



DeSmet School District #20
Board of Trustees Meeting
7:00 p.m. January 21, 2014

The Board of Trustees for DeSmet School District #20 met for the regular monthly meeting in the school library.

Board Trustees present: Bruin Herr, Susan Hudson, Ralph Fessenden and Carolyn Rossell

Board Trustees absent: Paul Hanson

Others present: Principal, Shelley Andres; District Clerk, Bernice Beard; Facilities, Josh Matlock

Item #1 - Call to Order: Bruin Herr called the meeting to order at 7:04 p.m.

Item #2 – Consent Agenda:

B: Approval of Previous Meeting Minutes – Minutes from the December 16, 2013 Regular board meeting were reviewed.

C: Approval of Warrant Lists – The list of payroll and claims warrants was passed to each Board member for review and questions and comments.

Trustee, Susan Hudson made the motion to approve the previous meeting minutes and the listed warrants. Ralph Fessenden seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.

Item #3: Principal Report –

- Animal Wonders came to DeSmet School as a reward for collecting the goal of 2000 box tops. Many thanks to the DeSmet Booster Club for sponsoring this program.
- A number of improvements were made over the Winter Break. New carpeting in the vestibules, tile in the staff lounge, cleaning of the new carpet in the hallways, new paint and reorganization of the computer lab – including 24 new desktop computers and new student chairs, just to name a few!
- This Thursday's In-Service meeting will focus on RTI. We will discuss referral lists and the challenges facing the students in the areas of behavior, reading and math.
- The staff participated in a Discovery Education workshop via the internet to learn more about the available opportunities to the staff and students of DeSmet.
- SBAC testing is taking the place of MontCAS testing for grades 3-8 at DeSmet School. Grades 4-8 are required to take a written science test. SBAC aligns with Common Core and is tech-based.
- Julie, our new Health Aide, had 124 encounters since the last Board meeting.

- The District purchased an additional classroom microphone that amplifies the teacher's voice which results in better attention from all students and less frustration for the teacher. This one will be utilized by the first grade teacher. Mrs. Andres is considering purchasing one for each of the primary grades. The Kindergarten teacher has been using the one purchased last year and reports great results for her classroom.
- Shelley inquired about assigning Ms. Anderson as her substitute when she needs to be out of the building. Michela is familiar with all the students as she is the Health Enhancement teacher for the District. Since she holds a 0.5 FTE position, she also has more availability than most of the other instructors. The Board members agreed that Ms. Anderson would make an ideal candidate. The members requested that a tabulation of the total number of hours be accounted for in order to see the average time spent over the course of a school year.

Item #4: Business Manager/District Clerk Report –

- As of 12/31/2013 the Petty cash account had a balance of \$708.02; the Special Projects account had a balance of \$14,913.95.
- Bernice informed the Board members of the increase in postage rates that goes into effect on January 26, 2014. As users of a postage meter, the District receives a \$0.01 reduction. A regular envelope will now cost the District \$0.48.
- Ms. Beard gave a spreadsheet reflecting the fund balances as of November 2013.
- Bernice has been updating the technology inventory which will be utilized in creating the FY15 budget.
- Elections are just around the corner. Mrs. Susan Hudson's seat on the Board of Trustees will be the one open position for this election. Bernice will prepare the packets for interested parties, and post the available position.

Item #5: Maintenance Report –

- The rental houses new doors have been installed and they look awesome and function extremely well!
- Having the part-time custodian has really helped Josh to complete projects around the building and grounds and will especially be helpful come springtime when there is so much to accomplish outside. Thank you!
- Mike from Carpet Brokers will come to the school during February to measure the remaining classrooms for new flooring to be installed this summer. The cost estimates will be discussed at the February Board meeting.
- The tractor had a diesel and oil leak, both were repaired.
- During the Winter break Josh had the opportunity to test out a new carpet cleaner. This one also doubles as a tile scrubber and instead of walking backwards dragging the machine, you push it and walk behind it! A much easier way of accomplishing the task. The unit has an attachment and wand to allow for cleaning under the cubbies and the student lockers. The District has the opportunity to purchase outright at a cost of approximately \$3500, pay in two equal payments or to finance over a four year period and do a \$1 buyout at the end of the lease. The Board members requested Josh to inquire about a maintenance program, warranty information, and what the two-payment option would cost. Mr. Matlock will bring that information to the February Board meeting.

- Josh inquired about looking into purchasing a zero-turn riding lawn mower this year. It would help the tractor last longer with a lot less wear and tear, and would mow the playing fields more efficiently and quicker. He spoke with Larry, of Larry's Tractors, Trailers and More, and he can help the District lease one so it can be paid for over a couple of different budget years. Josh will also check out other brands and companies and inquired if the Board members had any other recommendations. Since Paul Hanson was not present at the meeting, it was decided to bring additional information to the next scheduled meeting in February for further discussion.

Item #6: Committee Reports –

- Math Night was a great success and a number of families participated. Mrs. Andres is looking forward to a Reading Night which Ms. Ebbs and Mrs. Dolphay have agreed to volunteer to set up for Mrs. Andres.
- The certified teachers are having Grade Band meetings at school - broken out as: K-2, 3-4, 6-8.
- Calendar committee will need to begin meeting soon preferably on a Monday or Wednesday from 3:30-4:00pm. Ralph Fessenden agreed to sit in on the committee for Board input.

Item #7: Approve Additional Bandwidth for School Network. Ms. Beard related information provided by Centric Internet Services to increase the bandwidth to 20Mbps. They propose a 'point-to-point' connection since the District is located in an area where the only other option is DSL. The current DSL connection is not providing enough bandwidth for the students to do Smarter Balanced testing via the internet. The cost proposal for the equipment to provide the point-to-point service is \$3500. The installation fee is an additional \$75/hour with a possible 20 hours necessary. Ralph Fessenden made a motion to purchase the point-to-point hardware and installation from Centric to upgrade the District's bandwidth and to purchase the three (3) year contract plan to provide the service at a cost of \$475/mo. Bruin seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed. This information will be forwarded to John Hubley who prepares the E-Rate/USAC application for the District.

Item #8: Adopt 400-7000 Series of District Policies. Ralph Fessenden made a motion to adopt District policy series 4000 – 7000 (see attached documents) as prepared by Ms. Kaleva. Carolyn Rossell seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.

Item #9: Carryover Provision for FLEX Benefits – Approval. Bernice reviewed the Carryover Provision provided by American Fidelity Assurance with the Board members. This carryover would allow staff members with a Flex plan to carryover \$500 to the following year rather than to only have a 70 day grace period at the end of each plan year. Ralph Fessenden made a motion to allow the carryover for the District plan. Bruin Herr seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.

Item #10: New Hires. Mrs. Andres recommended the hiring of Joe DeFulgentis as the 1.0 FTE Title I ParaEducator. Susan Hudson made the motion to hire Mr. DeFulgentis

for the vacant Title I para position. Carolyn Rossell seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.

Item #11: Employee Resignation. Ms. Beard announced her resignation as the Business Manager/District Clerk effective June 30, 2014. The Board members requested that she and Mrs. Andres begin working on announcing the vacancy so a replacement can be hired and begin working in May of 2014. The position will be posted and applications will be reviewed by the Board members, then interviews will be conducted.

Item #12: Approve Disposal of Old Technology Items. The computers in the lab were replaced with new units in December of 2013. Most of the computers and monitors were ready to be disposed of. UniVision can provide the disposal service. A list of all units to be disposed of was given to the Board members for their approval. Susan Hudson made the motion to dispose of the listed items, Ralph Fessenden seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.

Item #13: *Public Comment.*

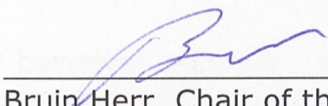
- Carolyn Rossell met with Erin Lipkind, County Superintendent of Schools, to review Mrs. Andre's evaluation. They requested Shelley to provide more information regarding her goals and presented her with a timeline to have the evaluation process completed. The timeline is in accordance with the EPAS timeline but puts the evaluation completion near the end of May 2014.
- Mrs. Andres reported that the Middle School Book Club is still meeting on Monday mornings prior to school starting. The students are really enjoying it and will begin their third book in a couple of weeks. The first two books were *Deadly* and *Fabelhaven*. The third book will be the second in the Fabelhaven series.

Item #14: *Sign Warrants.*

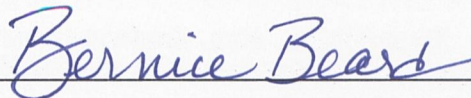
Item #15 - Adjournment: There being no further business, the meeting was declared adjourned at 9:04 p.m. by Bruin Herr, Chair of the Board.

APPROVED

2/18/2014
(date)


Bruin Herr, Chair of the Board

Minutes scribed and typed by Bernice Beard, District Clerk


Bernice Beard