

STANFORD SCHOOL DISTRICT # 12

OFFICIAL MINUTES for the REGULAR SCHOOL BOARD MEETING

Tuesday, September 22, 2020, 7:00 p.m. School Library

Attending: Chairman Jim Dye, Vice Chairman Billi Taylor; Trustees –Kurt Myllymaki, Sherry Berg, Karnes Neill, Clerk Kelly Bokma, Brad Moore – Supt.

Absent: Vance VonBergen - AD

A)Pledge of Allegiance: Chairman Jim Dye opened the meeting with the Pledge of Allegiance at 7:02 PM

Public in Attendance: Jessica Houseman(Close Up), John Flamand, Doreen Caquelin, Nancy Metcalfe, Jennifer Mitchell

I. Call to Order -The meeting was called to order at 7:05 P.M. Chairman Jim Dye welcomed everyone in attendance.

II. Public Comment - None

III. Review, Revise and Approve the Agenda - A motion was made and passed unanimously to amend the agenda by moving item A) MREA/Dennis Parman under NEW BUSINESS to right after revising the agenda as presented.

Myllymaki/Berg

Motion carries

5/0

New Business – MREA, Dennis Parman - The board thanked Mr. Parman for his time in presenting what MREA does for schools and how our yearly premium dues are used. He stated he has been in education for 39 years and continues to support education with MREA. He stated that MREA represents and is able to engage in legislative sessions/political activities that affect schools and funding. MREA also gives out sponsor scholarships to educators throughout the state. Supt. Moore stated that he likes to invite people to speak about businesses that the district pays dues to. Supt. Moore stated that it is important to see how the district's monies are being spent.

IV. Consent Agenda - A motion was made and passed unanimously to approve the consent agenda which includes the September Claims, September Payroll, August 11, 2020 Regular Board Meeting minutes, August 25, 2020 Special Board Meeting minutes, Budget vs. Actual report for September

CLAIMS: 18879-18939 , PAYROLL - 46446 – 46461 ACH 87585-87617

Myllymaki/Berg

Motion carries

5/0

V. Reports

A) Clerk's Report - Kelly Bokma, Clerk, stated that the Trustee and Budget Reports have been submitted. It has been a very busy month with the 1st payroll for most staff in September and the School Audit on Sept. 12 – 14. She stated that she continues to work on a list of projects as attached to these minutes.

B) Athletic Director Report – There was no AD report for the month. Vance VonBergen was absent from the meeting.

C) Superintendent Report – Supt. Moore stated that he attended the Fall Superintendent Virtual Conference. The Carl Perkins Application has been submitted. He also stated that MCEL Conference will be virtual as well. The cost is \$250/per person or \$1500.00 per district. The board will let him know if they will attend.

VI. Old Business

A)Safe School Reopening Plan - Supt. Moore stated that the facility use may have to change in the future. Right now it is not a major issue as Judith Basin is staying under 4 cases. The mask mandate might have to be looked at differently, as well, if there is a rise in COVID cases. All activities continue to have to approval by the board. This item will be on all future agendas for updates and changes.

B) Facility Use - A motion was made and passed unanimously for the approval for the work out group/weight room, 4-H meetings, and piano lessons to use the building until the county reaches 4 CO-VID cases. Supt. Moore watches the daily count in Judith Basin County, surrounding towns, and the State and will inform the currently approved groups as needed of possible changes.

Berg/Myllymaki

Motion carries

5/0

C) Marque Sign - Supt. Moore stated that he has talked with Mid State Signs in Winifred. He is waiting for a bid, but stated that the District should be able to purchase a new marque sign for approximately \$20,000. Supt. Moore stated that he told them to start with a wolf and Square Butte for a design and the district can add or change the design for final approval. There will be more information presented in the future as received.

D) Van Bids – Supt. Moore reported that there were no bids received for the purchase of the school van/obsolete property. This item has been moved to next month's agenda.

E) Close Up Trip - There was discussion regarding the current Close Up Trip, as due to CO-VID the trip may have to be cancelled. There has been no deposit paid to Close Up. The advisors/parents are concerned that if a deposit is made and the trip cancelled, the students are out those monies. They suggested that the group pursue their own educational trip. They stated that there was less chance of the whole trip being cancelled if they planned their own itinerary and traveled separately. There are currently 6 kids signed up to travel. The board stated that the group should definitely purchase travel insurance to receive back as much as is allowed to be returned to the group whether they travel with Close Up or separately. A motion was made and passed unanimously to approve the Jr/Sr students/Close Up group to pursue their own travel plans per their submitted itinerary.

Neill/Berg

Motion carries

5/0

F) Senior Trip – There was no information available at this time. This agenda item will be moved to next month's agenda.

VII. New Business

B) Title IX Updates – Policies - Supt. Moore stated that there are new updates and requirements for Title IX. The coordinators need to have 3 hours of training. He stated that the training would be for the Supt., Asst. to the Supt, and the Counselor. Supt. Moore stated that he would be delaying any board action at this time, until he had gone through some of the training being offered. Policies to be updated are: 3210, 3225, 3225P, 3225F, 3226, 3310, 5010, 5012, 5015, 5012P, 5012F.

C) Job Descriptions/Admin Evaluations - Supt. Moore stated that he has been working on updating the job descriptions that are available through staff resources/samples with MTSBA. Supt. Moore provided a few different evaluation forms for the board to look at for the Superintendent and Clerk. Supt. Moore stated that evaluations are in December and wanted the board to select an evaluation form. Clerk Kelly Bokma stated that she would look for evaluation forms for the Clerk position as well.

D) Board Goals- Supt. Moore stated that he would like each board member to come up with two/three written goals for their trustee position in the district. He would like the goals by the October board meeting. Supt. Moore stated that he would like the process to be started to get the board thinking of their goals. When compiled, Supt. Moore will post on the school website.

E) Schedule Classified Salary Committee Meeting - Supt. Moore stated that a classified salary committee meeting needed to be scheduled. Supt. Moore will contact members and get a meeting scheduled before the next board meeting. Board Member serving on the committee are: Kurt Myllymaki and Billi Jo Taylor. Classified staff on the committee are: Anna Marie Hawkey and Shannon VonBergen. Supt. Moore stated that all classified are welcome to attend the meetings. He will get a date confirmed and inform the committee of the date.

F) Assistant Cook Position – A motion was made and passed unanimously to hire Kelly Bentley for the Assistant Cook position starting at \$12.00/per hour, 5 hours per day, 4 days per week and to hire Crystal Rue as the kitchen substitute when extra help is needed.

Neill/Berg

Motion carried

5/0

G) Substitute Bus Drivers – Supt. Moore state that the district needs to continue discussion on how to retain a list of substitute bus drivers. Supt. Moore stated that the list of subs is fairly short and struggles to find a bus driver substitute when needed. He stated that he would like the board to think of incentives to recruit/retain and train drivers. He suggested the board to consider finder fees and signing bonuses to current drivers and potential substitute drivers. He stated that there are requirements for bus drivers that include a CDL license, passing the driving tests, pre-trip testing, 1st Aide/CPR and a physical. This item will be on future agendas.

H) Approve Volunteer – Sue Davis– A motion was made and passed unanimously to approve Sue Davis – Volunteer to help in Mrs. Ward's 1st/2nd combination classroom.

Taylor/Neill

Motion carries

5/0

I) Approve Special Ed Aide Hire - A motion was made and passed unanimously to hire Caitlyn Quitugua as the Special Ed Aide for a one on one student aide for the remainder of the school year pending appropriate background checks starting at \$10.00/per hour

Berg/Taylor

Motion carries

5/0.

J) School Audit – Clerk Kelly Bokma reviewed the discussion from the 2019-2020 School Audit. Strom and Associates completed the audit and the district has signed a three year contract to continue their services. Kurt Myllymaki and Karnes Neill attended the exit review with the auditor and Clerk Kelly Bokma. The district is good financial order and the items of discussion and corrections are attached to these minutes.

K)Fund Transfers. – A motion was made and passed unanimously to move \$14,000 into Fund 282 from Fund 201 and the transfer of the remaining balance of Fund 278 Self Insurance to Fund 201.

Neill/Myllymaki

Motion carries

5/0

VIII. Future Agenda –Job Descriptions/Evaluations, School Van Bids, Safe School Reopening Plan Review, Sr. Trip, Close Up Trip, Board Goals, Classified Salary Committee Update, Title IX, Sub Bus Drivers, Next Board Meeting October 13, 2020 – 7:00 PM

IX. Adjourn - A motion was made and passed unanimously to adjourn the meeting at 9:18 PM

Berg/Taylor

Motion carries

5/0

Respectively Submitted

Kelly Bokma/Clerk

Jim Dye/Board Chairman

Date