

The Board of Trustees of Circle Elementary and High School district No. One, McCone County, met in regular session on December 14, 2022 at 6:00 pm in the high school library. Trustees present: Bryce Hove, Cary Phillips, Tyrel Massar. Emily Guldborg & Krista Beery joined remotely. Absent: Tate Switzer. Also in attendance were District Clerk Della Van Horn (remotely), Interim Superintendent Tara Hubing, Lindsey Williams, [Susan Erlenbusch](#), Jalyn Curtiss & Tavia Nelson and [Alan Stempel](#).

Chairman Hove opened the meeting with the pledge of allegiance.

Public Comments on agenda:

[Susan Erlenbusch](#) presented the board with a letter stating that the Circle Teachers Association is notifying the board that they are ready to negotiate the master agreement.

SENIOR CLASS TRIP.

This will be addressed under new business.

APPROVAL OF MINUTES

Moved by Phillips, seconded by Hove to approve the minutes of the November 8, 2022 regular meeting as presented. Motion carried unanimously by the combined board.

Moved by Phillips, seconded by Massar to approve the minutes of the December 5, 2022 special meeting as presented. Motion carried unanimously by the combined board.

CONSENT AGENDA

Moved by Phillips, seconded by Hove to approve the consent agenda of November and December payroll, December claims, November HS extracurricular, revenue and cash balance ending October 31, 2022 and the expenditure budget balance report as of November 30, 2022. Motion carried unanimously by the combined board.

ACTIVITIES REPORT

Mrs. Williams reported on the winter activity number of participants, MHSAA has voted to move Circle to the Northern district beginning with the 23-24 year, 8th graders will be moving up next week. She reported on the post season awards that students received. Mid-Rivers will be having an open house Saturday during our basketball game with free admission and popcorn and a prize giveaway. The National Honor Society will be having a silent pie auction and Mid-Rivers has offered to match the proceeds. December 20th is ugly sweater day and during the basketball game we will recognize the scoreboard sponsors at that time. Garry has reported that the white bus is still in for repairs and waiting for a part. The board would like Garry to look into trading that bus off. Discussion was held on what should be done with practices when the route buses don't run and how to handle that. Some students are coming in at 3:41 pm after being out of school all day and then attending practice. With the junior high tournament and

route bus students not being in attendance at school, they are wondering when they have to “show up” to be able to go to the tournament. The board said common sense needs to come into play. We rely on our contractor to report to the superintendent whether or not they feel it is safe to run the routes during bad weather. We can work on this and have it addressed in the handbook next year.

MRS. HUBING’S REPORT

Debbi Blakesley has been filling in for the elementary secretary while she is on maternity leave and is doing a great job. The teachers and Mrs. Hubing met in regards to SB99. 1st semester ends December 22nd and semester tests will be December 21 & 22. We will have a PIR day on Jan. 2nd or they can split it on Jan. 3 & 4th. (record keeping). Grow Your Own Teacher was discussed. Maintenance is ongoing. Roger has replaced a toilet and the partition has been put up in the girls locker room. The locker room wall has been repaired. McCone Electric will be replacing 2 school lights (owned by the school). The board suggested contacting a contractor to help with the snow removal.

SAFE RETURN TO SCHOOLS

No changes or comments.

BUILDING PROJECTS

A meeting was held with the commissioners present on December 5th. Interstate Engineering joined remotely and spoke about the survey projects at that meeting. Item #1 and Item #2 are verbatim from the 1st proposal. Item #3 is added which is time they put into the boundary adjustment. Item #4 is the legal survey behind the school which was item 3 in the original proposal. \$5000-\$9000. Item 5 - football survey is \$9000 - \$10,000. For a total of \$28,300, (includes design for bus approach) The County Commissioners have agreed to commit up to \$10,000 for item 4 & 5. For the football survey. The football field boundary would be over 20 acres (no sewer or water involved) Discussion was held on whether or not to fence. Agreed to leave as is (no fence). Felt Martin law firm is working with Dr. Farr on the language if we need to have a ballot for the land acquisition. It was questioned if we would need a legal description of the property before we have the election. This will be a question for Felt Martin. It was determined that we would use multi district agreement funds for the surveys. Moved by Massar, seconded by Hove to approve the payment to Interstate Engineering up to the \$28300 for the survey work. Motion carried unanimously by the combined board.

BUS UPDATE

Mrs. Hubing had prepared 2 quotes for the 10-14 passengers used shuttles. In 2021 the legislature addressed the use of motor vehicles for activities MCA 20-10-129 There will be more clarification in this legislature. National Bus Sales gave us quotes on a 2011 and 2014. Drivers are not required to have a CDL to drive the shuttles. The board discussed having a

warranty with the used buses. It was determined that we would use multi district agreement funds for this purchase. Moved by Phillips, seconded by Guldborg to purchase either the 2011 for \$53,099 or the 2014 for \$59,900 , 10 - 15 passenger shuttle bus from National Bus Sales contingent on our insurance carrier insuring the buses. Mrs. Hubing was authorized to decide on which one best suits the needs of the district (up to \$59,900) and to inquire about getting a 30 day warranty. Motion carried unanimously by the combined board.

EMERGENCY RESPONSE AND SAFETY PLAN

Mrs. Hubing reported that the staff has put a lot of effort into reviewing and discussing these plans. She has worked with our insurance carrier, MSGIA, with their recommendations. They are a work in progress and to be reviewed periodically. Moved by Massar, seconded by Phillips to approve the Emergency response and safety plan with the workman's compensation included. Motion carried unanimously by the combined board.

SENIOR TRIP

Jayln Curtiss and Tavie Nelson addressed the board with their plans to go to Minneapolis on March 24th through 27th. They will take the train and shared their budget and tentative schedule. Moved by Phillips, seconded by Hove to approve the 2023 senior trip to Minneapolis. Motion carried unanimously by the high school board.

ADMINISTRATIVE CONTRACT

Moved by Phillips, seconded by Hove to advertise for the 2023-24 k-12 principal/superintendent position in house and to extend the 2022-23 K-12 principal/superintendent position with Mrs Hubing to June 30th, 2023. Compensation for the January through June 2023 contract to be negotiated. Motion carried unanimously by the combined board. A negotiations meeting will be held with a special board meeting to follow. It was noted that Dr. Farr is interested in continuing on as a consultant.

STUDENT ATTENDANCE AGREEMENTS

Moved by Massar, seconded by Phillips to approve student attendance agreements for 3 students , ZZ, RZ, DZ from Wolf Point (to attend for the remainder of the 2022-23 school year) and waive tuition. Motion carried unanimously by the elementary board.

CUSTODIANS

Mrs. Hubing recommended Terry Jackson as a part time janitor with flexible hours. Moved by Massar, seconded by Hove to offer Terry Jackson a part time custodian position for the remainder of the 2022-23 year according to the salary schedule. Motion carried unanimously by the combined board.

Mrs. Hubing said that Dan Haynie has been doing maintenance work. He will need to do his fingerprints and be considered for a position. Other discussion was held on adding another lane to the classified schedule to cover areas that are outside of regular duties. Mrs. Hubing would like to gather more documentation before she makes a recommendation.

BUS DRIVER

Moved by Phillips, seconded by Hove to table the bus driver contract. Motion carried unanimously by the combined board. The driver has not completed everything to be certified.

SUBSTITUTE ADDITION

Fingerprints are pending for substitute applicant. Mrs. Hubing recommended Michael Conroy for a substitute contingent on a successful background check. It was determined that substitute teachers are outside of the nepotism rule. Moved by Phillips, seconded by Massar to approve Michael Conroy as a substitute teacher contingent upon a successful background check. Motion carried unanimously by the combined board.

AFTER SCHOOL PROGRAM

Mrs. Hubing recommended Amanda Maraschiello for the after school program director from March 20 to May 25, 2023. Moved by Phillips, seconded by Hove to offer Amanda Maraschiello the after school program director position from March 13, 2023 to May 25, 2023 at a rate of \$25. Per hour. Motion carried unanimously by the elementary board. Mrs. Hubing mentioned that this is paid for through our ESSER funds.

RECORDS RETENTION

Moved by Massar, seconded by Phillips to approve the list of records presented to be disposed of according to the retention schedule. Confidential information is shredded and other documents may be destroyed and disposed of. Motion carried unanimously by the combined board.

PROPANE CONTRACT

Hove mentioned that he asked that we inquire about a possible propane contract with Farmers Union Oil. Della said that she had contracted the manager at Farmers Union and he said that he would be interested in entering into a contract with us. We have used approximately 12,000 gallons (annual) in the past and he would consider a multi month contract with us. He suggested meeting in the spring to have it considered for our 23-24 budget. Moved by Phillips, seconded by Hove to table the propane contract. Motion carried unanimously by the combined board.

VOLUNTEERS/CONTRACTS

Mrs. Williams recommended [Liam Devine](#) for the HS head track coach. Moved by Beery, seconded by Hove to offer [Liam Devine](#) the head high school track coach position for the 2022-23 season. Motion carried unanimously by the high school board.

Mrs. Williams recommended Blayne Hubing for a volunteer elementary jamboree boys basketball coach. Moved by Phillips, seconded by Hove to approve Blayne Hubing for a volunteer elementary boys basketball coach for the 2022-23 year. Motion carried unanimously by the elementary board.

Mrs. Williams recommended Kami Stensland for a volunteer elementary jamboree GBB coach. Moved by Phillips, seconded by Hove to approve Kami Stensland as a volunteer jamboree girls basketball coach for the 2022-23 year. Motion carried unanimously by the elementary board.

Mrs. Williams recommended Amanda Hove for a volunteer elementary jamboree GBB coach. Moved by Massar, seconded by Phillips to approve Amanda Hove as a volunteer elementary jamboree girls basketball coach for the 2022-23 year. Motion carried unanimously by the elementary board with exception of Hove who abstained.

FUTURE ISSUES

Multi district agreement, volunteers

meetings:

Negotiations - Dec 19, 2022 5:00 pm

Special board meeting Dec 19, 2022 6:00 pm

Building committee - January 9th 2023, 5:00 pm

Regular board meeting - January 9th, 2023 , 6:00 pm

Moved by Phillips, seconded by Massar to approve the above mentioned meetings. Motion carried unanimously by the combined board.

Mrs. Erlenbusch mentioned that a teacher had inquired about what happens if teachers can't get to school tomorrow (because of the weather). Hove said this is not an agenda item and that would be something to bring up with negotiations.

The Staff Christmas party was mentioned. This is usually held in January. Mrs. Hubing will look at the calendar and come up with a date and let the caterer know soon.

Moved by Massar, seconded by Phillips to adjourn the meeting at 7:40 pm. Motion carried unanimously by the combined board.
