

The Board of Trustees of Circle Elementary and High School District No. One, McCone County, met in regular session on June 8, 2021 at 7:00 pm in the high school library. Trustees present: Bryce Hove, Krista Beery, Cary Phillips, Tyrel Massar. Absent: Tate Switzer & Dusty White. Also in attendance were Clerk Della Van Horn, Interim Superintendent Tara Hubing, Dr. Dern, Averí Pasma, Lindsey Williams & Roger Schara.

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

Moved by Phillips, seconded by Beery to approve the minutes of the May 11, 2021 meeting & reorganization meeting as presented. Motion carried unanimously by the combined board.

Moved by Beery, seconded by Massar to approve the minutes of the May 25, 2021 meeting as presented. Motion carried unanimously by the combined board.

At this time the chairman declared that the rights to individual privacy clearly exceeds the merits of public disclosure and closed the meeting for the purpose of approving minutes from the June 1, 2021 meeting.

The board came out of closed session at 7:12 pm.

Moved by Phillips, seconded by Hove to approve the June 1, 2021 closed session minutes and the June 1, 2021 open special meeting minutes. Motion carried unanimously by the combined board.

CONSENT AGENDA

Moved by Massar, seconded by Beery to approve the consent agenda of elementary and high school June payroll & claims, expenditure budget balance ending May 31, 2021, revenue report ending April 30, 2021, & cash reconciliation report ending April 30, 2021. Motion carried unanimously by the combined board.

ACTIVITIES DIRECTOR REPORT

Ms Pasma gave her AD report. Track went well. We had a state champion, Hayden Lockie and 2 others that also placed at state. The Booster Club will have a "homecoming" for Hayden, possibly in July at our board meeting

Dusty has asked her to look into prices on the "speedflex" helmets. The estimated cost is \$375 each. Helmets get reconditioned every year and then they are replaced as needed.

There will be more on the recently passed legislation that "nonpublic or home school students who meet the requirement of MCA 20-5-209 can participate in MHSA member school extra- curricular activities". There is a meeting scheduled for June 15th. For now, we wait for guidance.

BUILDING PROJECTS

Mrs. Hubing reported that she contacted "Chad's" in Sidney and they will be going out of business. "Cal's Carpet" hasn't gotten back to her on a timeframe. "Lay-Rite" is out of Miles City and gave a bid of \$8256 to install flooring in the High School business room. Moved by Beery, seconded by Massar to approve "Lay-Rite" to install the flooring in the HS business room for \$8256 with additional for bonding requirements. Motion carried unanimously by the combined board.

Moved by Massar, seconded by Hove to approve “Ingraham Environmental Inc” to remove floor tile from the HS business classroom & 2 rows of tile from 4 entry doors for \$4725.00. Motion carried unanimously by the combined board.

It was noted that the Bo-Peep skylights don’t need replaced. “Apex” will be doing the roof repair work to extend the life of the roof.

The board reviewed an estimate from “Pawlowski Electric’ for repairs in the HS shop. Circle Electric will be replacing the small water heater. He will also be replacing the electrical panel in the HS business office next week. Other projects he will complete is the replacement pipe in the kitchen and repair the auditorium pump. Moved by Beery, seconded by Phillips to table any decision on the “Pawlowski Electric” estimate until it can be reviewed to see if anything is overlapping with other work being done or that has been done. Motion carried unanimously by the combined board.

“Kirkegard Construction” will do the necessary repairs on existing doors. It was noted that the gutters need to be cleaned out. Mrs. Hubing said that she has requested this numerous times. It was mentioned that the gym closure for gym floor refinishing is disruptive to summer activity schedule. In the future, we will request to get on the schedule earlier or when it is more convenient but we have to work with the company’s schedule, we can’t always pick our best time.

EXTRACURRICULAR CONTRACTS

Ms. Pasma reported that we have received one applicant for the yearbook photographer. She recommended Sue Good. Moved by Massar, seconded by Beery to offer the 2021-22 yearbook photographer position to Sue Good. Motion carried unanimously by the combined board.

BUILDING RENTAL FEES

Discussion was held on the building rental fees for the use of the buildings. It has become a problem when people use the building they get into the equipment and use it and don’t put it back and things are left a mess. It was decided that we will have to “tighten” things up and have better management of who comes and goes and uses the facilities. Also, it was noted that the front doors have been “propped” open and left open all night on some occasions. We will check cameras and monitor the entry and note who is not securing the building when they leave. Keys will only be given to staff. We do have a facilities use agreement that is used but we may need to add expectations to the agreement. We may incorporate fees into using the weight room and have a curfew that people cannot use the facilities after 9:00 pm or before 5:00 am. Moved by Massar, seconded by Hove to table any decision on the building rental fees and correlate a policy on facilities use with our policy updates. Motion carried unanimously by the combined board.

19-20 AUDIT

It was noted that the audit ending June 30, 2020 was performed by WIPFLI and there were no material weaknesses, significant deficiencies or noncompliance material to financial statements that were identified or noted. The audit will be submitted to OPI by June 30, 2021.

STUDENT ATTENDANCE AGREEMENTS

Moved by Phillips, seconded by Hove to approve the following student attendance agreements and waive tuition for the 2021-22 year. Motion carried unanimously by the combined board.

Student Attendance Agreements 2021-22

*Students requesting to attend from Dawson

Hannah Edwards (k)

Daniel Durbin 7th

Amanda Durbin HS

Clancy Jensen 1

Aralyn Jensen 3

*Students requesting to attend from Vida Elementary

Tyler Erickson 9

Paden Nelson 6

Truit Nelson 5

Vander Nelson 4

Elliauna Ryan 8

Jorja Hisdahl 4

Anson Taylor 6

Xavier Nasner 7

*Students requesting to attend from Prairie

Conner Heitz 6

Cooper Heitz 4

Cruze Heitz 1

Hailee Heitz HS

*Students requesting to attend from WP

Alaina Hall 7

Alden Hall 8

Student requesting to attend Vida

Daniel, Nathanael, Samuel, Michael Garoutte.

Moved by Massar, seconded by Phillips to approve the following individual transportation contracts for the 21-22 year (Garoutte – isolation). Motion carried unanimously by the combined board.

INDIVIDUAL TRANSPORTATION.

2021-22 Individual Transportation

Keri Taylor
Heidi Taylor
Pamela Casterline
Sheena Thoeny
Amiee Black
Krista Beery
Melissa Kountz
Candace Erickson
Lynae Larson
Savanah Nelson
Heidi Beery
Jennifer Hogan
Sharyl Jessee
Cord Bieber
Josh Murphy
Katie Hebel
Jenny Garoutte isolation
Janae Rosaaen
Robert Walden

MHSA FEES

Moved by Phillips, seconded by Hove to approve the following 2021-22 MHSA dues and fees: Boys BB, cross country, football, track and wrestling. Girls BB, cross country, track, volleyball, & wrestling and combined activities of band, chorus, drama & speech, liability & catastrophe fees, and concussion insurance for a total of \$3868. Motion carried unanimously by the high school board.

PRAIRIE VIEW RECOMMITMENT TO COOP/CURRICULUM CONSORTIUM

Moved by Beery, seconded by Massar to participate in the “Recommitment to Cooperative” with PV Special Services and appoint Dr. Dern to the governing board for 2021-22 and to pay the fee of \$3712. For the Curriculum Consortium for PV Special Services for 2021-22. Motion carried unanimously by the combined board.

RESIGNATION

Moved by Massar , seconded by Phillips to accept the resignation of Sandy Schillinger for the after school program. Motion carried unanimously by the combined board.

PEPSI AGREEMENT

Mrs. Hubing responded to the request for the possibility of changing from Coke to Pepsi to provide products for our concessions. We have had Pepsi in the past and their service wasn't up to the same standard as Coke. Coke has great customer service and we purchase our own water while Pepsi purchases the water so the profit is much less with Pepsi. Hove called for a motion to approve switching to Pepsi for providing product for our concessions and machines. There being no motion, action on this item died.

PROPERTY & LIABILITY INSURANCE

It was noted that our P & L insurance went up 27% because of such factors as our loss ratio & cost of materials. The Board would like to get quotes from other companies next spring. Moved by Phillips, seconded by Beery to approve the FY 22 property & liability renewal with MSGIA for a cost of \$42,160. Motion carried unanimously by the combined board.

SCHOOL NUTRITION WAIVER

It was noted that the Circle Schools will participate in the Nationwide Waiver to allow the seamless summer option through school year 2021-22. "Allowing school food authorities to participate under SSO during COVID-19 operations during the regular school year facilitates the safe provision of meals by eliminating the need to collect meal payment, including cash payments, at meal sites".

CLASSIFIED CONTRACTS

Mrs. Hubing recommended the following classified staff for the 2021-22 year:

Moved by Massar, seconded by Hove to offer Jayme Bartelson (assistant cook) a contract for the 2021-22 year. Motion carried unanimously by the combined board.

Moved by Phillips, seconded by Beery to offer Megan Curtiss (para) a contract for the 2021-22 year. Motion carried unanimously by the combined board.

Moved by Massar, seconded by Beery to offer Kyleen Gackle (cook/mgr) a contract for the 2021-22 year. Motion carried unanimously by the combined board.

Moved by Beery, seconded by Hove to offer Chris Heide (custodian) a contract for the 2021-22 year. Motion carried unanimously by the combined board.

Moved by Massar, seconded by Hove to offer Dwain Jensen (boiler custodian) a contract for the 2021-22 year. Motion carried unanimously by the combined board.

It was suggested to ask Chris Heide if he would be interested in getting his boiler's license.

Moved by Massar, seconded by Phillips to offer Brian Kassner (summer FB playing field groundskeeper) a contract for the 2021-22 year. Motion carried unanimously by the combined board.

It was determined that our full time custodians are responsible for the outside of the playing field and the practice field mowing. A request was made to Dr. Dern to get some quotes on utility tractors that can be used for snow removal as well as mowing.

Moved by Beery, seconded by Phillips to offer RaChelle Kirkegard (payroll/assistant clerk) a contract for the 21-22 year. Motion carried unanimously by the combined board. (Hove abstained)

Moved by Massar, seconded by Hove to offer Brette Pawlowski (para) a contract for the 21-22 year. Motion carried unanimously by the combined board.

Moved by Beery, seconded by Phillips to offer Billie Pew (custodian) a contract for the 21-22 year. Motion carried unanimously by the combined board.

Moved by Massar, seconded by Phillips to offer Nora Scheer (kitchen helper) a contract for the 21-22 year. Motion carried unanimously by the combined board.

Moved by Beery, seconded by Phillips to offer Kelsy Schillinger Zuroff (para) a contract for the 21-22 year. Motion carried unanimously by the combined board.

Moved by Massar, seconded by Hove to offer Sandra Schillinger (HS secretary) a contract for the 21-22 year. Motion carried unanimously by the combined board.

Moved by Beery, seconded by Phillips to offer Della Van Horn (District Clerk/business mgr) a contract for the 21-22 year. Motion carried unanimously by the combined board.

Moved by Massar, seconded by Hove to offer Megan Volbrecht (para) a contract for the 21-22 year. Motion carried unanimously by the combined board. (Beery abstained).

Discussion was held on the classified pay scale. The negotiations committee met and agreed on the scale with different base wages for different classifications of employees such as Position A. summer help/ASP Position B. para/kitchen helper/custodian Position C. Elementary secretary/asst. cook/custodian w/ boiler license and Position D. Head Cook/FS Mgr & HS Secretary with steps and years of experience. The positions of district clerk/business mgr and payroll/assistant clerk are negotiated separately. Discussion was held on incorporating raises for performance & additional training – incentivize with benchmarks.

Moved by Phillips, seconded by Hove to give the classified staff the 4% increase or increase to get to the wage on the pay scale to coincide with the position and to give Van Horn and Kirkegard a 4.5% increase on their 20-21 wage for the 2021-22 year. Motion carried unanimously by the combined board.

Discussion was held on the bus drivers' wage. Samples of their average salaries was distributed.

Moved by Beery, seconded by Massar to adopt the following wage scale for extracurricular bus drivers:

\$13.75 per hour for basic rate

\$130 minimum per out of town trip

\$9.50 for every hour of down time

\$164 for overnight trips (flat rate)

(If a coach also drives bus they will be paid \$13.75 per hour for drive time. No down time or overnight pay).

Motion carried unanimously by the combined board.

INTERIM SUPERINTENDENT CONTRACT ADDENDUM

Moved by Phillips, seconded by Hove to extend Tara Hubing's 20-21 interim superintendent contract for 2 days. Motion carried unanimously by the combined board.

POLICIES

Moved by Massar, seconded by Phillips to table the policies. Motion carried unanimously by the combined board.

OBSOLETE PROPERTY

Moved by Phillips, seconded by Hove to adopt a resolution to dispose of obsolete property. (attached lists) Motion carried unanimously by the combined board.

SUMMER TECH HELP

No action to take at this time.

SUMMER TITLE 1 WAGE

Moved by Phillips, seconded by Beery to pay Lisa Fritz \$25. Per hour for part time Title I hours this summer (2021). Motion carried unanimously by the combined board.

PAY OUT/CARRYOVER FOR CLASSIFIED 10 MONTH EMPLOYEES

Della asked the board if they would consider giving 10 month classified employees the option of accumulating their vacation leave or paying it out at the end of the school year. (in accordance to 2-28-617 MCA). Moved by Beery, seconded by Hove to give the 10 month classified employees the option to accumulate or have vacation leave paid out at the end of the school year. Motion carried unanimously by the combined board.

SAFE RETURN TO SCHOOL & CONTINUITY OF SERVICES PLAN

Mrs. Hubing presented the "Safe return to school and continuity of Services Plan" that is required to apply for ESSER funds and is required to be posted on our website. It also needs to be on every agenda. Moved by Phillips, seconded by Massar to approve the "Safe Return to School & Continuity of Services Plan" as presented. Motion carried unanimously by the combined board.

Beery noted that our MOU with the teachers expires on June 30, 2021 and wondered if anything further needs to be done with that. It is our understanding that it “sunssets” until further action is taken.

SUPERINTENDENT REPORT

Mrs. Hubing updated the board on the technology needs and purchases. Jeff from K12 Montana will be here June 9th to get orientated. Laptops have been order from DELL, we are working on applying for “Emergency Connectivity Funds”. A music applicant has been interviewed and Mrs. Hubing would like recommend offering him a position. A special board meeting will be held Friday, June 11th, at 7:00 AM.

Our next regular meeting will be July 13th.

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