

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
NOVEMBER 9, 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 November 9, 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

GUESTS: James Sigl

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 the minutes of the October 11, 2016 meeting as presented. (YES— DeVries, Bertolino, Binando, Hill, Langager. NO—none).

CLAIMS, SEQUENCE, AND VOIDED CHECKS

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

TEACHER REPORTS

James Sigl gave the teacher report for November.

Mr. Sigl reported this is his first year as the social studies teacher. He outlined the curriculum for grades 7 and 8 for U.S. History, grades 9 and 10 for World History, 11 and 12 Government, and the Journalism class that is putting out the Rocketeer. He stated the publication has been distributed at the school and around town and is getting to be student run.

Mr. Sigl stated this has been a good first quarter and he is learning a great deal as a first year teacher.

PERSONNEL

CUSTODIAL – Mr. Ator stated Erin Koch is working a 5:00 a.m. to 10:00 a.m. custodial shift and it is working out well. He recommended she be hired at \$11.50 per hour until the next board meeting waiting on the background check.

Motion was made by James Binando, seconded by Joel Bertolino and carried unanimously to hire Erin Koch for the custodial position of 25 hours per week at \$11.50 per hour until the December board meeting when the background check is completed. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

NEW BUSINESS

SECURITY BENEFIT PLAN DOCUMENT – Mr. Ator reported it is time to reauthorize an annuity plan with Security Benefit. He stated we currently don't have anyone enrolled in the 457 plan but

there are former employees who are still part. He recommended approval of the adopting resolution with Security Benefit.

Motion was made by Deborah Hill, seconded by Sanford Langager and carried unanimously to approve the adopting resolution with Security Benefit for the 457 plan. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

SCHOOL BOARD AND ADMINISTRATIVE TRAINING – Mr. Ator stated with Strategic Planning, it is important that the Board stays on top of things and practices what it preaches with professional development. He added Jeff Weldon, an attorney with Felt, Martin, Frazier & Weldon, will do a training session with the board for \$500.00 and recommended we do that.

Motion was made by Sanford Langager, seconded by Deborah Hill and carried unanimously to approve a board/administrative training session with Jeff Weldon at a cost of \$500.00. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

STAFF APPRECIATION EVENT – Mr. Ator stated he will be checking with the Roberts Café about catering the staff appreciation dinner and possible dates. He stated in the future there may be some options of doing a private event with board member sponsors.

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve allocating \$1000 for a staff appreciation dinner, (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

OUT OF DISTRICT ATTENDANCE CONTRACT – Mr. Ator stated the student who was attending the Yellowstone Girls and Boys Ranch has withdrawn and will now be home-schooled. He added no special services have been requested for the student.

Mr. Ator stated even though the student has withdrawn, approval of the out-of-district and tuition agreement with YGBR is needed to cover the time period until November 4, 2016.

Motion was made by Deborah Hill, seconded by Joel Bertolino and carried unanimously to approve the out-of-district and tuition agreement with Yellowstone Girls and Boys Ranch until November 4, 2016 for student W.E. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

Mr. Langager asked why the student is no longer attending YGBR. Mr. Ator stated it was the student's decision to no longer attend.

FOUR DAY WEEK SURVEY – Mr. Ator asked for approval of a survey he and the staff put together regarding the four-day week. He stated he will have computers available at parent-teacher conferences for parents to complete the survey and will have students in grades 7-12 fill it out. He added he would like to discuss this at the December meeting so we can get calendars out in January.

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve the four-day week survey as presented by the superintendent. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

OLD BUSINESS

STRATEGIC PLANNING PROCESS – Mr. Ator stated he, Mrs. Hill, and Mr. Binando had a good discussion on the strategic plan and drafted what they feel is a plan that is good for Roberts School.

Mr. Ator stated there were some staff concerns with licensure and the fall data that was used. He stated he assured them licensure was not meant to exclude people without certain licenses and the plan has the ability to evaluate the data for the current year and adjust figures.

Mr. Ator stated some strategic plans are too involved but this plan is simplified which makes it easier to focus and see progress. He added he feels the plan and its progress should be evaluated every June.

Mr. Binando stated the plan holds the staff, students, and administration to standards which will hold the board accountable.

Motion was made by James Binando, seconded by Deborah Hill and carried unanimously to approve the strategic plan as presented. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

FREEZER REPAIR – Mr. Ator stated the walk-in freezer repair has been completed but the charge for the electrical was \$540.25 higher than expected. He asked permission to pay the \$540.25 from the Building Reserve Fund.

Motion was made by Sanford Langager, seconded by James Binando and carried unanimously to approve payment of \$540.25 to Hi-Altitude Electric for electrical work on the freezer from the Building Reserve fund. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

FINGERPRINT POLICY SECOND READING – Mr. Ator recommended approval of Policy 5122, Fingerprints and Criminal Background Investigations, on second reading (see attached).

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

Mr. Binando asked who is not fingerprinted.

Mr. Ator stated volunteers who are overseen by staff are not fingerprinted.

Mr. Binando asked if board members are fingerprinted.

Mr. Ator stated trustees are elected officials and cannot be removed based on a background check.

SUPERINTENDENT REPORT

CAPITAL INVESTMENT ROTATIONS - Mr. Ator stated he would like to see a committee formed to work on capital investment rotations. He stated none of the staff has expressed interest on sitting on that committee and asked if there are board members who would be interested.

Mr. Bertolino and Mr. Langager stated they would be interested in serving on the committee.

BUILDING REPORT – Mr. Ator stated we have been working on updating ballasts, fixing water lines in the shop, and winterizing the building and grounds.

ACADEMIC REPORT – Mr. Ator reported on the activities of FFA, BPA and the school newspaper.

ATHLETIC REPORT – Mr. Ator stated the volleyball season is over and junior high girls' basketball has begun. Mr. Ator congratulated the cross country team on its second place finish in the state cross country meet.

SUPERINTENDENT SCHEDULE – Mr. Ator stated he attended more workshops for elementary principals at the MCEL conference this year as most of his training is at the middle school and high school level. He then reviewed his schedule for the month.

EXECUTIVE SESSION – Ms. DeVries called for an executive session at 7:45 p.m. to discuss the superintendent’s evaluation procedure and timelines. She returned the meeting to regular session at 8:10 p.m.

ADJOURNMENT

Ms. DeVries adjourned the meeting at 8:11 p.m.

Board Chair

District Clerk

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.*

