

Frenchtown School Board of Trustees Meeting
May 19, 2020 at 7:00 p.m.
Middle School Shared Common Area
Public Meeting Available through Zoom Online Platform

- I. **Call to Order:** The Regular School Board Meeting was called to order by Chair Debbie Lester. Trustees Gordon Schmill, Bryce Simpson, Teresa Teagle and Trustee-elect Shiloh Lucier were in attendance. Trustee David Weber attended electronically via Zoom. Also in attendance were Superintendent Randy Cline, Principals Jake Haynes, Aaron Griffin, Riley Devins, Activities Director/Assistant Principal Kipp Lewis, Technology Coordinator Arron Rowan, Deputy Clerk Stacie Methner and District Clerk Shauna Anderson. Principals Jodi Hall and Special Services Coordinator Jennifer Demmons attended electronically via Zoom.
- II. **Pledge of Allegiance:** Meeting opened with the pledge at 7:00 p.m.
- III. **Board Recognition** – The Office of Public Instruction acknowledged Food Services employee Jeanette Block and Food Services Supervisor Deena Putnam for their service. Jeanette Block has been with the District for 37 years, and Deena Putnam has been with the District for 34 years. Board Chair Debbie Lester commended both on their service to Frenchtown. Also noted was that the Board and District Administration presented tokens of appreciation to staff for National Administrative Assistant’s Day, National Teacher Appreciation Week and National School Nurse’s Day.
- IV. **Public Comment Period – none.**
- Trustee Jami Romney Fitzgerald arrived at 7:03 p.m.
- V. **Individuals and Delegations to Address the Board**
- A. PTSA – none.
- B. Freedom Gardens – Principal Riley Devins discussed ongoing events with the Freedom Gardens greenhouse, including sales to staff, grocery stores and restaurants as establishments open. Questions were asked regarding the potential for a farmer’s market this summer and how the gardens donate any excess produce to the Poverello Center.
- VI. **Staff Presentation – none.**
- VII. **Business**
- A. Old Business
- 1) Review/Action: Approve FY19 Audit
The District’s auditor Ross R. Stalcup, CPA, discussed the final FY19 audit with Board members. The overall view of District financial operations was favorable, and the auditor commended Principal Riley Devins for Title administration as well as the IT department. David Weber made a motion to approve the FY19 Audit as presented. Teresa Teagle seconded the motion. Public discussion – none. Board discussion – Trustees thanked Ross Stalcup for his presentation and asked questions regarding audit entries and clarified GASB84 regarding student activities funds. Board Chair Debbie Lester thanked Ross Stalcup for his service to the District this year. Unanimous.
- 2) Information/Discussion: COVID-19 Updates
Superintendent Randy Cline described the Governor’s phased reopening of schools, and how the Missoula County Health Department could delay the movement to phase two on June 1st. Principal Jake Haynes discussed the plan for graduation and how the current plan has been sent to the county health department for approval. Vice-Chair Jami Romney Fitzgerald appreciated the effort the High School Administration has made in planning this event. Also discussed was worst case

scenario planning for the 2020-2021 school year in the event schools continue to be impacted by COVID-19 restrictions and how the district will need guidance from the state as restrictions will impact budgeting. Questions were asked about proficiency and possible technology adaptations for the year. Administrators discussed the challenges of planning for many possible scenarios.

3) Review/Action: Approve District's Revised COVID-19 Plan of Action for Submission to the Governor's Office

The District plan of action has been revised to cover the additional school closure beyond the Governor's order expiration. The revised plan is for the period from May 7 – June 4, 2020. Revisions addressed limited on-site instruction, the summer food service program waiver and the free meal distribution for all children 18 and under. For students coming to the school buildings, they are screened and social distancing is enforced. Questions were asked regarding how many students are participating in the limited on-site instruction provided. Special Services Coordinator Jennifer Demmons discussed special education students, testing and evaluations that are performed on site. IT Coordinator Arron Rowan discussed online instruction and recording capabilities. Board members asked questions of administration regarding student participation and engagement levels, as well as staff performance during the closure. Dr. Demmons commended the paraprofessionals and their efforts. Jami Romney FitzGerald made a motion to approve the revised COVID-19 Plan of Action for submission to the Governor's Office. Teresa Teagle seconded the motion. Public discussion – none. Board discussion – none. Unanimous.

4) Review/Action: Prioritize Summer Maintenance

Superintendent Randy Cline discussed the summer maintenance list provided by building administrators. Superintendent Cline recommended the modular building as the first priority. Maintenance Supervisor Sean Mecham answered questions about items on the list, potential costs of each and whether the maintenance department would be able to perform the work or need to contract it out. Maintenance Supervisor Mecham discussed issues with the south campus parking lot, drainage issues on the north campus, and recommended replacing tile in the small elementary gym with a sport finish application. After discussion, the board recommended prioritizing painting and gym floor replacement at the elementary, carpet and pull down blinds for the intermediate, modular completion and dedicated counseling office space in the middle school, and addressing the drainage and security gate by the shop building at the high school. Also discussed was repair for the north campus parking lot potholes and the bid received for the work. Teresa Teagle made a motion to approve the prioritized summer maintenance list. Bryce Simpson seconded the motion. Public discussion – none. Board discussion – regarding the work Sean Mecham has done with the district facilities. Unanimous.

5) Information/Discussion: Preliminary Budget Figures for 2020-2021

Superintendent Randy Cline discussed budget estimates for the FY21 general fund budget and items impacting the budget such as hiring, health plan changes and the possibility of an additional half-time speech and language teacher. Dr. Demmons and speech teacher Alane Dobie discussed the need for additional staff to address the number of students needing services.

6) Information/Discussion: Resignations

The resignation letters from teachers Jessica Berry, Kendall Patch and Cross Country Coach Dennis Normand were discussed.

B. New Business

1) Review/Action: Canvas Election Results

The election results were sent from the Missoula County Election Office for the May 5th trustee election. The results were confirmed and Shiloh Lucier and Bryce Simpson were elected for three-year terms. Teresa Teagle was thanked for her service to the District. Board Chair Debbie Lester commented on how Teresa Teagle was a valuable member of the Board, encouraged debate and discussion. David Weber made a motion approve the canvassed election results as submitted. Jami Romney FitzGerald seconded the motion. Public discussion – none. Board discussion – regarding the excellent candidates for school board trustee. Unanimous.

2) Review/Action: Swear-In Trustees

- District Clerk Shauna Anderson swore in the newly appointed trustees Shiloh Lucier and Bryce Simpson with the Oath of Office. Each trustee will serve a three-year term.
- 3) Review/Action: Call for Nominations for Chairman to Serve During the Ensuing Year
Jami Romney FitzGerald nominated Debbie Lester to serve as Board Chair for the ensuing year. Closed nominations, only one nomination.
 - 4) Review/Action: Election of a Chair
Jami Romney FitzGerald made a motion to elect Debbie Lester as Board Chair for the ensuing year. Bryce Simpson seconded the nomination and discussed the need for stability in a year of transition. Public discussion – none. Board discussion – Jami Romney FitzGerald appreciated Debbie Lester and thanked her for her service. Unanimous.
 - 5) Review/Action: Assumption of Office by the New Chair
Debbie Lester assumed the Board Chair position.
 - 6) Review/Action: Call for Nominations for Vice-Chairman to Serve During the Ensuing Year
David Weber nominated Jami Romney FitzGerald to serve as Vice-Chair for the ensuing year. Closed nominations, only one nomination.
 - 7) Review/Action: Election of a Vice-Chair
David Weber made a motion to elect Jami Romney FitzGerald as Vice-Chair for the ensuing year. Shiloh Lucier seconded the motion. Public discussion – in support of the nominations. Board discussion – none. Unanimous.
 - 8) Review/Action: Appointment of a Clerk
Superintendent Randy Cline recommended appointing Shauna Anderson as School District Clerk for FY21 (July 1, 2020 to June 30, 2021). David Weber made a motion to appoint Shauna Anderson as School District Clerk for FY21. Gordon Schmill seconded the motion. Public discussion – none. Board discussion – none. Unanimous.
 - 9) Information/Discussion: Reorganization of the School Board Committees
Superintendent Randy Cline will send out information regarding board committees and what they entail for board review. Board members are to contact Chair Debbie Lester with committees they are interested in. The negotiations committee was reorganized due to an upcoming meeting. Debbie Lester, Bryce Simpson and Jami Romney FitzGerald will serve on the negotiations committee. The remaining committees will be set at the June meeting.
 - 10) Review/Action: Approve Resolution and Contract Appointing Missoula Co Election Department to Handle Election Procedures for 2020-2021
David Weber made a motion to adopt the Resolution and approve the Contract with Missoula County Election Department. Jami Romney FitzGerald seconded the motion. Public discussion – none. Board discussion – none. Unanimous.
 - 11) Information/Discussion: Trustee Resignation
Trustee Marilyn Thorn has resigned due to moving away from the District. Superintendent Randy Cline discussed policy regarding advertisement and candidate interviews and appointment procedures. The position will be advertised in the newsletter, on the District website and in postings. Candidate nominations will close June 3rd with interviews scheduled for June 4th. This position will be for a one-year term, serving until May 2021.
 - 12) Review/Action: Hire Supervisors and Administrative Support Personnel for the 2020-2021 School Year
A list of supervisors and administrative support personnel recommended for hire was presented. Jami Romney FitzGerald made a motion to approve the supervisors and administrative support personnel as presented. Bryce Simpson seconded the motion. Public discussion – none. Board discussion – none. Unanimous.
 - 13) Review/Action: Approval of Bus Drivers for the 2020-2021 School Year
Gordon Schmill made a motion to approve the bus drivers as listed for the 2020-2021 school year. Jami Romney FitzGerald seconded the motion. Public discussion – none. Board discussion – regarding the open transportation supervisor position and timeline for interviews. Unanimous.
 - 14) Review/Action: Hiring Classified Employees for the 2020-2021 School Year

Per the CBA, classified employees are hired as a group. Jami Romney FitzGerald made a motion to hire classified employees for the 2020-2021 school year as listed. Shiloh Lucier seconded the motion. Public discussion – none. Board discussion – none. Unanimous.

15) Review/Action: Hiring Staff

Shareena O'Dell – Kindergarten Teacher, Seth Mason – FHS Math/Science Teacher, Payton Fullbright – 8th Grade History Teacher (one year only), Royce “Allen” McCarty – FHS Social Studies Teacher, Judy Everett – Substitute Teacher, Codi Jean Bryant and Lilah Fox – Permanent Substitute Teachers, Whitney Peters – Elementary Lego Robotics (20-21), Seasonal (Summer) Staff Positions: Roberta Chapman, Sherri Beierle, Jennifer Shelton, Sara Evitts, Bob Wikum, Kim Duke, Interior/Exterior Painting; Kim Gergen, Custodial; Ryne Nelson, Blake Cohlhepp, Josh Criner, Zakk Palmer, Hallie Habeck, Grounds/Projects. David Weber made a motion to approve the hires as listed. Jami Romney FitzGerald seconded the motion. Public discussion – regarding student workers. Board discussion – regarding permanent substitute. Unanimous.

16) Review/Action: Contracts/Agreements

The following contracts/agreements were presented and discussed: Altacare, mental health services for students in 2020-2021; Montana Medical Billing, Medicaid billing and eligibility determination for 2020-2021; The School Health Connection, contract for student health services for 2020-2021; Fundamentals Therapy Services, PLLC, Jennifer Stephens, Physical Therapist for 2020-2021. Jami Romney FitzGerald made a motion to approve the contracts/agreements as listed. Gordon Schmill seconded the motion. Public discussion – Special Services Coordinator discussed the qualifications of Jennifer Stephens and how the District is fortunate to have her services. Board discussion – none. Unanimous.

17) Review/Action: MHSA Annual Dues for 2020-2021 School Year and Catastrophic Liability and Concussion Insurance

Superintendent Randy Cline discussed the payment of dues for FHS extra-curricular and co-curricular MHSA approved activities for the 2020-2021 school year. Activities Director Kipp Lewis discussed the insurance programs and their value. Jami Romney FitzGerald made a motion to approve the MHSA Annual Dues for 2020-2021 School Year and Catastrophic Liability and Concussion Insurance. Bryce Simpson seconded the motion. Public discussion – none. Board discussion – regarding whether dues would be refunded for cancelled seasons. Unanimous.

18) Review/Action: Approve Health Insurance Carriers

Recommended third party administrators for the following plans are: Health Savings Account – Allegiance; Flexible Benefits – Allegiance; Short Term Disability – MetLife. Jami Romney FitzGerald made a motion to approve the health insurance carriers as listed. Shiloh Lucier seconded the motion. Public discussion – none. Board discussion – none. Unanimous.

19) Review/Action: Approve Bus Agreement with Arlee and Alberton

The bus agreement with Arlee is a reciprocal agreement done each year. Alberton is asking for permission to allow one bus to pick up a student within the District boundary for the 2020-2021 school year. Jami Romney FitzGerald made a motion to approve the bus agreements with Arlee and Alberton as presented. Gordon Schmill seconded the motion. Public discussion – none. Board discussion – none. Unanimous.

20) Review/Action: Approve Memorandum of Understanding (MOU) with Frenchtown Education Association (FEA)

This MOU explains the agreement between the District and the FEA that there will be one Head Coach for boys' and girls' High School Track moving forward. Questions were asked regarding the fiscal impact of the change on the District and how the positions will be advertised and filled. Jami Romney FitzGerald made a motion to approve the MOU with the FEA as presented. Bryce Simpson seconded the motion. Public discussion – none. Board discussion – none. Unanimous.

21) Review/Action: Salary Increases for E-C Trip Drivers and Drivers with the Most Seniority

The Transportation Committee recommended a salary increase for trip drivers from \$13.50/hour to \$14.00/hour in FY21 and \$14.50/hour in FY22. Also recommended is a 2% rate increase for the drivers who have advanced beyond the matrix for FY21. Jami Romney FitzGerald made a motion

to approve the salary increases as presented. Bryce Simpson seconded the motion. Public discussion – none. Board discussion – none. Unanimous.

22) Review/Action: Approve Purchases

Superintendent Randy Cline presented the price quote from EZ-Access for a prefabricated deck, ramp and rail system for the modular buildings in the amount of \$25,515.98. This system is approximately half the cost of a covered wood system, is ADA compliant, and can be assembled by District maintenance staff. Jami Romney FitzGerald made a motion to approve the purchase of the modular aluminum ADA compliant deck, ramp and rail system. David Weber seconded the motion. Public discussion – none. Board discussion – regarding materials, adjustments for slope and portability of the system. Unanimous.

VIII. **Policy Review – none.**

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

Administrators will update final progress towards these goals at the June meeting.

X. **Superintendent's Agenda**

- A. Approval of Minutes
- B. Approval of Warrants

David Weber made a motion to approve the Superintendent's agenda as presented and discussed. Gordon Schmill seconded the motion. Public discussion – none. Board discussion – none. Unanimous.

XI. **Reports**

A. Approval of Financial Report

David Weber 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

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|------------------|------------------------------|------------------------------|
| 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 | |

Highlights of the administrative reports included discussion of the school closure and its continued impact on each school, acknowledgement of some positives such as use of the digital platforms, teacher and student development. Building administration discussed the connectivity challenges many families have faced. Activities Director Kipp Lewis discussed an upcoming opportunity for high school track athletes using the timing system. Principal Riley Devins noted the virtual Bronc Stampede is a great way to end this school year. Superintendent Cline discussed upcoming meetings, strategic planning, the leave sell back to staff and remaining positions open. The MTSBA has training scheduled for newly elected trustees. The success of the SRO program was discussed as well as continuing the program in the future. Jami Romney FitzGerald made a motion to approve the Administrative Reports as presented. Gordon Schmill seconded the motion. Public discussion – regarding funds considered for teacher negotiations. Board discussion – none. 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 Montana High School Association addressing the number of sports offered at Frenchtown High School. Frenchtown was approved based on the proportionality test to offer an additional girls' sport in order to accommodate student interest at FHS.

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

ADJOURNED 9:50 p.m.

Approved: June 16, 2020

Respectfully Submitted,

/s/ Debbie Lester
Board Chair

/s/ Shauna Anderson
District Clerk