

PARK COUNTY SCHOOL DISTRICT No. 6
Board Meeting
July 21, 2020

The Board of Education of Park County School District No. 6 met on July 21, 2020 at 6:00 p.m. in the Westside Annex Board Room. Chairman Nelson called the meeting to order and led the Pledge of Allegiance. Board members present: Stefanie Bell, Tom Keegan, John McCue, Brandi Nelson, Cathy Roes, Jenni Rosencranse and Karen Schipfmann. Administrators present: Peg Monteith and Tim Foley. Directors present: Terry Gardenhire, Dawn Solberg, Sam Hummel and Chynna Singer.

Chairman Nelson called for approval of the agenda.

Trustee Rosencranse moved to approve the amended agenda. Trustee Schipfmann seconded and the motion carried.

Chairman Nelson reminded anyone viewing the meeting that public comment could be submitted via park6@park6.org.

Transportation director, Sam Hummel, gave a transportation department summary for the 2019/2020 school year. Topics covered included bus disposal, replacement, improvement of needs vs. wants, miles traveled, total man hours needed to keep the district moving, etc. He also spoke about fuel budgeting and the idea to split the budget among the schools and activities in hopes of possible keeping expenditures down.

Dawn Solberg reviewed the June 20, 2020 year-end budget and notified the board that the state audit refund was received and recorded in June.

Terry Gardenhire reviewed a summary of the summer projects, many of which are finishing up. He also reviewed the CHS roofing repairs and the new bus facility update where construction is ahead of schedule.

Chairman Nelson called for approval of the Consent Agenda.

Stefanie Bell moved to approve the consent agenda items. John McCue seconded the motion and the board approved the following:

Classified Employment

Resignations/Terminations/Retirements

Cody Miller, Custodian, CHS
Laurieanne Sigurdson, Crossing Guard, SS/Transportation

Classified Employment

Noah Fulton, Seasonal Technology, District
Stephen Carpenter, Custodian, CMS
Brandon Curyea, Custodian, CHS

Transfers

Trudy Brown, Technology Specialist to Technology Supervisor, District

Vouchers for Payment

General Fund	\$457,844.44
Special Revenue	\$58,039.20
Major Maintenance	\$220,581.82
Capital Construction Account	\$351,463.47
Food Service	\$ 73,405.52
Internal Service	\$0.00
Depreciation Reserve	\$53,293.18
Cody School Fund	\$4,580.40
Payroll	\$2,110,525.21

July 21, 2020

- Minutes of June 2, 2020 Special Board Meeting
- Minutes of June 16, 2020 Regular Board Meeting
- Minutes of June 24, 2020 Special Board Meeting
- Minutes of June 24, 2020 Executive Session
- Minutes of July 7, 2020 Special Board Meeting
- Minutes of July 24, 2020 Budget Hearing
- Recognized Assistant Superintendent as Federal Programs Director
- Designated Special Services Director as 504 Coordinator
- Set 2020/2021 School Meal Prices as follows:

Breakfast K-5	\$3.00	Lunch K-5	\$3.75
Breakfast MS	\$3.00	Lunch MS	\$4.00
Breakfast HS	\$3.00	Lunch HS	\$4.25
Breakfast Adult	\$4.50	Lunch Adult	\$5.75
- Set 2020/2021 Annual Tuition Rate - \$15,726.73
- Approved Contract for School Improvement/Accreditation Consultant - \$13,200
- Approved 2020/2021 Contract for Student at C-Bar V - \$227,248
- Approved Admission of 2 Non-Resident Students
- Accepted \$5,500 Nourishing Neighbors Summer Meals Program Grant
- Approved 2020/2021 WHSAA Membership Application and Activity Enrollment

Chair Nelson called for Public Comments. There was none.

Chairman Nelson called for discussion surrounding the Request for Proposal for marketing service for sale of the current transportation facility.

Trustees shared comments and concerns about the necessity of completing an RFP and whether the outcome would be any different. Points to consider moving forward included excluding advertisement in the Casper Tribune and Billings Gazette, adding the Powell Tribune to the advertising list and adding a statement to include digital marketing. Trustees agreed that RFP's could be reviewed at the September work session. Mr. Gardenhire agreed to have the RFP's due August 27th.

A brief recess was taken.

The meeting resumed at 7:10 p.m. and Chairman Nelson called for approval of the 1.0 mill levy to support the Shoshone Recreation District.

Trustee Keegan moved to approve the 1.0 mill levy for Shoshone Recreation District for 2020/2021 and stated,

“Be it resolved that the Board of Trustees for School District 6 of the State of Wyoming authorizes the Park County Treasurer to pay directly to the Shoshone Recreation District that portion of the mill(s) levied and apportioned to the Recreation District.”

Stefanie Bell seconded and the motion carried.

Chairman Nelson called for action on the transportation project alternates. She added that construction is ahead of schedule so the Board needed to make a decision on the alternates.

On motion by Trustee Rosencranse, seconded by Trustee Keegan and carried, alternates 4d, 5, 8, and 9b were approved for a total of \$137,419.

Chairman Nelson called for approval of a technology purchase. She explained that the district is requesting permission to purchase network infrastructure equipment utilizing E-rate funding (60% E-rate/40% district).

On motion by Tom Keegan, seconded by Stefanie Bell and carried, the total expenditure of \$88,741.60 was approved with \$53,244.96 to be paid from E-rate and \$35,531.59 from district funds.

Chairman Nelson called for second and final reading of Policy GCCAB-R – Family and Medical Leave.

Mrs. Singer shared that policy updates accompanied the purchase of a new software program for tracking FMLA leave and had been reviewed by an FMLA attorney as well as the school district's attorney. Mrs. Bell shared concern about the section pertaining to outside employment and vacation while on FMLA leave. Mrs. Singer responded that the district's attorney insisted that the language remain, that exceptions could be handled via human resources if necessary. Trustee Keegan pointed out that if the language is in federal statute, it should be left as written. On motion by Trustee Roes, seconded by Trustee Rosencranse and carried, Policy GCCAB-R – Family and Medical Leave was approved on second and final reading.

Chairman Nelson called for second reading of Policy GCLA – Professional Staff Schedules and Calendars and shared that it had been submitted for legal review.

On motion by Stefanie Bell, seconded by John McCue and carried, Policy GCLA was moved from second to third and final reading. Mrs. Bell noted that Policy GCBAB- Extra Pay for Extra Duty would be referred to the district policy committee for review in conjunction with Policy GCLA.

Chairman Nelson called for first reading of Policy GCCAAB – Certified Personal and Docked Days, and shared that it had been submitted for legal review.

Trustee Bell motioned to approve Policy GCCAAB and move from first to second reading. Trustee Keegan seconded. Mrs. Singer recommended a change from the word “vacations” to “breaks”. Mrs. Bell asked that once the policy receives approval by legal counsel, the classified policy GDC would need to be changed accordingly. Motion carried and Policy GCCAAB – Certified Personal and Docked Days was moved from first to second reading.

Chairman Nelson called for first reading of Policy GCCAA – Certified Staff Illness, Bereavement Leave and Retirement Incentive, adding that the policy had not yet been forwarded to legal counsel. Cathy Roes motioned to move Policy GCCAA from first to second reading. Karen Schipfmann seconded. Mrs. Singer again asked for the word “vacations” be changed to “breaks” and added that she and Mrs. Solberg would be creating a form for processing to be used by staff and that form would be shared with the board. Trustee Roes asked if the policy could have a more appropriate title. Motion carried and Policy GCCAA - Certified Staff Illness, Bereavement Leave and Retirement Incentive was moved from first to second reading.

Chairman Nelson called for approval of a Request for Proposal for marketing service for sale of the current transportation facility.

On motion by Jenni Rosencranse, seconded by Tom Keegan and carried, the district will proceed with the RFP for marketing service for sale of the current transportation facility including removal of advertisement in the Billings Gazette and Casper Tribune, inclusion of advertising in the Powell Tribune and inclusion of digital marketing with the RFP review and award at the September 1 special board meeting.

Chairman Nelson called for approval of student handbooks.

Mrs. Bell shared a handout of revisions she suggested for the Cody High School activities handbook. She asked that any forms be reviewed by legal counsel. Discussion resulted in the conclusion that the activities director and coaches should have an opportunity to review the suggested revision.

Mrs. Bell also stated the inconsistency in countable absences across the regular student handbooks and highly recommended that bereavement and medical excuses with a Dr.'s note not be countable. She urged administration to create consistency across the levels district-wide. Chair Nelson recommended tabling the approval of handbooks.

On motion by Cathy Roes, seconded by John McCue and carried, the approval of student handbooks was tabled pending review with administrators and handbook approval to take place at the August 4 special board meeting.

Chairman Nelson called for approval of the revised 2020/2021 school calendar.

Superintendent Monteith explained the various revisions that included frontloading the professional development days, moving the start date to August 31 and the end date to May 28.

On motion by Trustee Rosencranse, seconded by Trustee Schipfmann and carried, the revised 2020/2021 school calendar was approved.

Chairman Nelson called for approval of emergency procurement of Feevr units for the schools.

Superintendent Monteith explained the emergency procurement clause allowing the district to purchase without bidding. She explained that the units would be paid for with ESSER grant funds and provide thermal scanning of student temperatures as they enter buildings. School nurses have established a checklist and protocol of how to handle a student who may be ill. School support staff will also receive training on use of the Feevr units in the event a nurse is unavailable. On motion by Trustee Keegan, seconded by Trustee Schipfmann and carried, the board authorized emergency procurement of eight (8) Feevr units in the amount of \$26,037.54.

Chairman Nelson called for Board Reports.

Trustee Bell stated decisions still need to be made regarding the policy committee.

Trustee Schipfmann thanked all school staff for the work being done to get kids back in school.

Trustee Nelson shared that she and Trustee Schipfmann had participated in the recent Zoom meeting regarding SmartStart and agreed it is a lot of work.

Superintendent Monteith reminded trustees that Dr. Steve Joel will be working with administration and the board on August 6th. She announced that NSBA is holding a School Safety Virtual Summit on September 16 -17 for \$99 and trustees can contact Mrs. Page if they are interested in registering.

Chairman Nelson called for the Superintendent's Report.

Superintendent Monteith announced that the district will be advertising for applicants to serve on the 2020/2021 KEC Resource Complaint Committee. She would also like to review the SmartStart plan with the board and will send information next week. The district is looking into purchasing neck gators for staff and students along with face shields and Plexiglas to assist with distancing. She stated that the State had requested permission to use Park 6 accreditation documents as exemplary documentation for other districts. The back-to-school edition of the newspaper is approaching rapidly, but will look a bit different this year. Mandatory ads will be included along with a letter pertaining to reopening instead of several articles. And finally, the district received the accreditation certificate from the Wyoming Department of Education.

There being no further business to come before the board, on motion by Cathy Roes, seconded by Karen Schipfmann and carried the meeting was adjourned at 8:30 p.m.

Chairman of the Board

Date

Clerk

Date

July 21, 2020