



DeSmet School District #20

Board of Trustees Meeting

7:00 p.m. Monday – November 18, 2013

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 and Carolyn Rossell

Board Trustees absent: Ralph Fessenden

Others present: Teachers, Linda Briggeman, Meghan Dolphay, Kelli Ebbs, Laurie Ginn, Amanda Jackson; Principal, Shelley Andres; District Clerk, Bernice Beard; School Attorney, Elizabeth (Bea) Kaleva; Karry Betson, Dan Biddulph, Tracy Rhodes

Item #1 - Call to Order: Bruin Herr called the meeting to order at 7:05 p.m.

Item #2 – Consent Agenda:

Adjustment to Order of Agenda Items – Board Chair, Bruin Herr asked to move Item # 16 to the 2C position, and Item #18 to the 2D position on the Agenda.

A: Approval of Previous Meeting Minutes – Minutes from the October 21st Policy Work Session and the Regular Board meeting were reviewed.

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


Trustee, Paul Hanson made the motion to accept the changes to the order of the agenda items, approval of the previous policy work session and meeting minutes, and approval of the listed warrants. Carolyn seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.

C: Item #16: Public Comment. none

D: Item #18: EXECUTIVE SESSION: Appeal of Administrative Disciplinary Issue. The Board members were in Executive Session from 7:13pm until 9:43pm. Paul Hanson made the motion to side with the disciplinary action taken by Mrs. Shelley Andres, Building Administrator for DeSmet School. Three trustees voted 'aye' in favor of the motion, one voted opposed to the motion. Motion passed.

Attorney for Mrs. Karry Betson, Dan Biddulph, announced their intent to take the appeal to the Missoula County Superintendent of Schools.

Item #3: Principal Report –

-  Millie, school health aide, had 271 encounters during October. This includes the vision screening and head lice checks.

- The Pizza Hut "Book It" contest was held last week. The challenge included Mrs. Andres reading on the roof of the school for several hours. She is hopeful that DeSmet will win the 100 copies of the new "Diary of a Wimpy Kid" book.
- Many people have pitched in to donate cash and items for the DeSmet family who recently lost their home to a fire.
- Eleven middle school students are participating in a book club which began Monday, November 11th. They meet every Monday morning at 8:00am to review and read the chosen book for the month. The book for November is *Deadly*.
- The staff participated in a safety meeting on Thursday, November 7 provided by Annette Satterly from MSGIA.
- Parent/Teacher conferences were held on Thursday, November 14th with excellent attendance.
- The winter music programs will be on December 12, 2013 in the school gym. K-5 will be at 2:30pm and 6-8 will be at 6:30pm.

Item #4: Business Manager/District Clerk Report –

- As of 10/31/2013 the Petty cash account had a balance of \$895.93; the Special Projects account had a balance of \$14,924.96.
- Bernice informed the Board members of dates for the up-coming MBI 2014 Summer Institute. It will be held in Bozeman at the Montana State University June 16-20. Early Bird registration is \$275/per person for the week.
- Ms. Beard is working towards completing the archive project she began three years ago. Her goal is to have it finished by late spring 2014.
- As promised, Bernice gave the Board members a financial spreadsheet outlining the cash balances in each of the active District funds from July through September 2014. In the absence of more time, she will provide the remaining spreadsheets during the December Board meeting.

Item #5: Maintenance Report –

- Water Issues:
 - The District had a coliform bacteria contamination again that caused the school to go on a Health Advisory Notice.
 - The DEQ required a pressure test and inspection of the water system.
 - The test and inspection was completed by Crisp Water, and revealed there was a leak somewhere as the system would not hold pressure. Upon inspection, it was discovered that the "pitless" adapter in the well casing was leaking at a rate of 0.5-1.0 gallons per minute which was causing the water to run down the inside of the well casing causing the source of the contamination.
 - Camp Well Drilling pulled the pitless adapter and discovered that it was so old there was no O-ring present and the metal-on-metal seal had eroded away. They were able to adhere a temporary putty to seal the leak until the final fix can be performed.
 - Crisp Water did a heavy chlorine shock on the water system on Friday, with Josh flushing the system multiple times during the weekend.
 - The water will be sampled and tested again this week.
 - Wednesday, November 27, 2013 Camp Well Drilling will replace the broken pitless adapter and Crisp Water will sanitize the water system. Mickelson will dig the area around the well.

- Josh will add top soil and sod to the area around the well next spring after the snow melts.
- Mickelson has been hard at work on the 6600 Padre Lane property. Most of the garage and debris has already been removed and they have begun removing the trees as well. They will most likely be completed by the end of this week.
- Mr. Matlock will begin the application process and training in December to become the District's State Certified Water Operator.

Item #6: Committee Reports –

- RTI will have their next meeting on Thursday, November 21st in the library. They will meet again on December 12, 2013 at the Wingate Hotel on Airway Blvd.

Item #7: Teacher Presentations (2). Re-scheduled until the December meeting.

Item #8: Adopt 2000 Series District Policies. The Board members reviewed the final District version of the following 2000 series policies via electronic mail prior to the meeting:

- 2000 – Instructional Goals
- 2005 – School Year Calendar and Day
- 2010 – Instructional Organization
- 2015 – Curriculum Development, Content, and Assessment
- 2020 – Student and Family Privacy Rights
- 2025 – Guidance and Counseling Program
- 2030 – Recognition of Religious Beliefs and Customs
- 2035 – Federal Funding and Title I
- 2040 – Special Education Accommodations
- 2045 – Special Education Procedures
- 2050 – Section 504 Procedural Safeguards
- 2055 – Limited English Proficient Students
- 2060 – Instructional Materials
- 2065 – Selection and Use of Library Materials
- 2070 – Access to Electronic Networks
- 2075 – Field Trips
- 2080 – Grading, Progress Reports and Promotion
- 2090 – Credit Transfer/Assessment for Placement
- 2100 – Native American Cultural Heritage
- 2105 – Controversial Issues and Academic Freedom
- 2110 – Copyright in the District
- 2120 – Wellness
- 2130 – Response to Intervention

Carolyn Rossell made the motion to adopt the above-named policies as written. Bruin Herr seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed. Mrs. Kaleva will bring the 4000 and 5000 series to the next Work Session meeting scheduled for 6:00pm Monday – December 16, 2013.

Item #9: Review Job Description for Possible New Position. As requested by the Board members during the October meeting, a new job description for the Facilities and

Grounds Custodian at 0.375 FTE. Paul Hanson made a motion to accept the new job description for the part-time custodian. Carolyn Rossell seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed. Mrs. Andres will post and interview for the new position.

Item #10: Employee Resignation. Millie McCormick, Health Aide, resigned her position effective Thursday, November 14, 2013.

Item #11: New Hires.

- Mrs. Andres recommended the Board hire Ms. Erica Stevens as the 1.0 FTE Cook for the 2013-2014 school year. Susan Hudson made a motion to hire Ms. Stevens, Paul Hanson seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.
- Mrs. Andres recommended the Board hire Ms. Sherrell Cook for the 1.0 FTE Cook Aide position for the 2013-2014 school year. Susan Hudson made a motion to hire Ms. Cook, Paul Hanson seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.
- Mrs. Andres recommended the Board hire Ms. Julie Jezierski as the 0.5 FTE Health Aide for the 2013-2014 school year. Paul Hanson made a motion to hire Ms. Jezierski, Susan Hudson seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.
- Mrs. Andres recommended the Board hire Ms. Sarah Knutson as a 1.0 FTE ParaEducator for the 2013-2014 school year. Paul Hanson made a motion to hire Ms. Knutson, Carolyn Rossell seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.
- Mrs. Andres recommended the Board hire Mr. Christopher Cate as the 0.5 FTE Counselor for the 2013-2014 school year. Susan Hudson made a motion to hire Mr. Cate, Carolyn Rossell seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.
- Mrs. Andres recommended the hire of Bette Kinton, Katherine Kolberg, Meghan Maloney, Stormee Welzien, and Tracy Russell as additions to the substitute list for the 2013-2014 school year. Susan Hudson made a motion to hire the above-referenced people as substitutes. Bruin Herr seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.

Item #12: Natural Gas Monitoring Bid. Mr. Matlock provided a bid for the natural gas detectors from Interstate Alarm Company. The bid is for seven (7) detectors with a 5 year life, a zone expander, and 22/6 wire. The total for materials and installing the wiring is \$2,249.38. Paul Hanson made the motion to accept the Interstate bid, Bruin Herr seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.

Item #13: Approve Computer Lab Upgrade. The Board members reviewed the price comparisons of purchasing new computers for the school lab. Paul Hanson made the motion to accept the quote of \$17,101.00 provided by UniVision as the price for the equipment was nearly identical to that of CDW-G. Bruin Herr seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed. UniVision will be installing the new computers in the lab over the holiday break in December.

Item #14: CEFPI Membership Renewal. Since there are no capital projects slated for the near future, it was decided by the Board members that it would not be in the best interest of the District to renew the membership with CEFPI at this time.

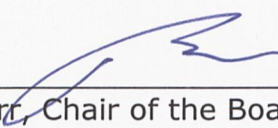
Item #15: Approve VOIDED Warrants. Bernice requested the approval of the Board members to void warrant #19255 from the General Fund and check #596 from the Special Projects accounts as both have never been cashed. Paul Hanson made the motion to void these checks. Susan Hudson seconded the motion. All trustees voted 'aye' in favor of the motion. Motion passed.

Item #17: Sign Warrants.

Item #19 - Adjournment: There being no further business, the meeting was declared adjourned at 10:25 p.m. by Bruin Herr, Chair of the Board.

APPROVED

12/10/2013
(date)



Bruin Herr, Chair of the Board

Minutes scribed and typed by Bernice Beard, District Clerk

Bernice Beard