***Scobey School District #1***

***School Board Meeting***

**August 12, 2019**

**8:00 p.m.**

**Music Room**

**NOTICE OF REGULAR**

**SCOBEY SCHOOL DISTRICT #1**

**BOARD MEETING**

**AUGUST 12, 2019**

**7:30 p.m. Work Session**

**8:00 p.m. Budget Meeting**

**Regular Meeting immediately following Budget Meeting**

**AGENDA**

**I. CALL TO ORDER**

1. Action: 2019-2020 Annual Budget

**ADJOURN MEETING**

1. **CALL TO ORDER**

1. Action: Establish a Quorum

2. Action: Modify/Approve Agenda

1. **HEARING OF PATRONS AND VISITORS**

3. Inform: Group/Individual

1. **MINUTES**

4. Action: July 8, 2019

1. **STAFF**

5. Inform: Principal’s Report

6. Inform: Superintendent’s Report

1. **COMMITTEE REPORTS**
2. **FINANCIAL**

7. Action: Claims – July 12, 2018 – August 16, 2018

8. Action: Activity Accounts

1. **BUSINESS**

9. Action: MOU – Exhibit B Stipend Addition

10. Action: Carpet replacement quote

11. Action: Roof repair quote

12. Action: RevTrak – Credit card processing contract

13. Action: Personnel

* + 1. Substitute Employees – 2019-2020
    2. Para Professional – 2019-2020
    3. Breakfast cook – 2019-2020
    4. Elementary Music 2019-2020
    5. Elementary Basketball & Volleyball Coaches 2019

14. Action: MTSBA Board Policy Updates – 2nd reading

15. Action: Activity Account maintenance Music/Choir

16. Action: Independence Bank Resolution

**Next regularly scheduled Board Meeting – September 9, 2019**

**ORGANIZATION OF BOARD OF TRUSTEES**

**SCOBEY SCHOOL DISTRICT NO. 1**

**MAY 10, 2018**

**BOARD CHAIR: Jesse Cole**

**VICE-CHAIR: Tim Tande**

**CLERK/BUSINESS MANAGER: Colleen Drury**

**SUPERINTENDENT: Tara Thomas**

**NEGOTIATIONS: Don Hagan & Tim Tande**

**TRANSPORTATION: Don Hagan & Jesse Cole**

**BUILDING & GROUNDS: Matt Stentoft & Leif Handran**

**OPERATIONS/ACTIVITIES/PERSONNEL: Jesse Cole & Leif Handran**

**(The Superintendent is a member of all committees)**

**Don Hagan Jesse Cole**

**P.O. Box 471 P.O. Box 492**

**Scobey, MT 59263 Scobey, MT 59263**

**Home: 487-5006 Home: 487-2078**

**Tim Tande Leif Handran**

**P.O. Box 1161 P.O. Box 508**

**Scobey, MT 59263 Scobey, MT 59263**

**Home: 783-5141 Home: 487-2940**

**Matt Stentoft Tara Thomas**

**P. O. Box 35 P.O. Box 396**

**Scobey, MT 59263 Scobey, MT 59263**

**Home: 487-2002 Work: 487-2202**

**Cell: 406-688-9222**

**Colleen Drury  
 P.O. Box 66**

**Scobey, MT 59263**

**Home : 783-5597**

***Board Reports\Board reorganization***

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 5**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** – August 8, 2019

**SUMMARY**

1. ICU Training

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 6**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** – August 8, 2019

**SUPERINTENDENT’S REPORT**

1. School Safety- Billings- looking at system for clocks alarms. Bid from ATS should be completed in the next 7-10 days.
2. DPHHS proposed regulations- attached
3. Issues with the building
4. First Days of School
   1. ICU\_ PIR Day
   2. Shawna Heiser- Westby
   3. Active Shooter- Froid
   4. MTSS- focus on behavior and SEL
5. Student Count
   1. K-14

1- 27

2-20

3-25

4-21

5-17

6-24

Elementary 148

7-18

8-22

40

9-22

10-23

11-21

12-19

85

MS/HS 125

**K-12 274**

CLAIMS

BUDGET

vs

ACTUAL

ACTIVITY ACCOUNTS

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 9**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** - August 8, 2019

**SUMMARY:** To add the Cross Country stipend and activity to Exhibit B of the Master Agreement, a Memo of Understanding between Scobey Education Association and the Board must be completed. Connie Wittak has presented the Memo of Understanding adding one Cross Country coach stipend at the rate of 8% of the base.

**SUPERINTENDENT’S ADVICE:** I recommend the sample motion.

**Additional Information attached** -

**Fund** - 201

**Estimated Cost** – $2,410.43

**SAMPLE MOTION:** I move to approve the Memo of Understanding presented by Scobey Education Association allowing Cross County be added to Exhibit B of the Master Agreement at 8% of the base salary.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 10**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** – July 23, 2019

**SUMMARY**: To replace the carpet on the South outside ramp, ramp going up towards the Mezzanine and down to the kitchen hallway, both sets of stairs going down to the basement and to replace carpet in the Elementary Title room, we have received a quote from Handran’s Home Center for the carpet and supplies, and Borderland Flooring for the labor. Attached are both quotes.

**SUPERINTENDENT’S ADVICE:** I recommend the sample motion

**Additional Information attached** -

**Fund** -

**Estimated Cost** – $5,239.94 Handran’s; $3,934.65 Borderland; Total $9,174.59

**SAMPLE MOTION:** I move to approve the quotes from Handran’s Home Center in the amount of $5,239.94 for the carpet and supplies and Borderland Flooring in the amount of $3,934.65 for the labor to replace carpets in the school.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 11**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** – August 8, 2019

**SUMMARY:** Rasmussen Roofing and Thiel Brothers have been contacted to replace the roof above the shop. Rasmussen Roofing submitted a quote on June 5, 2019 and an updated quote on July 12, 2019. Thiel Brothers submitted a quote on July 12, 2019. The item was tabled in the July meeting for more information to be gathered.

**SUPERINTENDENT'S ADVICE:** I recommend the sample motion.

**Additional information attached - no**

**Fund-** 261 – Building Reserve Safety Transfer funds

**Estimated cost -** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAMPLE MOTION:** I move to contract \_\_\_\_\_\_\_\_\_\_\_\_\_ to complete the roof repairs above the shop for approximately $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 12**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** – July 22, 2019

**SUMMARY:** Over the last few years, there have been inquires into whether the school would take credit cards for school food payments and other school fees. At the beginning of the year a family could pay up to $500.00 to prepay lunch, activity passes and technology fees. At MASBO Colleen visited with schools from East Helena and also Kalispell regarding RevTrak which is a credit card processing system. An icon would be put on our website that would allow people to use their credit cards to pay fees. With our school breakfast program grant, we can pay for the monthly use fee, purchase a point of sale barcode reader and laptop to allow us to process breakfast and lunches. To start we would just allow school food deposits until we feel comfortable with the reports and way the system works. Attached is the information sheet. Cost for the program is $49.95/month with no set-up or annual fees and can be cancelled at any time. Discussion as to whether to pass on the 3.49% transaction fee or pay in-house should also be considered.

**SUPERINTENDENT'S ADVICE:** I recommend the sample motion.

**Additional information attached - yes**

**Fund-** 201/212

**Estimated cost -** $49.95/month

**SAMPLE MOTION:** I move to contract RevTrak to process credit card payments for school fees with all transaction fees to be paid by the patrons.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 13A**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** – July 22, 2019

**SUMMARY:** Substitute employees need approval of the Board to be on our substitute list. The following have returned their intent applications.

Substitute list:

Mark Chabot Shelly Handy

Holly Cole Linda Hersel

Brenda Cook John Hunter

LeeAnn Danelson Ruby Linderman

Jesse Drury Theresa Lundquist

Leigha Fishell Kurt Nelson

Julie French Tami Nelson

Nikki Grendal Kris Rush

Dawn Hammerly Norma Tade

Mike Hammerly Kiera Tuggle

Marjorie Hersel

Bus Route Subs:

Connie Wittak M. Fitch Hons

Stan Flickinger Eileen Sain

Activity Bus Drivers:

Terry Farver Morgan Oie

Dale Ware

**SUPERINTENDENT'S ADVICE:** I recommend the sample motion.

**Additional information attached - No**

**Fund-** 201, 210, 212

**Estimated cost -**

**SAMPLE MOTION:** I move to include all listed names on the substitute list for the 2019-2020 school year pending background check for new employees.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 13B**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** - August 8, 2019

**SUMMARY:** We have been notified that a kindergarten student who will require one-on-one services will be attending school this fall. We have had three applicants and their applications are available for review.

**SUPERINTENDENT’S ADVICE:**  I recommend that Tyerra Morgan be offered this position.

**Additional Information attached** - No

**Fund** – 201

**Estimated Cost** – $16,875.00

**SAMPLE MOTION:** I move to approve the hiring of Tyerra Morgan as para-professional pending background check, for the 2019-2020 school year.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 13C**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** – August 8, 2019

**SUMMARY**: For the new breakfast program, we have budgeted $4,500 and also have grant funds to pay for a part time cook. This will be a 2 hour position at $12.50/hour which is the starting Classified wage. We have had two applicants and their applications can be reviewed at the meeting.

**SUPERINTENDENT’S ADVICE:** I recommend the sample motion.

**Additional Information attached** – N/A

**Fund** – 201 & 212

**Estimated Cost** – $12.50/hr, - approximately $4,500.00

**SAMPLE MOTION:** I move to hire Del Henderson as the Breakfast Cook, pending background check, for the 2019-2020 school year.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 13D**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** – August 8, 2019

**SUMMARY:** The part time elementary music position has been revamped to be approximately 2 hours/day. We have advertised on the OPI website, Scobey Schools website and the DC Leader, with no applicants to date. Nancy Linnell is interested in the position. As she is not a certified teacher, Tara will be applying to OPI for an Emergency one year Waiver to have a non-certified teacher fill this position. Nancy duties will include writing lesson plans, grading and teaching K-3 students, which should be compensated as an addendum to her current contract.

The current certified base is $30,130 x .2 = $ 6,026.00

Her Paraprofessional wage is $21,160.95 x .8 = $16,928.76

Total compensation for 2019-2020 $22,954.76

Less contracted amount 2019-2020 $21,160.95

Addendum to contact $ 1,794.76

**SUPERINTENDENT’S ADVICE:**  I recommend the sample motion.

**Additional Information attached** - No

**Fund** – 201

**Estimated Cost** - $1,794.76

**SAMPLE MOTION:** I move to approve Nancy Linnell for the additional duties of Elementary Music in the amount of $1,794.76 for the 2019-2020 school year.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 13E**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** – July 31, 2019

**SUMMARY**: Elementary Boys Flag Football and Elementary Girls Volleyball coaches need to be approved for the 2019 school year.

Brock Berryhill – Elementary Flag Football

Lawren Olson – Elementary Girls Volleyball

**SUPERINTENDENT'S ADVICE:** I recommend the sample motion.

**Additional information attached** – N/A

**Fund-** 201

**Estimated cost -** $903.91 Elementary FB, VB

**SAMPLE MOTION:** I move to hire the following coaches for the 2019 school year:

Brock Berryhill for Elementary Boys Flag Football.

Lawren Olson for Elementary Girls Volleyball

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 14**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** – July 9, 2019

**SUMMARY:** MTSBA has updated and made recommendations to the newest Required, Recommended, Optional and Deleted Board Policies. This will be the *second* reading of the attached Scobey School Board Policies.

**SUPERINTENDENT'S ADVICE**: I recommend the sample motion.

**Additional information attached - yes**

**Fund-**

**Estimated cost** -

**SAMPLE MOTION**: I move to approve the *second* reading of all Required, Recommended, Optional and Deleted policies as presented.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 15**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** – July 22, 2019

**SUMMARY:** We currently have two accounts that are for our music program at the school – Band and Choir. Jonna would like to combine these two accounts as there is no reason for the separate accounts. She will keep the State Band account separate. .

**SUPERINTENDENT'S ADVICE:** I recommend the sample motion.

**Additional information attached - No**

**Fund-** N/A

**Estimated cost -** N/A

**SAMPLE MOTION:** I move to combine the Band and Choir student accounts into one account named Band/Choir.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title 16**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** – July 15, 2019

**SUMMARY:** The board needs to approve a resolution that states the individuals that will be on our Independence Bank accounts. This needs to be completed each time we have staff changes.

Colleen will have the resolution at the board meeting. The names include: Tara Thomas, Greg Hardy, Shalice Maldonado, Jonna Handran and Colleen Drury.

**SUPERINTENDENT’S ADVICE:** I recommend approving the resolution.

**Additional Information attached** - No

**Fund** – N/A

**Estimated Cost** – N/A

**SAMPLE MOTION:** I move to approve the resolution to include the following names on the accounts at the Independence Bank: Tara Thomas, Greg Hardy, Shalice Maldonado, Jonna Handran and Colleen Drury.