

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
JULY 14, 2015**

The regular meeting of the Board of Trustees, Roberts School District No. 5, was called to order by Vice Chair Rusty Niemi at 6:01 p.m. on July 14, 2015, in the library at the Roberts School.

ATTENDANCE

Sarah DeVries, Chair (arrived at 6:10 p.m.)
Rusty Niemi, Vice Chair
Joel Bertolino
Deborah Hill
Sanford Langager

Alex Ator, Superintendent
JaLayne Obert, Business Manager/District Clerk

GUESTS: Crystal Wright, Ward Braten

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

MINUTES

Motion was made by Joel Bertolino, seconded by Deborah Hill and carried unanimously to approve the minutes of the regular meeting June 11, 2015 as presented. (YES—DeVries, Niemi, Bertolino, Hill, Langager. NO—none).

CLAIMS, SEQUENCE, AND VOIDED CHECKS

Mr. Langager asked if there had been major repair to a bus as the payment to Roly's Repair is rather large.

Mr. Ator stated a differential had to be replaced.

Mrs. Obert asked that the expenditure transfer from the Technology Fund to the Miscellaneous Fund be approved with the warrants.

Motion was made by Deborah Hill, seconded by Joel Bertolino and carried unanimously to approve the claims, sequence, voided checks, and transfers for July 2015 as presented. (YES—DeVries, Niemi, Bertolino, Hill, Langager. NO—none).

PUBLIC COMMENT

Dick Sederberg stated he is willing to be a substitute bus driver again this year.

Mr. Ator stated he will also be looking for other staff that would be willing to get the bus driver endorsement. He stated Roly DeVries has asked to work half-time again for a few months this fall and he will have to rotate subs for that route.

PERSONNEL

SOCIAL STUDIES POSITION – Mr. Ator reported the person who first accepted the social studies position changed his mind and the position was offered to the interview team's second choice. He recommended hiring Abby Chaska at step 0, lane one, or \$27,150.

Mrs. Hill asked what she will be teaching. Mr. Ator stated she will teach grades 7-12 geography, U.S. History, Montana History, and journalism.

Motion was made by Joel Bertolino, seconded by Sanford Langager and carried unanimously to offer the social studies teaching position to Abby Chaska at \$27,150. (YES—DeVries, Niemi, Bertolino, Hill, Langager. NO—none).

RECOMMENDATIONS FOR COACHING POSITIONS – Mr. Ator stated Abby Chaska applied for the junior high volleyball position and will replace Melissa Bertolino on his list of coaching recommendations. He stated we do still need a head high school volleyball coach.

Mr. Ator recommended the following coaching positions be offered:

Activities Director	Alex Ator	\$3400
Head Varsity Boys' Basketball	Dan Kosel	\$2175
Asst. Varsity Boys' Basketball	John Payovich	\$1675
Head JH Boys' Basketball	John Payovich	\$1375
Asst. JH Boys' Basketball	Bobby Carter	\$875
Head JH Volleyball	Abby Chaska	\$1375

Motion was made by Deborah Hill, seconded by Rusty Niemi and carried unanimously to offer the coaching positions as recommended by the superintendent. (YES—DeVries, Niemi, Bertolino, Hill, Langager. NO—none).

RECOMMENDATION FOR CUSTODIAL POSITION – Mr. Ator stated two candidates were interviewed for the custodial position and recommended offering the position to Roxanne Sederberg at \$12.00 per hour for 25 hours per week for a 90 day probationary period with an increase to \$12.50 after successful completion of the probationary period.

Motion was made by Deborah Hill, seconded by Joel Bertolino and carried unanimously to offer the custodial position to Roxanne Sederberg at \$12.00 an hour with an increase to \$12.50 after the successful completion of a 90 day probationary period. (YES—DeVries, Niemi, Bertolino, Hill, Langager. NO—none).

Mr. Ator stated he would like to send a custodian to boiler certification training and offer a \$.50 per hour raise for successful completion of the certification.

Mr. Langager asked if Mr. Ator is interested in getting certified.

Mr. Ator stated he would rather a custodian have the certification but would if that is the Board's decision.

Mr. Langager stated he would like to see Mr. Ator and one custodian go to training.

Motion was made by Rusty Niemi, seconded by Deborah Hill and carried unanimously to approve sending Mr. Ator and Rick Sederberg to training for boiler certification. (YES—DeVries, Niemi, Bertolino, Hill, Langager. NO—none).

RECOMMENDATION FOR NEW AIDE POSITION – Mr. Ator stated Mrs. Wright submitted a letter asking for an additional aide. He stated he hasn't looked at the special education numbers yet but would like to put the information together to advertise and see if we find someone we like and if not, don't hire the position. He stated he wants it understood this would be an aide for the school who could also cover classes as a sub, do bus duty and one day a week of recess duty in the elementary. He added our substitute list is getting depleted and he hopes with the four day week we won't need as many and he will also help cover classes.

Mrs. Hill stated she would like this person utilized in the special education room as much as possible.

Mr. Ator was directed to put the position together and advertise it.

NEW BUSINESS

HANDBOOK RECOMMENDATIONS – Mr. Ator stated he would like to table this item until August.

POLICY UPDATES/AMENDMENTS – Mr. Ator presented the following policy updates/amendments:

Policy 1400 – Amend to change the start time for Board meetings from 7:00 p.m. to 6:00 p.m.

Motion was made by Sanford Langager, seconded by Deborah Hill and carried unanimously to amend Policy 1400 to change the start time for regular Board meetings from 7:00 p.m. to 6:00 p.m. (YES—DeVries, Niemi, Bertolino, Hill, Langager. NO—none).

Policy 2320 Senior Trip – Mr. Ator stated the district isn't following the policy for the senior trip as it states sponsors will move with a class from freshman to senior and the teachers decided they no longer wanted to do that. He stated there needs to be discussion and direction on how the senior trip is handled.

Policy 5124 Personnel Teacher Contracts – Mr. Ator stated this policy needs to be amended to reflect the following change in teacher contracts:

Remove “The June, July and August payments will include total teaching time of 180 days along with seven PIR days.”

Insert “The June, July and August payments will include the total amount of contracted PI and PIR days.”

Motion was made by Sanford Langager, seconded by Deborah Hill and carried unanimously to approve the amendment to Policy 5124 as presented. (YES—DeVries, Niemi, Bertolino, Hill, Langager. NO—none).

Policy 5228 and 5228P Personnel Drug Testing of School Bus Drivers – Mr. Ator stated we have two policies that are the same and were adopted on the same date and asked if we need both.

Board direction was to leave it as it is.

Policy 7320 – Purchasing – Mr. Ator stated the current Purchasing Policy requires him to come to the Board for approval of any expenditure over \$500 except in emergency situations to protect the interests of the district or health and safety of staff or students. He added that amount is very low and restricts what he can accomplish.

After discussion, Board direction was to amend the spending limit to \$3000 and bring it back for approval next month.

FIRST READING OF VIDEO SURVEILLANCE/CAMERA USE POLICY 3235 – Mr. Ator stated with the addition of video cameras in the school, we need to adopt a policy regarding those cameras. He presented Policy 3235 Video Surveillance/Camera Use for first reading (see attached).

Mr. Ator stated there is an optional section of the policy that reads as follows but there are some legal issues with it:

“It is the decision of the district that video recordings will include audio. The Superintendent will notify staff and students through staff and student handbooks or by other means that video

surveillance, with audio, may occur on District property. A notice will also be posted at the main entrance of all District buildings, and on all buses, in which video surveillance may occur.”

It was determined the optional portion would not be included.

Motion was made by Joel Bertolino, seconded by Sanford Langager and carried unanimously to approve Policy 3235 Video Surveillance on first reading. (YES—DeVries, Niemi, Bertolino, Hill, Langager. NO—none).

RECESS

Ms. DeVries called for a short recess at 7:15 p.m. and returned the meeting to regular session at 7:30 p.m.

POLICY 2168 DIGITAL CLASSES -- Mr. Ator stated Policy 2168 has been amended by replacing the section that states:

“Credit for distance learning courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the principal;
2. The program fits the education plan submitted by the regularly enrolled student;
3. The course does not replace a required course offered by the District;
4. The course is needed as credit retrieval and cannot fit into the student’s schedule;
5. Credit is granted for schools and institutions approved by the District after evaluation for a particular course offering;
6. The student is in his/her junior or senior year unless extenuating circumstances require the opportunity be extended to lower grades based on School Board approval;
7. The student pays for the exam associated with the advanced placement course they intend to take. Additionally, the student must have already taken the district course associated with the advanced placement course if the district offers that course; and
8. The student does not exceed 2 online credits per semester and no more than 6 online credits over the course of the student’s junior and senior years. The District will not be obligated to pay for a student’s distance learning courses.”

Replace with:

“Credit for distance learning courses may be granted, provided the following requirements are met:

1. Prior permission has been granted by the principal;
2. The program fits the education plan submitted by the regularly enrolled student;
3. The course does not replace a required course offered by the District unless a specific need of the individual student can be met that includes, but is not limited to the following; final discretion will be made by the school superintendent.
 - a. The student has a conflicting class at the time of the regularly scheduled class.
 - b. The student is attending Roberts Public Schools on a part-time basis.
 - c. Other items deemed appropriate by the school’s superintendent on an individual basis.
4. Credit is granted for schools and institutions approved by the District after evaluation for a particular course offering;
5. The student pays for the exam associated with the advanced placement course or dual credit course they intend to take. Additionally, the student must have already taken the district course associated with the advanced placement course if the district offers that course; and
6. The student does not exceed 2 online credits per semester unless the student has permission from the district superintendent and the local board of trustees.

Motion was made by Sanford Langager, seconded by Rusty Niemi and carried unanimously to approve the amendments to Policy 2168 Digital Classes. (YES—DeVries, Niemi, Bertolino, Hill, Langager. NO—none).

APPROVAL OF BUS ROUTES – Mr. Ator stated the bus routes and maps were included in the Board packet and contain the following changes:

- Route #1 – Rick Sederberg’s route is reduced by 8 miles
- Route #2 – Roly DeVries’s route is reduced by 19 miles
- Route #3 – Jeff Krook’s route is reduced by 10 miles

Motion was made by Joel Bertolino, seconded by Deborah Hill and carried unanimously to approve the bus routes for 2015-2016 as presented. (YES—DeVries, Niemi, Bertolino, Hill, Langager. NO—none).

Mr. Ator stated he needs two people to attend the County Transportation Committee Meeting where the routes will be approved. He added the date of the meeting is tentatively set for August 5 but may change.

Sanford Langager and Deborah Hill volunteered to attend the meeting. Mr. Ator stated he would let them know a final date when it is set.

SUPERINTENDENT REPORT

ACTIVITIES REPORT – Mr. Ator reported a two-day basketball camp was held on July 11-12 with between 20 and 25 participants.

ACADEMICS REPORT – The new science curriculum for elementary is here.

BUILDING PROJECTS REPORT – Mr. Ator stated a change order has been submitted for the sidewalk project in the amount of \$3000 because of additional costs for removing the old sidewalk due to the thickness.

Motion was made by Rusty Niemi, seconded by Deborah Hill and carried unanimously to approve the change order for the sidewalk project for \$3000 and pay it from the Deferred Maintenance Fund and Building Fund. (YES—DeVries, Niemi, Bertolino, Hill, Langager. NO—none).

Mr. Ator stated he’ll get a quote for gravel for the August meeting.

Mr. Ator stated installation of the new lockers is going smoothly and the lighting project is scheduled for next week.

SUPERINTENDENT SCHEDULE – Mr. Ator reported the following for his schedule:

- July 6-7 Vacation days
- July 14 OPI meeting on EGrants in Belgrade
- July 28-31 MCA Clinic in Great Falls
- August 3-7 Vacation days
- August 5 County Transportation Committee meeting (2 trustees to attend)
- August 11 Regular Board meeting
- August 12 ACE meeting

EXECUTIVE SESSION

Ms. DeVries stated the next item to come before the board involves personnel and it is her determination that the privacy rights of the individuals involved supersede the merits of public disclosure so called for an executive session at 8:30 p.m. and returned the meeting to regular session at 9:02 p.m.

ADJOURNMENT

Ms. DeVries adjourned the meeting at 9:02 p.m.

Board Chair

District Clerk

1 **Robert School District**

2

3 **STUDENTS**

3235

4

5 Video Surveillance

6

7 The Board authorizes the use of video cameras on District property to ensure the health, welfare,
8 and safety of all staff, students, and visitors to District property and to safeguard District
9 buildings, grounds, and equipment. The Superintendent will approve appropriate locations for
10 video cameras.

11

12 The Superintendent will notify staff and students, through staff and student handbooks or by
13 other means, that video surveillance may occur on District property. A notice will also be posted
14 at the main entrance of all District buildings, and on all buses, indicating the use of video
15 surveillance.

16

17 The District may choose to make video recordings a part of a student's educational record or of a
18 staff member's personnel record. The District will comply with all applicable state and federal
19 laws related to record maintenance and retention.

20

21 Video recordings will be totally without sound.

22

23 Cross Reference: 3600 Student Records

24

25 Policy History:

26 Adopted on:

27 Reviewed on:

28 Revised on: