



## DeSmet School District #20

Board of Trustees Regular Meeting  
6:00 pm Monday, September 18th 2023  
In the School Library

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Board Members Present: Aaron Foster, Synthia Wendell, Heather Burgad, Laura Zumpfe

Board Members Absent: Jasmine Dahlquist

Others Present: Matthew Driessen, Freyja Hughes, Jackie Tunis, Kris Gardner, Alisha Hoyt

### **I. Call to Order/Pledge of Allegiance**

The pledge of allegiance was recited and the meeting was called to order at 6:05pm

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

### **III. Recognition of Students and Staff**

Freyja Hughes relayed that Kris Gardner was the recipient of two grants, and Stacy Bateman was the recipient of the MAGIP grant in the amount of \$1,000. She also relayed that Andy Garland from Montana Rail Link has arranged to donate DeSmet logo-wear sweatshirts for each student and staff member.

### **IV. Board Correspondence**

### **V. Business Manager's Report**

#### **A. Approval of Minutes**

A motion was made first by Laura Zumpfe to approve the presented minutes from 8.7.23, 8.17.23, and 8.24.23. This motion was seconded by Synthia Wendell and passed unanimously.

#### **B. Approval of Warrants**

A motion was made first by Laura Zumpfe to approve the warrants from 9.7.23. This motion was seconded by Synthia Wendell, and passed unanimously.

#### **C. Discuss/Approve/Disapprove: Contract with Time Clock Plus**

A motion was made first by Heather Burgad to approve the contract with Time Clock Plus, as presented by Freyja Hughes. This motion was seconded by Synthia Wendell and passed unanimously.

#### **D. Discuss/Approve/Disapprove: Contract with Apptegy**

A motion was made first by Heather Burgad to disapprove the quote from Apptegy. This motion was seconded by Laura Zumpfe, and carried unanimously.

## **VI. Superintendent's Report**

### **A. Review/Approve: Student Attendance Agreements**

A motion was made first by Synthia Wendell to approve the presented Student Attendance Agreements. This motion was seconded by Laura Zumpfe and carried unanimously.

### **B. Discuss: Safety Inspection Report**

The board reviewed the presented Inspection Report from Payne West.

### **C. Discuss: HVAC Maintenance Report**

Mr. Driessen relayed that the school's contract with Temp Right covers the maintenance of the HVAC system, and relayed that the cost came out to about \$3700 annually. Mrs. Zumpfe wished to confirm if the cost of filters was included in the service agreement, which Mr. Driessen confirmed. A motion was made first by Heather Burgad to approve the HVAC Maintenance Contract with Temp Right. This motion was seconded by Synthia Wendell and carried unanimously.

### **D. Discuss/Possible Action: Contract with Nat-N-Curt's Services, LLC**

Mr. Driessen discussed with the board the changes to the staff within Nat-N-Curt's Services, indicating that Duane Meyers, who was previously the lead maintenance staff of this company, was going to be passed along to Curtis Meyers, while Duane will be volunteering at the school instead. A motion was made first by Synthia Wendell to approve the contract with Nat-N-Curt's Services, LLC. This motion was seconded by Laura Zumpfe and carried unanimously.

### **E. Discuss/Possible Action: Dorsey & Whitney Contract (Bond)**

A motion was made by Synthia Wendell to proceed with working with Dorsey & Whitney. This motion was seconded by Laura Zumpfe and carried unanimously.

### **F. Discuss/Possible Action: Solar Array Update**

The board discussed the plan for Jackson Contracting Group to move forward with the Solar Array.

### **G. Discuss/Possible Action: Position Statement Regarding Tax Increment Finance District**

The board reviewed the proposed Position Statement to the County. A motion was made first by Heather Burgad to approve the Position Statement to the County regarding the Tax Increment Finance District. This motion was seconded by Laura Zumpfe, and passed unanimously.

### **H. Discuss/Possible Action: Purchase of Cold Weather Logowear for staff/board, costing appx. \$4000**

The board elected to table this item in favor of hearing more staff input for what would be most used, if not cold-weather apparel items, but responded positively to the idea.

## **VII. Personnel Report**

### **A. Approve/Disapprove: Job Description for Dean of Students**

The board discussed the necessity for a Dean of Students with Mr. Driessen and reviewed the proposed job description for the Dean of Students, and unanimously agreed that there is a need for the position. A motion was made first by Laura Zumpfe, seconded by Synthia Wendell, and carried unanimously.

### **B. Approve/Disapprove: Hire of Carly Aho as Dean of Students, to receive annual compensation of \$5,000, paid in equal installments for each month school is in session.**

A concern was brought forward by the MEA, that the position of Dean of Students was not advertised internally as an open position. Mr. Driessen relayed that the reason for this was because any of the qualified individuals would be teaching, and therefore unable to act as an administrator in his absence, aside from Carly Aho.

A faculty member expressed concern with the amount of the stipend, given that it is a position that may or may not be utilized, and that the position as proposed would pay better than the Instructional Coaching positions, which are also year-round, but with guaranteed workloads.

The board discussed instead, setting the position up to pay with an hourly rate and one or two designees, so that if both the main administrator and the Dean of Students are off campus, the assigned Dean is not getting a set stipend amount while there is a substitute filling the Dean's shoes but not being paid as such.

Mr. Driessen stated that he feels strongly that the position is necessary, that the proposed pay is fair, and that although another teacher-leader is capable of acting as Dean, it would be best filled by a teacher who is not already responsible for a class of students.

Mr. Driessen and the board agreed to post the position internally for more applicants, and to review the stipend amount. The board unanimously motioned to table the issue and readdress it at a later date.

### **C. Approve/Disapprove: Hire of Carly Aho, Kris Gardner, David Feeley, and Jackie Tunis as Instructional Coaches, each to receive a total stipend amount of \$3,500, paid in two equal installments as set forth in the FY24 Collective Bargaining Agreement.**

The board discussed the success of the leadership team/instructional coaches with Jackie Tunis and Kris Gardner, who served as instructional coaches in prior years. Mr. Driessen expressed his appreciation and trust that he holds for the leadership team. A motion was made first by Heather Burgad to approve the hire of Carly Aho, Kris Gardner, David Feeley, and Jackie Tunis as Instructional Coaches, each to receive a total stipend amount of \$3,500, paid in two equal installments as set forth in the FY24 Collective Bargaining Agreement. This motion was seconded by Laura Zumpfe, and carried unanimously.

- D. Approve/Disapprove: Hire of Ellie Michels as Head Coach for Boys' Basketball, to be paid at an hourly rate of \$25.65, not to exceed \$1200. The season is scheduled to run from 10/23 through 12/15.

The board reviewed a letter of intent from Ellie Michels, and a motion was made by Laura Zumpfe to approve the hire of Ellie Michels as Head Coach for Boys' Basketball, to be paid at an hourly rate of \$25.65, not to exceed \$1200. This motion was seconded by Synthia Wendell and carried unanimously.

- E. Approve/Disapprove: Hire of Gabrielle Goodell as Assistant Coach for Boys' Basketball, to receive a stipend of \$800. The season is scheduled to run from 10/23 through 12/15.

The board reviewed a letter of intent from Gabrielle Goodell, and a motion was made by Laura Zumpfe to approve the hire of Gabrielle Goodell as Assistant Coach for Boys' Basketball, to receive a stipend of \$800. This motion was seconded by Synthia Wendell and carried unanimously.

The board unanimously motioned to temporarily adjourn for a break, and adjourned at 7:49pm. The meeting was called to order once again at 7:54pm.

- F. Discuss/Possible Action: Para Scholarship Applicants

Mr. Driessen introduced Alisha Hoyt. The board reviewed her letter, and discussed her education goals, and her appreciation for the opportunity to work with children at DeSmet, which has motivated her to pursue a career in education.

The board entered closed session at 8:02pm to discuss the scholarship applicants, in the interest of preserving the individual's right to privacy, over the public's right to information.

The board ended the closed session at 8:15pm.

A motion was made first by Synthia Wendell to select the recipients of the para scholarship as Ellie Michels and Alisha Hoyt, as according to the scholarship rubric. This motion was seconded by Laura Zumpfe and passed unanimously.

## **VIII. Committee Updates**

### **IX. Upcoming Meetings**

- A. 6:00 pm Monday, October 23rd

### **X. Comments of Guest & School Board Members on Items Not on the Agenda**

**XI. Adjourn**

A unanimous motion was passed to adjourn the meeting at 8:28pm.

Minutes transcribed and typed by Freyja Hughes, District Clerk:

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Minutes approved by Aaron Foster, Board Chair:

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