



DeSmet School District #20
Board of Trustees Regular Meeting
6:00 pm, November 21st, 2022
In the School Library

Trustees Present: Aaron Foster, Heather Burgad, Laura Zumpfe, Synthia Wendell

Trustees Absent: Emily Villegas

Others Present: Matthew Driessen (Superintendent), Freyja Hughes (District Clerk), David Feeley (teacher,) Caitie Bloom (counselor, attending via phone)

I. Call to Order/Pledge of Allegiance

The meeting was called to order and the pledge of allegiance was recited at 6:10pm

II. Introduction/Comments of Guests on Items not on the Agenda

Mr. Driessen discussed the updating of the ESSER Safe School Reopening plan for December. It was also relayed that Mr. Feeley's math class has increased by 2.4 grade levels, and that the students are overall testing much higher than recently. Ms. Hughes relayed that there will be two 3-year terms open this coming year, and a 1-year appointment as well.

III. Recognition of Students and Staff

Kelli Ebbs ran a book fair that was very successful, and will get to use some of the proceeds to buy library books.

IV. Board Correspondence

Maggie Marmon sent in a card to the board to thank them for their assistance in getting books for the 6th Grade class.

V. Review of Minutes

A motion was made to approve the 10.17.22 minutes by Heather Burgad, and seconded by Laura Zumpfe. Motion passed unanimously.

VI. Review of Warrants

The warrants were reviewed with trustee attendance. A motion to approve the warrant list was made by Heather Burgad and seconded by Synthia Wendell. Motion passed unanimously.

VII. Business Manager's Report

A. Review of Budget Reports

Freyja reviewed budget reports for all funds with trustee attendance.

B. Review of Petty Cash & Students Activity Account

Freyja reviewed the budgets and balances of the petty cash and student activity checking accounts with trustee attendance.

C. Approve/Disapprove: Removal of Anne Brown as a signer on the First Interstate Bank Account (School Mastercard)

A motion was made to approve the removal of Anne Brown as a signer on the First Interstate Bank Account (School Mastercard) by Heather Burgad, and seconded by Synthia Wendell. Motion carried unanimously.

D. Approve/Disapprove: Addition of Vicki Richards as a signer on the First Interstate Bank Account (School Mastercard)

A motion was made to approve the addition of Vicki Richards as a signer on the First Interstate Bank Account (School Mastercard) by Heather Burgad, and seconded by Synthia Wendell. Motion carried unanimously.

E. Approve/Disapprove: Removal of Emmett Anderson as a signer on the First Interstate Bank Account

A motion was made to approve the removal of Emmett Anderson as a signer on the First Interstate Bank Account by Heather Burgad, and seconded by Laura Zumpfe. Motion carried unanimously.

F. Approve/Disapprove: Addition of Laura Zumpfe as a signer on the First Interstate Bank Account

A motion was made to approve the addition of Laura Zumpfe as a signer on the First Interstate Bank Account by Heather Burgad and seconded by Synthia Wendell. Motion carried unanimously.

VIII. Superintendent's Report

A. Approve/Disapprove: Increase of Kitchen Manager position to start at Lane 9 (\$17/hour)

A motion was made to approve the increase of the kitchen manager position to start at lane 9 and \$17/hr by Laura Zumpfe and seconded by Synthia Wendell. Motion carried unanimously.

B. Approve/Disapprove: Purchase of New Laminator (cost appx. \$4,000-\$5,000)

A motion was made to approve the purchase of a new laminator, costing approximately \$4,000-\$5,000 by Synthia Wendell and seconded by Laura Zumpfe. Motion carried unanimously.

C. Approve/Disapprove: Purchase of Snow Blower (cost appx. \$1,000-\$1,500)

A motion was made to approve the purchase of a snowblower, costing approximately \$1,000-\$1,500 by Heather Burgad and seconded by Synthia Wendell. Motion carried unanimously.

D. Discussion/Approve/Disapprove: Preliminary Audit Contract with Jan Schweitzer (estimated 10 hours of work at a rate of \$400/hour.)

A motion was made to approve a preliminary audit contract with Jan Schweitzer, with an estimate of 10 hours of work at a rate of \$400/hour by Laura Zumpfe and seconded by Synthia Wendell. Motion carried unanimously.

E. Discussion/Approve/Disapprove: Student Close-Up Trip

A motion was made to approve the district contribution of up to \$1600 to cover student and chaperone costs toward the 2023 Close-Up Trip, to be paid out of the Yellowstone Donation, by Heather Burgad and seconded by Synthia Wendell. Motion carried unanimously.

F. Discussion: Grey House

Mr. Driessen relayed that the insurance check for the water damage at 6600 Padre Ln was deposited.

G. Discussion: Lamar Advertising Sign

Mr. Driessen relayed that the final documents for the purchase/easement access of the footprint area under the Lamar billboard.

H. Discussion: Winter Picnic

Mr. Driessen discussed the possibility of a winter picnic for the community in February, and would like to see a collaboration between the staff, booster club, and volunteers to organize it. Mrs. Burgad would like to be sure that the participation and motivation of those running the event is there prior to moving forward, so as not to overburden those involved, but to certainly move forward with it, if the interest is there.

I. Discussion: Bathroom Sink

Mr. Driessen relayed that the sink in the boy's bathroom was broken, the sink has been shut down for the time being, and will be replaced in the near future.

J. Discussion/Approve/Disapprove: Naloxone Policy

Mr. Driessen relayed that the Missoula Police Department had recommended incorporating a policy regarding Naloxone usage in case of emergencies. Caitie Bloom relayed that she was able to acquire four boxes of Naloxone on the district's behalf, and that two boxes will be held in the counselor's office, and two boxes in the nurse's office. The board discussed having the staff and potentially students to receive training for this.

A motion was made to approve the proposed policy by Heather Burgad and seconded by Synthia Wendell. Motion carried unanimously.

IX. Personnel Report

- A. The board has recognized the resignation of Anne Brown, Gary Brown, and Samantha Lotton. The board, Mr. Driessen, and the attending staff discussed the importance of both supporting students as well as making sure that staff knows that they are supported and respected, while maintaining the safety of students and staff.
- B. Hire Hillary Cabal as a 1.0 FTE Specialized Para, starting at Step 1, Lane 1 (\$16.00/hr)
A motion was made to approve the hire of Hillary Cabal as a 1.0 FTE Specialized Para, starting at Step 1, Lane 1 (\$16.00/hr) by Heather Burgad and seconded by Synthia Wendell.

X. Committee Updates

- a. Redevelopment Committee
- b. Strategic Plan Committee- Mr. Driessen proposed an interest in simplifying the format of the strategic plan to make it easier to read, taking inspiration from other districts.
- c. Negotiations Committee
- d. Financial Committee
- e. Safety Committee- Mr. Driessen relayed that several updates have been made with school safety in mind, such as adding numbers to the school windows for external identification, and adding the Naloxone policy.

XI. Upcoming Meetings

- a. Monday, December 19th
- b. Monday, January 23rd
- c. Monday, January 30th (Strategic Plan)

XII. Comments of Guest & School Board Members on Items Not on the Agenda

XIII. Adjourn

A motion was made by Heather Burgad to adjourn the meeting at 8:01pm and seconded by Synthia Wendell. Motion carried unanimously, and the meeting was adjourned.

APPROVED _____

(Date)

Aaron Foster, Chair of the Board

Minutes scribed and typed by Freyja Hughes, District Clerk
