

The Board of Trustees of Circle Elementary and High School District No. One, McCone County, Montana, met in regular session on August 8, 2023 at 7:00pm in the high school library.

Trustees Present: Krista Beery, Emily Guldborg, Cary Phillips, Charity Calderon, & Sara Moline (remotely).  
Absent: Tyrel Massar. Also in attendance were Clerk RaChelle Kirkegard, Superintendent Tara Hubing, Principal Mauri Elness, Lindsey Williams, Susan Erlenbusch, Della Van Horn, Roger Schara, Alan Stempel, Nancy Stempel, Virginia Richardson, & Rhonda Voss

Chairman Phillips opened the meeting with the pledge of allegiance.

There was no public comment on non-agenda items.

#### SCHEDULED VISITORS

Virginia Richardson had some communication concerns. She had previously spoke with Tara and many of her concerns had been addressed at the July board meeting. She asked if board meetings could be publicized as much as other school events but her main concern was the communication about the changing of the school calendar. She felt more public input should have been considered as there are many families that are affected by the school calendar and not just those in 4H. It was stated that the notice of the calendar committee meeting was posted in February and the Board took action on the school calendar at the March regular meeting. Beery explained factors that have to be considered when it comes to adopting the school calendar and why some decisions are made. Calderon wondered if the agenda items could be more detailed. The Remind App will be utilized to send notifications on upcoming board meeting dates and times. A suggestion was made that the committee meetings be put on the monthly calendar that the HS Secretary sends out as well.

#### APPROVAL OF MINUTES

Moved by Beery, seconded by Guldborg to approve the minutes of the July 10, 2023 regular meeting as presented. Motion carried unanimously by the combined board.

Moved by Guldborg, seconded by Beery to approve the minutes of the July 25, 2023 special meeting as presented. Motion carried unanimously by the combined board.

#### CONSENT AGENDA

Moved by Guldborg, seconded by Beery to approve the consent agenda of June 30, 2023 Revenue & Cash Balances, August 8 Claims (which included the second payment to Huseby Construction for the boys' locker room project and payment to Sarpy Transportation), issue payment to Kirkegard Construction for Redwater windows, 2023 Trustees Financial Statements, 21-22 Audit, payment to Dell for student laptops and chrome books using ESSER funds, payment to Apple for student iPads using ESSER funds, and payment to Circle Electric for HVAC invoices submitted using ESSER funds. Motion carried unanimously by the combined board.

#### AD REPORT

Mrs. Williams gave her AD report. The parent meeting held on August 7 went very well with a great turnout. There will be a football meeting August 9 and varsity practices will begin August 11. Lindsey is now certified in CPR and got the teachers certified and will get coaches certified next.

## PRINCIPAL REPORT

Mrs. Elness got to meet a lot of the parents and students at the parent meeting held August 7. The First Lutheran Church held a lunch for the staff as a welcome back which was great. The first PIR day went well and she is excited to get the year started.

## SUPERINTENDENT REPORT

Facility Update-The insurance adjuster came to visit with Roger and Ian on the boy's locker room. Everything had to be brought to code so we are waiting to see what the final insurance claim will be. Cal's Carpet finished with the installation of the new flooring in the HS History room and Superintendent's office. Carla Schriver has completed the painting of the Superintendent office and shop bathroom. The weight room got a new paint job by Liam and the Entrepreneurship class is going to design some vinyl to put on the walls. The Haynie family has been busy stripping and waxing all the tile floors. The new football lights have been installed. Decals are being put on the new shuttle bus this week. Brandon Thoeny looked at the high school gutters and he has a company that will come repair them which would fix the ice issues around the gym. He estimated the cost to be \$7000-\$7500. The Board approved Tara to move forward with having that done.

Other Updates: The school is participating in the Beef to School Program which will provide \$440 of local beef to be used for our school lunch program. The coaches had a mandatory meeting on August 2 with Harry Cheff, Risk Management for MSGIA. The school will be embarking on a strategic plan with a focus on family engagement. It will be put in the paper and the school website.

## CONSIDERATION OF SAFE RETURN TO SCHOOLS AND CONTINUITY OF SERVICES PLAN

No comments.

## CLASSIFIED SALARY SCALE

The negotiation committee recommended to increase the position lanes on the classified salary scale by \$0.50/lane, increase years of experience column by \$0.20/year, move custodian from Position B to Position C, add student employee under Position A, add Secretary to Position B, remove EL Secretary from Position C, and replace HS Secretary with Administrative Assistant under Position D. Current employees listed on the scale will be placed at a rate that is equal to where they would be if they were newly hired employees and paid the higher of that rate or their current rate. Moved by Guldborg, seconded by Beery to approve the 2023-2024 classified starting pay scale. Motion carried unanimously by the combined board.

## FOOTBALL FIELD BLEACHERS

Tara talked with the PRCA Committee and they will rent their bleachers to the school for \$100 per game and will also move them to the field for us when they are needed.

## POLICIES

Policy 2050-Innovative Student Instruction-updated to reflect changes in law from SB8 and HB214.

Policy 3110-Entrance, Placement, and Transfer-updated to reflect changes in law from HB396.

Policy 3150-Part-Time Admission-updated to reflect changes in law from HB396.

Moved by Calderon, seconded by Guldborg to approve policies 2050, 3110, & 3150. Motion carried unanimously by the combined board.

Sara Moline joined the meeting remotely at 8:10 pm.

#### HANDBOOKS

The Parent and Family Engagement statement with a list of the policies that can be referenced on how to be an active part of your student's education was added to all the handbooks.

Moved by Calderon, seconded by Beery to approve the updates and add the Parent and Family Engagement statement to all the handbooks. Motion carried unanimously by the combined board.

#### MASTER AGREEMENT

There was some clarification needed on a few sections of the master agreement.

Article IX Compensation-Section 5: Termination Pay-remove section of sentence "25% of 50% of their accumulated sick leave" and replace with "1/4 of his/her accumulated sick leave."

Article XI Insurance-Section 2: Health, Dental, Vision and/or Life Insurance-add "who is enrolled in a HDHP" to the last sentence.

Article XII Leaves of Absence-Section 1: Sick Leave: Subd.1-add "When a teacher leaves the district's employment after ten years or more of service to Circle Public Schools, the teacher shall be paid ¼ (one-quarter/one-fourth) of his/her accumulated sick leave. Teachers shall be given a written accounting of accumulated sick leave days by September 15<sup>th</sup> of each school year" to the end of the second paragraph.

#### Elementary Extracurricular Schedule

Set the payment for Leadership Group at 1% of the base. That percentage can be revisited next fiscal year if need be.

Moved by Beery, seconded by Guldborg to accept the master agreement with updates. Motion carried unanimously by the combined board.

#### OBSOLETE PROPERTY

A list of math items, old air purifiers, football lights, and old lockers was presented to the board. Moved by Guldborg, seconded by Moline to adopt a resolution that the list of math items, old air purifiers, football lights, and old lockers are unsuitable and obsolete for school purposes. The trustees hereby resolve to dispose of the property identified in a list at the district office. Notices of the resolution shall be published on August 16 and August 23, 2023. This resolution shall become effective 14 days after publication of the second notice identified in the preceding paragraph, unless appealed to the district court by a taxpayer in compliance with and as provided in 20-6-604. Motion carried unanimously by the combined board.

MTSBA informed Tara the District could set a price to sell obsolete property. Moved by Calderon, seconded by Guldborg to sell iPads, previously approved for disposable in a resolution dated June 20, 2023, obsolete for school purposes for \$10 per iPad. The trustees hereby resolve to sell obsolete iPads

for \$10 per iPad. A notice of this resolution shall be published on August 16, 2023. Any iPads remaining on August 31, 2023 will be disposed of. Motion carried unanimously by the combined board.

#### GYM FLOOR REFINISHING FOR FY24

Moved by Guldborg, seconded by Beery to sign a contract with Western Sports Flooring for the summer of 2024. The Board would like the ceiling insulation looked at and possibly redone before the refinishing happens. Motion carried unanimously by the combined board.

#### STUDENT ATTENDANCE AGREEMENTS

Moved by Guldborg, seconded by Calderon to approve the student attendance agreements for the following students and to waive tuition for the 2023-24 year:

P.N.

T.N.

V.N.

C.H.

A.T.

Motion carried unanimously by the combined board.

#### INDIVIDUAL TRANSPORTATION

Moved by Guldborg, seconded by Calderon to approve individual transportation for the following students.

Parent	Miles to bus stop or school
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S.N.	5.5
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Motion carried unanimously by the combined board.

#### FELT MARTIN LEGAL SERVICES

Moved by Moline, seconded by Beery to continue using Felt Martin for legal services. Motion carried unanimously by the combined board.

#### HUNTER'S EDUCATION

Tara recommended Paul Skyberg to teach Hunter's Education. Moved by Guldborg, seconded by Calderon to approve Paul Skyberg to teach Hunter's Education for the 2023-2024 school year. Motion carried unanimously by the combined board.

#### EXTRACURRICULAR CONTRACTS

Lindsey Williams recommended the following extracurricular contracts:

Assistant Junior High Volleyball Coach-Bethany Toews

Moved by Guldborg, seconded by Calderon to offer Bethany Toews the assistant junior high volleyball coach position for the 2023-2024 year. Motion carried unanimously by the elementary board.

Volunteer Cross Country Coach-Neale Kelly

Moved by Beery, seconded by Guldborg to approve Neale Kelly as a volunteer cross country coach for the 2023-24 year. Motion carried unanimously by the combined board.

Cat Shack Advisor-Kimber Gebhardt

Moved by Beery, seconded by Guldborg to offer Kimber Gebhardt the cat shack advisor position for the 2023-2024 year. Motion carried unanimously by the combined board.

Junior Class Advisor-Mike Bartelson

Moved by Beery, seconded by Calderon to offer Mike Bartelson the junior class advisor position for the 2023-2024 year. Motion carried unanimously by the combined board.

Junior Class Advisor-Jamison Haynie

Moved by Beery, seconded by Guldborg to offer Jamison Haynie the junior class advisor position for the 2023-2024 year. Motion carried unanimously by the combined board.

#### ELEMENTARY SECRETARY

Tara recommended Janna Johnson for the Elementary Secretary position with starting pay per the classified scale. Moved by Guldborg, seconded by Moline to hire Janna Johnson as the Elementary Secretary for the 2023-2024 year pending a successful background check. Motion carried unanimously by the combined board.

Chairman Phillips called a 5-minute recess at 9:05 pm.

Back in session at 9:10pm.

#### FINAL BUDGET HEARING 23-24

Tara Hubing presented the 2023-2024 elementary budget. She showed some graphs prepared by Dr. Farr that showed the district's ANB has stayed level while population has decreased. The budget funds and levies were reviewed. The taxable values have increased over the last year. Moved by Beery, seconded by Guldborg to approve the adoption of the 2023-2024 elementary budget. Motion carried unanimously by the elementary board.

Tara Hubing presented the 2023-2024 high school budget. She showed some graphs prepared by Dr. Farr that showed the district's ANB has stayed level while population has decreased. The budget funds and levies were reviewed. The taxable values have increased over the last year. Moved by Guldborg, seconded by Moline to approve the adoption of the 2023-2024 high school budget. Motion carried unanimously by the high school board.

#### COMMITTEE REPORTS

Technology Committee: Beery has done some research on getting a new platform for the school website. 6 months to have a new website up and running is a very short window. She gave a list to Lindsey Williams of some software that was suggested. She stated that we are very lucky that the state

hosts our school website because that saves the district a lot of money. It is costly to start a website from scratch so we should continue working with what we have while we continue to navigate towards finding something new.

#### FUTURE ISSUES

Audit Bids: Kirkegard reported that we have one contracted year left with our current auditor WIPLI. The auditor informed her that their prices are going up by almost double after that. She has gotten some information on other auditors schools are going towards as they are facing the same issues. The Board asked that she get some bids for the next regular scheduled meeting.

Moved by Beery, seconded by Guldborg to schedule the next regular board meeting for Tuesday, September 12, 2023 at 6:30 am in the high school library. Motion carried unanimously by the combined board.

Moved by Guldborg, seconded by Calderon to adjourn the meeting at 10:00pm. Motion carried unanimously by the combined board.

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