***Scobey School District #1***

***School Board Meeting***

**July 13, 2020**

**8:00 p.m.**

**Music Room**

**NOTICE OF REGULAR**

**SCOBEY SCHOOL DISTRICT #1**

**BOARD MEETING**

**JULY 13, 2020**

**8:00 pm**

**MUSIC ROOM**

**AGENDA**

1. **CALL TO ORDER**

Modify/Approve Agenda

1. **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Members of the community are given the opportunity to make brief comments to the Board on any matter that is **not** included in the agenda. The Board cannot deliberate, debate or take any action on any matter presented during Public Comment**. Public matters *do not* include any pending legal matters, staff/personnel issues or student issues due to rights of privacy. Please do not attempt to address such issues at this time.**

1. **INFORMATIONAL**
2. **MINUTES**

Consider Approval of Minutes

 June 8, 2020 Regular

June 24, 2020 Special

1. **STAFF**

A. Superintendent’s Report

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

A. Claims – June 4, 2020 - July 9, 2020

B. Activity Accounts

1. **ACTION ITEMS**

A. Consider review and rates for School Breakfast/Lunch Program 2020-2021 school year.

B. Consider Bus Routes for the 2020-2021 school year

C. Consider Attendance Agreements for the 2020-2021 school year

D. Consideration of the following Personnel Recommendations

 1. Fall Varsity, Assistant and Jr High Coaches 2020 season

 2. Elementary teaching position 2020-2021 school year

E. Consider allowing 6th grade participation – JH Boys football

F. Consider purchase of Chromebooks for 2020-2021 school year

G. Consider Strom & Associates audit services proposal

H. Consider Spartan Standard & Handbook Changes 2020-2021 school year

I. Consider adoption of Independence Bank Resolution

J. Consider adoption of Disposal of Records Resolution – 2nd reading

K. Consider adoption of Abandoned Property Resolution – 2nd Reading

 L. Consider review and update of Board Policies #1900-1912

 M. Consider renewal of Meraki Security Appliance License

 N. Consider feasibility of house purchase

 O. Consider cross country co-op – Opheim School 2020 season

\**Information about this agenda, including the Board packet and supplemental documents, is available at the School District office.  Please contact the office if you have any questions.*

*\* The Board Chair is authorized to adjust the order of agenda items to accommodate scheduling needs of interested parties.*

*Citizens may comment on items appearing on the agenda when invited to participate during that agenda item by the Board Chair. Citizens may comment on items related to School District business not appearing on this agenda during the public comment portion of the meeting.*

**Next regular meeting August 10, 2020. Annual budget meeting must be completed prior to August 25, 2020.**

**ORGANIZATION OF BOARD OF TRUSTEES**

**SCOBEY SCHOOL DISTRICT NO. 1**

**MAY 11, 2020**

**UPDATED SUPERINTENDENT JUNE 8, 2020**

**BOARD CHAIR: Jesse Cole**

**VICE-CHAIR: Tim Tande**

**CLERK/BUSINESS MANAGER: Colleen Drury**

**SUPERINTENDENT: Greg Hardy**

**NEGOTIATIONS: Tim Tande & Matt Stentoft**

**TRANSPORTATION: Jesse Cole & DuWayne Wilson**

**BUILDING & GROUNDS: Tim Tande & Leif Handran**

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

**FINANCE: Matt Stentoft & DuWayne Wilson**

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

 **Jesse Cole Tim Tande**

 **P.O. Box 492 P.O. Box 1161**

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

 **Home: 487-2078 Home: 783-5141**

 **Leif Handran Matt Stentoft**

 **P.O. Box 508 P. O. Box 35**

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

 **Home: 487-2940 Home: 487-2002**

 **DuWayne Wilson Greg Hardy**

 **P.O. Box 747 P.O. Box 414**

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

 **Home: 783-5300 Work: 487-2202**

 **Cell: 406-688-9222**

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

 **Scobey, MT 59263**

 **Home : 783-5597**

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

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: August 12, 2019**

**DATE PREPARED** – August 16, 2018

**SUMMARY**

1.

2.

3.

4.

5.

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

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** – July 9, 2020

**SUPERINTENDENT’S REPORT**

1. The district has completed the ESSER Grant and it has been approved by OPI. (Cares Act Money)

2. End of the year reporting has been completed and sent to OPI.

3. Currently working on the PIR schedule for the beginning of school!

4. Have been attending Zoom meeting calls with the state on how school will look next year.

5. ATS- Will be here in the next couple of weeks to start working on the Clock/Alarm/Intercom project.

6. Gym floors are scheduled to be started on July 10th.. Gym will be closed for at least 2-4 weeks.

CLAIMS

BUDGET

vs

ACTUAL

ACTIVITY ACCOUNTS

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-A**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** - June 10, 2020

**SUMMARY:** The information for our Lunch program is attached. Last year we left the prices on our lunches the same. Our current prices are:

Elementary Students: $2.25

Jr. High/HS Students: $2.50

Adult: $5.00

We also implemented the breakfast program which was a success. Our current prices are:

Elementary Students: $1.50

Jr.High/HS Students: $1.85

Adult/Staff: $3.00

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

**Additional information attached -** Yes

**Fund-** 201-212

**Estimated cost -** N/A

**SAMPLE MOTION:** I move to set the lunch prices at $2.25 for elementary, $2.50 for JH/HS students, $5.00 for adults and $.50 for each additional milk, and set breakfast prices at $1.50 for elementary, $1.85 for JH/HS students and $3.00 for adults/staff and $.50 for each additional milk.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-B**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** – June 15, 2020

**SUMMARY**: The County Transportation committee must meet prior to July 20, 2020 to approve bus routes for the coming year. Bus routes for 2020-2021 need to be approved by the board prior to that meeting.

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

**Additional Information attached** - Yes

**Fund** -

**Estimated Cost** - N/A

**SAMPLE MOTION:** I move approve the 2020-2021 bus routes as presented.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-C**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** – June 15, 2020

**SUMMARY:**  The board needs to approve Attendance Agreements for students that have come

in from the other districts for the 2020-2021 school year.

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

**Additional Information attached** - no

**Fund** – N/A

**Estimated Cost** – 0-

**SAMPLE MOTION:** I move to approve the Student Attendance Agreements for the school year 2020-2021 for the following Students.

To Scobey from Poplar School District: Students 1-4

To Scobey from Frontier School: Students 5 & 6

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-D1**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** – July 6, 2020

**SUMMARY**: Coach for the Fall sports have to be hired. MHSA has not finalized whether there will be Fall sports seasons. First day of practice for the High School Volleyball, Football and Cross Country is August 14, 2020. Junior High starts the first week of school – August 17, 2020.

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

**Additional Information attached** - Yes

**Fund** -

**Estimated Cost** - N/A

**SAMPLE MOTION:** I move to approve the following coaches for the 2020 fall sports:

Football Jr. High Football

Brock Berryhill – Head Coach Nicoli Lund

Mike Euken Michael McDermot

 Sean Cromwell

 Cross Country

 Betsy Kilgore

 Jamie Green

 Volleyball Jr. High Volleyball

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-D2**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** – July 6, 2020

**SUMMARY**: In order to accommodate the large second grade class, we are in need of an additional teacher. The Personnel Committee met and interviewed Chelsea Nelson for the position. They will present their recommendation at the meeting. Chelsea’s application will be available at the meeting

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

**Additional information attached –**

**Fund-** 201

**Estimated Cost –** As per the master agreement salary schedule

**SAMPLE MOTION:** I move to offer Chelsea Nelson a contract for the 2020-2021 school year, pending background check, and documentation of proper licensure.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-E**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED –** June 30, 2020

**SUMMARY:** To help build the program going into High School and smaller classes coming up, Nicoli Lund and Brock Berryhill would like to have 6th graders be eligible to play with the Jr. High for the 2020 Footba.ll Season.

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

**Additional Information attached** - No

**Fund** – N/A

**Estimated Cost** – N/A

**SAMPLE MOTION:** I move to allow 6th graders to play on the JH Football team for the 2020

season.

**SCOBEY PUBLIC CHOOLS Agenda Number & Title VIII-F**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** – **May 20, 2020**

**SUMMARY:** Dawn Backman submitted a request for the coming year for 30 Chromebooks and a Chromebook cart. As she is the English/Reading teacher for the 4-6th grades, they do a lot of typing. Previously students were using their iPads with keyboards that would connect through their charging ports. They were for the old iPad 2 & 3’s so no longer are useful. She also would like to have them in case we are having to distance teach/learn next year. We have applied for the CARES (Coronavirus Aide, Relief, Economic Security) Act grant to be used for remote teaching/learning situations related directly to Corona pandemic. This would cover the amount of these purchases. We have received a quote for these items from CDW-G. These Chromebooks could be used by staff should we not need them directly for distance teaching/learning.

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

**Additional information attached -** Yes

**Fund-** 215

**Estimated cost -** $7,907.25

**SAMPLE MOTION**: I move to purchase the Chromebooks as quoted by CDW-G for approximately $7,907.25.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-G**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** – June 4, 2020

**SUMMARY**: We are at the end of our three year audit contract with Strom & Associates. They have submitted a new 3 year audit services proposal. The cost has increase by $3,000.00 from the last proposal.

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

**Additional Information attached** – Yes

**Fund** – 201

**Estimated Cost** –

**SAMPLE MOTION:** I move to award a three-year contract to Strom and Associates, P.C. of Billings, MT, in the amount of $15,300.00 for the school-year audits 2020-2022.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-H**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** - June 4, 2020

**SUMMARY:** Annually, changes need to be made to the Teacher, Classified, and Spartan Standard handbooks. This is the second reading of the Spartan Standards. As there were only changes to dates and staffing for the Teacher & Classified Handbooks, they do not require more than one reading.

Attached are the incorporated changes made after the first reading to the Spartan Standards, and Teacher, Classified and Coach’s Handbooks with changes hi-lighted for 2020-2021 school year.

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

**Additional Information attached** - yes

**Fund** -

**Estimated Cost** –

**SAMPLE MOTION:** I move to approve the changes to the following handbooks:

 Spartan Standards

 Teacher Handbook

 Classified Handbook

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-I**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** – June 25, 2020

**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: Greg Hardy, Caitlin Buer, 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: Greg Hardy, Caitlin Buer, Jonna Handran and Colleen Drury.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-J**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** – June 5, 2020

**SUMMARY:** We would like to dispose of the following records. These records only need to be

retained for 8 years. This is the second reading.

If you would like to see the retention/Disposition information concerning these records, which is

provided by the Office of Public Instruction, the web site is

<http://sos.mt.gov/Records/forms/local/Local_Schedule7.pdf>

Request for Authorization for Disposal or Destruction of the attached records:

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

**Additional Information attached** - no

**Fund** – N/A

**Estimated Cost** – N/A

**SAMPLE MOTION:** I move to allow the disposition or destruction of the listed records

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-K**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** – June 4, 2020

**SUMMARY:** The following items are no longer used or not repairable. This is the first reading.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Inventory Tag |  | Item |   |
| HP Scanjet 4850 scanner |  |  | Library Books  |  |
| Teacher chair |  |  | Ipad 2 keyboards | 28 |
| Sandblaster Dee Blast 38 cabinet | 00071 |  | Elementary books (sheet available) |  |
| Grizszley Single Stage Dust Collector | 000714 |  | 7-12 Textbooks & Reading books Room 107 |  |
| Clarke Floor scrubber | 0312 |  |  |  |
| iPad 2's & 3's | (up to 50) |  |  |  |
|  |  |  |  |  |

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

**Additional Information attached** - no

**Fund** -

**Estimated Cost** -

**SAMPLE MOTION:** I move to resolve that the attached list of items, which are the property of School District No. 1, have become abandoned, obsolete, undesirable or unsuitable for the purposes of the district, and to consider the adoption of a resolution to authorize the sale or disposition of such property.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-L**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** - July 1, 2020

**SUMMARY:** At our April 27, 2020 special meeting, we adopted the MTSBA Covid-19 Emergency policies. As part of the motion, we put an expiration date of June 30, 2020 for these policies. MTSBA has recommended we adopt these policies without an end date so we can have them in place as the fall progresses. All of these policies can be changed with only one reading. Come August, some of them may need to be adjusted depending on the situation.

 # 1900 Introduction

#1901 School District Policy and Procedures

#1902 Alternative Grading

#1903 School District Meetings and Gatherings

#1904 Use of Transportation Funds

#1905 Student, Staff, and Community Health and Safety

#1906 Student Instruction and Services

#1906P Student Instruction Resources and Best Practices

#1907 School District Declaration of Emergency

#1908 Family Engagement

#1908F Family Onsite Opt-Out Form

#1909 Human Resources and Personnel

#1910 Personnel Use of Leave

#1910F1 Emergency Paid Sick Leave Employee Request Form

#1910F2 EFMLA Employee Request Form

#1911 School District Budget Adoption and Amendment and Audit

#1912 School District Elections During Emergency

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

**Additional information attached -** Yes

**Fund-**

**Estimated cost –**

**SAMPLE MOTIONS:** I move to remove the end date of all COVID-19 Policies as previously approved.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-M**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED – July 1, 2020**

**SUMMARY:** The 3 year license is up on our Meraki Security Appliance. This is the hardware and anti-virus software and content filter we are using for our wireless, networking and internet/wireless security. We purchase this through CDW-G. Technology Committee met and discussed this. Trevor has requested a 1 year and 3 year quote. The 1 year quote is $4,351.20 and the 3 year is $6,384.00 which are attached. Our last renewal in 2017 we paid $8,580.00 for the 3 year renewal. REAP funds will be used to pay for this license.

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

**Additional Information attached** - yes

**Fund –** 215

**Estimated Cost** – up to $6,384.80

**SAMPLE MOTION**: I move to renew the Meraki Security Appliance from CDW-G for \_\_\_\_\_\_\_\_ year(s) for the amount quoted using REAP funds.

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-N**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** – June 29, 2020

**SUMMARY:** The Board has been approached by Logan Brower about the possibility of the school purchasing his house to be used for school housing. We have explored this in the past when we were searching for administrators as many schools offer this benefit as part of the administrative package.

**Informational only**

**SCOBEY PUBLIC SCHOOLS Agenda Number & Title VIII-O**

**K-12 DISTRICT #1**

**BOARD AGENDA FACT SHEET**

**MEETING DATE: July 13, 2020**

**DATE PREPARED** – July 9, 2020

**SUMMARY:** Betsy Kilgore has approached Mr. Hardy about the possibility of a co-op agreement with Opheim School for cross country for the 2020 season.

**Informational only**