

**\*\*\*09-10 MINUTES\*\*\***

**St. Regis School  
September 9th, 2009**

The meeting was called to order at 6:05 p.m. by Chairman Dunlap.

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

H = Here

A = Absent

P = Partial

H- John Cheesman

H- Shelly Dunlap

A- Jolie Skelton

H- Tina Dockter

H-Jackie Sanford

H- Patrick Low, Superintendent

H-Edward Huenemann

H-Tina Hill, Clerk

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**>>>Visitors<<<**

Visitors (according to Sign-in sheet): Mary Johnston, Julie Burklund, Cindy Feasel, Diane Gingerich, Gerry Gotcher, Charlee Thompson, Melody Adamson, Tamara Williams

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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."

\*Mary Johnston announced the October concert for the music Dept.

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**>>>Minutes<<<**

A motion was made by Trustee Cheesman and seconded by Trustee Sanford to approve the minutes of the August 12<sup>th</sup> meeting.

Motion carries 4-0

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

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

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

A motion was made by Trustee Dockter and seconded by Trustee Sanford to approve activity accounts with an ending balance of **\$14018.99 including check number 5177 to 5182.**

Motion carries 4-0

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

A motion was made by Trustee Sanford and seconded by Trustee Cheesman to approve the Payroll Warrants from number **23828 to 23847, and 23849 to 23866 and direct**

**deposit transactions from – 89678 to -89642, and Claim Warrants from number 33767 to 33822.**

Ck # 23848 for \$218.07 will not be signed or approved.

Motion Carries 4-0

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

- 1. Policy Policy Update – MTSBA**  
\*Policy 3300 Suspension and Expulsion (3<sup>rd</sup> Reading)

Boards may now suspend students for up to 20 days, previously it had been up to 45 days. This changed during the recent Montana Legislative session.

A motion was made by Trustee Sanford and seconded by Trustee Dockter to approve Policy 3300 on the 3<sup>rd</sup> reading

Motion Carries 4-0

- 2. Extracurricular stipend committee update**

The old schedule listed a percent of the base, now the schedule provides for experience and also adjusted the percentages to base in order to be consistent with other class C schools. The concessions stipend moved from 7% to 5% and changed duties more to a managerial position to mainly insure that the concession stand is stocked and the funds managed.

The committee proposed that the Junior Class receive 50% of the profits. The remaining 50% will be held to monitor the way it works going forward. The Junior Class advisor, or the advisor of club/group running concessions for each event is responsible for supervising the students. The Board requested that this item be placed on the next agenda in order to obtain a recommendation for how to handle the concession profit.

The “story” of how the profits will be handled should be placed in the negotiations notebook. Jolie Skelton will communicate this information to the Clerk in order for those to be placed in the official notebook.

A motion was made by Trustee Sanford and seconded by Trustee Cheesman to accept the memo of understanding regarding the extracurricular stipend schedule

Motion Carries 4-0

- 3. Surplus items – clarification of placement of receipts**

A motion was made by Trustee Sanford and seconded by Trustee Dockter to place receipts from the surplus sale into the building fund.

Motion Carries 4-0

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

**1. Hiring Extracurricular – Concessions – Dawn Palmer**

Due to nepotism law, there is a 14 day minimum for posting requirements. Perhaps Dawn could temporarily fill in or substitute in the position in the meantime. This item was tabled until after the 23<sup>rd</sup> in order to meet the 14 day requirement.

**2. Propane Bid**

A motion was made by Trustee Dockter and seconded by Trustee Sanford to stay with Energy Partners for \$1.19/gallon unless we can get it for .99

Motion Carries 4-0

**3. Audit Bid**

The present auditor was contracted for the fraud investigation, and due to new administration and staff, it is recommended that we stay with that auditor for at least another year. We will go out for bid for the 2010/2011 school year.

A motion was made by Trustee Sanford and seconded by Trustee Dockter to stay with the current auditor for the 09/10 school year, and go out for bid for 10/11 school year

Motion Carries 4-0

**4. Expenditure Budget Approval**

The expenditure budget pages will be emailed/mailed to the trustees when completed. It was requested that the new stipends for the extracurricular schedule be added, as well as a narrative of the Clerk's proposed changes in order to balance.

**5. Renewal of Out of District Students (POLICY 3141)**

This Policy needs to be reviewed annually, and it was suggested that it be an agenda item at the August meeting. It was first believed that there are no students from outside the District. During the meeting, it was clarified that there is a new kindergarten student that is attending from outside the District boundaries. This item will be on the agenda for the next meeting.

A motion was made by Trustee Sanford and seconded by Trustee Cheesman to reaffirm the Policy 3141.

Motion Carries 4-0

**6. Fingerprints and Background checks for volunteers and overnight volunteers (Policy 5122)**

Superintendent Low sent correspondence to the school attorney asking for clarification in regards to the necessity of a background check for "random" volunteers. No response has been received.

The recommendation by Superintendent Low is that parents/neighbors can chaperone. The Clerk will provide the staff with a list of people that have background checks on file with the District.

Principal Huenemann will contact the sheriff's department to inquire about bringing the fingerprint machine to the District for the Open House.

At the next meeting, the Board would like to revisit Policy 5122 and have suggested language for "overnight" trips, as well as clarify "regular unsupervised access". This item will be placed on the next agenda.

**7. Students Driving at Lunch – Student Handbook**

There have been some requests by parents to allow students to drive at lunch. The ability to police these areas is very difficult. The Administration would like to not restrict the driving, but to stress to students the responsibilities of driving. The Administration will check on liability issues and insurance coverage. The Board would also like a PTO recommendation.

**8. Centennial Celebration of St. Regis School**

The school is over 100 years old, and a celebration is in the works. There will be a committee meeting tomorrow at 6:00 p.m. in the library.

**9. Facilities use – Cafeteria on Sundays 4-7:30 p.m.**

A new local pastor would like to use the Cafeteria on Sunday afternoons from 4-7:30 p.m., from now through December. Policy 2332 addresses religious activities, and it is the opinion of the board that such use is not permitted. Taxpayers in attendance were concerned about the possible costs that would be generated, and would want to know that those costs would be passed on to the organization, not the school/taxpayer. This item will be on the agenda next month, and will state specifically "church use of facility".

**10. Team bus to away games by staff, parents, community (Policy 8132)**

The policy states that only authorized activity participants, professional staff, and chaperones assigned by the administration may ride the bus.

Coaches prefer that community, parents, and students not ride the team bus due to distraction from the event.

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

**A.** AYP Update – The Board would like the supporting data prior to the Strategic Planning meeting.

**B.** Strategic Plan – There is a meeting tentatively scheduled for the 29<sup>th</sup> & 30<sup>th</sup> of September from 5-8 p.m. Debra Silk and/or Joe Brott from MTSBA will be available during those meetings. The meeting on the 30<sup>th</sup> will be open to staff, students, community members. Jackie Sanford & John Cheesman will not be in attendance.

**C.** Open House – September  
Tentatively scheduled for September 24<sup>th</sup>.

**D.** Superintendent House – flooring

The Board had approved flooring for the superintendent house last year. The total dollar amount approved was not used, and the balance allows for flooring upstairs.

The front porch flooring needs to be replaced at a cost of \$450.

A Motion was made by Trustee Sanford and seconded by Trustee Dockter to approve the replacement of the front porch carpet for \$450.

Motion carries 4-0

E. PTO

There will be an organizational meeting 9/14/09 at 6:30 in the library.

F. Report from Annabelle Getz – CD balances

\$322,206.56 includes all 4 categories plus interest. Anna will add four line items to the cash report in August plus another line for interest. The Board requested copies of Anna's support documents, and the Clerk's expenditure documents for all categories. They would like the most recent cash report included in the board packets.

G. Sale of dormant school resources (surplus sale)

The Clerk is waiting for specific information on equipment in order to post the advertisement accurately.

H. 21<sup>st</sup> Century Programs and Staffing

Julie Burklund gave an update of the summer program where 120 students participated. This number is up from 70 that participated last summer. October 22<sup>nd</sup> is the national "lights on" event.

I. Adult Education Programming

Still assessing needs and availability.

J. Field Trips

Information received by board for Gingerich field trips. Kindergarten has also made some outings. The Administration will be supplying the Board with this information monthly.

K. Coaching roster correction

Tamara Williams was hired as the HS Assistant Girls Basketball coach at the June 10<sup>th</sup> board meeting. The agenda for the August 12<sup>th</sup> board meeting listed Janelle Pruitt for the same position in error. Tamara Williams will be the HS Assistant Girls Basketball coach.

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

MAPS testing – Darlene Jasper has been researching and we will be getting new IDs and PWs to access the system. The students had been tested last spring.

Curriculum consortium – Patrick will be attending.

Planning meeting for 5 year plan. – end of September in Missoula.

Child Protection meeting will be attended in the future.

Special Education position posting has had 3 responses. The position will be posted through the end of September. The goal is to have a new candidate in place by November 1<sup>st</sup>.

The entry hall did not get painted this summer due to the bathroom remodel. Superintendent Low has approved the expenditure of \$350 for the entry hall to be painted.

There is a problem with the reader board panel, and that is being diagnosed and a plan is being made for how to fix.

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**>>>Principal Report<<<**

- The available extracurricular positions have been opened to staff.
- There has been some regrouping of cohort assignments
- There has been a change in the K-4 rotation
- Planning for Homecoming activities has begun

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

- The MAEFAIRS Budget and TFS are complete. There was an increase in the taxable valuation as suspected.
- the school lunch application has been submitted
- the Gear Up fiscal close-out report is nearing completion.
- The District is participating in the Fresh Fruit and Vegetable Program again this year, and the required application and claims have been submitted.
- On October 8<sup>th</sup>, the staff will participate in the "healthy futures" program provided by our health insurance carrier (MUST).
- November 10<sup>th</sup> is the deadline for the fiscal close-out report for Title.

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**Executive Session began at 8:26 p.m.**

**Executive Session ended at 8:45 p.m.**

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

The next regular meeting will be October 13th at 5 p.m. in Room 107. The meeting was adjourned by Chairman Dunlap at 8:45 p.m.

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District Clerk

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Board Chairperson

