTATE TRUCK CENTER 9,134.20, J.W. PEPPER & SON INC 251.20, JPMORGAN CHASE BANK 8,702.63, LENERTZ, KEVIN 195.00, Linde Gas & Equipment Inc. 403.09, LINDTECH SERVICES INC. 5,586.00, LYNGAAS, TREY 160.00, MARCO TECHNOLOGIES, LLC 207.00, MATTERN, TINA 21.45, MENARD'S 1,511.85, MIDWEST PLAYSCAPES INC. 1,243.80, MONTANA DAKOTA UTILITIES CO. 1,537.45, ND DEPT OF ENVIRONMENTAL QUALITY 420.00, ND DEPT OF PUBLIC INSTRUCTION 856.74, NDCEL 725.00, NDPERS 8,539.93, NORDAK NORTH PUBLICATIONS 77.00, NORTH DAKOTA UNITED 1,571.24, OK TIRE STORE & SERVICE 179.95, OSTER, JEFF 160.00, OTTER TAIL POWER CO 3,052.33, PAN-O-GOLD 563.18, PEARCE DURICK PLLC 427.50, PEARSONS GREEN ACRE MEATS 1,682.64, PEDERSEN, MARVIN 195.00, PREBLE MEDICAL SERVICES 400.00, QUILL CORPORATION 153.64, RAFTER ELECTRIC LLC 1,345.73, RIVERLINK 18.68, SAILER, DOUG 160.00, SANFORD HEALTH PLAN 30,252.58, SCHAFFER, LINDA 15.00, STAMSTAD, NATHAN 198.48, STEIN'S, INC 714.78, SYSCO NORTH DAKOTA 15,412.63, TRAFERA LLC 906.31,

TRICORNE AUDIO, INC. 5,710.00, UNDERWOOD/WASHBURN CLINIC 260.00, VANDERWAL, SHEILA 96.87, VISA 2,429.51, WILTON PUBLIC SCHOOL 120.26, WORLD'S FINEST CHOCOLATE, INC. 2,028.00

C. Financial Reports
General Fund - Revenue \$257,512.57, Expenditures \$361,219.21, Balance \$1,797,903.86

Special Reserve Fund - Revenue \$183.49, Expenditures \$0, Balance \$103,949.38

Building Fund - Revenue \$370,432.81, Expenditures \$0, Balance \$560,853.70

Hot Lunch Fund - Revenue \$16,429.86, Expenditures \$11,593.23, Balance \$51,104.83

Co-Curricular Fund - Revenue \$11,263.54 Expenditures \$7,955.99, Balance \$206,054.26

Coop Fund - Revenue \$170.00, Expenditures \$33,868.79, Balance \$171,028.71

Sinking and Interest Fund - Revenue \$2,704.07, Expenditures \$0, Balance \$268,163.25

D. Approval of Governance Policy Review
a. BSR 4, 5

E. Administrative Policies Updated
DFAA- Teacher Evaluation
DGGA- Professional Development

Plan
FGA- Student Education Records and Privacy

III. Public Comment No public comment.

IV. Standing Reports
A. Athletics/Activities Report

B. Principals Report

C. Superintendent Report

V. Committee Reports

A. School Board Committees

Communications Committee- The committee reviewed the district communications plan, which outlines how the district communicates with stakeholders, parents, and internal staff. The committee discussed the need to clean up the calendars on the district website, noting that the current number of calendars creates confusion when locating information. The committee recommended streamlining the system to a single, comprehensive calendar that combines athletics, activities, and the school calendar into one central location.

Negotiations Committee- This meeting will be rescheduled for the beginning of January.

B. Building Level Committees - No report

VI. Unfinished Business

A. Building Project Update- Superintendent Jordan provided an update on the progress and schedule. Jeremy from Consolidated Construction will be going back and forth from Minot and Wilton; Jesse from Consolidated Construction will be on site. Fire inspection is scheduled for December 23rd, and over the Christmas break the rest of the punch list items are supposed to be completed. We are still waiting on a date and time for the walk through.

B. Redwood- Schuh/Biesterfeld moved to table the discussion on Redwood for the January board meeting. Roll call vote: Biesterfeld - yes, Gregoryk - yes, Speten - yes, Schuh - yes, Oswald - yes. Motion

carried.

C. Go Guardian- Schuh/Biesterfeld moved to table this discussion for the January board meeting when Mr. Thompson and Principal Hilzendeger can be present. Roll call vote: Biesterfeld - yes, Gregoryk - yes, Speten - yes, Schuh - yes, Oswald - yes. Motion carried.

D. Gym Projects- Superintendent Jordan has a bid for the gym floor and wants to talk about other projects in the gym. Flooring, sanding and repainting, volleyball holes, and audio.

Superintendent Jordan noted that the district may try the portable audio system for now. He has received a couple of bids for a permanent audio solution and will bring this item to the planning committee for prioritization. He has also reached out to additional vendors for quotes. A special meeting may be needed, as summer schedules for vendors are filling up quickly.

E. Early Out Committee- Superintendent Jordan provided a status from this committee as well as gathered feedback progress so far. Early out would be at 1:30pm.

F. Bus Bid Opening- Superintendent Jordan submitted bus bid specifications to three companies: I-State Trucks (\$143,000.00), Harlow's (\$140,975.00), and American Bus Sales, which did not submit a bid. Both Harlow's and I-State Trucks have buses available on the lot; however, the cost of a large bus is not included in this year's budget. Biesterfeld/Schuh moved to table the bid decision until Superintendent Jordan follows up with additional questions. A special meeting will be scheduled afterward to make the final decision.- Roll call vote: Biesterfeld - yes, Gregoryk - yes, Speten - yes, Schuh - yes, Oswald - yes. Motion carried

VII. New Business

A. Storm Days- Superintendent Jordan led a discussion where we go with future snow days. He would like to see the same method used every year. Options for storm days: Use 2 grace days, virtual option (HS has assignments posted on Teams, elementary have enrichment board assignments), or observe the 2 days listed as snow make-up days on calendar. The calendar was shared out. We used the grace days at the beginning of the school year. The Board felt that this was an administrative decision.

(Jessica Oswald left the meeting at 12:53pm)

B. Open Enrollment- Gregoryk/Speten moved to approve the open enrollment for the Kallhoff sophomore student for the 2025-2026 school year. Biesterfeld - yes, Speten - yes, Gregoryk - yes, Schuh - yes. Motion Carried.

VIII. Other Items

IX. Announcements-

X. Next Meeting- Wednesday, January 21st 6pm, Planning Committee Meeting 5:15pm

XI. Adjournment Meeting was adjourned at 1pm.
(02-12-26)

READ THE LEGALS

Your right to know