

The Board of Trustees of Circle Elementary and High School District No. One, McCone County, met in regular session on July 9, 2019 at 7:00 pm in the high school library. Trustees present: Bryce Hove, Dusty White, Krista Beery, Cary Phillips, Sara Moline & Tyrel Massar. Also in attendance were Clerk Della Van Horn, Superintendent Preston Wenz, Principal Megan Murrell, Sandy Schillinger, Susie Carlson, Amy McCloy, Alicia & Sam Wenz, Roger Schara, Alan Stempel, Leslie Bogar, Megan Knuth, Cassie Handy, Paula Pedersen, Nita Crockett & Roy Clifton.

Chairman Hove called the meeting to order with the pledge and by welcoming the visitors.

APPROVAL OF MINUTES:

The chairman closed the meeting for the approval of minutes from the June 18, 2019 closed session.

The board came out of closed session.

Moved by Massar, seconded by Phillips to approve the minutes of the June 18, 2019 meeting as presented with clarification that the 2% increase was on the base salary and a correction on the name of Shannon Moon. Motion carried unanimously by the combined board.

CONSENT AGENDA

Moved by Beery, seconded by Moline to approve the consent agenda of July high school & elementary payroll & Claims, June expenditure report ending June 30, 2019, Revenue & cash report ending May 31, 2019, and the transfer to the multi district fund ending June 30, 2019. The board also approved the disposal of records according to the retention schedule. The board approved Mr. Wenz to be added to the Elementary and High School extracurricular accounts at Redwater Valley Bank. Motion carried unanimously by the combined board.

Hove mentioned that there will be no custodial report as Dwain is off on medical leave.

COMMITTEE REPORTS:

The building committee met at the shop. Mr. Wenz reported that the adjustor came and looked at the shop roof. They do not feel that the roof needs to be replaced. The building committee went up on the roof and felt that the roof does need to be replaced. The drivers ed car is a total loss from the hail, the HS gym roof needs repaired, the Bo-Peep skylights will need to be replaced. All the roofs need cleaned and the drains need cleaned out. Mr. Wenz will check with Matt Komac, our insurance rep, on the shop roof. Kirkegard Construction gave a quote of \$3000. On the concrete sidewalk removal at the school shop. Kirkegard Construction gave an estimate of \$61,346 for a new roof on the school shop building. Prairie Elk Distributing gave an estimate of \$78,120 with \$39,060 down. Mr. Wenz approved the \$3000 for the concrete sidewalk removal. Mr. Haynie's class should be able to do the metal landings and ramps.

Roger Schara reported that he has started the plumbing for the new meter on the hot water lines.

TEACHER (S) CONTRACTS

Mr. Wenz recommended Rhonda Voss for an elementary position and Helen Isaacson for the music position. Rhonda has applied for her certificate and knows what classes she needs. Moved by White, seconded by Moline to offer Rhonda Voss a teacher contract for the 2019-20 year. Motion carried unanimously by the combined board.

Moved by Moline, seconded by White to offer Helen Isaacson a teacher contract for the 2019-20 year. Motion carried unanimously by the combined board.

Mr. Wenz recommended June Petrik for the long term sub while the 2nd grade teacher is on maternity leave. Moved by Massar, seconded by Moline to hire June Petrik while the 2nd grade teacher is on maternity leave for the fall of 2019. Motion carried unanimously by the elementary board.

It was noted that Ms Ekness will be teaching 3rd grade and Mrs. Wenz will be teaching 1st grade.

We still have an opening in Science.

EXTRACURRICULAR

Mr. Wenz would like to bring cheerleading back and Mrs. Wenz is interested in coaching it. Moved by Beery, seconded by Phillips to offer the 2019-20 cheerleading coach position to Alicia Wenz. Motion carried unanimously by the combined board.

HS Head and a JH track coach position are still open.

BUS CONTRACTOR INSURANCE:

Roy Clifton addressed the board. He presented copies of his insurance coverage that he has. Discussion was held on the auto liability and the general liability comparisons. We will send these to our insurance agent and see if the coverage matches what we are requiring in the contract.

BUS ROUTES:

Moved by White, seconded by Moline to approve the bus routes as presented. (no changes). Motion carried unanimously by the combined board.

OBSOLETE PROPERTY – nothing new to add.

STUDENT ATTENDANCE AGREEMENTS:

Moved by Massar, seconded by Moline to approve Brenly & Carly Schumacher and Kylie Erickson coming from the Vida elementary district; Nate & Danny Garoutte will be attending the Vida Elementary from our district and Reata Walden will be attending the Nashua school district. Motion carried unanimously by the elementary board.

HANDBOOKS

Mr. Wenz presented the high school handbook. The board reviewed the handbook with updated suggestions and changes. Moved by White, seconded by Phillips to approve the high school handbooks with the changes and suggestions by Mr. Wenz. Motion carried unanimously by the high school board.

Mr. Wenz presented the elementary handbook. The board reviewed the handbook with updated suggestions and changes. Moved by Moline, seconded by Hove to approve the elementary handbook with the changes and suggestions by Mr. Wenz. Motion carried unanimously by the elementary board.

Mr. Wenz presented the coaches handbook. The board reviewed the handbook with updated suggestions and changes. Moved by White, seconded by Moline to approve the coaches' handbook with the changes and suggestions by Mr. Wenz. Motion carried unanimously by the combined board.

BOARD POLICIES/CIPA INTERNET SAFETY POLICY

The board reviewed the following policies:

- 1112 – resignation
- 1113-vacancies
- 1425- abstentions from voting
- 1512 – conflict of interest
- 1700-uniform complaint procedure
- 2100-school year calendar and day
- 2160-Title 1 parent & family engagement
- 2167-correspondence courses
- 2168-distance, online, & technology – delivered learning
- 3110-entrance, placement & transfer
- 3125-education of homeless children
- 3225-sexual harassment, sexual intimidation & sexual misconduct
- 4301-visitors to schools
- 4315-visitor and spectator conduct
- 4340-public access to district records
- 4410-relations with law enforcement & child protective agencies
- 5012-sexual harassment, sexual intimidation, & sexual misconduct in the workplace
- 5223-personal conduct
- 5256-reduction in force
- 8225-tobacco free policy
- 8425 & 8525P – service animals

Recommended revisions

- 1610 – annual goals & objectives - month of July and Principal of each school
- 2410P- high school graduation requirements

New recommended policies

1512 F – relationships defined and chart

2600 & 2600P – work experience program

5120P – fingerprint background handling procedure

Delete policies –

8425 F – service animal form

Reviewed policy 3612 P

Moved by Moline, seconded by Hove to approve the 1st reading of the reviewed policies. Motion carried unanimously by the combined board.

BUS BID

At this time the board opened bids on the 2003 bluebird yellow bus. Moved by White, seconded by Phillips to accept the bid from Jared Wright for \$1,176. On the 2003 yellow bus. Motion carried unanimously by the combined board.

PARAPROFESSIONAL

Moved by White, seconded by Moline to offer Shelby Pugh a paraprofessional position for the 2019-20 year at \$11.22 per hour. Motion carried unanimously by the combined board.

MASTER CALENDAR

The adopted calendar had an error. The semester will end on January 8th, 2020 and the PIR days will be on January 8 & 9th. Moved by Beery, seconded by Phillips to approve the calendar with the 1st semester ending January 8th, 2020 and PIR days on January 8 & 9th. Motion carried unanimously by the combined board.

SUBSTITUTE LIST

Moved by White, seconded by Beery to approve the substitute list. Motion carried unanimously by the combined board.

PRINCIPAL/SUPERINTENDENT REPORT

Mr. Wenz gave his superintendent/principal report. He thanked the board for the opportunity to work here. He reported on the recent hail damage to the property. The insurance company has been notified. We have removed the carpet in the hallway at the Redwater School, Key Janitorial is helping out with some of the waxing, Roger is working on the plumbing, the kitchen is freshly painted. We may need to hire a sub or some custodial help temporarily. We will advertise for a temporary custodian.

The board has reviewed the facilities inventory report and feels that it has been updated with the report that John Eisen, K12 consultants, prepared. RaChelle & Della will be setting up training in Billings to comply with the ESSA reporting; Della & he will be attending ESEA training in Glendive on Tuesday to apply for Title 1 funds. We have ordered a new office copier and a copier for Redwater school. He will be looking into applying for infrastructure grant money. Sue Good has presented information about staff immunizations and what procedure should be followed if school needs to be shut down for health concerns. The 21st century grant was not renewed for the after school program. He has been attending activities that our students are involved in this summer. He has been making contacts for the open science position. He is working with a company that issue J1 visas where we don't have to sponsor. For technology, we have a Chromebook agreement for students to sign. We have ordered 10 computers through SRS funds and also 2 laptops, 1 for him and 1 for Mrs. Murrell. The wireless internet is being installed this week. (category 2 funding). MTS has been here working on hooking everything up. The bell system is now through the phone. We will be working on the Technology plan. He attended the Chamber meeting and he and Mrs. Murrell will be setting up a booth at "Christmas in July". He would like the board to consider opening meetings with a prayer and ask that the pastors take turns.

The final budget hearing will be August 13, 2019.

The chairman adjourned the meeting at 10:15 pm.

Della VanHorn

J. Bryant