

The Board of Trustees of Circle Elementary and High School District No. One, McCone County, Montana, met in regular session on December 11, 2023 at 6:00pm in the high school library.

Trustees present: Krista Beery, Doug Shennum, Cary Phillips, Emily Guldborg, Sara Moline, Charity Calderon (remotely). Also in attendance were Clerk RaChelle Kirkegard, Superintendent Tara Hubing, Principal Mauri Elness, Lindsey Williams, Bryce Hove, Roger Schara, Alan Stempel, and Jen Nasner.

Chairman Phillips opened the meeting with the pledge of allegiance.

There was no public comment on non-agenda items.

APPROVAL OF MINUTES

Moved by Shennum, seconded by Moline to approve the minutes of the November 13, 2023 regular board meeting as presented. Motion carried unanimously by the combined board.

CONSENT AGENDA

Moved by Guldborg, seconded by Beery to approve the consent agenda of October 31 cash, revenue, and expenditure balances, December payroll, November claims, payment of ASP salaries/benefits using ESSER III funds, payment of Title 1 salaries/benefits using Title 1 grant money, and payment to B&H on the credit card for podcast equipment using Carl Perkins grant money. Motion carried unanimously by the combined board.

AD REPORT

Lindsey gave her AD report. An emergency Eastern C Divisional meeting was held to discuss equity in basketball scheduling as far as when girls and boys play early/late games. We are the only division out of compliance and this will be fixed by the girls playing 1st and boys playing 2nd for the 2023-2024 season and during the 2024-2025 season the boys will play 1st and girls play 2nd. There could be some changes in the track schedules as well to accommodate the same equity scheduling. The realignment vote was discussed and right now the vote is about 50/50 and it needs to be a clearer margin to move forward.

PRINCIPAL REPORT

Mauri Elness gave her principal report. The schools are looking festive with all the decorations. The high schoolers have been busying decorating their halls while the junior high decorated doors. All of the non-tenure teacher observations have been completed. IEP testing is coming to a finish. Semester tests are next week and the early out day will have an afternoon of fun for the students to lead into Christmas break. The discipline log was reported.

SUPERINTENDENT REPORT

Tara Hubing gave her superintendent report. The school applied for the Mid-Rivers Education Tech Grant and focused on a project that "promotes student leadership and workforce development skill, especially in fields that will allow students to successfully live and work in our region as adults. Circle's application was 1 of 21 received and Circle Public Schools was awarded \$8500.00. A thank you to Mid-Rivers Communications will be sent out. The senior class and their advisors are requesting that they can be flexible in the dates for the senior class trip. The dates specified when presented to the board at the November regular meeting is considered "peak spring break" and prices are more expensive so the

dates of the class trip could change to save money. The new accreditation guidelines from OPI are due March 29, 2024. The district will need to start working on an Integrated Strategic Action Plan (ISAP) with educational goals using both the Comprehensive Needs Assessment and meaningful stakeholder engagement. Parents, staff, students, board members, and community members will be recruited to attend meetings to help us with our goals. The individual from OPI that performed our wellness audit spent the majority of her day with Kyleen and attended breakfast and lunch. She was very impressed and said Circle Schools was the best school she'd been to so far. There were a few minor things that just needed to be updated. Morgan with Apex Roofing said the roof projects could be split up. The roof over the visitor locker rooms is the worst and should be done this summer but the roof over the wrestling room and weight room could wait until next summer.

Roger Schara scanned the gym ceiling using an infrared camera and found that there is minimum heat loss. It could be an option to add the gym ceiling to the summer painting projects if no bids are received by the December 29, 2023 deadline that was moved to advertise for at the November regular board meeting.

CONSIDERATION OF SAFE RETURN TO SCHOOLS AND CONTINUITY OF SERVICES PLAN

No comments

2ND READING OF POLICY 2510-SCHOOL WELLNESS

Moved by Guldborg, seconded by Moline to adopt the 2nd reading of Policy 2510 as presented. Motion carried unanimously by the combined board.

ADULT LUNCH PRICES

During the wellness audit it was brought to attention that the district is not charging enough for adult lunches to meet the required minimum price per OPI guidelines. Moved by Moline, seconded by Guldborg to change the price of adult lunches to \$4.75 effective immediately and leave adult breakfast prices where they currently are at \$3.50. Motion carried unanimously by the combined board.

EXTRACURRICULAR CONTRACT(S)

Lindsey William recommended the following volunteers:

Elementary Boys Basketball-Blayne Hubing

Moved by Moline, seconded by Shennum to approve Blayne Hubing as a volunteer for elementary boys basketball for the 2023-2024 season. Motion carried unanimously by the combined board.

Elementary Girls Basketball-Rhonda Voss

Moved by Moline, seconded by Guldborg to approve Rhonda Voss as a volunteer for elementary girls basketball for the 2023-2024 season. Motion carried unanimously by the combined board.

ALTERNATIVE DELIVERY PROJECT

An alternative delivery project resolution for the bus approach/sidewalk project was prepared by MTSBA and presented to the board. Moved by Shennum, seconded by Beery to adopt the alternative delivery project resolution as written. Motion carried unanimously by the combined board.

REVIEW OF REQUEST FOR QUALIFICATIONS

A Request for Qualifications for Construction Phase Services (RFQ) for the bus approach/sidewalk project was prepared by MTSBA and presented to the board for review. Tara Hubing and Bryce Hove have both talked with Jordan at Interstate Engineering and he isn't sure if he can meet the timeline that is in the presented RFQ. He stated that a lot of the work we are having MTSBA do, they could do at Interstate Engineering, the RFQ possibly being one of them. Discussion was held on which route would be cheaper; have Interstate Engineering include the RFQ along with the design or keep using MTSBA. It was discussed that using Interstate Engineering for as much as possible would keep things streamlined and eliminate having a "middle man". Moved by Beery, seconded by Moline to table the RFQ review and wait for a modified RFQ from Interstate Engineering when the design is complete. Motion carried unanimously by the combined board.

INTERSTATE ENGINEERING CONTRACT

Tara had gotten some information about the Bo-Peep stairs and doing that as a separate project. She had gotten some rough quotes from both Century and Corland Construction (in town doing the new Carquest). Discussion was held on whether the stairs leading from the highway up to Bo-Peep/playground area are really needed if there will be a new sidewalk leading up to the school with the new bus approach project. It was mentioned that having the playground open and easily accessible to the highway is a potential safety issue as well. Discussion was held to completely remove the Bo-Peep stairs and close the area off. Tara presented two maps on the bus approach/sidewalk project from Interstate Engineering. Map 1 shows the project cutting into the area closest to the Evangelical parsonage and Map 2 shows the project cutting into the school land. Jordan did not have an exact price available at the time but assured Tara that the cost of the design would not exceed \$10,000. Further discussion was held. Moved by Shennum, seconded by Guldborg to enter into a contract with Interstate Engineering for the services of designing the bus approach/sidewalk project using Map 2 to not exceed \$10,000 and inquire about Interstate Engineering drafting the RFQ. Motion carried unanimously by the combined board.

POLICY UPDATES

Policy 1240-Duties of Individual Trustees-updated to clarify the legal requirement for trustee visits to schools and cross reference with Policy 1520. Moved by Shennum, seconded by Moline to approve the 1st reading of Policy 1240. Motion carried unanimously by the combined board.

Policy 1400-Board Meetings-updated to accurately state the requirements by which a board of trustees may convene an emergency meeting. Moved by Moline, seconded by Phillips to approve Policy 1400. Motion carried unanimously by the combined board.

Policy 1420-Board Meeting Procedure-updated to reflect the changes in the law from HB890. The policy now outlines the process for Class 1 and 2 districts to complete and maintain recordings of school board meetings as will be required starting July 1, 2024. Moved by Shennum, seconded by Beery to table Policy 1420. Motion carried unanimously by the combined board.

Policy 1511-Code of Ethics-updated to remove the reference to the National School Boards Association. Moved by Moline, seconded by Beery to approve Policy 1511. Motion carried unanimously by the combined board.

Policy 1520-Board Staff Communications-updated to clarify the options staff have to raise concerns in the district, communicate with trustees, and establish a method for collaborative trustee visits to schools. Moved by Beery, seconded by Shennum to table any decision on Policy 1520. Motion carried unanimously by the combined board.

Policy 1610-Goals and Objectives-updated to reflect the changes in the accreditation standards at 10.55.601 ARM and 10.55.701 ARM. The policy now outlines how the board of trustees shall conduct and complete the integrated strategic action plan as required by rule. Moved by Shennum, seconded by Guldborg to approve Policy 1610. Motion carried unanimously by the combined board.

Policy 2151F-Assumption of Risk Form-updated to reflect the changes in the law from HB676 and SB518. The form can now be used for extracurricular activities, athletics, clubs, and events. Moved by Shennum, seconded by Beery to approve Policy 2151F. Motion carried unanimously by the combined board.

Policy 2320-Field Trips and Excursions-updated to reflect the changes in law from HB676 and SB518. The policy now cross references Policy 8132 to detail how parents consent to school trips. Moved by Beery, seconded by Moline to table any decision on Policy 2320. Motion carried unanimously by the combined board.

Policy 3141-Non-Resident Enrollment-replaced in its entirety to reflect the changes in the law from HB203. The previous policy shall not be retained. The new policy details the process for nonresident students to enroll in a district when required by law and when extenuating circumstances do not exist. The policy now outlines how districts may establish application deadlines, priority processes, and standards for capacity as permitted by law. Moved by Shennum, seconded by Phillips to table any decision on Policy 3141. Motion carried unanimously by the combined board.

Policy 3305-Seclusion and Restraint-updated to reflect the changes in the law from HB676 and SB518. The policy now includes methods for parental consent to health intervention or screening. It was noted the district does not currently have this policy adopted. Moved by Beery, seconded by Phillips to table any decision on Policy 3305. Motion carried unanimously by the combined board.

Policy 3310P-Risk Assessments-updated to reflect the changes in the law from HB676 and SB518. The policy now includes methods for parental consent for health intervention or screening. Moved by Beery, seconded by Moline to approve Policy 3310P. Motion carried unanimously by the combined board.

Policy 3310P2-Academic Honesty and Responsible Use of Resources-this procedure was developed to assist districts in managing student technology, including AI, in a responsible and academically relevant manner. Moved by Shennum, seconded by Calderon to approve the 1st reading of Policy 3310P2. Motion carried unanimously by the combined board.

Policy 3410-Student Health and Examinations-updated to reflect the changes in law from HB676 and SB 518. The policy now includes methods for parental consent for health intervention or screening.

Policy 3410F-Medical Consent Form-updated to reflect the changes in the law from HB676 and SB518. The form now includes methods for parental consent for health intervention or screening. Moved by Shennum, seconded by Guldborg to approve Policy 3410 and Policy 3410F. Motion carried unanimously by the combined board.

Policy 3413F2-Immunization Religious Exemption Form-updated to reflect the changes in law from HB715. Moved by Moline, seconded by Beery approve Policy 3413F2. Motion carried unanimously by the combined board.

Policy 3431-Emergency Treatment-updated to reflect the changes in the law from HB676 and SB518 through and authorization to act in an emergency situation consistent with Policies 3305 and 3310P. Moved by Beery, seconded by Phillips to table any decision on Policy 3431. Motion carried unanimously by the combined board.

Policy 3600F1, 3600F2, 3600P-Student Records and Procedures and Forms-procedure and forms were updated to reflect the changes in the law from HB676 and SB518 by ensuring video and audio recordings are clearly listed as directory information, when applicable. Moved by Shennum, seconded by Phillips to approve Policy 3600F1, 3600F2, 3600P. Motion carried unanimously by the combined board.

Policy 5121-Applicability of Personnel Policies and Professional Development-updated to reflect changes in rule at 10.55.725ARM requiring collaboration with staff on mentoring and induction for inclusion in the integrated strategic action plan. Moved by Beery, seconded by Moline to approve Policy 5121. Motion carried unanimously by the combined board.

Policy 5223-Personal Conduct-updated to clearly state the expectations for staff to comply with ethical standards governing public employees in Montana law. Moved by Shennum, seconded by Phillips to approve Policy 5223. Motion carried unanimously by the combined board.

Policy 5231-Personnel Records-updated to require staff to maintain an accurate and up to date mailing address with the school district. Moved by Moline, seconded by Phillips to approve the 1st reading of Policy 5231. Motion carried unanimously by the combined board.

Policy 5330-Maternity and Paternity Leave-updated to clarify the use of accumulated leave for an employee on maternity or paternity leave. Moved by Beery, seconded by Moline to approve Policy 5330. Motion carried unanimously by the combined board.

Policy 7320-Purchasing-updated to comply with Montana law governing non-discrimination in public bidding procedures. Moved by Guldborg, seconded by Shennum to approve Policy 7320. Motion carried unanimously by the combined board.

Policy 8110-Bus Routes and Schedules-updated to comply with standards governing trustee approval of bus routes and installation of crossing arms on buses. Moved by Beery, seconded by Moline to approve Policy 8110. Motion carried unanimously by the combined board.

Policy 8125-School Bus Emergencies-updated to comply with standards to complete school bus emergency drills for students. Moved by Phillips, seconded by Beery to approve Policy 8125. Motion carried unanimously by the combined board.

Policy 8132-Activity Trips-updated to reflect the changes in the law from HB676 and SB518. The policy now outlines how parents will provide the opportunity to consent to trips and rooming assignments and details the process for districts to use activity specific transportation methods and lodging. Moved by Beery, seconded by Moline to table any decision on Policy 8132. Motion carried unanimously by the combined board.

Policy 8210-Procurement Policy for School Food Purchases and Use of Federal Funds-updated to comply with the new guidance and interpretations of regulations governing school nutrition and food services procurement. Moved by Moline, seconded by Guldborg to approve Policy 8210. Motion carried unanimously by the combined board.

Policies with Legal Reference Updates Not Requiring Board Action

Policy 1650-Public Charter Schools
Policy 2158-Family Engagement Policy
Policy 2500-English Language Learner Program
Policy 3210-Equal Educational Opportunity
Policy 6140-Duties and Qualifications of Administrators

SCHEDULE STRATEGIC PLANNING MEETINGS

Tara would like to schedule some meetings in January for the ISAP and get surveys out. She would like the first meeting to be before the next scheduled board meeting if possible. Moved by Phillips, seconded by Guldborg to schedule a strategic planning meeting on January 8, 2024 at 5:00pm in the high school library and on January 22, 2024 at 5:15pm in the high school library. Motion carried unanimously by the combined board.

COMMITTEE REPORTS-none

Moved by Phillips, seconded by Beery to schedule the next regular board meeting for Monday, January 8, 2024 at 6:00pm in the high school library. Motion carried unanimously by the combined board.

Moved by Beery, seconded by Guldborg to adjourn the meeting at 7:57pm. Motion carried unanimously by the combined board.