

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

St. Regis School

November 11th, 2009

The meeting was called to order at 6:00 p.m. by Chairman Dunlap.

>>>Board Roll Call<<<

H = Here

A = Absent

P = Partial

H- John Cheesman

H- Shelly Dunlap

H- Jolie Skelton

A- Tina Dockter

H-Jackie Sanford

H- Patrick Low, Superintendent

H-Edward Huenemann

H-Tina Hill, Clerk

>>>Visitors<<<

Visitors (according to Sign-in sheet): Charlee Thompson, Ken Jasper, Carla Jensen, Cindy Feasel, Diane Gingerich, Chris Clevenger, Shelly Melin, Jess Tuchscherer, Dan Noonan, Jim Martin, Melody Adamson, Gerry Gotcher, Terri Barclay, Marie Snodgrass-Jennings, Mark Feasel, Scott Lowry

>>>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."

Chairman Dunlap read a "thank you" letter for the school's donation to the Drug Dog Fund.

>>>Minutes<<<

A motion was made by Trustee Skelton and seconded by Trustee Cheesman to approve the minutes of the October 13th meeting.

Motion carries 4-0

>>>Finance Committee<<<

The committee found the beginning and ending warrant numbers of both claims and payroll to be accurate. Payroll check numbers 23603 through 23612 were voided because checks were in printer when reports were printed. Payroll check numbers 23637, 23677, 23657 were voided due to a withholding error.

>>>Activity Accounts<<<

A motion was made by Trustee Skelton and seconded by Trustee Sanford to approve activity accounts with an ending balance of **\$14,919.73 including check number 5211 to 5248.**

Motion carries 4-0

Activity accounts has 41 outstanding checks and 1 – \$100 NSF check.

>>>Payroll and Bills<<<

A motion was made by Trustee Sanford and seconded by Trustee Skelton to approve the Payroll Warrants from number **23902 to 23931 and direct deposit transactions from – 89601 to -89566**, and Claim Warrants from number **33901 to 33967**. There was an overpayment of \$50 to Wells Fargo that will be applied to next month’s bill.

Motion Carries 4-0

>>>Old Business<<<

1. Fingerprints and Background checks (Policy 5122) clarification/update

Chairman Dunlap read the recommended support language as drafted by the Superintendent and MTSBA. The board asked that the support language be inserted into the end of the policy. This is a 1st reading, and it will be on the December agenda.

>>>New Business<<<

1. 6 man football – Alberton’s Athletic Director – Chris Clevenger

The Alberton Athletic Director, Chris Clevenger, presented information on 6-person football. At first, Alberton was truly apprehensive about a 6-person program, and then they realized that it gives kids the opportunity to compete on a level playing field.

In order for a school to participate in 6-person football, the High School enrollment has to be below 65. The deadline for notifying MHSA of a switch is November 23rd. At that meeting they will split up the teams. Travel is always a big challenge. MHSA would be willing to consider hardships regarding travel away from home so that a school does not have to travel to the distant locations all in the same year. It is a possibility for the long trips to be on Saturday.

There was lots of audience participation regarding travel. The concern of the current coaches is travel time. The projected participation numbers for next year is 18, which is what was projected for this year. Twelve players turned out for this season.

Principal Huenemann has been meeting with students, parents and community members in order to gain opinions. The Administration would like to get more parental and community input and suggested a special meeting be called for Thursday, November 19, 2009 at 6:00 in the music room.

2. New American Express Credit Card through Costco

Costco has a Commercial Charge Card that was designed with schools in mind. There is no annual fee.

A motion was made by Trustee Cheesman and seconded by Trustee Sanford to approve four (4) Costco commercial charge cards.

Motion Carries 4-0

3. Sealed Bids from surplus sale – surplus sale results

The District received \$126 from the garage sale and \$1560 from the sealed bids. The garage sale was held two separate evenings.

Chairman Dunlap opened the sealed bids for the John Deere tractor and the trailer.

The District received 6 bids on the tractor. They are as follows.

Robert McGuinness	\$1250
Devin Hill	\$1510
Ed Kraszewski	\$855
Ed Miller	\$757.97
Bruce Lamb	\$952
Richard Warnken	\$750

Devin Hill is the high bidder, and will be notified.

A motion was made by Trustee Sanford and seconded by Trustee Skelton to accept Devin Hill's bid for \$1510 for the John Deere tractor and attachments.

Motion Carries 4-0

The District received 2 bids on the trailer.

Scott Lowry	\$27.77
Richard Warnken	\$50

A motion was made by Trustee Sanford and Trustee Cheesman to accept Richard Warnken's bid for \$50

Motion Carries 3-0 Trustee Skelton abstained.

The winning bidders are allowed 30 days to pay for and pickup their items.

4. Minimum participation requirement (extracurricular activities)

Superintendent Low recommended that policy language be drafted and brought forward for a first and second reading at the December and January board meetings. BPA participation requirement was set at 5 during the October board meeting.

The board agreed that they would then be guided by such policy. There also needs to be an allowance for flexibility.

Also, the participation requirements for a junior varsity coach for sports needs to be addressed. The only policy that addresses this is policy 3511, but that policy speaks specifically to eight-man football. Cindy Feasel, A.D., would like to see the participation requirement number for a junior varsity coach reviewed, and possibly be dropped to 10. This item will be on next month's agenda.

5. Concession advisor stipend payment & inventory/profit split

For clarification, currently the practice is to carryover 5% of the profits from year to year in order to pay for maintenance and equipment for the concession stand. Principal Huenemann presented a product inventory sheet that could be used by the concession stand. Cindy Feasel suggested

contacting Victor school as a resource for the concession stand topic. This item may need further review during negotiations this year.

6. Policy Updates

- Policy 5336 – Compensatory Time and Overtime for Classified Employees
MTSBA provided a language change for clarification.

A motion was made by Trustee Sanford and seconded by Trustee Cheesman to accept changes suggested by MTSBA.

Motion Carries 4-0

- Policy 8430 – Records Management

This is the 1st reading for this policy and will be placed on the next agenda for a 2nd reading. The board requested copies of the current policy as well as a copy in the board packet of the proposed policy each time a policy is on the agenda.

- Policy 5254 – Payment of Employer Contributions and Interest on Previous Service

This is the 1st reading for this policy and will be placed on the next agenda for a 2nd reading. Superintendent Low recommended adopting this policy. It is listed as “optional” with MTSBA

It was also recommended that, if adopted, a copy of this policy be placed in the employee binders every year.

- Policy 5338 – Payment of Interest on Employer Contributions for Workers’ Comp Time

This is the 1st reading for this policy and will be placed on the next agenda for a 2nd reading.

- Policy 8105 – School Bus Replacement

This is the 1st reading for this policy and will be placed on the next agenda for a 2nd reading.

7. Resignation –Assistant Cook, Dawn Palmer

Trustee Dunlap read the resignation letter from Dawn Palmer. She was hired as the head cook at the October meeting.

A motion was made by Trustee Skelton and seconded by Trustee Sanford to accept the resignation letter from Dawn Palmer.

Motion Carries 3-0 Trustee Cheesman abstained

8. Hiring – Assistant Cook, Cheryl Ward

Seven people were interviewed for this position. Cheryl has over 7 years experience in food service.

A motion was made by Trustee Sanford and seconded by Trustee Skelton to hire Cheryl Ward as the Assistant Cook for 7 hours/day at \$8.25/hour including benefits.

Motion Carries 4-0

9. Hiring – Drama Advisor – Bernie Luger

Superintendent Low recommended Bernie Luger for the Drama Advisor position. The ages that would benefit would be junior high and high school.

A motion was made by Trustee Sanford and seconded by Trustee Cheesman to hire Bernie Luger as the Drama Advisor.

Motion Carries 4-0

10. Hiring – Adult Education Director – Dustin Feasel

Superintendent Low recommended Dustin Feasel for the Adult Education Director position.

A motion was made by Trustee Cheesman and seconded by Trustee Sanford to hire Dustin Feasel as the Adult Ed. Director

Motion Carries 4-0

11. Starting wages for non-teaching staff

Superintendent Low provided a fact sheet that included recommended starting salaries for non-teaching positions. It was decided that this item be tabled for the next meeting, and that possibly a committee could be formed to formulate these starting salaries.

12. Wage rate for long-term non-certified substitute / review of substitute rates

The question before the board was if they want to create a category and rate for long-term non-certified substitutes. The Clerk also asked for clarification regarding the 10 days of experience for substitutes. Some members felt that the 10 day rate should start over at the beginning of each school year. Trustee Cheesman remembers that the inception of this idea did not require the rate to start over at the beginning of each school year.

A motion was made by Trustee Sanford and seconded by Trustee Cheesman to keep current practice and allow the 10 day experience rate to carryover from year to year.

Motion carries 4-0

There was a lot of discussion on this topic. Several in the audience commented as well. One comment was that a long-term certified substitute should be making at least what people in the kitchen receive. Another comment was that the regular substitute wage should be increased as well.

A motion was made by Trustee Cheesman and seconded by Trustee Skelton to set the long-term non-certified substitute rate at \$7.75 (minimum wage plus .50) and that the pay be retro active to the 1st day of service for that assignment. This applies if they have worked more than 20 consecutive days for the same teacher.

Motion Carries 4-0

13. Policy for Restitution – Trustee Skelton

Policy 7440 was drafted by Joe Brott of the MTSBA. There were a few items that needed clarification. It was felt that the 4 categories that were created should be stated, as well as if a vote by the board needs to be the majority of the entire board, or just the majority of those present. This item was tabled until next month.

14. Laptop for every student program – Trustee Skelton

Trustee Skelton suggested this program and would like to get feedback from staff. One comment by staff in the audience was that all staff computers do not have the same versions of programs which can make it difficult to share information. The same problem would exist if student laptops were running different versions than staff.

Superintendent Low will be able to start the conversation with staff once the 5-year plan is complete. The 5-year plan will be complete at the end of January, but he'll be more able to focus on this topic in April. This item will be on the April board meeting agenda.

15. Hiring – 21st Century – Bernie Luger, Marie Snodgrass-Jennings, Linda McLinden, Jess Tuchscherer, Dave Jensen, Maury Johnston

The above list of names was recommended by the 21st Century Director, Julie Burklund, and supported by the Superintendent to serve as advisors for the after school initiatives.

A motion was made by Trustee Sanford and seconded by Trustee Skelton to hire the above list of people for the 21st Century program.

Motion Carries 4-0

16. Roof USA – 2009/2010 contract for roof maintenance

Roof USA will provide routine roof maintenance and will give a price reduction if repairs are needed. The Board inquired if Roof USA had already fixed the locker room roof before. Scott Lowry will check into this. The cost of their services is \$2650 annual per the contract, and does not include the repairs needed for the locker room roof.

A motion was made by Trustee Skelton and seconded by Trustee Cheesman to accept the contract from Roof USA.

Motion Carries 4-0

17. Approval of additional sick leave.

Superintendent Low recommended that the board allow up to 5 additional days of sick leave for Mary Johnston.

A motion was made by Trustee Skelton and seconded by Trustee Sanford to approve 5 additional sick days from the sick leave pool if needed.

Motion Carries 4-0

18. Approval of Updated Substitute List – Ronda Christensen

A motion was made by Trustee Sanford and seconded by Trustee Cheesman to add to the sub list pending background check.

Motion Carries 4-0

>>>Information/Discussion Items<<<

A. - AYP Update

Hopefully will be able to print tomorrow. This item will be on December agenda.

B. - Strategic Plan

Key topics included : District Core values & core purpose, Demographics, Business/Economic climate, legislation/regulation, technology, politics & social values, goal development. A draft report from the MTSBA will be given at the December board meeting.

C. - NWEA results

A report was given that compares our students to the national norm, as well as the school district norm. The Board would like a report that shows specifically the national norm number per content category. The test is given in spring and fall to determine growth, and given in winter months to students that staff members have concerns about.

There was some discussion regarding Policy 2120 on testing, and that it states that testing will happen 3 times a year. The hope is to have the first test results by the 1st parent/teacher conference. Administration would like to have at least 7 weeks of school prior to testing. NWEA also sells a 20 minute test and we use the 50 minute version. It was agreed that we would continue with testing 3 times a year, and not use the 20 minute test, but the full-length test in the middle of the year as well.

D. - Booster Club

Their goal is to enhance and support the educational experience at St. Regis School. They would also like to enrich and support the curriculum.

The Booster Club will not have a report for the board until the end of the year. They would like to have one major fundraiser to get started, and have decided on a “Booster Board” that would be located in the gym. The Board was in support of this project. Sponsors would buy a space on the board with an initial cost as well as an annual renewal fee, if desired. The Boosters would like to help the school with a project, and they have picked the remodeling of the locker room as their project of assistance. They would also like to help out with such things as music equipment and equipment bags for the football team. Another fundraiser they are considering is tiger-wear. They would like to have a logo contest among the students.

E. - Adult Education Programming

The Program is gearing up with the hiring of Dustin Feasel as Coordinator

F. - Energy Audit Report

Need to upgrade some of the windows in the high school wing. The lights in the gym were listed on the energy audit, but due to them recently being upgraded, they will not be replaced at this time.

G. - Reader Board

Kern Wilson, lift bucket, and technical support are in place. When all of those components match schedules, then work will begin.

H. - Phone System

Simplex has returned our phone calls. They are aware we want some type of repair.

>>>Administrative Report<<<

Highlights from Superintendent

- Curriculum consortium at Lolo high school for PE/Health
- Friday at Lolo for Science curriculum
- Math curriculum met Tuesday. Will follow up with outcomes. Hearing more favor for connective math.
- Sitton Spelling completed training today.
- MANDT training for staff. This is for staff that would need to deal with students that need to be physically restrained.
- Dibels data becoming available to staff, as well as NWEA data.
- Differentiated Instruction – supplying staff with information.
- December agenda items.
 - Superintendent’s Evaluation
 - Close Up program
 - TSA Program and stipend

Highlights from Principal

- Ms. Johnston returning from sick leave
- Thanks to Mrs. Jasper for hard work with testing
- Veterans Day acknowledgement was well received.
- New popcorn machine on order for concession stand.
- 8 formal observations completed so far.
- Spirit wear – working with Cindy Feasel and vendor
- safety/evacuation drills completed

Transportation report

- 2 riders have dropped off west end route. Parents were notified of the earlier schedule
- bus barn has been swamped and cleaned as well as inventoried.
- add to Dec agenda Bus #1 (replace, repair)
- Pickup on Dec agenda (replace, repair)

>>>Clerk’s Report<<<

- Montana Quality Schools Grant – application not open yet. A public hearing is being held on Nov 18th in Helena to consider the adoption of the proposal rules. Competitive grant program for – school facility and technology grants, matching planning grants, emergency grants.
- Score Boards – We can probably talk to Pepsi again about a new contract, and therefore a new scoreboard. It has been suggested that better protection be provided to scoreboards that are placed in gym.

- Bleachers/Lockers – Spoke with a local vendor from Missoula. They have been out and talked to Scott and also gave some price quotes.

- Fiscal Close-out report for Title. There was some carryover for Professional Development – Title IIA. Trying to amend report for schoolwide in order to recode expenditures from general fund.

- Gearing up for Audit. There is not a date set for their arrival, but would like it before Christmas Break.

>>>Set Next Meeting/Adjourn<<<

The next regular meeting will be December 9th at 6 p.m. in Room 107. The meeting was adjourned by Chairman Dunlap at 10:14 p.m.

District Clerk

Board Chairperson