

Frenchtown School Board of Trustees Meeting

March 17, 2020 at 7:00 p.m.

Middle School Shared Common Area

- I. **Call to Order:** The Regular School Board Meeting was called to order by Chair Debbie Lester. Trustees Jami Romney FitzGerald, Marilyn Thorn, Gordon Schmill and Bryce Simpson were in attendance. Superintendent Randy Cline, Principals Jodi Hall, Aaron Griffin, Riley Devins, Jake Haynes, Activities Director/Assistant High School Principal Kipp Lewis, Technology Coordinator Arron Rowan and District Clerk Shauna Anderson were also present.
- II. **Pledge of Allegiance:** Meeting opened with the pledge at 7:00 p.m.
- III. **Board Recognition – none.**
- IV. **Public Comment Period – none.**
- V. **Individuals and Delegations to Address the Board – none.**
- VI. **Staff Presentation – none.**
- VII. **Business**
 - A. Old Business
 - 1) Review/Action: Approve FY19 Audit

Jami Romney FitzGerald made a motion to table the approval of the FY19 Audit until a future meeting. Bryce Simpson seconded the motion. Public discussion – none. Board discussion – none. Unanimous.
 - 2) Information/Discussion: Resignations

Resignations discussed were Teachers Bobbie Cline and Kathy Unsworth, Paraprofessional Cody Warner and FHS Assistant Volleyball Coach Faith Bauer.
 - 3) Information/Discussion: Preliminary Budget Figures for 2020-2021

Superintendent Randy Cline discussed the Preliminary Budget Data Sheet released by the Office of Public Instruction, which provides General Fund budget information and potential voting limits for the FY21 general fund budget. Superintendent Cline discussed the known increases in funding through increased ANB and estimated increases in expenses for the 2020 -2021 school year, as well as other items impacting the FY21 budget.
 - Trustee Teresa Teagle arrived at 7:09 p.m.
 - 4) Information/Discussion: Strategic Planning for 2020 – 2025

Superintendent Randy Cline discussed the first strategic planning meeting which was held on March 9th. Future meetings are scheduled for Monday, April 20th and Tuesday May 12th. Board members are encouraged to attend. Information has been sent to board members from facilitator Ginny Tribe. Board members are asked to contact staff and community members for feedback about the strategic plan.
 - B. New Business

Move items 3) and 9) up on the agenda

 - 3) Review/Action: Purchase of Two Propane Route Buses

Superintendent Randy Cline discussed the district's bus purchases for FY21. Transportation Director Marsha Dilworth and Mechanic Jon Peterson are recommending the purchase of two propane buses for the 2020 – 2021 school year. Superintendent Cline acknowledged Jon Peterson for applying for and receiving two DEQ State Clean School Bus Grants, which will offset the cost

of the two new buses. Jon Peterson presented the bids received from three manufacturers. He recommended the purchase of Blue Bird buses, as they have a recommended engine and lower emissions than the other vendors. The Blue Bird bus bid was for \$121,000 for each bus, totaling \$242,000. The DEQ grants will offset this cost by \$63,000, so the final cost to the district will be \$179,000. Questions were asked regarding seat belts, mileage, maintenance costs and fuel savings. Jon Peterson indicated the new buses will have seatbelts, are less expensive to maintain, and although are not as powerful as diesel buses they perform well for the routes they are to be used on. Jami Romney FitzGerald made a motion to approve the purchase of two propane route buses for FY21. Bryce Simpson seconded the motion. Public discussion – none. Board discussion – regarding future bus needs. Jami Romney FitzGerald thanked Jon Peterson for his work on securing the DEQ grant for the district. Unanimous.

9) Review/Action: Planned Service Proposal from Johnson Controls

Maintenance Supervisor Sean Mecham discussed the proposal submitted from Johnson Controls for planned service of the maintenance of systems and technology for the district's physical plant from April 1, 2020 to March 31, 2023. This proposal is a renewal of a previous agreement. The proposal for year 1 is \$21,300, year 2 – \$21,938 and year 3 - \$22,596. Also discussed was how this service would replace a second agreement and thus offset the cost of the current service overlap. Superintendent Randy Cline had asked Sean Mecham to review service contracts and find any potential savings to the district. Jami Romney FitzGerald made a motion to approve the Planned Service Proposal from Johnson Controls for the three-year period identified. Teresa Teagle seconded the motion. Public discussion – none. Board discussion – regarding the cost of materials and potential savings with regard to materials on hand and our ability to find materials at a lessor cost. Unanimous.

Move XI. Reports B. Administrative Report 6) Maintenance Supervisor up on the agenda

XI. Reports

A. Administrative Reports

- 6) Sean Mecham discussed the efforts to sterilize and sanitizing the school during the outbreak of COVID-19, including the use of Protexus disinfecting devices. Questions were asked about the use of the devices and how they were being used on all surfaces throughout the district. Also discussed was the north campus filter replacement, and the progress of the modular buildings, the permit approval for the building of the decks, and bids being secured for this work. The custodial staff was acknowledged and thanked for their hard work during this difficult time.

Back to New Business

VII. Business

B. New Business

1) Information/Discussion/Review/Action: Update on COVID-19

Superintendent Randy Cline discussed the events surrounding the outbreak of COVID-19 and the impact to school operations. On Sunday, March 15th at 5:00 p.m. the Governor of Montana closed all K-12 schools in Montana. An emergency administrative meeting was held that evening to discuss how FTSD would address this closure, provide continuing education to students during the closure and address issues such as continued state funding, staffing concerns, student meals and facility use. Randy Cline distributed information that had been sent to the staff, parents and students, as well as information from the Montana School Boards Association regarding the Governor's communications. MTSBA has recommended school boards in Montana take action with regard to the unforeseen emergency stemming from the COVID-19 virus and continuing education options. Randy Cline recommended that the board adopt a resolution addressing the unforeseen state of emergency, the school closure as a result of the governor's proclamation, the district plan for limited off-site instruction and determination of proficiency per board policy.

- Questions were asked regarding establishing proficiency with students, testing windows, virtual learning and instruction hours. Teresa Teagle made a motion to adopt the resolution for school operations addressing COVID-19 as written. Marilyn Thorn seconded the motion. Public discussion – none. Board discussion – regarding disinfecting school supplies that will be potentially sent with student for off-site instruction. Unanimous.
- 2) Review/Action: Notice and Adoption of Non-Voted Levies
Business Manager Shauna Anderson presented information regarding the consideration and adoption of a resolution required by Board Policy 1014FE and MCA 20-9-116. This resolution estimates changes in revenues and mills from non-voted levies for the transportation, tuition, adult education, bus depreciation, flexibility and building reserve funds for FY21. Shauna Anderson presented the estimates and discussed the variables involved with each fund at this point in the budget process. Questions were asked regarding taxable valuation of the district and potential changes to these estimates prior to the adoption of the FY21 budget. Teresa Teagle made a motion to approve the resolution as presented. Jami Romney FitzGerald seconded the motion. Public discussion – none. Board discussion – none. Unanimous.
- 4) Review/Action: School Levy Request
Randy Cline made the recommendation to not ask for a general fund operational levy on the May ballot. Discussion involved allowed levy amounts and how FTSD has not asked the voters for an operational levy in many years. Jami Romney FitzGerald made a motion for no general fund operational levy on the May 2020 ballot. Teresa Teagle seconded the motion. Public discussion – none. Board discussion – none. Unanimous.
- 5) Review/Action: Hiring Staff
FHS Head Football Coach – Ryne Nelson, FHS Assistant Football Coach – Troy Waters, Paraprofessional – Cody Warner, Summer School Teachers – Jess Gyapay, Ryann Rugg, Rebecca Sammons, Extended School Year (ESY) Teacher – Dana Lozier, Spring/Summer Traffic Education Teacher – Jeff Westrom, Route Bus Driver – Jessica Jarrett, CCLC – Ryann Rugg, Niki Evans. Teresa Teagle made a motion to approve the hires as listed. Marilyn Thorn seconded the motion. Public discussion – none. Board discussion – none. Unanimous.
- 6) Review/Action: Request for an Extended Leave
FHS Art Teacher Susan Dansie is requesting an extended leave of absence. Jamie Romney FitzGerald made a motion to approve the extended leave of absence through the end of the 2019 – 2020 school year. Gordon Schmill seconded the motion. Public discussion – none. Board discussion – none. Unanimous.
- 7) Review/Action: Budget Amendment Proclamation and Resolution
Superintendent Randy Cline discussed the budget amendment proclamation and resolution allowing the district to spend the previously approved safety and security transfer of funds to the building reserve safety subfund. Jami Romney FitzGerald made a motion to approve the budget amendment proclamation and resolution as presented. Bryce Simpson seconded the motion. Public discussion - none. Board discussion – none. Debbie Lester, Jami Romney FitzGerald, Teresa Teagle, Gordon Schmill and Bryce Simpson voted in favor of the motion. Marilyn Thorn opposed the motion. A question was asked as to the reason for the opposition, which was preferring the funds to be expended elsewhere. The motion passed 5 – 1.
- 8) Review/Action: Approve Additional MS Track Coaching Positions
Randy Cline discussed the administration request for additional middle school track coaches based on estimated program numbers, safety, supervision and coaching. Questions were asked regarding the potential for a short or cancelled season. Jami Romney FitzGerald made a motion to approve the addition of two additional middle school track coaches if necessary. Gordon Schmill seconded the motion. Public discussion – none. Board discussion – none. Unanimous.
- 10) Review/Action: Set dates for building visits regarding maintenance and custodial and the current upkeep and status of buildings
Marilyn Thorn made a motion to table setting the date for building visits as listed. Jami Romney FitzGerald seconded the motion. Public discussion – none. Board discussion – none. Unanimous.

11) Review/Action: Set Date for Special Board Meeting for Discussion on Levy Decision, Budget, and Future Staffing Considerations

Withdrawn – refer to item 4) School Levy Request above.

VIII. **Policy Review – none.**

IX. **Update on District Strategic Plan Goals for 2019-2020**

Administrators reported on building progress towards Board goals at the February Board meeting. The report is posted on the “Superintendent’s Corner” of the FTSD webpage.

X. **Superintendent’s Agenda**

- A. Approval of Minutes
- B. Approval of Warrants
- C. Approve Bus Route Changes
 - a. 5 to 5A
 - b. 5A to 5B
 - c. SE18A to SE18B

Marilyn Thorn made a motion to approve the Superintendent’s agenda as presented. Jami Romney FitzGerald seconded the motion. Public discussion – none. Board discussion – regarding the bus route changes and extended miles on a route, questions regarding warrants were addressed. Unanimous.

XI. **Reports**

A. Approval of Financial Report

Jami Romney FitzGerald made a motion to approve the financial reports as presented. Gordon Schmill seconded the motion. Public discussion - none. Board discussion – none. Unanimous.

B. Administrative Reports

- | | | |
|------------------|------------------------------|------------------------------|
| 1) K-3 Principal | 5) Technology Coordinator | 9) Superintendent |
| 2) 4-5 Principal | 6) Maintenance Supervisor | 10) Administrative Assistant |
| 3) MS Principal | 7) Activities Director | |
| 4) HS Principal | 8) Transportation Supervisor | |

Jami Romney FitzGerald acknowledged district administration for their efforts during this trying week. Highlights of the administrative reports included discussion of the school closure. Building administration discussed their plans for continuing education during the closure, communications with parents and concerns about the challenges involved. The topic of digital as well as paper packet off site education was discussed in detail by grade level. Dr. Jennifer Demmons discussed the requirements for special education during the closure. Superintendent Cline discussed vacancies for the upcoming school year. Also discussed were lots generously being donated to the district from a former resident who passed away. Superintendent Cline discussed the upcoming trustee election in May and a potential candidate forum. The March 25th MTSBA school budget symposium has been cancelled. Marilyn Thorn made a motion to approve the Administrative Reports as presented. Jami Romney FitzGerald seconded the motion. Public discussion – none. Board discussion – regarding the donated land and its potential uses. Unanimous.

XII. **Committee Reports**

- A. Policy (Debbie Lester, Teresa Teagle, and David Weber)
- B. Insurance (David Weber, Debbie Lester, & Teresa Teagle)
- C. Negotiations/Labor Relations (David Weber, Debbie Lester, & Teresa Teagle)
- D. Transportation (David Weber & Bryce Simpson)
- E. Safety (Gordon Schmill & Bryce Simpson)
- F. School Improvement/Goals Committee (Debbie Lester, Jami Romney FitzGerald, & Bryce Simpson)
- G. Ad Hoc Committees – IT (Jami Romney FitzGerald & Debbie Lester), Facilities- (Jami Romney FitzGerald, Gordon Schmill, & Bryce Simpson), Curriculum/Professional Development (Jami Romney

FitzGerald & Marilyn Thorn), Academic Achievement – (Debbie Lester, Teresa Teagle, & Marilyn Thorn)

XIII. Correspondence

- A. Letter from the Frenchtown School District Superintendent Randy Cline regarding the Novel Coronavirus Disease (COVID-19).
- B. Letters from Montana State Superintendent of Schools Elsie Arntzen regarding each school's 2020 "Report Card" designation as "Universal".
- C. School Resource Officer Agreement for the 2019 – 2020 school year.

XIV. Board Recognition - Send recommendations to Superintendent Cline prior to the next regular board meeting.

ADJOURNED 9:38 p.m.

Approved: April 21, 2020

Respectfully Submitted,

/s/ Jami Romney FitzGerald
Board Vice Chair

/s/ Shauna Anderson
District Clerk