

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

**St. Regis School
October 13th, 2009**

The meeting was called to order at 5:01 p.m. by Chairman Dunlap.

>>>Board Roll Call<<<

H = Here

A = Absent

P = Partial

P- John Cheesman

H- Shelly Dunlap

H- Jolie Skelton

P- Tina Dockter

H-Jackie Sanford

H- Patrick Low, Superintendent

H-Edward Huenemann

H-Tina Hill, Clerk

>>>Visitors<<<

Visitors (according to Sign-in sheet): Melody Adamson

>>>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 Skelton to approve the minutes of the September 9th meeting.

Motion carries 3-0

>>>Finance Committee<<<

The committee found the beginning and ending warrant numbers of both claims and payroll to be accurate. Payroll check numbers 23874, 23888 and 23894 were voided due to overpayment. Claims check number 33879 was voided due to incorrect vendor. There are 25 outstanding checks in activity accounts, and one remaining NSF check for \$100 from July 2009.

Trustee Dockter joined the meeting at this time.

>>>Activity Accounts<<<

A motion was made by Trustee Sanford and seconded by Trustee Skelton to approve activity accounts with an ending balance of **\$14948.05 including check number 5183 to 5210.**

Motion carries 4-0

>>>Payroll and Bills<<<

A motion was made by Trustee Skelton and seconded by Trustee Sanford to approve the Payroll Warrants from number **23867 to 23901 and direct deposit transactions from - 89641 to -89602**, and Claim Warrants from number **33823 to 33900**.

Motion Carries 4-0

>>>Old Business<<<

1. Extracurricular stipend committee update – “story” for negotiations

“Story” received by Tina Hill from Trustee Skelton. This document will be distributed to the negotiation teams and added to the notebook. This may be an agenda item in November if the forwarded documents do not meet the negotiation teams’ approval.

2. Expenditure Budget Approval

Budget committee consisting of Shelly Dunlap, Tina Dockter and Tina Hill was unable to meet to discuss the expenditure line items. Trustee Dockter had a few questions, but felt they would not change the ending dollar amounts. She will meet with Tina Hill when able.

A motion was made by Trustee Dockter and seconded by Trustee Skelton to approve the expenditure budgets.

Motion Carries 4-0

3. Students Driving at Lunch – Student Handbook

Legal counsel stated that a student driving at lunch without a parental note is not recommended. The handbook language will not change, whereas a student is required to have a note in order to drive at lunch time.

4. Facilities use – for church use on Sundays 4-7:30 p.m (Policy 2332)

The Board may choose not to allow use of its facilities to other than activities directly associated with school operations. The District is within standard operating procedures to not allow church facilities as it has not been the practice in the past.

5. Policy Follow – Up (students driving, Policy 5122)

Already covered in previous agenda item.

>>>New Business<<<

1. Hiring Extracurricular – Concessions – Dawn Palmer

The required posting time period has passed in order to satisfy the requirements of the Nepotism law. The Principal and Superintendent support this staffing.

A motion was made by Trustee Dockter and seconded by Trustee Sanford to hire Dawn Palmer as the Concession supervisor.

Motion Carries 4-0 Trustee Cheesman abstained due to nepotism.

2. Hiring BPA advisor – Kassie Perkins

The Superintendent recommended Kassie for this position. The required posting time period has passed in order to satisfy the requirements of the Nepotism law. Kassie has provided these services for several years. No District staff member known to be interested. Administration will work to support the success of the program. There are approximately 10 students interested. The first event off campus is in November. Principal Huenemann will include a letter from Kassie in next month's board packet. The Board stressed an interest in setting a minimum of at least 5 students participating. This will also be an agenda item next month for all extracurricular clubs/events.

A motion was made by Trustee Sanford and seconded by Trustee Skelton to hire Kassie Perkins as the BPA advisor pending 5 or more students enrolled.

Motion Carries 4-0 Trustee Cheesman abstained due to nepotism.

3. Concessions profit split

There was some confusion as to how the concessions profits are handled. Some thought that after expenses were paid, 50% of the profit goes to the Junior Class. The way it has always been handled is that the expenses are paid throughout the year, and at the end of the year the profits go to the Junior Class with 5% withheld in concessions to pay for maintenance and equipment.

Trustee Cheesman thought that the concession stand keeps a running inventory, and then the profits are based on that as well as expenses. No inventory is currently being taken. It was suggested that if different clubs are working, a nightly inventory is necessary. The administration was going to follow up on these topics and report back to the Board.

The method of stipend payment needs to be addressed and this will be on the agenda for next month.

4. Out of District Student(s) Approval (POLICY 3141)

A motion was made by Trustee Sanford and seconded by Trustee Skelton to accept student A as an out of district student.

Motion Carries 5-0

The Superintendent stressed that instruction of In-District students are not impeded by the instruction of the Out of District student.

5. Fingerprints and Background checks (Policy 5122) – attorney opinion

The recommendation by legal counsel is to apply the common sense rule, particularly if it is Grandma, Uncle, Aunt, parent, or neighbor volunteering up to two or three times a year, and assuming that those individuals will not be in total supervision of students. Basically, the volunteer needs to be within "ear-shot" of the teacher/school employee. Anyone chaperoning overnight needs to have a background check.

The Board would like a clarification made to the policy. Especially in regards to the overnight chaperon and within "ear-shot" volunteer. This policy will be on next month's agenda.

6. Approval of Updated Substitute List – Jessica Dalka, Amber Hendrick, Nancy Luger

A motion was made by Trustee Skelton and seconded by Trustee Sanford to add Jessica Dalka to the Substitute List.

Motion Carries 4-0 Trustee Cheesman abstained due to nepotism.

A motion was made by Trustee Cheesman and seconded by Trustee Dockter to add Amber Hendrick to the Substitute List.

Motion Carries 4-0 Trustee Skelton abstained due to nepotism.

A motion was made by Trustee Skelton and seconded by Trustee Dockter to add Nancy Luger to the Substitute List.

Motion carries 5-0

7. New Costco Membership/Credit Card

The District can save a large amount of money by making purchases through Costco. For example: laundry soap for our athletic program is \$10 at Costco vs. \$50 through a custodial supply vendor. The Administration assures that internal financial controls will be in place. It was also suggested that the district also sign up for an American Express Card through Costco, so that individuals do not need to be paying for items and then being reimbursed by the District. Tina Hill will check on the requirements for names on the American Express card, as well as invite Costco to send a representative out to explain the options, and possibly attend the November board meeting. Another option of having orders placed online and then delivered to the district was suggested. The total dollar amount of the order could then be known, a check could be written and approved at the monthly meeting, and the delivery date could be set for after the board meeting. This option will also be checked on by Tina Hill.

A motion was made by Trustee Skelton and seconded by Trustee Dockter to approve a Costco membership for the St. Regis School District.

Motion Carries 5-0

The topic regarding an American Express card from Costco was tabled until next month when more information could be gathered.

8. Resignation – Head Cook, Larry Fields

Superintendent Low read the resignation letter of Larry Fields. The Administration thanked Larry for his many years of service and dedication. The resignation is effective October 19th.

A motion was made by Trustee Skelton and seconded by Trustee Cheesemen to regretfully approved the letter of resignation of Larry Fields.

Motion Carries 5-0

9. Hiring – Head Cook, Dawn Palmer

The position was posted internally. Dawn Palmer applied. Discussions have been completed regarding the scope of the position and supports in place to help Dawn to be successful as she transitions from Assistant Cook to Head Cook. Larry Fields recommends Dawn for the Head Cook position.

The Board Chair closed the meeting at 6:15 for an Executive Session.

The meeting resumed 6:25.

The Principal was included in the executive session.

An audience member asked why the executive session was called, and the Superintendent stated that it was called in order to discuss qualifications and various candidates.

The board chair took the comment under advisement as wages are public information.

A motion was made by Trustee Sanford and seconded by Trustee Dockter to hire Dawn Palmer as the Head Cook at \$10.48/hour, for 8 hour per day.

Motion Carries 4-0 Trustee Cheesman abstained due to nepotism.

10. Hiring – Classroom Aide, Amber Hendrick

The District received 6 applications for this position. Interviews for all candidates were conducted. The Superintendent received input from both the Principal and elementary staff members. The candidate of choice is Amber Hendrick. She has fully completed a four year teaching degree and has worked in several settings with specific students needing extra support and supervision. The District was fortunate to have a fine field of candidates apply for the position and encourage those not selected this time to apply for similar positions that may be available in the future. Amber started observing in the classrooms last Friday.

In a prior board decision, it was decided that the starting was for an applicant that was highly qualified would be \$8.75/hour. A highly qualified applicant is anyone that has received a 2 year degree beyond high school or completed certification work for paraprofessionals. The degree should have an education focus.

The primary location for this position would be in the Kindergarten, 2nd grade, and 3rd grade classrooms, as well as student supervision, and recess supervision as needed. There will be a quiet room facilitated for non-compliant or behaviorally challenged students. The quiet room is going to be placed in the space that had previously held the copier in the elementary. The roll-up window will be retro fitted with a double pane window.

The need to hire someone for this purpose is because there are a large number of students that do not qualify for 504 services or special education.

A motion was made by Trustee Cheeseman and seconded by Trustee Sanford to hire Amber Hendrick as a classroom aide at \$8.75, funded with federal stimulus money which is in place for 2 years so the position may be of the temporary status. Position is minimum .5 time up to full time. Benefits will be awarded if scheduled for more than 20 hours per week.

Motion Carries 5-0

>>>Information/Discussion Items<<<

- A. AYP Update – Sections B and C of report requested by Board (individual schools). Montcas scores have been sent out.

- B. Strategic Plan
November 2nd and 3rd from 5-9 p.m. Shelly will let Patrick know. Tina Hill will email draft strategic plan received from Joe Brott.
- C. Open House – September – very successful event.
- D. PTO – PTO is now a Boosters Club. No new meeting date is known.
- E. Sale of dormant school resources (surplus sale) – October 27th, 29th in bus barn.
- F. 21st Century Programs and Staffing
October 21st is lights on evening – family game night and dinner. The committee met in October.
- G. Adult Education Programming
Position posted internally at \$20/hour. There has been no interest in the position. The posting will be changed to include the entire stipend amount of \$2300.
- H. Centennial Celebration of St. Regis School
There was a meeting on 9-15-09. Tentative event scheduled for July 4th. Next meeting will be October 20th 5 :00 pm

Trustee Cheesman left the meeting at 6:59 p.m.

- I. Energy Audit Report
Some of the items suggest a 5-7 year payback. The Superintendent recommends focusing on the lighting in the gym and the windows between the library and gym.
- J. Propane Tank Removal
The large tank is being removed starting Saturday and completed on Tuesday. After much bulldogging on the part of Superintendent.
- K. Reader Board
NW Energy did not have a free 1 – 1.5 hours of lift time. Man lift needs to be rented in order to repair the reader board.
- L. Phone System Strategic Planning
Requested that Scott and Patrick work with phone system representative.

>>>Administrative Report<<<

Principal (highlights, full report on file) –

- new staff mentoring
- student council class officers – met a couple times and helpful with homecoming. Student council consists of 3 members, the board liaison is Tyler Cheesman.
- Homecoming went well – need to publicize a little better.
- Pep Band will resume after Mary returns.
- Drama – Bernie Luger has responded to posting

- No response to Speech/debate
- Elementary rotation (see attached)
- Walk to read still updating

Superintendent (highlights, full report on file) –

- Request of sick leave from sick leave bank by Mary Johnston. Sick leave committee granted up to 10 days as needed.
- 6 man football
- PT conferences scheduled for November 5th.
- NWEA assessment student achievement results (put on next agenda.)
- H1N1 – no confirmed cases in Mineral County
- MEA on 15th and 16th.
- quiet room (calm down, then learn about the behaviors that need correcting)
- Special Ed – hopes to focus on next week.

>>>Clerk’s Report<<<

We have two funding components that cross fiscal years. Title and Gear Up. The budget will reflect expenditures/revenues for both projects. Special attention needs to be paid to the project number which helps to differentiate between the two project years.

Going out for bid for the auditor should be done by the June board meeting and. I would suggest sending out the letters by May in order to have a response by the June board meeting. I spoke with 4 surrounding school districts, and this is the average time period they use.

MCEL in Missoula Wednesday, Thursday, Friday.

The Board is still interested in developing a starting wage for non-teaching staff.

Currently we have a non-certified substitute subbing on a long-term basis for the same teacher. A wage for this situation has not been developed. Last year, a certified long term sub rate was established.

>>>Set Next Meeting/Adjourn<<<

The next regular meeting will be November 11th at 6:00 p.m. in Room 107. The meeting was adjourned by Chairman Dunlap at 7:41 p.m.

District Clerk

Board Chairperson