

The Board of Trustees of Circle Elementary and High School District No. One, McCone County, met in regular session on December 11, 2018 at 5:00 pm in the high school cafeteria. Trustees present: Dusty White, Sara Moline, Tyrel Massar, Bryce Hove & Cary Phillips. Absent: Krista Beery. Also in attendance were Clerk Della Van Horn, Superintendent Jeanine Fillinger, Principal Cory Kniep, Doug Shennum, Ruth Clarin, Roger Schara, Dwain Jensen, Amy McCloy, Alan Stempel, & Tara Hubing.

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

#### MINUTES

Moved by Moline, seconded by Hove to approve the minutes of the November 13, 2018 meeting as presented. (correction of spelling on Kaci Sikveland's name). Bryce had some items of discussion – is the insulation on the pipes in the boiler room done, is the balancing of the air & water flow completed and has the Bo-Peep furnace been installed. Also, is there anything new on Drivers Ed. The building items are not completed and nothing new on Drivers Ed. Motion carried unanimously by the combined board.

#### CONSENT AGENDA

Moved by Hove, seconded by Massar to approve the consent agenda of December claims & payroll, Cash balances ending October 31, 2018, revenue report ending October 31, 2018, Expenditure budget balance report ending 12/4/18, October & November HS extracurricular report, and October elementary extracurricular report. Motion carried unanimously by the combined board.

Discussion was held on the returned athletic equipment. It was reported that the football coach has the equipment now. The board agreed that we will hold off paying *Mechanical Technology* the retainage of \$13,600.89 until everything is completed and the lien releases are received.

#### EPILOG LASER PROJECT

Mrs. Hubing addressed the board and gave them an item that was etched with the epilog laser. A rep from the company met with the students and they were given "hands on" instruction on the equipment.

#### CUSTODIAL REPORT

Dwain Jensen gave his custodial report. They will be setting up for the Christmas programs. 2 ice melt spreaders have been purchased. The Bo-Peep heater in the multi purpose room will be replaced (estimated cost is \$4000). December 27 & 28 the high school gym floors will be redone at no cost by *Western Sports*. They will be painting the lower locker rooms over break. Sara mentioned that the showers in the coaches' room are either hot or cold. Also reported that the faucet in the men's restroom of the lobby trickles and in the women's restroom, you have to hold it down to get water. Roger will look into these things.

#### COMMITTEE REPORTS:

#### TRANSPORTATION:

Discussion was held on plowing the bus routes. Alan Stempel said to call Alan Roseaan when the roads need plowed. Bus routes are on the top of the list. Bryce asked if MSGIA has given the bus contractor additional names to contact for the increased insurance we had required. We will check into this again closer to the renewal date. (July 1)

#### BUILDING:

There is some concern on the propane tanks in the back by the kitchen and the air intake. The Farmers Union has to drag their hose to get to the tanks. They have asked if we could move the tank. The building committee will meet on January 8<sup>th</sup> at 6:00 pm. The sidewalk replacement will be on the agenda.

#### SCHOOL SAFETY:

The committee will meet again in February. The committee wants a comparison in the cost of hiring an SRO officer and the cost of a staff member carrying. Ms Fillinger reported that if a staff member carries, it would have to be negotiated (change in work conditions). They would also like to get an estimate on the cost of outside security cameras and a “buzz in” system. Other items for consideration are a “breezeway” between the Redwater and the high school. Ms Fillinger said that we have been focusing on the ice problems and we are keeping ahead of it. She said that if we have a large amount of snowfall, we will contact *Shennum Construction* to help with the removal. Other discussion was held on locking down the kitchen when the cooks are at the school. While school safety is an important item, we also have to consider that the new language arts curriculum is estimated to cost \$30,000.

#### ADDITION TO SUBSTITUTE TEACHER LIST

Moved by Hove, seconded by Moline to add Cassie Bieri to the substitute teacher list. Motion carried unanimously by the combined board.

#### 2<sup>nd</sup> READING POLICY 8210 PROCUREMENT POLICY FOR SCHOOL FOOD PURCHASES

Moved by Moline, seconded by Massar to approve the 2<sup>nd</sup> reading of policy 8210 Procurement Policy for School Food Purchases. Motion carried unanimously by the combined board.

#### BOARD COMMITTEES

The board committees were updated as follows:

BUILDING – Massar, Hove, White

NEGOTIATIONS – K Beery, Moline, Phillips

TECHNOLOGY – K Beery, Massar

TRANSPORTATION – Phillips, White

CURRICULUM – Moline, Hove, K Beery

Calendar – Moline

Safety: Massar, Phillips, White, K Beery

## SUPERINTENDENT EVALUATION TOOL

Ms Fillinger and the board agreed to use the EPAS, example 4, evaluation tool to evaluate the superintendent. Discussion was held on the job description for the principal/superintendent. There has been one but Ms Fillinger said she has not seen it.

## LONG TERM SUB WAGE (OVER 30 DAYS)

Ms Fillinger reported that June Petrik will most likely be subbing for the kindergarten teacher for over 30 consecutive days and typically the sub would be subject to the base wage on the salary schedule if they are a certified teacher for any days over 30. Moved by Hove, seconded by Massar to pay June Petrik a daily rate for days over 30 consecutive days, calculated on the base wage on the salary schedule (\$29117 divided by 161 days), which is \$180.85. Motion carried unanimously by the elementary board. At this time it appears it will be for 2 days.

Ms Fillinger gave her principal/superintendent report. Ms Fillinger informed the board that sometime after Christmas, she will be utilizing the office by the high school secretary. She feels this will give her more student contact. Our internal infrastructure is not caught up for our technology needs. There is E Rate funding (category 2) available. There is approximately \$40,000 available and it pays out at 60%. There will be someone here on Thursday to do a walk through. Bids will come in for the project. We received an Exxon grant for \$500 to be used on math/science and the Credit Union gave us \$300 for comprehension materials.

Sara had a question on non students riding the route buses. This will be checked into.

It was noted that a weapons policy letter was sent out to the middle and high school parents.

The board would like a 2 hours training set up with our insurance, MSGIA.

Mr. Kniep gave his principal report. He is done with his 1<sup>st</sup> round of teacher evaluations and is very pleased with their hard work and dedication. The fund raiser for the junior high raised \$4500. Sam McCrone, the AD from Terry, approached Mr. Kniep to see if we would be interested in a coop with them for boys basketball. The board agreed that they would be open to discussion on a co-op for all sports and/or possibly with Richey. The board asked Mr. Kniep to move forward and set up a meeting with Terry.

January 21<sup>st</sup> is the MHSa meeting. The proposals were distributed for the board to review and discussion at the next meeting. We will have a jamboree game with Culbertson in Circle. (TBA) We did get our FB equipment returned. It was discussed to have a sign out sheet when equipment is loaned out and require a check in the amount of the equipment. When the equipment is returned to us, their check with be returned to them.

The staff holiday party will be January 10<sup>th</sup>. The district will pay for the staff member's meal.

We have no one interested in teaching drivers ed at this time. It was questioned why it can't be offered during the school day.

The next board meeting will be January 8<sup>th</sup>. The building committee will meet at 6:00 pm. The superintendent evaluation will be held on January 7<sup>th</sup> at 7:00 pm.

The chairman adjourned the meeting at 6:30 pm.

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