



Arrowhead Elementary District No. 75

Board of Trustees –*Regular Board Meeting*

MINUTES

Tuesday, May 21, 2024

6:00pm Art Room

TRUSTEES PRESENT

Zane Curry, Chair
Meghaan Bauer
Edward Fisher

Dustin Burns
Travis Alderman

OTHERS PRESENT

Lisa Rosberg, Co. Supt.
Byron Kassings

Cinda Self, Clerk

Jackie Tiffany
Kelly Kearney
Amber Marks
Samantha Hungerford

Trent Balestri – MSU Extension
Mary Anne Keyes
Jillian Yasutake
Jennifer Volk

CALL TO ORDER

Board Chair Mr. Curry called the meeting to order at 6:03 p.m.

PLEDGE OF ALLEGIANCE

Mr. Curry led in the Pledge of Allegiance.

ADOPT AGENDA

Mrs. Bauer made a motion to adopt agenda with moving Mary Anne Keyes presentation to the beginning. Mr. Alderman seconded the motion. No comments. Motion carried 4-0 (Curry, Bauer, Alderman, Burns).

ACTION ITEMS

OLD BUSINESS

d. Mission & Vision Statement – Policy #1610 Goals and Objectives/Policy, #2000 Goals

i. Presentation MSU Extension Services – Mary Anne Keyes

- Mary Anne from MSU Extension agents to serve Park County, in terms of public engagement they can help us with the public input process. Spoke on different options and why it is important for district and community.

Mrs. Bauer made a motion to go with MSU Extension to help us with the needs assessment and public input. No public comment. Mr. Burns seconded the motion. Motion carried 4-0 (Curry, Bauer, Alderman, Burns).

VISITOR RECOGNITION AND WELCOME

Welcome to all zoom attendees and those in person.

PUBLIC COMMENT – NON AGENDA ITEMS

Jillian Yasutake just made comment on how excited about Strategic Planning with Question on the levy that will be posed later on the agenda.

APPROVAL OF CONSENT AGENDA

- Approval of Minutes
 - April 16, 2024
 - April 25, 2024 Special Board Meeting
- Approve Financial Report and Balance of Claims
 - Payroll Direct Deposit and Warrants = #-86308 thru -86273, #1006 in the amount of \$54,889.04
 - Claim Warrants #-99629 and, #3195 thru #3220 in the amount of \$41,932.91
- Approve Student Activities Report
 - April, 2024 in the amount of \$15,735.69
- TR-35 Bus Driver's Certificate
- TR-6 Bus Route Reimbursement Claim
- Canvass the votes
 - General Fund Levy – 319 For/ 397 Against
- Certification of Trustee by Acclamation
 - Travis Alderman – 1 year term
 - Zane Curry – 2 year term
 - Meghaan Bauer – 3 year term
 - Edward Fisher – 3 year term
- Certification of Trustee by Appointment
 - None, Mr. Burns stepped down from the board.
- ~~Approval of Ratification of All Actions by Present Board~~

Mrs. Bauer made a motion to approve consent agenda excluding the approval of Ratification of All Actions by Present Board. Mr. Alderman seconded the motion. No public comment. Motion carried 4-0 (Curry, Bauer, Alderman, Burns).

ORGANIZATION OF NEW BOARD

- Swearing of Trustees
 - Mrs. Rosberg, County Superintendent swore in trustees by Acclamation, Travis Alderman for one year term, Zane Curry for a two year term, and Meghaan Bauer and Edward Fisher for a three year term.
- Election of Chairperson
 - Mrs. Bauer nominated Zane Curry as chairperson he accepted. Mrs. Bauer asked for all in favor. All in agreement passed 4-0 (Curry, Bauer, Alderman, Fisher)
- Election of Vice Chairperson
 - Mrs. Bauer nominated Travis Alderman for Vice Chairperson. Mr. Alderman accepts. Mr. Curry asked for all in favor of the vice chair. All in agreement passed 3-0 (Curry, Bauer, Fisher, Alderman Abstained).
- Appointment of Clerk of the Board
 - Mrs. Bauer made a motion to appoint Mrs. Self as the clerk of the board. Mr. Curry seconded the motion. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).
 - Mrs. Rosberg, County Superintendent swore in appointed clerk Cinda Self.

COMMUNICATION

Superintendent Report

- Mrs. Rosberg spoke about county meeting just letting everyone know things are hard like everywhere but headed in the right direction with the hire of new Principal.

Interim Co-Principal Report

- Mrs. Rosberg updated the board that the 1st and 2nd grade was able to go on a field trip to the Grizzly encounter and had a wonderful time. The 9th of May was a half success to D&D but the road

to Black Dog was too muddy, then those who went on Thursday they were all allowed to go. Possibly looking at a different way to send kids and how to do lunch. Thankfully we have a bus driver for the remainder of the year and looking into options for next year. KG Roundup was completed and 4 new kids potentially coming. If we can't find applicants for the open teaching positions we actually have two great possibilities to use under the emergency authorization if absolutely needed. The district has completed all shelter in place and has one more fire drill to complete. We will be sending out information for out of district students and send home a one page sheet for reenrollment to get a better idea of enrollment for next year.

Committee Reports

- **Grants Committee** – Jillian Yasutake was wondering about future members of the grant committee. Would like a member of the board on a grant committee, Mr. Fisher volunteered to be on committee. For at least the local food grant adding Kelly Kearney and at some point Billi Taylor will be removed and Johanna Osborn will take place. Updates have not heard about the 21st Century grant as of yet hoping to hear something in June. The Lego Robotics grant went well and Mrs. Vought did wonderful for a last minute issue, hoping to include a family share night in some way. Then finalize grant with Mrs. Vought, did register with 1st Lego league to look into possibly creating a team for the competitions if students are interested. Mrs. Hungerford helped students create some wonderful thank you cards. **Food Grant** – Last update by Kelly Kearney as the local food grant ends May 30th, we were successful in spending all funds. In process of writing reports to be submitted. In working with Glenda Roberts confident have foods that will help throughout year for lunch next year. Was able to recipe test and introduce one new lunch menu option a week on average. Kids have been brave and very helpful in this process. Thanks to parent volunteers the breakfast program has been going well, depending on amount of volunteers who can help serve breakfast next year will determine how much we can expand on what is served. The support overall from everyone has been the biggest success. Will be presenting to the Farm to School of Park County and giving a recap of what we've been up to as a school as they have been taking notice. Would like to thank publicly Billi, Jillian, and Cinda for their experience, expertise, and knowledge of help provided, as well as the parent volunteers. Mostly publicly thank Glenda and Sam in their work and investment in the program. Going forward would like to look at a comprehensive look at the costs to see what did this actually do and how is it saving money and how can we allocate funds.
- **Housing Committee** – No one met but Mr. Curry spoke on Shields Valley was able to drop a couple trailers on property they had to help their district so committee will be meeting in the near future to look at options.
- **Kitchen Committee** – Mrs. Bauer spoke on HVAC designs was more cost effective but does not allow for expansion. Fire Suppression is addressed and there is a need for a dedicated hot water heater for the kitchen which will allow for the hotter temperatures needed as well. Ready to send this to bids. Mrs. Yasutake spoke about an equipment grant possible with some work needed in a quick time frame which would involve several people to complete. Mr. Kassing just emphasized getting the bids out.

ACTION ITEMS

OLD BUSINESS

- a. 2nd Reading Policies #7008 Nonresident Student Attendance Agreement, Tutition, and Transportation Costs
 - Mrs. Bauer made a motion to approve 2nd reading of policy #7008. Mr. Curry seconded the motion. No public comments. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).
- b. Scholarship Committee and Approval Process
 - Discussion on document provided explaining Scholarship.
 - Mr. Alderman made a motion to make changes as discussed to line 7 and 9 to include a current or former staff member or a staff member they are attending and submit application with minimum of

one reference from these three options. Mrs. Bauer seconded the motion. No public comments. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).

c. Job Description – Food Service Manager/Cook

- MTSBA job description pulled from model descriptions and combined Food Service Manager and Cook as starting point.
- Mrs. Bauer made a motion to approve the job description for food service manager/cook. Mr. Alderman seconded the motion. No public comments. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).

d. Mission and Vision Statement – Policy #1610 Goal and Objectives/Policy, #2000 Goals

- Already heard from Mary Ann, but want to look at Policy 1610 and 2000. Mr. Curry wanted to address where it says superintendent would like to say Administrator.
- Mr. Alderman made a motion to adopt policy 1610 and 2000 with changing Superintendent to Administrator on both policies. Mr. Curry seconded the motion. No public comments. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).

NEW BUSINESS

a. Park County Health Nurse Fees

- Background letter received stating the county is reducing funding for nurses services for county nurse.
- Mrs. Bauer made a motion to contribute \$45/student to the park county school health nurse fees. Mr. Alderman seconded the motion. No public comments. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).

b. Kitchen

- Discussion on putting kitchen expansion project out to bid. Possibly striking wording in bid for Bid bond, and payment/performance bond. Board understood the reasoning for a smaller contractor but as board members felt it needed left in for the protection of the school.
- Mr. Alderman made a motion to approve invitation to bid, strike the bid bond in the invitation to bid, make notice dates of 5/27, 6/3, and 6/6 with site visits available 5/31 and 6/7 at 10:00 am, final bid date 6/13 and 6/14 open and review, and change Cinda Self to point of contact and add email. Mrs. Bauer seconded the motion. No public comments. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).

c. Bus Drivers

- Tabled

d. HB890 Recording of meetings

- Discussion on what meetings need recorded and how that looks.
- Mrs. Bauer made a motion to record all committee meetings (not live) and to continue to live record board meetings. The recordings are not the official minutes. Mr. Curry seconded the motion. No public comments. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).

e. Personnel

i. Dan & Laretta Skattum – 2023-2024 Bus Driver’s

- Mr. Alderman made a motion to finalize contract for Dan & Laurretta Skattum for the remainder of the 2023-2024 school year as full time bus drivers with substitute and field trip driving for 2024-2025. Mrs. Bauer seconded the motion. No public comment. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).

ii. Aubrielle Grandpre – 2023-2024 Long Term Substitute

- Mrs. Bauer made a motion to extend the long term sub to Aubrielle Grandpre at \$135/day. Mr. Curry seconded the motion. No public comments. Motion carried 4-0

(Curry, Bauer, Alderman, Fisher).

- iii. Kim Newhouse – 2024-2025 High Needs Para
 - Discussion on home issue wanting to come back but something could come up.
 - Mr. Alderman made a motion to issue contract for Kim Newhouse for 2024-2025 High Needs Para at \$18/hour. Mrs. Bauer seconded the motion. No public comments. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).
 - iv. Crystal Cropper – 2024-2025 Testing Coordinator
 - Discussion on moving duties from a stipend to a contracted position due to changes in staffing and amount of assessments happening throughout school year.
 - Mrs. Bauer made a motion to extend role of testing coordinator to Crystal Cropper at the rate of \$20/hour. Mr. Alderman seconded the motion. No public comment. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).
 - v. Samantha Hungerford – 2024-2025 Pay
 - Discussion on redoing contract amount previously agreed upon for the 2024-2025 school year.
 - Mr. Alderman made a motion to increase Sam Hungerford's regular hourly pay to \$18/hour for the 2024-2025 school year. Mrs. Bauer seconded the motion. No public comment. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).
 - vi. Jackie Tiffany
 - Hiring committee met and interviewed with a strong recommendation to hire as 5th – 8th contract at existing pay scale, the Lead Teacher contact serve in a role as eyes and ears in classroom with other classroom teachers alongside Mrs. Osborn at \$10,000 and \$10,000 for Summer contract to collaborate for a successful start of the new school year. Discussion on amount of contract split
 1. 2024-2025 5th – 8th Teacher Contract
 2. 2024-2025 Lead Teacher Contract
 3. 2024 Summer Contract
 - a. Mrs. Bauer made a motion to extend this to Jackie Tiffany including her 5th – 8th teaching contract per the pay scale (\$46,737 Lane F Step 10), Lead Teacher contract at \$12,000 and the Curriculum and Data Analysis contact at \$8,000. Mr. Fisher seconded the motion. No public comment. Motion carried 3-0 (Curry, Bauer, Fisher, Alderman had stepped out before motion made).
 - ii. Non-Renewal in accordance with 20-4-206, MCA
 1. Billi Taylor
 - a. Mrs. Bauer made a motion to non-renew contract for Billi Taylor. Mr. Curry seconded the motion. No public comment. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).
 2. Lisa Rosberg
 - a. Mrs. Bauer made a motion to non-renew contract for Ms. Rosberg. Mr. Curry seconded the motion. Public comment from Jillian Yasutake was to express gratitude to Billi and Lisa for everything they have done for the school. It has been wonderful. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).
- b. School Election through county Election Offices
- Mrs. Bauer made a motion to hold our elections through the county election offices. Mr. Alderman seconded the motion. Public comment from Mrs. Rosberg had calls from public confused on where to take the ballot and one wasn't aware doing it differently so possibly post it better next year. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).
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- c. Insurance – Health/Dental/Vision
- Discussion on premiums and plans

- Mr. Alderman made a motion to remain with current insurance provider. Mrs. Bauer seconded the motion. No public comments. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).

BOARD REPORT/FUTURE AGENDA ITEMS

- Mission/Vision Mr. Curry will spearhead with Mary Anne and Trent on some dates and Kate Stewart for the Strategic Plan after the community feedback and others at length ending with discussion with Bea Kaleva.
- MTSBA Board webinars for board training
- Keep pay scale in mind
- Next Regular Board Meeting Date: June 17, 2024.

ACTION TO ADJOURN

Mr. Alderman made a motion to adjourn the meeting at 8:22pm. Mrs. Bauer seconded the motion. No comments. Motion carried 4-0 (Curry, Bauer, Alderman, Fisher).

Zane Curry		
Board Chair	Signature	Date
Cinda Self		
Printed Name District Clerk	Signature of District Clerk	Date