

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
ROBERTS SCHOOL DISTRICT NO. 5  
APRIL 11, 2017**

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 April 11, 2017, 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: Crystal Wright, Cass Cole, Sheila Roberts, Courtney Halvorsen, Chris DeVries

**PLEDGE OF ALLEGIANCE**

The meeting began with the Pledge of Allegiance.

**MINUTES**

Motion was made by James Binando, seconded by Sanford Langager and carried unanimously to approve the minutes of the March 16, 2017 meeting as presented. (YES— DeVries, Bertolino, Binando, Hill, Langager. NO—none).

**CLAIMS, SEQUENCE, AND VOIDED CHECKS**

Motion was made by Sanford Langager, seconded by Deborah Hill and carried unanimously to approve the claims, sequence, and voided checks for April, 2017 as presented. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

**TEACHER REPORTS**

Cass Cole, Crystal Wright, and Sheila Roberts gave the teacher reports for the month.

Mr. Cole stated he would begin his report as Athletic Director and reported the track season has begun with 13 high school students participating and 19 junior high students. He added the state track meet will be held in Laurel this year for Class C.

Mr. Cole stated in special education he likes to teach a balance of academics and life skills. He stated students are starting seeds for a garden to be located in an area by the football field.

Mr. Cole added he has one student who will be participating in Special Olympics.

Mrs. Wright stated she has eight third grade students all day and eight fourth grade students in the afternoon. She stated both classes are currently working on reports on animals, with the help of Mr. Frank. She stated the classes will then be taking field trips to the zoo and Cody Museum.

Mrs. Roberts stated the focus for first and second graders this year has been on writing and the students interviewed staff members and wrote their biographies. She added in science they are studying oceans and their habitats and adaptation.

Mrs. Roberts stated the Yellowstone Wildlife Sanctuary brings different animals to the classroom three times a year. She stated this is the first year there has been a charge and thanked the Booster Club for paying the \$35.00.

Mr. Ator stated Mrs. Roberts handles combination classrooms well. He added Mrs. Wright helps connect the elementary group from top to bottom. He thanked Mr. Cole for his work as Athletic Director and added it is nice to have those responsibilities off his plate.

**PERSONNEL**

MATH POSITION – Mr. Ator stated interviews were conducted on Sunday for the math teaching position. He stated an offer has been made but we haven't heard if it has been accepted.

Motion was made by Deborah Hill, seconded by Sanford Langager and carried unanimously to allow the superintendent to hire for the math position at the discretion of the committee. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

SUBSTITUTE BUS DRIVER – Mr. Ator asked that this matter be tabled until the next meeting to allow time for licensing requirements to be met.

ADVERTISE MAINTENANCE POSITION – Mr. Ator recommended the district advertise for a full-time maintenance position next year at a salary of \$30,618 per year, replacing one 25 hour per week custodian.

Mr. Ator stated the salary is at the bottom end of the teacher matrix at a Master level. He asked if the Board wants to consider adding an insurance benefit which costs \$7951.92 per year or a partial benefit. He added about 40-60% of the cost of this position will come from the Building Reserve fund.

Mr. Bertolino asked what a partial insurance benefit would cost. Mr. Ator stated it would be whatever the Board decided.

Mr. Langager stated we would then be changing from two part-time custodians to one part-time custodian and one full-time maintenance person.

Mr. Ator stated we would be adding 15 hours per week to the custodial/maintenance schedule

Mr. Langager stated there is no doubt we need to do this.

Ms. DeVries stated this isn't just a custodial position but is more like a Director of Maintenance position.

Mr. Binando stated he would find it difficult to go much over this base for a salary.

Mr. Ator stated perhaps this should be taken to a committee so staff can have input into the decision.

Mr. Langager and Mr. Binando volunteered to serve on a committee with Mr. Ator to discuss the new maintenance position.

**NEW BUSINESS**

COMMITMENTS TO ORGANIZATIONS FOR 2017-2018 – Mr. Ator recommended approval of a consent action item for payment of dues and fees for the 2017-2018 year for the following:

|  |                             |
|--|-----------------------------|
| PowerSchool (Student Data Storage Software)          | \$3149.50 from General Fund |
| Foxie Lady (School Accounting Software)              | \$2750.00 from General Fund |
| MTSBA (School Advocacy Group)                        | \$1978.50 from General Fund |
| MSSA (Accreditation help with library and counselor) | \$ 600.00 from General Fund |
| Destiny (Library Data Storage Software)              | \$ 700.00 from Misc. Fund   |
| SAM (School Advocacy Group for administrators)       | \$ 450.00 from General Fund |

|   |  |
|---|--|
| MASBO (Advocacy Group for business officials) | \$ 375.00 from General Fund<br>(includes cost of Summer Conf.) |
| ACE (School Curriculum Consortium)            | \$3500.00 from General Fund                                    |
| MQEC (School Advocacy Group)                  | \$ 500.00 from General Fund                                    |
| MHSA (High School Athletics)                  | \$2725.00 from Activity Fund                                   |

Motion was made by Joel Bertolino, seconded by Deborah Hill and carried unanimously to approve the consent action items for payment of dues and fees as recommended by the superintendent. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO: none).

HEALTH INSURANCE RENEWAL WITH JOINT POWERS TRUST – Mr. Ator stated the premium for health insurance for the 2017-2018 year contains approximately an 8% increase or increase from \$613.33 to \$662.66 per month. He added this is for a \$500 deductible plan, which is almost unheard of in today’s market. He recommended approval of the insurance renewal with the Joint Powers Trust.

Motion was made by Deborah Hill, seconded by Joel Bertolino and carried unanimously to approve the superintendent’s recommendation for health insurance renewal Option 1 with the Joint Powers Trust. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

ACE BUILDING BRIDGES INSTITUTE – Mr. Ator stated Jackie Ronning and Ashley McCoy applied to attend the Building Bridges training sponsored by ACE this summer. He stated both teachers have signed buyback contracts and recommended approval of their attending the training per the contract.

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve payment for Jackie Ronning and Ashley McCoy to attend the Building Bridges Summer Institute as per the buyback contract. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

AUDIT BID – Mr. Ator recommended the audit bid for the 2015-2016 and 2016-2017 school years from Strom & Associates in the amount of \$10,000 be approved. He stated the cost may be encumbered in this year’s budget.

Motion was made by Deborah Hill, seconded by James Binando and carried unanimously to approve the bid from Strom and Associates in the amount of \$10,000 for the 2015-2016 and 2016-2017 school years audit which could be paid out of this year’s budget. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

SUMMER OFFICE HOURS – Mr. Ator stated the office will be open from 9-2, Monday through Thursday, during the summer break and will be closed the week of the Fourth of July.

ATTENDANCE FOR SUPERINTENDENT AT SUMMER CONFERENCES – Mr. Ator requested approval to attend the Montana Conference on Suicide Prevention in Bozeman and the SAM Administrative Institute this summer with the payment of travel costs and registration.

Motion was made by Sanford Langager, seconded by Deborah Hill and carried unanimously to approve the superintendent attending the Montana Conference on Suicide Prevention and the SAM Administrative Institute and pay costs for travel and registration. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

SPRING ORDERS REVIEW – Mr. Ator stated he changed the supply ordering process for next year to allow the orders to be processed sooner. He stated teachers were given a limit of \$750 dollars and were required to write a letter of explanation to him and the Board if they went over the limit.

Mr. Ator stated Mr. Harvison's order came to \$2863.07 but he submitted a letter explaining the extra expense. Mr. Ator stated there is also some Advanced Ag-Ed grant money which can be used to offset the additional cost.

Mr. Ator stated the custodial order from Hanson Chemical for \$7701.56 is included in spring orders as is the order from Peterson Quality Office for three copiers and two printers at a cost of \$17,999. He added the copiers could come from the Technology Fund. He recommended approval of the spring orders list as presented.

Motion was made by James Binando, seconded by Joel Bertolino and carried unanimously to approve the spring orders as presented. (YES--DeVries, Bertolino, Binando, Hill, Langager. NO—none).

**OLD BUSINESS**

LEVY RESOLUTION – Motion was made by Joel Bertolino, seconded by Sanford Langager and carried unanimously to approve the following Resolution of Intent to Impose an Increase in Levies:

**Resolution of Intent to Impose an Increase in Levies**

As an essential part of its budgeting process, the Roberts School District #5 Board of Trustees is authorized by law to impose levies to support its budget. The Roberts School District #5 Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2017, using certified taxable valuations from the current school fiscal year as provided to the district:

| Fund Supported               | Estimated Change in Revenues* | Estimated Change in Mills* | Estimated Impact Home of \$100,000* | Estimated Impact Home of \$200,000* |
|------------------------------|-------------------------------|----------------------------|-------------------------------------|-------------------------------------|
| Bus Depreciation             | \$7200 decrease               | 4.34 mill decrease         | \$5.86 decrease                     | \$11.72 decrease                    |
| Transportation               | \$10,000 increase             | 6.02 mill increase         | \$8.13 increase                     | \$16.26 increase                    |
| Tuition                      | \$14,000 decrease             | 8.43 mill decrease         | \$11.38 decrease                    | \$22.76 decrease                    |
| Building Reserve Elementary  | \$16,600 increase             | 10 mill increase           | \$13.50 increase                    | \$27.00 increase                    |
| Building Reserve High School | \$16,600 increase             | 10 mill increase           | \$13.50 increase                    | \$27.00 increase                    |
| Total                        | \$22,000 increase             | 13.25 mill increase        | \$17.89 increase                    | \$35.78 increase                    |

**\*Impacts above are based on current certified taxable valuations from the current school fiscal year.**

Regarding the increase in the building reserve levy referenced above, the following are school facility maintenance projects anticipated to be completed at this time:

1. Construction and Repairs of Existing Facilities
2. Electrical and Mechanical System Upgrades
3. Weatherization of Existing Facilities
4. General Grounds and Facilities Maintenance

(YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

2017-2018 FRIDAY PROGRAM SCHEDULE – Mr. Ator stated the schedule for the Friday program for next year was included in the Board packet and shows a monthly enrichment program and monthly teacher work sessions program as was discussed last month. He recommended approval of the changes to the Friday program for the next school year.

Motion was made by Joel Bertolino, seconded by Deborah Hill and carried unanimously to approve the changes to the Friday program for the next school year. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

OUT OF DISTRICT STUDENT ATTENDANCE – Mr. Ator recommended approval of out-of-district attendance by students AM and GB.

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve out-of-district attendance for students AM and GB.

**POLICY UPDATES AND REVIEW**

GOALS POLICY REWRITE – Mr. Ator stated he made changes to Policy 2000 – Goals, to reflect the goals listed in the Strategic Plan. He recommended the policy be approved as amended (see attached).

Motion was made by James Binando, seconded by Deborah Hill and carried unanimously to approve Policy 2000 – Goals as amended. (YES—DeVries, Bertolino, Binando, Hill, Langager. NO—none).

**SUPERINTENDENT REPORT**

ACADEMIC REPORT – Mr. Ator reported we only had three students in Roberts interested in taking Driver Education, which is not enough to run the program. He added Mr. Ruhnke has been offered the instructor position in Bridger and our students can take the course there.

Ms. DeVries stated she is fine with not running the program here as long as our students can be accommodated.

EXTRA-CURRICULAR REPORT – Mr. Ator reported BPA will be having its bake sale and Easter egg hunt on April 15 and bingo on April 28. He added Mr. Frank will be taking two students to the national convention in Orlando, Florida in May.

ACCREDITATION REPORT – Mr. Ator stated the 2017 accreditation report was included in the package. He stated there were no deviations in any of the three levels.

SUPERINTENDENT SCHEDULE – Mr. Ator stated he is planning on taking vacation the first week of July and a week in August after the SAM Administrative Institute.

**EXECUTIVE SESSION**

Ms. DeVries called for an executive session at 7:53 p.m. for the evaluation of the Business Manager/District Clerk. She returned the meeting to regular session at 8:10 p.m.

**ADJOURNMENT**

Ms. DeVries called for adjournment at 8:10 p.m.

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Board Chair

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District Clerk

## INSTRUCTION

2000

## Goals

The District's educational program will seek to provide an opportunity for each child to develop to his or her maximum potential. The objectives for the educational program are stated more specifically in the schools strategic plan. The main objectives of Roberts Schools are:

- Prepare all students to be college and career ready by raising academic achievement for all students
- Provide students and staff with a safe and caring school environment
- Recruit, retain, and support effective administrators, teachers, and staff
- Provide equitable facilities and develop a financial plan that accurately reflects students' needs
- Create a school environment of mutual respect, cooperation and open communication with the community

The administrative staff is responsible for apprising the Board of the educational programs current and future status. The Superintendent should prepare an annual report that includes:

- A review and evaluation of the present curriculum;
- A projection of curriculum and resource needs;
- An evaluation of, and plan to eliminate, any sexual, cultural, ethnic, or religious bias that may be present in the curriculum or instructional materials and methods;
- A plan for new or revised instructional program implementations; and
- A review of present and future facility needs.

Legal Reference: 10.55.701, ARM Board of Trustees

## Policy History:

Adopted on: 3/09/2010

Reviewed on:

Revised on: 4/11/17