

**\*\*\*08-09 MINUTES\*\*\***

**St. Regis School**

**June 10th, 2009**

The meeting was called to order at 6:03 p.m. by Chairman Dunlap.

**>>>Board Roll Call<<<**

H = Here

A = Absent

P = Partial

H- John Cheesman

H- Shelly Dunlap

H - Jolie Skelton

H- Tina Dockter

H-Jackie Sanford

H- Patty Kero, Superintendent

H- Don Almquist, Principal

H-Tina Hill, Clerk

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**>>>Visitors<<<**

Visitors (according to Sign-in sheet): Kern Wilson, Cindy Feasel, Jacki Gorshe, Julie Burklund, Darlene Jasper, Kim Downey

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**>>>Public Forum<<<**

The chairman made the following statement, "Public Forum is an opportunity to discuss items that are not on the agenda. These items may not be voted on by the board, however. Also, a reminder that individual's right-to-privacy laws usually exceed the public's right-to-know, therefore prohibiting any discussions of individual performance during the public forum section, or any other time during the meeting."

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**>>>Minutes<<<**

A motion was made by Trustee Sanford and seconded by Trustee Cheesman to approve the minutes of the April 8<sup>th</sup> meeting.

Motion carries 5-0

A motion was made by Trustee Sanford and seconded by Trustee Cheesman to approve the minutes of the May 13<sup>th</sup> meeting with an amendment to the date to read May 13<sup>th</sup>.

Motion carries 5-0

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**>>>Finance Committee<<<**

The finance committee did not meet this month due to scheduling conflicts, but the trustees found the beginning and ending warrant numbers of both claims and payroll to be accurate. Payroll check numbers 23645-23650, 23652-23670, 23672-23695 were voided due to negotiations changing the way that dental/vision coverage is paid.

Trustee Cheesman asked to not be part of the finance committee and asked if the committee was necessary. The auditor was present and stated that it was a recommendation of their firm in order to ensure internal control in light of the actions of the prior clerk, and that the purpose of an audit is not to detect fraud, but to ensure proper accounting practices.

**>>>Activity Accounts<<<**

A motion was made by Trustee Dockter and seconded by Trustee Sanford to approve activity accounts with an ending balance of **\$15,399.25 including check number 5146 to 5155.**

Motion carries 5-0

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**>>>Payroll and Bills<<<**

A motion was made by Trustee Sanford and seconded by Trustee Dockter to approve the Payroll Warrants from number **23696 to 23768 and direct deposit transactions from – 89746 to -89717**, and Claim Warrants from number **33545 to 33610**. Warrant number 33571 to Grizzly Fence was voided because the charges are the responsibility of a private party.

Motion Carries 5-0

**>>>Old Business<<<**

**1. Bell Schedule**

The administration presented the same bell schedule as was presented at the last meeting with start time being 8:15a.m. and end time being 3:19 p.m. This shortens the school day by 26 minutes. Unanimously, the staff believes that the schedule from the 08-09 school year (8:15 a.m. to 3:45 pm) is too long especially for the younger students.

The main administrative concern for not starting school later than 8:15 is supervision.

The Board is in favor of adopting a bell schedule for multiple years in order to provide some consistency. This can be looked at for next year.

A motion was made by Trustee Cheesman and seconded by Trustee Sanford to approve the schedule as recommended by administration.

Motion Carries 5-0

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**>>>New Business<<<**

**1. Audit Report – Denning, Downey & Assoc.**

Kim Downey presented the audit report for fiscal year 2008 on behalf of Denning, Downey Associates. The purpose of the audit was to determine if the financial statements are fair and accurate. Our district received an unqualified opinion which means that the financial statements were fairly stated.

**Findings:**

\*Errors in Enrollment reporting. One student was counted that had been absent 10 consecutive days before the count date. Two part-time students were reported on the spring count, but weren't included in the total students. OPI will look at the audit and recalculate, but according to the auditor it didn't look like it would make a difference on our ANB.

**\*Internal Control Weaknesses:**

Student activity – oversight of review of receipting and then depositing was not documented, receipts were not supported by source documentation such as ticket sales for gate receipts, the

food service oversight of review of receipting and then depositing was not documented, the food service deposits were not always timely, food service receipts were not prenumbered and preprinted.

\*Prepaid expense for general liability insurance. An adjustment was made to the financial statements. If this practice is going to continue, it needs to be shown on the trustee's report as a prepaid expense. The clerk will contact the auditor to get the journal entry that would need to be made.

There was no motion on this item.

## **2. Mineral County Sheriff's Office – Request for donation for K-9 dog unit**

Jim Ballenger of the Mineral County Sheriff's Office attended the meeting to discuss the benefits of a K-9 unit in Mineral County and requested donations from anyone willing to give. The cost of the dog is \$9000. Mr. Ballenger's intent is to be able to bring the dog to the school and give demonstrations as well as work the dog in the building.

The administration recommended that the District donate \$200 to the K-9 unit. The board suggested using the pop machine activity fund, or the interest activity fund for this donation.

A motion was made by Trustee Dockter and seconded by Trustee Sanford to donate \$200 from the pop fund to the K-9 unit of Mineral County

Motion Carries 5-0

## **3. Construction/Summer projects (Scott) -Bathroom Renovation Bid, Gym Floor Bid, Carpet Bid**

\*Carpeting – the cost to replace all the hallway carpet is \$23,000. This bid was received from Dan Hazlett. There would also be an additional cost of \$7,600 for asbestos abatement. Abatement would only be necessary from the maintenance office to the end of the locker room corridor.

The recommendation from the Superintendent is to replace the carpeting out of the 09/10 building reserve fund budget, and that the windows, asbestos abatement, and bathrooms be paid for with energy/stimulus funds once received.

\*Bathroom – the low bidder is Freedom Construction at \$60,671, plus \$2,589 for abatement. Only two bids were received. The other bid was from Natural Assets at \$82,000. Each bathroom would lose one commode/or urinal.

The roof maintenance was not on the fact sheet for maintenance. Scott feels that the district should stay with Roofnet for the roof maintenance program. They provide 24 hour, 365 hour emergency call.

There was some discussion regarding who should be taking care of the application process for the Quick Start Grant and other stimulus funding. The budget committee will research what is available for next year, and then evaluate the process.

It was discussed that we use restitution funds for building maintenance, but the board stated that wasn't the vision of the board for those funds.

A motion was made by Trustee Cheesman and seconded by Trustee Skelton to approve the bathroom remodel up to \$60,671 plus \$2,589 for abatement. \$34,000 will be paid from ARRA and the other \$30,000 from building reserve fund.

Motion Carries 5-0

A motion was made by Trustee Sanford and seconded by Trustee Dockter to approve the bid for the playground medium and resurfacing of the gym floor. These expenses will be paid from general fund.

Motion Carries 5-0

**4. Negotiations- update/possible approval of Master Agreement for 09/10**

Negotiations are completed and the agreement was changed to what was decided. Drafts were handed out to the Board. Trustee Sanford updated the audience on what was decided by the negotiations committee. The clerk needs to add A.D. to Article 14 at the flat rate of \$2,500, and also change the base salary amount on the extracurricular schedule.

The extracurricular committee will meet with be meeting over the summer to work through the process and will meet with the bargaining team on August 24 to present what they decided.

A motion was made by Trustee Sanford and seconded by Trustee Skelton to accept the Master Agreement for the 2009/2010 school year with the update to the base salary and adding A.D. to Article 14.

Motion Carries 5-0

**5. Hiring Paraprofessional – Mark Field**

Four people were interviewed for this position. The recommendation of the hiring committee is to hire Mark Field for the paraprofessional position with wage to be determined over the summer. The intent for wage is that of a starting wage of paraprofessional. This issue will be addressed at the next board meeting when discussing classified wages (what they are, and what they should be). No committee has been formed for this, but it was suggested that it consist of 2 board members and 2 administrators.

A motion was made by Trustee Dockter and seconded by Trustee Cheesman to hire Mark Field as a paraprofessional with wage to be determined.

Motion Carries 5-0

**6. Recommendation from Administration for Classified staff wages/benefits**

The administration met with the classified staff to discuss what was decided during teacher negotiations and to come up with a recommendation for classified staff wages/benefits for the

09/10 school year. The concerns by the group was that if a 2% increase to wages is received in lieu of dental/vision premiums being paid by the district, then it will not cover the cost of the dental/vision premiums which would result in a reduction to their paycheck.

The recommendation of the administration is that the classified staff receives the increase to medical premiums, dental/vision premiums, and a 3% increase to wages. The cost would be approximately \$16,304. The administration also stated that the \$1 increase for every 5 years of service was removed from classified contracts between 05/06 and 06/07. No one was clear as to why this occurred, but Trustee Skelton said that she would look back in minutes to see if there is something stated there.

The problem that the board foresees is not offering the same things for both Classified and Certified.

The topic was tabled until after budget committee meets.

**7. Hiring – 09/10 Sports Coaching Positions**

Position		Position		Position		Position	
HS Football	Dan Noonan	HS Volleyball	Cindy Feasel	HS Girls Basketball	Mark Feasel	JH Girls Basketball	Mark Field
HS Assist Football	Jim Martin	HS Assist Volleyball	Julie Burklund	HS Assist Girls Basketball	Tamara Williams		
JH Football	Jess Tuchscherer	HS Boys Basketball	Dan Park	JH Boys Basketball	Mark Field		
HS Golf	Dan Park	HS Boys Assist Basketball	Jess Tuchscherer	JH Assist Boys Basketball	Dawn Palmer		
HS Golf Assistant	Gloria Hermes	HS Track	Maury Johnston	JH Track	Tamara Williams		

The people listed above were recommended by the administration and A.D.

A motion was made by Trustee Sanford and seconded by Trustee Skelton to accept the list of coaching positions as presented.

Motion Carries 5-0

**8. Hiring – Athletic Director – Cindy Feasel**

The administration recommended that Cindy Feasel continue as A.D. for the 09/10 school year.

A motion was made by Trustee Cheesman and seconded by Trustee Dockter to hire Cindy Feasel as the A.D. for the 09/10 school year.

Motion Carries 5-0

**Trustee Sanford left at this time.**

**9. Technology Request – Kern Wilson**

Technology committee met and they came up with their wish list.

- Upgrade to 10M Ethernet connection
- 2 color network laser printers
- 4 black/white laser printers
- 5 computer projectors w/hardware
- 4 smart boards
- Reading counts quizzes

The total cost of these items is \$20,600.

This topic is tabled until the budget committee can meet.

Kern will upgrade the T-1 line, and work at amending the e-rate application to include this cost.

The recommendation from the Superintendent is that the reading counts quizzes be purchased, and that there are projectors in every room, and that the T-1 line be upgraded.

A motion was made by Trustee Skelton and seconded by Trustee Dockter to approve purchasing the necessary projectors, upgrade the T-1 line, and purchase the Reading Counts quizzes. These expenses will be paid from the 08/09 budget.

Motion Carries 4-0

**10. Hiring – 21<sup>st</sup> Century Summer Staff & Programming**

Carla Jensen	Cindy Feasel	Terri Barclay	Bernie Patterson	Tamara Williams		Darlene Jasper
Gloria Hermes	Jodie Burklund	Don Almquist	Dave Jensen	Chris West	Taylor Davis	Julie Burklund

A motion was made by Trustee Dockter and seconded by Trustee Cheesman to hire the list as presented for 21<sup>st</sup> Century Summer Staff.

Motion Carries 4-0

**11. Hiring – 21<sup>st</sup> Century Director for 09/10 – Julie Burklund**

The recommendation of the administration is to rehire Julie Burklund as the 21<sup>st</sup> Century Director for the 09/10 school year.

A motion was made by Trustee Cheesman and seconded by Trustee Skelton to hire Julie as the 21<sup>st</sup> Century Director.

Motion Carries 4-0

**12. Policy Update – MTSBA**

- Educational Authorization Affidavit,

A motion was made by Trustee Skelton and seconded by Trustee Cheesman to approve the Affidavit.

Motion carries 4-0

- Policy 1111 Election (1<sup>st</sup> reading)
- Policy 1400 Board Meeting (1<sup>st</sup> reading)  
Cross out the word library in the first sentence and change the time as well.
- Policy 1512 Conflict of Interest (1<sup>st</sup> reading)
- Policy 3121 Enrollment and Attendance Records (1<sup>st</sup> reading)
- Policy 3300 Suspension and Expulsion (1<sup>st</sup> reading)  
Need more clarification from Superintendent
- Policy 3600F1 Notification to Parents and Students of Rights Concerning a Student's School Records (1<sup>st</sup> reading)
- Policy 5328P Family Medical Leave  
Tabled
- Policy 5500 - Payment of Wages Upon Termination (1<sup>st</sup> reading)

There was a 5 minute break at 9:03 p.m.

### **13. Insurance Renewal**

The administration recommended that Western States be our insurance provider for the 09/10 school year. They insure the majority of schools in Montana and we belong to an insurance pool so our rates are based on that, not our individual loss records.

A motion was made by Trustee Cheesman and seconded by Trustee Skelton to approve Western States as our insurance provider.

Motion Carries 4-0

### **14. Energy Audit**

Mr. Almquist will send the application for the energy audit tomorrow.

The board agreed that the funds to pay for the energy audit will be paid from restitution funds if the district is not awarded the energy audit grant. The cost of the energy audit is approximately \$13,000.

A motion was made by Trustee Cheesman and seconded by Trustee Skelton to direct Don Almquist to apply for the energy audit.

Motion Carries 4-0

## **15. Individual Transportation contracts**

We have received two individual transportation contracts. One from Cold Creek Road, and the other from Tamarack Creek.

A motion was made by Trustee Skelton and seconded by Trustee Dockter to approve the individual transportation contracts.

Motion Carries 4-0

## **16. Principal Salary**

It is the recommendation of the Superintendent that the district pay Principal Almquist the average salary of a class C principal. This amount is \$56,486.

The majority of Principals have a 207 day contract. Almquist is also asking for a 207 day contract.

The transportation director contract should be separate from the Principal and he would like that raised to \$2500.

The Board would like to see a recommendation of where to pay for these increases to the Principal salary. This item was tabled until the budget committee could meet and a recommendation for funding could be made from the administration.

There was some discussion regarding experience and that Mr. Almquist feels that he should be able to count his educational experience even though it wasn't administrative experience. Some board members voiced disagreement.

Overall, it was agreed that there be a salary schedule created for non teaching staff. The audience supported this idea.

## **17. Clerk Salary**

In the 08/09 school year, the clerk was paid a salary plus 200 hours of overtime. A salaried employee should not also receive overtime pay, so the request was made to increase the clerk salary to reflect the 200 hours of overtime for the 09/10 school year. The administration recommended that the clerk salary be \$32,488.

A Motion was made by Trustee Skelton and seconded by Trustee Dockter to recalculate the wage of the clerk to equal what was paid in 08/09 at \$32,488.

Motion Carries 4-0

## **18. School Nurse Contract**

A motion was made by Trustee Skelton and seconded by Trustee Dockter to approve the school nurse contract for 09/10.

Motion Carries 4-0

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**>>>Information/Discussion Items<<<**

**A.** - AYP Update – no information out yet for AYP. Just recently the district did receive information on MontCas scores. The counselor is not under contract at this time, but could be paid to consolidate the scores to provide a report to the board.

Last year, AYP information was not received until August.

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**>>>Administrative Report<<<**

NONE

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**>>>Clerk's Report<<<**

NONE

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**>>>Set Next Meeting/Adjourn<<<**

The next regular meeting will be July 8th at 6 p.m. in Room 107. The meeting was adjourned by Chairman Dunlap at 9:10 p.m.

The Budget committee meeting will be June 23<sup>rd</sup> at 6:00 p.m.

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District Clerk

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Board Chairperson