

# HETTINGER PUBLIC SCHOOL School Board Proceedings

**Hettinger Public School District #13  
Regular School Board Meeting Minutes  
March 18, 2026 – 6:00 p.m.  
Board Room**

1. Call to Order  
President Patrick Kilzer called the meeting to order at 6:00 p.m.

2. Roll Call / Attendance  
Board Members Present: Patrick Kilzer, Allison Clausen, Jordan Christman, Ben Laufer, LaNae Kristy  
Others in Attendance: Superintendent Darin Seamands, Elementary Principal Dave Erickson, Business Manager Jeremy Fordahl, Administrative Assistant Kira Henderson, Athletic Director Jon Kohler.

3. Confirmation of Agenda  
Additions to New Business:  
•Item L: Construction Bids (Science Room and Entry) – Action - Motion by Kristy, seconded by Clausen, to approve the amended agenda. Motion carried unanimously.

4. Public Comment  
None.

5. Approval of Minutes  
•February 25,

2026 – Regular Meeting  
Motion by Christman, seconded by Kristy, to approve the minutes as presented. Motion carried unanimously.

•March 6, 2026 – Special Meeting  
Motion by Christman, seconded by Clausen, to approve the minutes as presented. Motion carried unanimously.

6. Consideration of Bills  
Presented for information only.

7. Financial Report  
•March 2026 Financial Report  
Motion by Christman, seconded by Kristy, to approve the financial report. Motion carried unanimously.

•Approval of Bills  
Motion by Christman, seconded by Laufer, to approve payment of bills. Motion carried unanimously.

AMERIPRISE FINANCIAL SERVICES ..... 5,203.75  
ANDERSON, JEFF ..... 100.00  
AUTO VALUE HETTINGER ..... 466.24  
CENTRAL DAKOTA FRONTIER COOP ..... 1,311.46  
CITY OF HETTINGER ..... 852.42  
CONSOLIDATED TELCOM,

INC	392.58
DACOTAH BANK-HETTINGER	40.20
Dacotah Bank	5,015.09
HAVELKA, ERICA	400.00
HAWKINS WATER TREATMENT GROUP INC	332.33
HORACE MANN LIFE INS CO	570.00
INFORMATION TECHNOLOGY DEPT	52.92
JW PEPPER & SON INC.	69.99
LaBore, Henry	250.00
Madison National Life Ins Co, Inc	115.34
MARCO	1,565.90
MILLER, HENRY	1,800.00
MONTANA DAKOTA UTILITIES	14,351.22
ND SCHOOL BOARDS ASSOCIATION	409.50
ND CENTER FOR DISTANCE EDUCATION	518.00
ND PHIT	27,487.48
NDIAAA	400.00
NDSBMCP	500.00
NETWORK SERVICES COMPANY	385.40
NEW ENGLAND SCHOOL DISTRICT #9	100.00
New York Life	2,186.45
NORTH DAKOTA BUREAU OF CRIMINAL INVESTIGATION CRIMINAL BACKGROUND CHECK	0.00
PATTESON, SARAH	10.00
REISENAUER, JANE	29.84
RESNER, REBA	75.00
ROCKET EXPRESS DELIVERY LLC	60.00
RUNNING'S SUPPLY INC	61.14
RUSTY'S	525.00
SCHNEIDER, BROOKE	155.00
SOUTHWEST TRANSPORTATION	40.00
TEACHERS FUND FOR RETIREMENT	35,009.99
TIME MANGEMENT SYSTEMS	152.75
TUHY, KASEY	147.00
UBL	22,025.00
VIKING GLASS	696.60
WEST RIVER MECHANICAL	3,614.00
WEST RIVER STUDENT SERVICES	5,487.58
KENNEDY'S FRESH FOODS	1,078.01
SYSCO	7,780.19
BRAUN DISTRIBUTING	299.68
CENTRAL DAKOTA FRONTIER COOP	1,008.48
COMFORT INN-MANDAN	1,540.00
Dacotah Bank	994.99
DEFOE, DAWSON	20.00
DICKINSON STATE NIVERSITY	1,380.00
ECKROTH MUSIC CO	855.93
FORUM COMMUNICATIONS CO	38.00
GONDER, LATEISHA	20.00
GRAPHIC ATTIC	287.88

HETTINGER SCHOOL DISTRICT	2,028.13
JW PEPPER & SON INC.	56.95
KENNEDY'S FRESH FOODS	252.19
KENNEDY, STEPHANIE	35.00
KESSEL, JAKE	20.00
KOHLER, JON	85.00
LEFEBRE, JASON	35.00
MORICAL, ELIZABETH	452.00
NORDAK NORTH PUBLICATIONS	158.00
RESNER, REBA	35.00
RUNNING'S SUPPLY INC	331.83
RUSTIC ORCHID FLORAL	392.00
SEAMANDS, DARIN J.	35.00
SKOGEN, DAN	20.00
SOUTH HEART PUBLIC SCHOOL	240.00
SYSCO	73.27
HEALTH EQUITY	470.00
WageWorks, Inc	250.00

year.  
•Joint Powers Agreement reviewed with legal counsel. Recommended revisions include clarification of scope, statutory references, cost allocation, liability, and amendment procedures. Agreement is permissible but requires revisions prior to final approval.

9. Committee Reports  
•Finance Committee: Met February 27; reviewed expenses related to school projects.  
•Co-op Committee: Met March 10; reviewed agreement in detail.  
•Policy Committee: Met March 4; reviewed Policy DGAA.  
•Building Committee: Met February 27; discussed steam system and future pipe replacement costs.  
•Curriculum, Transportation, Negotiations: No meetings held.

10. Unfinished Business  
•Policy AACA, AACA-AR, ACDA, FAAA, FAAD, and DGAA Motion by Kristy, seconded by Clausen, to approve the second and third readings of Policy AACA, AACA-AR, ACDA, FAAA, FAAD, and DGAA. Motion carried unanimously.

11. New Business  
•Policy CCB – Superintendent Grievance Procedure Motion by Kristy, seconded by Laufer, to reaffirm policy. Motion carried unanimously.  
•Policy DKA – Reduction in Force Motion by Clausen, seconded by Laufer, to approve first reading. Motion carried unanimously.  
•Policy DKBA – Separation of At-Will Employees Motion by Kristy, seconded by Laufer, to reaffirm policy. Motion carried unanimously.  
•Policy DKBB – Contracted Staff Resignations Motion by Christman, seconded by Kristy, to approve first reading. Motion carried unanimously.  
•Policy DKBD – Teacher Discharge for Cause Motion by Kristy, seconded by Laufer, to reaffirm policy. Motion carried unanimously.  
•Policy KACA – Patron Complaints Motion by Christman, seconded by Kristy, to approve first reading. Motion carried unanimously.  
•Policy KACB – Complaints About Personnel Motion by Clausen, seconded by Laufer, to approve first reading. Motion carried unanimously.

12. Co-op Agreement Discussion  
The Board reviewed proposed updates to the co-op agreement. Many revisions reflect current practices with updated language. Further review is required, particularly regarding participation percentages and funding. A special meeting was scheduled for continued discussion.

13. Cement Bid Opening  
Two bids were received: David Parrill Construction and Dirt Dynamics LLC.  
Motion by Laufer, seconded by Christman, to accept the bid from Dirt Dynamics LLC as follows:  
•Area A: \$54,552.09  
•Area B: \$80,008.31  
•Area C: \$94,846.60  
•Total: \$229,407.00  
Motion carried unanimously.

14. Superintendent Evaluation  
Motion by Kristy, seconded by Clausen, to approve the March 2026 Superintendent Evaluation.

15. Joint Powers Agreement  
Motion by Christman, seconded by Clausen, to approve the Joint Powers Agreement and proceed with submission. Motion carried unanimously.

16. Construction Bids  
Construction bids for the science room and entry will be reviewed at the upcoming special meeting.


17. Upcoming Meetings  
•Regular Meeting: April 15, 2026 at 6:00 p.m.  
•Special Meeting: March 25, 2026 at 6:00 p.m.

18. Adjournment  
Motion by Christman, seconded by Kristy, to adjourn the meeting at 7:48 p.m. Motion carried unanimously.  
/s/Kira Henderson  
Kira Henderson, President  
/s/Patrick Kilzer  
Patrick Kilzer, Administrative Assistant  
Published April 23, 2026

# NOTICE OF ABSENTEE / MAIL BALLOT APPLICATION

Applications for absentee/mail ballots were mailed from the office of the county Auditor on April 20, 2026. Persons not receiving an application may obtain one from the offices of the County auditor or at the following website: [vote.nd.gov](http://vote.nd.gov). The primary election date is June 9, 2026, the General election date is November 3, 2026.

Krista Faller  
Adams County Auditor/Treasurer

 <p><b>ABSENTEE/MAIL BALLOT APPLICATION</b> SECRETARY OF STATE SFN 51468 (10-2023)</p>	<p><b>For Office Use Only</b>  <b>Precinct Part</b></p>															
<p>For reference, see North Dakota Century Code, Chapter 16.1-07.</p>																
<p>Application must be for at least one of the following elections: (check all that apply)</p> <p> <input type="checkbox"/> June (Primary) election      <input type="checkbox"/> City or city special election      <input type="checkbox"/> State or county special election  <input type="checkbox"/> November (General) election      <input type="checkbox"/> School or school special election                 </p>																
<p><b>Applicant Information: (ALL FIELDS REQUIRED)</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:35%;">Voter's name</td> <td style="width:20%;">Date of birth</td> <td style="width:45%;">Daytime telephone number</td> </tr> <tr> <td colspan="3">                 North Dakota ID type used: (check one)  <input type="checkbox"/> Driver's license    <input type="checkbox"/> Non-driver's ID    <input type="checkbox"/> Long-term care certificate (include with application)    <input type="checkbox"/> Tribal ID  <input type="checkbox"/> Passport (only for voters living outside the United States) or military ID**    <input type="checkbox"/> Applicant without ID*             </td> </tr> <tr> <td colspan="3">                 ID number (required only if driver's license, non-driver's ID, tribal ID, passport, or military ID is selected above)             </td> </tr> <tr> <td>Residential address</td> <td>City</td> <td>State    ZIP code</td> </tr> <tr> <td>Ballot delivery address (if different from residential address)</td> <td>City</td> <td>State    ZIP code</td> </tr> </table> <p>I do solemnly affirm that I have resided or will reside in the precinct where my residential voting address is located for at least 30 days next preceding the election and will be a qualified elector of the precinct.</p>		Voter's name	Date of birth	Daytime telephone number	North Dakota ID type used: (check one) <input type="checkbox"/> Driver's license <input type="checkbox"/> Non-driver's ID <input type="checkbox"/> Long-term care certificate (include with application) <input type="checkbox"/> Tribal ID <input type="checkbox"/> Passport (only for voters living outside the United States) or military ID** <input type="checkbox"/> Applicant without ID*			ID number (required only if driver's license, non-driver's ID, tribal ID, passport, or military ID is selected above)			Residential address	City	State    ZIP code	Ballot delivery address (if different from residential address)	City	State    ZIP code
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<p><b>Signature (required)</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%; height: 40px;">                 _____                  Signature (required)             </td> <td style="width:20%;">Date</td> </tr> </table>		_____ Signature (required)	Date													
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<p><b>Applicant Unable to Sign:</b></p> <p>If the applicant is unable to sign the applicant's name, the applicant shall mark <input checked="" type="checkbox"/> or use the applicant's signature stamp on the application in the presence of a disinterested individual. The disinterested individual shall print the name of the individual marking the "X" or using the signature stamp below the "X" or signature and shall sign the disinterested individual's own name following the printed name together with the notation, "witness to the mark."</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; text-align: center; vertical-align: middle;"> <input type="checkbox"/> <b>Voter's Mark</b> </td> <td style="width:80%;">                 Printed name of person making mark or voter's signature stamp                   Signature of "witness to the mark"             </td> </tr> </table>		<input type="checkbox"/> <b>Voter's Mark</b>	Printed name of person making mark or voter's signature stamp  Signature of "witness to the mark"													
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<p><b>*Applicant Without ID:</b></p> <p>If the applicant does not possess or cannot secure an approved form of identification due to a disability with which the individual lives and which prevents the individual from traveling to obtain, another qualified elector of the state may attest that the applicant is a qualified elector of that precinct by signing below and providing his or her approved North Dakota identification number. <b>NOTE:</b> A qualified elector may not attest the qualifications of more than four applications in an election.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Printed name of attester</td> <td style="width:40%;">Driver's / non-driver's / tribal ID number</td> </tr> <tr> <td>Signature of attester</td> <td>Date    Daytime telephone number</td> </tr> </table>		Printed name of attester	Driver's / non-driver's / tribal ID number	Signature of attester	Date    Daytime telephone number											
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<p><b>**Active Military and Overseas Voter:</b></p> <p>Check <b>ONE</b> (if applicable):</p> <p> <input type="checkbox"/> Citizen living outside of the United States  <input type="checkbox"/> Uniformed service or family member living away from the voter's residence, yet <b>within</b> the United States  <input type="checkbox"/> Uniformed service or family member living away from the voter's residence, yet <b>outside</b> the United States                 </p> <p>If one of the check boxes above applies to you, please indicate your preferred ballot delivery method:</p> <p> <input type="checkbox"/> Mail    <input type="checkbox"/> Email (provide email address): _____    <input type="checkbox"/> Fax (provide fax number): _____                 </p> <p style="text-align: center;"><b>Mail or submit to the auditor of your county of residence or appropriate election officer</b> (The signature on this affidavit will be compared to the signature on the affidavit on the envelope in which the absentee ballot must be placed.)</p>																

•District Staffing: One interview has been conducted, with three additional interviews pending. No applications have been received for the elementary position to date. Contracts will be issued to current staff on Friday, with a 14-day return period. Teacher assignments are not guaranteed at this time, consistent with standard practice.

•Concrete Bids: Bids for sidewalk and retaining wall projects are being advertised locally and regionally. Bids were due March 18.

•Gym Floor Vote: A total of 150 votes were cast. The blue three-point area design received over 90 votes and was selected.

•Steering Committee: The committee will review 2025–2026 data and establish 2026–2027 goals. Writing program revisions are needed before the end of the current school year. Continued CKLA professional development is planned.

•Board Retreat: Discussion held regarding scheduling.

Elementary Principal Report  
•Wellness Committee met March 4.  
•Kindergarten Registration: March 25 at 5:30 PM.  
•Preschool Screenings: April 10, 10:00 AM–3:00 PM.  
•Read Across America Week celebrated March 2–5 (Grades K–6).  
•NAEP Testing: 4th grade students participated March 1.  
•READ Bowl IX: Mrs. Resner's 4th grade class named North Dakota State Champions (Read with Malcolm initiative).  
•CKLA/mCLASS professional development completed; additional sessions scheduled March 27 and April 24.  
•Math Meet: April 15 in New England.  
•NDDTSEA Conference attendance scheduled March 26–27 in Bismarck.  
•February Meals Served: Breakfast: 982  
Lunch: 3,520  
Total: 4,502

Athletic Director Report  
Athletics:  
•Baseball: Season began; 11 participants.  
•Track: First varsity meet March 24; junior high March 30.  
•Golf: Begins April 6; 28 participants.  
•Elementary Volleyball: Began March 9; 46 participants (30 from Hettinger).  
Activities:  
•Band: Region X competition held in Dickinson; one student advanced to State. FFA: State CDE participation scheduled in Minot.  
•Co-op Committee: Met March 10; reviewed agreement. Further discussion needed regarding participation percentages and funding model. Next meeting scheduled March 31.

Business Manager Report  
•School Board candidate affidavits due April 6.  
•Health insurance premiums are projected to increase by 13.66% for the upcoming

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/s/Kira Henderson  
Kira Henderson, President  
/s/Patrick Kilzer  
Patrick Kilzer, Administrative Assistant  
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