

DeSmet School District #20  
Board of Trustees Meeting  
7:00 p.m. October 21, 2013

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

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

Board Trustees absent: none

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

Item #1 - Call to Order: Bruin Herr called the meeting to order at 7:08 p.m.

Item #2 - Consent Agenda:

A: Approval of Agenda – Board Chair, Bruin Herr approved today’s agenda.

B: Approval of Previous Meeting Minutes – Minutes from the September 16<sup>th</sup> Regular meeting, September 24<sup>th</sup> Special meeting, October 7<sup>th</sup> Work Session, and the October 14<sup>th</sup> Special meeting were reviewed. Carolyn Rossell asked to have the words “as it does not round” be removed from Item #9 of the September 16<sup>th</sup> Board meeting minutes.

C: Approval of Warrant Lists – The list of payroll and claims warrants was passed to each Board member for review, questions or comments. The Board members asked for verification of a new table purchased for the lunch room.

*Trustee, Ralph Fessenden made the motion to approve the previous four meeting minutes and approval of the listed warrants. Bruin Herr seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.*

Item #3: Principal Report –

- Miss Millie, Health Aide, had 249 encounters during the month of September. There are also active cases of head lice in the building, mostly in the lower grades.
- Girls’ basketball team got the wild card and have been invited to participate in the tournament. Go Padres!
- Mrs. Andres thanked the Board members for the opportunity to attend MCEL this year. It was a great experience and a wonderful opportunity to validate her knowledge. Shelley also attended Bea Kaleva’s special presentation and learned a lot.
- Sue Hudson inquired if there was anything the Board members could do to help her more. Mrs. Andres informed the members of an upcoming workshop for MT EPAS in Great Falls October 30<sup>th</sup>. Linda Briggeman and Robin Ray will be attending and Shelley inquired if Carolyn Rossell would be able to join the group. Ms. Rossell agreed.

- ▣ Local firefighters in the area are sponsoring "Operation Warm" to give out coats to K-5 students in need. Fliers were sent home with the students to sign up. Coats will be given out on October 24<sup>th</sup>.
- ▣ The gym is being rented for another rummage sale October 25-27.
- ▣ Red Ribbon Week begins October 28<sup>th</sup> with a big kick-off presentation on Monday morning in the gym. The theme for this year is "Friends Don't Let Friends Bully or Do Drugs". There will be a different theme each day to encourage the students to participate.
- ▣ Friday, November 1<sup>st</sup> will be the middle school Halloween dance from 7-9pm in the school gym sponsored by the 8<sup>th</sup> Grade Class of 2014.
- ▣ Mrs. Andres is busy participating in a number of IEP's. Currently there are nineteen students being served by the Special Education teacher and paras.
- ▣ Shelley made the announcement that Randy Cline, Superintendent for Frenchtown schools, was named "Superintendent of the Year" by the MT Association of School Superintendents. Congratulations Randy!

Item #4: Business Manager/District Clerk Report –

- ▣ As of 9/30/2013 the Petty cash account had a balance of \$250.91; the Special Projects account had a balance of \$14,425.93.
- ▣ Bernice has completed the financial statements for July and August 2013 and is currently working on September. She is creating financial spreadsheets that hopefully will be able to be easily understood by all the Board members. These spreadsheets will be available at the November meeting.

Item #5: Maintenance Report –

- ▣ The smell of gas was detected at the beginning of the month. Everyone did an awesome job of evacuating the building to the baseball field across from the entrance to the school. The fire department and Northwestern Energy checked all the mechanical rooms and found one furnace leaking gas. Northwestern Energy tagged and disconnected the furnace. 4G repaired the leak and also did a thorough inspection of all other furnaces in the building. The alarm company advised Josh that they do offer gas detectors that can be installed in the furnace rooms to catch any future gas leaks much quicker. He can obtain a bid for the cost of the detectors if the Board members are interested. Ralph Fessenden would like Mr. Matlock to obtain a bid for review during the November meeting.
- ▣ Mr. Matlock has been watering around the well since it has been so warm out. The ground has settled approximately 12 inches in the past week or so. More settling will occur in the spring after the ground freezes and thaws. At that time he will add topsoil and grass seed as needed.
- ▣ A big "thank you" to Mrs. Andres and Mrs. Richards for completing the painting of the ABCD letters on the well box!
- ▣ During MEA days Josh installed ceiling fans in each of the middle school classrooms.

Item #6: Committee Reports –

- ▣ RTI (Response to Intervention) – This year the teachers and Mrs. Andres will be attending a number of meetings in and out of District. The focus is on academics this year. Shelley also thinks it would be a great idea to send a team from DeSmet to MBI (MT Behavioral Institute) this summer for the Behavior Institute.

- Booster Club – The members are hoping to still be able to paint on the new blacktop before the weather gets bad. Possibly a couple of four-square courts, hopscotch, and areas for the students to line up prior to going back into the building. The remainder of the painting will most likely occur sometime in the spring.

Item #7: Employee Resignation. During the September 24<sup>th</sup> Board meeting Mrs. Andres had announced the resignation of the cook, Ms. Carol Sachs. Since this was not an item on the Agenda, no action was taken at that time. Shelley was verbally informed by Ms. Sachs on Friday, September 20<sup>th</sup> of her necessity to immediately leave employment. Mrs. Andres requested the Board members accept Ms. Sachs' resignation. Ralph Fessenden made a motion to accept Carol Sachs resignation, Carolyn Rossell seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.

Item #8: New Hires. Mrs. Andres recommended the hiring of two substitutes. Since Carol Sachs departure it is necessary to hire a sub to work with the cook aide, Erica Stevens. Ms. Sherrell Cook is being recommended as a long-term substitute until formal interviews and decisions can be made regarding the kitchen staff. Shelley recommended the addition of Jeff Boespflug, one of the student teachers working in the building this year, to the substitute teacher list for this school year. Ralph Fessenden made a motion to hire Ms. Cook and Mr. Boespflug as substitutes for the 2013-2014 school term. Carolyn Rossell seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.

Item #9: M.O.U. for EPAS. A Memorandum of Understanding (M.O.U.) to utilize the MT-EPAS evaluation instrument was created based on the template provided to the District at the September 24<sup>th</sup> Board meeting. The M.O.U. is dated October 21, 2013 with an effective date of October 22, 2013. Paul Hanson made the motion to approve the M.O.U. dated 10/21/2013, which will go into effect 10/22/2013. The motion was seconded by Carolyn Rossell. All trustees voted 'aye' in favor of the motion. Motion passed. Bruin Herr signed the document and will ask Mrs. Briggeman to sign the document the following day as she is not present to sign tonight.

Item #10: Adopt Reviewed Policies: 2120, 3010, and 3015. Paul Hanson made a motion to adopt the following policies:

- 2120 – Wellness
- 3010 – School Admissions
- 3015 – Attendance and Truancy

Ralph Fessenden seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.

Item #11: Rental Property Monies. Bernice explained to the Board members that the Lease/Rental Fund can only have a \$10,000 balance at the end of the fiscal period in June. Currently the fund has a balance of just over \$14,200. There is enough money to carry out any projects that will occur during the current school year. The Board, at their discretion, may use the monies collected for any proper school purpose and may be deposited in any fund as the trustees consider appropriate (*MCA 20-6-607*). During the September 16<sup>th</sup> Board meeting Ms. Beard had suggested the members consider depositing this year's rental monies into the Building Reserve Fund to help complete the

flooring project that began in July of 2013. Ralph Fessenden made a motion to deposit the remaining collected rental fees for FY14 into the Building Reserve fund effective November 2013. Bruin Herr seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.

Paul Hanson inquired about the possibility of removing the rest of trees, stumps, and debris on the 6600 Padre Lane property. After a short discussion, it was decided among the Board members to have Paul inquire with Mickelson if he could carry out the project and give the District a bid for doing so. It is something everyone wants to accomplish as soon as possible.

Item #12: Discuss Possible Increase in Staff. Bernice gave the Board members a line item breakdown of General Fund expenditures during the October 14<sup>th</sup> Special meeting. This breakdown included a cost of \$3,240 to hire a part-time custodian to work up to three hours/three days a week for the remaining of the school year. Of course there will also be a small impact in the Retirement Fund as well. The Board members suggested creating a new job description and present it at the November Board meeting prior to making a final decision.

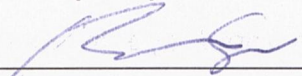
Item #13: New Outdoor Sign. After a short discussion, it was decided to solicit for bids to replace the broken sign at the entrance to the school. It was recommended by the Board members to retain the current size and make it something similar to the original sign, along with it being weather resistant. Josh will have bids available for the November meeting.

Item #14: *Public Comment.* Mrs. Andres and Ms. Beard both commented to the Board members about Mr. Chambers' first attempt at using the kiln. Unfortunately, there was a malfunction and 70% of the student's projects exploded in the kiln! He did his best to make the most of the situation. He had an open "casket" for all the broken pieces and made a headstone commemorating their existence. The students are re-doing the project with smaller and thinner masks.

Item #15: *Sign Warrants.*

Item #16 - Adjournment: There being no further business, the meeting was declared adjourned at 8:41 p.m. by Bruin Herr, Chair of the Board.

APPROVED 11/18/2013  
(date)

  
Bruin Herr, Chair of the Board

*Minutes scribed and typed by Bernice Beard, District Clerk*

Bernice Beard