

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

St. Regis School

July 9th, 2008

The meeting was called to order at 6:04 p.m. by Chairman Dunlap.

>>>Board Roll Call<<<

H = Here

A = Absent

P = Partial

H- Ken Jasper
H- Shelly Dunlap
A- Jolie Skelton
H- Tina Dockter
H-Jackie Sanford

H- Patty Kero, Superintendent
H- Don Almquist, Principal
H-Tina Hill, Clerk

>>>Visitors<<<

Visitors (according to Sign-in sheet): Diane Gingerich, Robert Denning, Kevin Managhan, Sabrina Managhan, Scott Lowry, Jacki Gorshe

>>>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."

>>>Minutes<<<

A motion was made by Trustee Sanford and seconded by Trustee Dockter to approve the amended minutes of the May 8th meeting.

Motion carries 4-0

A motion was made by Trustee Dockter and seconded by Trustee Sanford to approve the amended minutes of the May 14th meeting.

Motion carries 4-0

A motion was made by Trustee Dockter and seconded by Trustee Dunlap to approve the minutes of the June 9th meeting with the change on page 5 to reflect that the option of leasing a tractor is for 36 months, not minutes.

Motion carries 4-0

>>>Finance Committee<<<

The committee found the beginning and ending warrant numbers of both claims and payroll to be accurate.

Activity accounts – there was an NSF check came through and was then covered by the individual with 20 cash. The Board would like to see those NSF checks listed in the account defined for that.

It should be noted that claim warrants 32816-32834 were approved at the June 9th meeting, and warrant numbers 32903-32910 do not show up on the June warrant register because they were paid from 08/09 funds and are on a separate register.

A decision was made to code things from General Fund instead of One Time Only funds, as originally decided at the meeting.

The dues payment to the Montana High School Association for the principal and clerk needs to be split between those two accounting lines. The Clerk has already made the necessary adjustments to reflect the proper accounting.

>>>Activity Accounts<<<

The Board was glad to see that the yearbook and cheerleading accounts were in the black.

A motion was made by Trustee Sanford and seconded by Trustee Dockter to approve activity accounts with an ending balance of \$16221.26.

Motion carries 4-0

>>>Payroll and Bills<<<

A motion was made by Trustee Dockter and seconded by Trustee Sanford to approve the Payroll Warrants from number **22993 to 23038**, and Claim Warrants from number **32835 to 32914**.

Warrant numbers 22993-23021, and 23026 - 23038 were for June Payroll, numbers 23022 – 23025 were for July payroll, numbers 32835 – 32914 were for June claims, and numbers 32903-32910 were for July claims.

Motion Carries 4-0

>>>Old Business<<<

1. Bus Route rate of pay

The recommendation from Superintendent Kero is to give the regular bus route drivers a 5% wage increase. This increase will be funded entirely from transportation.

A motion was made by Trustee Jasper and seconded by Trustee Sanford to increase the bus route driver's salary by 5%.

Motion Carries 4-0

2. Updated Policies

*Policy 5328 & 5328P – Family Medical Leave

Policy 5328 added the Military family for the Family Medical Leave. The Board is uncomfortable with approving 5328P due to the required 26 weeks of insurance that is stated. Policy 5328P will be on the next meeting for a 3rd reading.

A motion was made by Trustee Dockter and seconded by Trustee Jasper to approve policy 5328.

Motion Carries 4-0

*Policy 4550 – Registered sex Offenders

This update gives more detail for employment, school limits, and rights of parents that are on the offender's registry. The Board discussed this policy at length, especially the requirement for the Administration being responsible to know who is on the list. Bob Denning noted that recent judgments were made that may change the approval of this policy.

This policy will be put on the agenda for a 3rd reading. The Board would like to hear Joe Brott's response to Bob's comment.

*Policy 3416F1 - Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication

This update for this form is that it is specific to self-administering asthma, severe allergy, and anaphylaxis medication.

A motion was made by Trustee Sanford and seconded by Trustee Jasper to approve policy 3416F1 on the 2nd reading

Motion Carries 4-0

3. Roofnet (RoofUSA) Proposal

Roofnet provided new proposals that listed the 3 roofs that are being replaced plus the other needed maintenance. The main priority listed was the skylight and gutter area. These areas should be addressed this fiscal school year. The approximate amount remaining in One Time Only Weatherization and Deferred Maintenance is \$27,000.

While they have been performing the roof replacements, an area of the bus barn needs some additional work that was not included in the work scope approved by the Board. The roof needs to be extended to cover the doorway for the music room. The cost of this extension will not exceed \$3900. The Superintendent and Maintenance Supervisor both recommended proceeding with this roof extension.

A motion was made by Trustee Jasper and seconded by Trustee Sanford to approve the change order from RoofUSA not to exceed \$3900 to extend the roof of the bus barn to cover the music room door.

Motion Carries 4-0

The other proposal before the board was the yearly maintenance proposal provided by RoofUSA. This would provide for continued maintenance on targeted and priority areas. The areas being targeted for this proposal are the gutters and skylights. The total cost of this will not exceed \$11191. The cost of gutter maintenance is \$5875 and the cost for skylight maintenance is \$5316.

Once specific jobs have been completed, then the proposals will be updated providing for the next area of priority as well as the other areas to ultimately maintain.

A motion was made by Trustee Sanford and seconded by Trustee Dockter to approve the proposal by RoofUSA to fix the gutters and skylights to not exceed \$11,191. These expenses should be paid from the One Time Only funds.

Motion Carries 4-0

Kevin Managhan asked if the One Time Only funds can be used to repair things such as the pillars at the entrances to the building. The answer to this is yes.

4. Food Service - Breakfast

The wellness committee met and recommended continuing the non-pricing breakfast program. The Superintendent agrees with this recommendation.

This year the breakfast program will remain the same in some instances, and also have some changes. Grades K-2 will receive breakfast in the classroom, grades 3-12 will eat in the lunchroom. Discussion revolved around staggering times of students coming to the lunchroom as well as allowing some to come prior to the bell. Some concern about this is that if kids are tardy, they will not receive breakfast, as well as supervision prior to the bell. It was proposed to potentially have 2 shifts without cutting into the kitchen's time to begin preparation for lunch. Also, the method of counting participation in breakfast will change. Along with attendance, teachers can perform the count of who ate breakfast, and also take a count of who plans to eat lunch. The lunch count will help the kitchen with their lunch count planning. These functions can be performed through the School Master program.

There was some discussion about the intent of the program not being followed. It seemed as though the breakfast should have been essentially a "sack breakfast", grab and go style and possibly one hot breakfast a month where they grab their "sack", go to the classroom and eat for 15 minutes during the 1st period of the school day

A motion was made by Trustee Dockter and seconded by Trustee Jasper to accept the Wellness Committee's recommendation to continue the free breakfast program to all students.

Motion Carries 4-0

5. Tractor Repair

Scott Lowry received some information on leasing a tractor. The only option he found was companies looking to finance, not lease. The best pricing was found with Kabota and a total cost of \$16933. This cost includes the tractor, mower and hydraulic blade. The tractor has historically been used the most for lawn maintenance.

Bob Denning stated that if a machine is leased, it is considered a capital lease and the total cost of the purchase needs to be allocated all in that year. Instead of stretched out through the years of the finance term.

The approximate cost of getting the current tractor fixed is \$3000, however the tractor is 20 years old.

A motion was made by Trustee Jasper and seconded by Trustee Sanford to approve the recommendation to purchase the Kubota tractor for \$16933 with funding being decided at the budget meeting.

The board would like Scott to look into an extended service warranty.

Motion Carries 4-0

6. Carpeting

Some of the tile in the office wants to come up, and it appears that the tile contains asbestos. The fear is that the same issue may arise when removing the large areas in the hallways, and the costs of abatement associated with that.

If more than 10% of the tile comes up, then a full abatement needs to be done of the area. For asbestos, there needs to be a specific person assigned. Scott was originally assigned, and he would like to attend the training required.

It was recommended by Scott to carpet the entire office due to the space being cleared for construction.

A motion was made by Trustee Jasper and seconded by Trustee Dockter to accept the proposal from Dan Hazlet's Flooring to replace the flooring in the office for \$3656 to be paid from the building fund.

It was suggested that we get an estimate of the abatement in case it is needed.

Motion Carries 4-0

7. Clerk duties & salary

The Superintendent recommended to increase the Clerk Salary, but not with a 2% stipend of the grants, rather that the finance committee meet with the Superintendent and the Clerk to make a recommendation to present to the Board. This item will be on the agenda for the budget meeting.

8. Hiring – Paraprofessional

It was recommended by Principal Almquist to hire Sabrina Managhan for the Paraprofessional position.

A motion was made by Trustee Jasper and seconded by Trustee Sanford to hire Sabrina Managhan for the paraprofessional position.

Motion Carries 3-0 Trustee Dockter did not vote due to family relations.

9. Hiring – Counselor

Principal Almquist recommended hiring Cortni King as a Counselor/Art teacher. This recommendation is supported also by Superintendent Kero and Aaring.

Trustee Dockter asked about the ramification of not having an endorsed Counselor. It was explained that the school would obtain a waiver from the State and then the endorsement program would start in February. At that time, the administration would decide who would move on with the program to become endorsed.

A motion was made by Trustee Sanford and seconded by Trustee Jasper to hire Cortni King as a Counselor/Art Teacher, pending certification and background check

Motion Carries 4-0

Principal Almquist recommended Emmalee Lamp Mueller as the Technology/English/Counselor.

Jacki Gorshe will remain teaching some Business Ed as well as 2 classes in English.

Emmalee could teach keyboarding, 10th & 11th English and Gear up.

The board asked for clarification that the salary would be based on the salary schedule, and not including any additional funds from Gear Up. Principal Almquist assured the Board that the funds received from Gear Up would be earned during the hours after the school day is complete.

A motion was made by Trustee Sanford and seconded by Trustee Jasper to hire Emmalee Lamp Mueller for the Technology/English/Counseling position, pending certification, and background check

Motion Carries 4-0

>>>New Business<<<

1. Audit Report for FY 06/07

Bob Denning from Denning Downey and Associates presented the audit report. Each board member as well as the administration received a copy of the audit report. Anyone wishing to review the report can request a copy from the office.

Mr. Denning stressed that the financial statements being fairly presented was a very important factor to our audit. There were no material findings to our audit and he was pleased to listen to the finance committee's report of the month's transactions.

The comments from the audit were explained and discussed. They are as follows:

Management Review of Journal Vouchers – the Superintendent should sign off on all journal vouchers. The finance committee could also review a report of these vouchers when they meet. He suggested setting a scope of \$1000.

Miscellaneous Fund – Medicaid payments need to be entered as revenue and expenditures not just an offset to expenditures.

Internal Control Weaknesses –

- There were a few purchases with the credit card by the prior Clerk on this audit
- Student Activity Fund - The biggest problem that the auditor finds is when money is coming in, not when it is going out. For games- the tickets need to be numbered and should balance with the cash received. Those tally sheets should be provided to the finance committee. This should include the starting and ending ticket number. The tickets need to be checked out via a process. There should also be a deadline for turning any activity money in to the secretary. Some districts suggest every Friday or Monday.
 - Disbursements to game workers need to include a signature of the claimant. There needs to be some type of verification that they did work the number of games listed and that they did receive payment.
- Food Service – the receipts should be sequential in nature and the deposits should be made on a timely basis.

The Board would like an update from the Superintendent on how to implement these changes.

2. Hiring – Athletic Director

Principal Almquist Recommended Cindy Feasel as the Athletic Director for a stipend of \$2500 plus an additional prep period during the school year.

A motion was made by Trustee Sanford and seconded by Trustee Dockter to hire Cindy Feasel as Athletic Director for the 08/09 school year.

Motion Carries 4-0

The Board would like to review the Athletic Director job description at the next meeting.

3. Painting Bids

Two bids were received for painting the cafeteria and shop. Mark Feasel's bid was \$4000 plus the cost of paint. To paint the floor in the shop, he would charge an addition-

al \$250. The estimated cost of paint is \$300. Paul Skoglund also gave a bid and it was split between the shop at \$3619.82, and the cafeteria at \$4680. The cost for Paul to paint the shop floor would be \$1575, and the cost of the shop ceiling would be \$1683.

A motion was made by Trustee Sanford and seconded by Trustee Dockter to accept Mark Feasel's proposal to paint the shop and cafeteria as well as the floor.

Motion Carries 4-0

4. Approval of Handbooks

The last page of the Student Handbook lists the changes for the year. Those changes are:

No cell phone use between classes.

No aspirin, cough drops, or other medicine will be given to students unless the medication is brought from home accompanying a note. Those forms need to be revised to go out in the back to school packet. The secretary would be responsible for administering that medicine if the nurse is not available.

Surveillance cameras will be used around the school.

No driving by any students.

Three detentions will be an in school suspension for 1 day.

No tops that show cleavage will be allowed.

Attendance reward trips will happen at the end of 1st semester and at the end of the year.

Superintendent Kero will speak with MTSBA regarding a policy for reviewing the surveillance footage. Principal Almquist will be adding a discipline policy summary to the handbook.

This item will be on the August agenda.

The Board would like to be notified if someone is getting close to not meeting the requirement for graduation with the attendance committee

5. Approval of Activity Code - alcohol rule

Principal Almquist would like revisit the activity code in order to provide for a second chance for both alcohol and tobacco. He would recommend a 20 school day suspension from the activity for the 1st offense, and the 2nd offense mean that the student would be off for the rest of the season. There was some discussion about being charged with a Minor In Possession versus, just being caught by a school employee. Both situations would carry the same consequence.

Dockter – asking about MIP, they would have the same consequence, not just if they were given an MIP. The overall feeling by those in attendance was that the chances should be per school year, not per activity or sport. For example, if a student is caught with alcohol or tobacco during a BPA activity, then that is their 1st offense. If later in the year, they are on the basketball team and they get caught again, then they would be off for the rest of the season. The Board felt that there needs to be a clear distinction for

what are extracurricular activities and what are athletics. Also, the place where it talks about being “at a party”, and being “caught” needs to change, or be clearly defined.

Principal Almquist will bring these changes to the August meeting

6. Individual Transportation Contracts – TR4

There are two households that have applied and qualify for isolation status. These individual transportation contracts have been approved by the County Transportation Committee, but still require board approval.

A motion was made by Trustee Dockter and seconded by Trustee Sanford to accept the two individual transportation contracts for 40 Graham Gulch Rd. and 60 Lower Seven Mile Rd.

Motion Carries 4-0

7. Maintenance – shampoo machine

The carpet shampooer that the District has owned for 18 years stopped working and Scott researched and found a new one for just under the spending threshold of \$2500. However, once attachments were purchased, the cost exceeded the \$2500 by a small margin. The shampooer has been ordered due to the high priority and restricted time schedule to complete the summer cleaning of the school.

8. MT High School Association – Annual Dues

A motion was made by Trustee Jasper and seconded by Trustee Sanford to approve the annual dues for the Montana High School Association as presented.

Motion Carries 4-0

9. Black Mountain Software – Annual Maintenance Fees

A motion was made by Trustee Dockter and seconded by Trustee Sanford to approve the annual maintenance fees for Black Mountain Software, up to \$5000. This expense will be paid for out of the Microsoft funds.

Motion Carries 4-0

>>>Information/Discussion Items<<<

A. Board/Superintendent Training

Bob Vogul will be here on July 23rd from 3 p.m. to 7 p.m. to perform the training.

B. Update on disbursement of embezzlement funds

There are still 4 people that have not returned their information to the school. Linda Jensen will send a letter to these people with a due date for returning the letter. This task remains high on the priority list for the Clerk, but time constraints as well as the routine necessary functions of the school have not allowed much time to work on this task.

C. Inventory progress report

Five people have applied to perform the inventory duties. No interviews have taken place yet. Principal Almquist suggested waiting until PIR days to have the teachers do the inventory of the current fixtures in their classroom, and then the person hired would input the information as well as affix labels.

D. Rental House improvement update

There are a few minor things that still need to be completed at the rental house, one of those being blinds.

E. Update on Track & Basketball Courts

The Track upgrading is complete, and the Basketball poles and hoops have been received, but have not been installed. Scott will be researching the cost to recoat the outdoor courts. It was suggested to ask the community to volunteer time to install the hoops. Principal Almquist suggested talking to the coaches about rounding up some kids and adults to help.

F. Class Schedule

The class schedule is not completed at this time due to new hires.

G. Prior Clerk – Parole Hearing

The prior clerk will be before the parole board on July 22nd. Anyone wanting to mail a letter stating a formal recommendation can get the address from the school office. If there were any individuals wanting to attend the hearing, they would need to notify the parole board 10 days prior to the hearing in order to obtain clearance at the prison.

>>>Administrative Report<<<

Superintendent Kero has met with the bus drivers and they talked about the job descriptions that were presented. The driver’s liked the descriptions and felt that it was good to see what was expected from them. Kero has also met with the Wellness committee to discuss the breakfast program. She has been communicating with staff and parents via letters, and those seem to be well received. Kero along with Principal Almquist also attended the Community Council meeting.

>>>Set Next Meeting/Adjourn<<<

The next regular meeting will be August 13th at 6 p.m. in Room 107. The meeting was adjourned by Chairman Dunlap at 9:41 p.m.

The Budget Meeting is set for Monday the 22nd of July at 6:00 p.m.

District Clerk

Board Chairperson