

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
ROBERTS SCHOOL DISTRICT NO. 5  
OCTOBER 11, 2016**

The regular meeting of the Board of Trustees, Roberts School District No. 5, was called to order by Sarah DeVries at 6:00 p.m. on October 11, 2016, in the library at the Roberts School.

**ATTENDANCE**

Sarah DeVries, Chair  
Joel Bertolino, Vice Chair  
James Binando  
Deborah Hill  
Sanford Langager

Alex Ator, Superintendent  
JaLayne Obert, Business Manager/Clerk

GUESTS: Courtney Halvorsen, Ashley McCoy, Myrna Lastusky, Bill Harvison

**PLEDGE OF ALLEGIANCE**

The meeting began with the Pledge of Allegiance.

**MINUTES**

Motion was made by Deborah Hill, seconded by Sanford Langager and carried unanimously to approve all the minutes of the September 20, 2016 meeting (regular and executive sessions) as presented. (YES— DeVries, Bertolino, Binando, Hill, Langager. NO—none).

**CLAIMS, SEQUENCE, AND VOIDED CHECKS**

Motion was made by Joel Bertolino, seconded by Deborah Hill and carried unanimously to approve the claims, sequence, and voided checks for October, 2016 as presented. (YES— DeVries, Bertolino, Binando, Hill, Langager. NO—none).

**SENIOR TRIP**

Senior class members Shawn Perkins, Jess Mysse, Molly Solano, Tyler Bates-Foss, Travis Sheesley, and Bryce Dines presented their request for permission to use class funds for their senior trip to Seattle, Washington on May 25 to June 2, 2017. Each of the class members spoke of different aspects of the trip, including itinerary, expenses, and chaperones (Mr. Sigl and significant other).

Motion was made by Deborah Hill, seconded by Joel Bertolino and carried unanimously to grant the Class of 2017 access to their class funds for their senior trip. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

**PUBLIC COMMENT**

Bill Harvison addressed the Board representing the Church of the Rockies. He stated the church is hosting a Christmas store for Roberts on December 4 and would like permission to use both gyms for the event.

Motion was made by Joel Bertolino, seconded by Sanford Langager and carried unanimously to grant the Church of the Rockies permission to use both gyms for their Christmas store on December 4, 2016. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

**TEACHER REPORTS**

Myrna Lastusky, librarian, and Ashley McCoy, 7-12 English, gave the teacher reports for October.

Mrs. Lastusky stated the elementary students have been learning about the election process and the importance of having a voice by voting. She stated last year she developed a friendship with a retired librarian from Billings who donated \$1,000 so each elementary student could have their own hard cover copy of "Where the Wild Things Are".

Ms. McCoy stated her background is in elementary education but this has been her best year of teaching. She gave an overview of the curriculum she is using and added the students have been great and they've gotten a great deal accomplished.

#### **PERSONNEL**

**SPEECH AND DEBATE ADVISOR** – Mr. Ator stated there was little student interest in Speech and Debate so recommended we look at the program again next year.

**COMPLAINT AGAINST THE SUPERINTENDENT ON PARENTAL NO TRESPASS DECISION** – Mr. Ator stated the parent in this case did not submit anything in writing and has not shown up for the meeting.

**RESIGNATION** – Mr. Ator reported Roxanne Sederberg submitted a letter of resignation from her custodial position and recommended the Board accept the resignation.

Motion was made by Sanford Langager, seconded by James Binando and carried unanimously to accept the resignation of Roxanne Sederberg. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

Mr. Ator reported he has talked with a person who applied for a paraprofessional position who has a background in hotel work and may be interested in applying for the custodial position.

#### **NEW BUSINESS**

**OFFICIALS FOR JUNIOR HIGH BASKETBALL** – Mr. Ator stated last year we used one adult and one student to officiate junior high basketball. He stated he feels this is a good learning experience for the students but personally he doesn't want to officiate this year.

Mr. Binando stated he would rather use MOA officials.

Mrs. Hill stated the players have the opportunity to learn from MOA officials.

Mr. Bertolino stated if Mr. Ator doesn't want to officiate, we should probably just go with MOA officials.

Motion was made by Deborah Hill, seconded by James Binando and carried unanimously to hire MOA officials for junior high basketball. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

**FREEZER REPAIR** – Mr. Ator stated the walk-in freezer in the kitchen completely quit working and needs to be repaired. He stated the estimate from Air Controls is \$6137.36, which includes some credit back for former repairs. He added the electrical work that needs to be done to update the system to code is estimated to cost up to \$2500 and the concrete pad outside the kitchen is the last expense.

Motion was made by James Binando, seconded by Sanford Langager and carried unanimously to approve the expenditures of \$6137.36 to Air Controls for parts and labor and up to \$2500 to Levi White for electrical work for repairing the walk-in freezer from the Building Reserve Fund. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

#### **RECESS**

Ms. DeVries called for a recess at 7:10 p.m. and returned the meeting to regular session at

7:15 p.m.

### **OLD BUSINESS**

STRATEGIC PLANNING PROCESS – Mr. Ator stated the biggest goal for the teachers has been consistent discipline and we have done things to make that happen with the help of MBI and a school-wide plan. He added this still remains a staff goal but is now at a lower level.

Mr. Ator stated other staff goals include making high achievement the norm at Roberts with an emphasis on privatized testing and utilizing the data, instituting a drive to achieve, being a mentor in your area, create, live and work in environment of caring and respect. He asked trustees to each pick an area most important to them.

All trustees agreed raising the bar academically is the #1 priority.

Mr. Ator stated we needed to get the discipline down before concentrating on other areas but we have done curriculum revision, implemented testing and addressed missing assignments. He asked which area we start with to raise the bar.

Mr. Binando stated it needs to be across the board.

Mr. Ator stated as a small school, we don't have the ability to do that all at once.

Mr. Binando stated his concern is our MAPS scores are lower than some other schools.

Ms. DeVries stated she is concerned with keeping the staff we now have. She added teachers could identify the areas where the students are weak.

Mr. Ator asked for a couple trustees to work with him on putting together some specifics for strategic planning. Mrs. Hill and Mr. Binando volunteered to work with Mr. Ator.

### **POLICY UPDATES & REVIEW**

POLICY 5120/5120P Hiring Process and Criteria – Mr. Ator presented changes to be made to Policy 5120 and 5120P, Hiring Process and Criteria and recommended the policies be approved as amended (see attached).

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve the amendments to Policy 5120/5120P, Hiring Process and Criteria as presented. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

POLICY 5122, Fingerprints and Criminal Background Investigations – Mr. Ator presented new policy 5122, Fingerprints and Criminal Background Investigations, and recommended approval on first reading (see attached).

Motion was made by Mr. Binando, seconded by Mr. Bertolino and carried unanimously to approve adoption of Policy 5122, Fingerprints and Criminal Background Investigations, on first reading. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

Mr. Ator stated he developed a procedure to be put in place to allow people access to the old gym and weight room by use of the fingerprint scanner (see attached). He recommended the yearly fee be set at \$50.00.

Mr. Binando stated we have senior citizens who come in just to walk and perhaps we could discount the fee for them.

Mr. Ator stated we could set the fee at \$50 and waive it for those over 65.

Motion was made by Deborah Hill, seconded by Sanford Langager and carried unanimously to approve the procedure for use of the old gym and weight room with a \$50 fee and fee waiver for those over 65. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

**SUPERINTENDENT REPORT**

**BUILDING REPORT** – Mr. Ator stated Baldwin’s will be coming in the near future to blow out the sprinklers for the winter.

Mr. Ator stated we haven’t fertilized in a few years but that is probably something that should be done in the spring.

**ACADEMIC REPORT** – Mr. Ator stated the eligibility list is almost non-existent, something that has been helped by Friday school as students complete missing assignments.

Mr. Ator stated BPA officers attended fall leadership training at Fairmont Hot Springs and Student Council wrapped up homecoming.

**EXTRA-CURRICULAR REPORT** – Mr. Ator stated having the high school girls play a junior varsity basketball schedule this year was suggested but the girls are opposed to the idea.

Mr. Ator stated the volleyball teams went to Rocky Mountain College to watch a volleyball game and were able to meet with the Rocky team after the game. He added the junior high team just completed a great season.

Mr. Ator stated the high school cross country team is training hard and preparing for the state competition in Kalispell.

**SUPERINTENDENT SCHEDULE** – Mr. Ator outlined his travel through the end of the school year.

**ADJOURNMENT**

Ms. DeVries adjourned the meeting at 8:50 p.m.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
District Clerk



## Roberts School District

### PERSONNEL

5120P

#### Hiring Procedure

Policies and procedures about hiring are designed to provide guidelines for filling a vacant position with the right candidate. The hiring decision is a major investment by the district and the policies around making this decision need to be clear.

Hiring policies and procedures need to comply with Human Rights Legislation through anti-discriminatory practices.

#### Hiring: Recruitment and Selection

##### 1. Advertising Vacant/Potential Positions:

The District will advertise all job openings that cannot be filled with current employees.

##### Certified:

Initial minimum advertising to include:

- In-house and community
- MetNet, School Website, and Carbon County News
- Additional Advertising as determined

##### Classified:

Initial minimum advertising to include:

- In-house and community
- MetNet, School Website, and Carbon County News
- Additional Advertising as determined

##### Definitions:

- In-house and community: posted on the school bulletin board, in teacher bulletin and entrance windows of the school
- MetNet: nationwide, online teacher bulletin board
- Carbon County News: local, area-wide newspaper
- Additional Advertising: could include Billings Gazette, Job Services, employment agencies, etc.

##### 2. What to advertise:

All Positions: job title, essential requirements for education, skills and experience, hours required, when position is available, application process, compensation rate as it relates to experience, closing date of competition.

##### 3. Standard application process:

##### Certified:

- Letter of interest
- Placement file or 3 letters of recommendation
- Copy of transcript
- Copy of teaching certificate
- Resume

- Completed application form

Classified and Stipend Positions:

- Letter of interest
- Resume
- Completed application form

4. Application screening & selection process
  - A. The Superintendent will receive all application packets and record the order of receipt on each application.
  - B. Upon closing of the application period, the Superintendent will determine qualified applicants based on completed application packets received by advertised deadline date, reviewing the applications and resume as pertinent to the position open, performing and work related testing of require skills.
  - C. The superintendent will review all certified and classified applicants for hire and then recommend to the Board the number of applicants to be interviewed.
  - D. The Superintendent will review all stipend position applications and make all recommendations for stipend positions to be brought to the Board for approval.
5. Interview Process
  - A. Each interview candidate will be interviewed by the Superintendent and the Board.
  - B. The interview questions will be pre-determined by the Superintendent prior to the interview. The questions will be the same for each prospective candidate for the same position. The questions will be objective and focus on the requirements of the job in order to avoid discriminatory practices.
  - C. The Superintendent will make a recommendation to the Board of which applicant he or she feels would best fill the position. The Board will then make the final determination on the application selected.
6. Offer of employment
  - A. The Superintendent will draft the offer letter. The letter will include:
    1. Job title
    2. Start date (and ending date if applicable)
    3. Rate of pay
    4. Pay period schedule
    5. Eligibility of benefits
    6. Hours of work
    7. Overtime compensation
    8. Length of probationary period

-The Superintendent will ensure that the offer letter is consistent with current policies and procedures of the district and applicable Employment Standards Legislation.
  - B. Upon acceptance, the prospective employee will sign a letter of receipt of the offer of employment, and it will be placed in the employment file.

- C. All other candidates will be notified that the position has been filled with a qualified candidate.
- 7. Superintendent will coordinate all employee orientation
  - A. Copy of job requirements or job description
  - B. Information about the school
  - C. Information about the workplace
  - D. Payroll form requirements

**Policy History:**

Adopted on: November 10, 2009

Reviewed on:

Revised on:

Fingerprints and Criminal Background Investigations

It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with the District involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a name-based and fingerprint criminal background investigation [national fingerprint-based criminal history record check] conducted by the appropriate law enforcement agency prior to consideration of the recommendation for employment or appointment by the Board.

Any requirement of an applicant to submit to a fingerprint background check shall be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who shall decide whether the applicant shall be declared eligible for appointment or employment in a manner consistent with the expectations and standards set by the board. Arrests resolved without conviction shall not be considered in the hiring process unless the charges are pending.

The following applicants for employment, as a condition for employment, will be required, as a condition of any offer of employment, to authorize, in writing, a name-based and fingerprint criminal background investigation:

- A certified teacher seeking full- or part-time employment with the District;
- An educational support personnel employee seeking full- or part-time employment with the District;
- An employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- A volunteer assigned to work in the District, who has regular unsupervised access to students; and
- Substitute teachers.\*

*\*The requirement to fingerprint non-licensed substitutes may be waived in whole or in part by the trustees, if the substitute has previous teaching or substitute teaching experience in an accredited public school in Montana prior to November 28, 2002 and who has continued to substitute yearly thereafter.*



The Roberts School will now allow use of the old gymnasium and weight room during non-school hours under the following conditions:

- Use of fingerprint scan to enter school. There is a \$50/year activation and usage fee. The fee will cover use up to June 1<sup>st</sup> of each calendar year. The fee for individuals over age 65 will be waived.
- Individuals must be 18 years of age AND out of school to be allowed access to the gym.
- If you use any equipment including but not limited to weights, ropes, and balls they are to be put away when done.
- When you are done, please turn the lights off if you are the last person to leave.
- At no time should street shoes be worn in the gym or in the weight room. Please make sure shoes are clear of all rocks and other debris before walking on the gym floor.
- You are allowed to enter with other individuals and in fact, are always highly encouraged to always lift weights or work out with a partner present.
- You may be held fiscally responsible for any damage done by yourself or anyone you allow into the school building.
- People under 18 years of age or still in school must be supervised at all times and never left alone in the school facility.
- Persons less than 12 years of age are not allowed in the weight room at any time unless otherwise approved in writing by the school superintendent, trainer and weights coach.
- Doors are not to be propped open at any time.
- Hours of use are limited to:
  - Monday-Thursday from 5:00 AM-7:30AM and 6:00 PM-9:30 PM.
  - Friday-Sunday from 8:00 AM-8:00 PM.
- All district procedures and state laws must be followed including but not limited to tobacco use, drug use, alcohol use, theft, violence, and vandalism. Failure to follow these rules will result in a loss of your privilege to use the facility for an indefinite period of time, a forfeit of your full activation and usage fee, and potentially a report to the local sheriff's office and or punitive damages for missing and or broken items.

By signing below I understand the conditions above and the inherent risk of exercise. I relieve Roberts School of any liability for any injury occurred while using the facility, including sprains, strains, broken bones, muscle tears, concussion or any other type of harm that could potentially happen while working out at the school's facility.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Please be cognizant that this is a community facility and we hope to see you utilize it and treat it with the utmost respect. Thank you, Roberts School Administration and School Board.