

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
AUGUST 9, 2011**

The regular meeting of the Board of Trustees, Roberts School District No. 5 was called to order by Chair Tracy Timmons at 6:30 p.m. on August 9, 2011 in the library at the Roberts School.

ATTENDANCE

Tracy Timmons
Frank Ropp, Vice Chair (arrived at 7:10 p.m.)
Joel Bertolino
Sanford Langager

Absent: Carl Easthouse

Elliott Crump, Superintendent
JaLayne Obert, District Clerk

GUESTS: Sarah Devries, Mike Gebhardt, Annette Hart

SAFE ROUTES TO SCHOOL

Mrs. Timmons stated the purpose of this discussion is to notify the public of an opportunity to apply for a planning grant for the Safe Routes to School project.

Mrs. Timmons stated the project would entail installing sidewalks, changing the traffic patterns for busses and parents to relieve the congestion when dropping off and picking up students, installing speed bumps, and incorporating a storm water removal system with installation of the sidewalks. She stated other discussion items include using millings from the highway project for the parking lot, the gymnasium elevation issue, an elevated approach to the Y-Stop so the students aren't coming up out of the ditch, and working to reduce the speed limit through town.

Mr. Langager stated we can work with the state when they're planning for the highway project to reduce the speed limit.

Mrs. Timmons stated funding for the water and sewer project may all come through and we could also be working with them.

Mr. Langager stated additional sidewalks mean more snow removal which would be an increased cost.

Mr. Crump stated we do have a snow blower but we've had complaints about its effectiveness.

Mr. Langager stated he is working on the donation of a snow blower.

Mike Gebhardt stated if we put in sidewalks we should consider putting conduits in for lighting in the future.

MINUTES

Motion was made by Joel Bertolino, seconded by Sanford Langager and carried unanimously to approve the minutes of the regular meeting of June 14, 2011 and special meetings June 21 and June 28, 2011 as presented. (YES—Timmons, Bertolino, Langager. NO—none.)

CLAIMS, SEQUENCE, AND VOIDED CHECKS

Mr. Langager asked if our natural gas bill is set up on budget billing. Mrs. Obert stated it isn't.

Mrs. Timmons asked if work is done on the heating system, will Brian Kessner be available to learn how to run things. Mr. Crump stated he hopes so.

(Mr. Ropp arrived at 7:10 p.m.)

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve the claims, sequence, and voided checks as presented. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

PERSONNEL

RESIGNATIONS – Mr. Crump stated he received letters of resignation from Carly May and Virginia Quayle and recommended the Board accept them.

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to accept the letters of resignation from Carly May and Virginia Quayle. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

Mr. Crump stated he also received a verbal resignation from Amber Mullin. He stated he asked Ms. Mullin to submit a letter of resignation but she has not done so and he is recommending the Board accept her verbal resignation.

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to accept the verbal resignation from Amber Mullin. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

COACHING RECOMMENDATIONS – Mr. Crump stated he is recommending Stacie Nardinger be hired as the junior high volleyball coach at the stipend amount of \$1300.00

Mr. Langager asked if the high school team is going to need an assistant coach. Mr. Crump stated Mrs. Zeiler and Mrs. Nardinger are running their programs together but we'll see if the numbers require an assistant.

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve hiring Stacie Nardinger for the junior high volleyball coaching position at the current stipend of \$1300.00 (YES—Timmons, Bertolino, Langager. NO—none. Abstained: Ropp (conflict of interest)).

Mr. Crump stated he is having a difficult time filling football coaching positions. He stated Kyle Neibauer is the overall head coach and we would like to run the program like track with a head coach and assistants to cover both high school and junior high programs. He stated George Nelson and Jené Reinhardt may be willing to step in and help but he is still working on how that might work and at which salary.

Mr. Bertolino asked what salary range Mr. Crump is considering. Mr. Crump stated he is looking at about \$1,000 per coach.

Motion was made by Sanford Langager, seconded by Frank Ropp and carried unanimously to approve hiring George Nelson and Jené Reinhardt as coaches for football with the details on schedule and salary to be worked out. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

BUS DRIVER POSITION – Mr. Crump recommended hiring Dick Sederberg as bus driver for the 2011-2012 school year at the same rate of pay he received when retiring, \$16.29 per hour.

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to hire Dick Sederberg for the bus driver position at the rate of \$16.29 per hour. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

JANITORIAL POSITION – Mr. Crump recommended hiring Brian Kessner for the morning janitorial position and pay \$15.00 an hour for two hours per day for maintenance and \$12.50 per hour for janitorial for three hours per day.

Motion was made by Sanford Langager, seconded by Frank Ropp and carried unanimously to approve the superintendent's recommendation and hire Brian Kessner for the morning janitorial position for three hours daily

at \$12.50 per hour for janitorial and two hours daily at \$15.00 for maintenance. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

AIDE POSITION – Mr. Crump recommended hiring Nikki Easthouse as a classroom aide for four hours in the morning at \$10.00 per hour. He stated Mrs. Easthouse will then work 3.5 hours in the afternoon in the custodial position.

Motion was made by Sanford Langager, seconded by Frank Ropp and carried unanimously to hire Nikki Easthouse as a classroom aide for four hours daily at \$10.00 per hour and then continue with her custodial position for 3.5 hours in the afternoon at \$12.50 per hour. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

SPECIAL EDUCATION AIDE – Mr. Crump recommended hiring Ryan Jackson as special education aide for 7.5 hours Monday through Thursday and 6.5 hours on Friday at \$10.00 per hour.

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to approve hiring Ryan Jackson as special education aide at \$10.00 per hour for 7.5 hours Monday through Thursday and 6.5 hours on Friday. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

NEW BUSINESS

SCHOOL NURSE CONTRACT – Mr. Crump stated the hourly rate for the school nursing contract is increasing from \$30.60 to \$32.50 per hour due to the rising cost of travel.

Motion was made by Frank Ropp, seconded by Joel Bertolino and carried unanimously to approve the school nursing contract with Beartooth Billings Clinic for the 2011-2012 school year at \$32.50 per hour. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

TRANSPORTATION ROUTES – Mr. Crump stated he will be attending the County Transportation Committee meeting on August 16 to have our bus routes approved for the year. He stated the routes are basically the same although there may be an adjustment of about 1.5 miles on Route 1.

Mr. Langager stated in the Fox area, we have two locations where our bus goes right by students' houses and asked if we could stop and pick them up rather than making them walk down the ditch and cross the highway to be picked up at the gravel pit.

Mrs. Timmons stated she wouldn't want to put the agreement we have in place with Red Lodge in jeopardy.

Mr. Crump stated he would speak to Red Lodge and see if it can be worked out.

Mr. Ropp stated it makes more sense from the safety standpoint.

Motion was made by Frank Ropp, seconded by Joel Bertolino and carried unanimously to approve the three bus routes for the district to be presented to the County Transportation Committee. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

OUT OF DISTRICT CONTRACTS – Mr. Crump asked for approval of out of district contracts for Alivia Zeiler, Danni Nardinger, Chase Bergan, Claire Schoening, and Kylee McDonnell.

Motion was made by Joel Bertolino, seconded by Sanford Langager and carried to approve out of district contracts for Alivia Zeiler, Danni Nardinger, Chase Bergan, Claire Schoening, and Kylee McDonnell. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

TRUSTEE FINANCIAL SUMMARY – Mrs. Obert presented the Trustees Financial Summary for 2010-2011 to the Board for approval.

Motion was made by Frank Ropp, seconded by Joel Bertolino and carried unanimously to approve the 2010-2011 Trustees Financial Summary as presented. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

2011-2012 BUDGET ADOPTION – Mrs. Obert presented the following budgeted funds for approval for the 2011-2012 school year:

General Fund	\$1,031,255.63
Transportation Fund	\$ 96,224.50
Bus Depreciation Fund	\$ 207,131.16
Tuition Fund	\$ 4,000.00
Retirement Fund	\$ 154,877.59
Technology Fund	\$ 19,663.62
Flexibility Fund	\$ 8.29

Mrs. Timmons noted this is the second lowest general fund budget this district has voted on in a long time.

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to approve the following budgeted funds for the 2011-2012 school year:

General Fund	\$1,031,255.63
Transportation Fund	\$ 96,224.50
Bus Depreciation Fund	\$ 207,131.16
Tuition Fund	\$ 4,000.00
Retirement Fund	\$ 154,877.59
Technology Fund	\$ 19,663.62
Flexibility Fund	\$ 8.29

(YES—Timmons, Ropp, Bertolino, Langager. NO—none).

POLICY REVIEW – Mr. Crump stated he has been going through the old Board policy book, the required policies adopted in March of 2010, and those adopted in between to see where there is duplication. He then presented Policy 2320 and Policy 7320 on first reading. (See attached.)

Motion was made by Frank Ropp, seconded by Joel Bertolino and carried unanimously to approve Policy 2320 and Policy 7320 on first reading. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

RECESS

Mrs. Timmons called for a recess at 8:45 p.m. and returned the meeting to regular session at 8:53 p.m.

OLD BUSINESS

SAFE ROUTES TO SCHOOL – Mrs. Timmons stated the Board had a discussion on the Safe Routes to School project earlier and needs to decide if we should submit the grant application for a Quality Schools Planning grant and commit matching funds of \$5,000 if the grant is awarded.

Mr. Bertolino asked where the matching dollars would come from. Mrs. Obert stated it could possibly be taken from the Building Endowment Fund.

Mr. Ropp stated this project could address the drainage problem.

Mrs. Timmons stated it needs to be done now to coincide with the highway project.

Motion was made by Joel Bertolino, seconded by Frank Ropp and carried unanimously to submit an application for a Quality Schools planning grant, knowing this commits the district to \$5,000 in matching funds if funded but if the application is unsuccessful, there is no liability to the district (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

BOARD DEVELOPMENT

Mrs. Timmons stated the Board needs to discuss the direction to head this year and public relations for the school. She stated it may be time to do another Board newsletter, perhaps in October and include pieces on finance, building, enrollment, technology, and safe routes to school.

Mr. Langager asked how Mr. Crump feels about trustees visiting classrooms.

Mr. Crump stated visitations can be arranged but he would need to work out a schedule that is agreeable with the teachers.

Mrs. Timmons stated she started out as a volunteer in this district and ran for a trustee position when she felt she could fill a need. She stated she feels like she’s being pulled in different directions and with the water and sewer district project being funded, will no longer have the time needed to devote to the Board. She stated she would like to move toward September being her last meeting if a suitable replacement can be found.

Members of the Board expressed appreciation to Mrs. Timmons for her time and commitment.

MISCELLANEOUS – Mr. Ropp stated about the status of litigation against the district. Mr. Crump stated the insurance company wrote a check to the family and other changes requested will come at the state level.

SUPERINTENDENT REPORT

SUPERINTENDENT SCHEDULE – Mr. Crump stated he will be attending the SAM conference in Helena on August 10-12, 2011.

PROGRAM UPDATE -- Mr. Crump reported Mrs. Hart and Mrs. Hogan will be covering Mr. Creeden’s classes until his return.

STUDENT UPDATE – Mr. Crump stated we ended last school year with 118 students and our current count is 113 but we know five of those will be leaving.

2011 AYP – Mr. Crump reported the district made AYP (Average Yearly Progres) at all three levels.

PIR SCHEDULE/OPENING OF SCHOOL – Mr. Crump stated teachers return on August 26 and he has scheduled two sessions of training for the Promethean Board. He added the retreat with the Board will be August 29 from nine to eleven in the morning, have lunch, then work on their rooms in preparation for the first day of school on August 30. He encouraged trustees to attend the Promethean Board training if they are available.

ADJOURNMENT

Motion was made by Sanford Langager, seconded by Carl Easthouse and carried unanimously to adjourn the meeting at 10:30 p.m. (YES—Ropp, Bertolino, Easthouse, Langager. NO—none).

Board Vice Chair

District Clerk

INSTRUCTION

Field Trips, Excursions, and Outdoor Education

The Board recognizes that field trips, when used as a device for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Such trips can supplement and enrich classroom procedures by providing learning experiences in an environment beyond the classroom. The Board also recognizes that field trips may result in lost learning opportunities in missed classes. Therefore, the Board endorses the use of field trips, when educational objectives achieved by the trip outweigh any lost in-class learning opportunities.

Roberts School District

Field trips that will take students out of state must be approved in advance by the Board; building Superintendent may approve all other field trips.

Building Superintendent will develop procedures with respect to field trips, excursions, and outdoor education.

Staff members may not solicit students during instructional time for any privately arranged field trip or excursion without Board permission.

The presence of a person with a currently valid first aid card is required during school-sponsored activities, including field trips, athletic, and other off-campus events.

Policy and Guidelines for Senior Trip

The Senior Trip is not a school funded activity, however; it is a school sponsored activity governed by the policies of the school district. Accordingly, the Superintendent and the Roberts Board of Trustees have the oversight and must approve of all trip proposals. The district will assign 1-2 staff members to act as class sponsors at the beginning of a class's Freshman year. These sponsors will move with the class each year from Freshman to Senior. If a sponsor leaves the district or is unable to continue a replacement will be found.

The school allows student and parent fundraising activities with prior approval from the Roberts Student Council and the Superintendent.

REQUIREMENTS:

1. All funds raised as a class are to be designated to a senior trip and the cost of the graduation ceremony with any remaining funds going back to the District.
2. The trip must be of an educational venue.
3. The location, itinerary, and dates of the trip shall be presented to the Board of Trustees for approval.
4. If a Sponsor is unable to go on a Senior trip, a new chaperone will need to be approved by the Superintendent and the Board of Trustees.
5. Any funds left in the graduating class's account must be used within the school once all expenses have been paid. The determination of where or how that money will be spent in the school will need to be documented in writing by the Senior class in a formal meeting of the class and given to the Superintendent prior to graduation.

Legal Reference: ARM 37.111.825 Health Supervision and Maintenance

Policy History:

Adopted on: 12/10/2007

Reviewed on:

Revised on:

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
AUGUST 23, 2011**

The special meeting of the Board of Trustees, Roberts School District No. 5 was called to order by Vice Chair Frank Ropp at 6:00 p.m. on August 23, 2011 in the library at the Roberts School.

ATTENDANCE

Frank Ropp, Vice Chair
Joel Bertolino
Carl Easthouse
Sanford Langager

Absent: Tracy Timmons, Chair

Elliott Crump, Superintendent
JaLayne Obert, District Clerk

GUESTS: Annette Hart, Joyce Kober

WALK-THROUGH

The Board conducted a maintenance walk-through to view the projects and progress made during the summer.

PERSONNEL

COACHES – Mr. Crump stated Rod Melton has volunteered to assist the high school football team. He added things are very busy for George Nelson right now so he would also like to serve as a volunteer rather than a coach to assist Kyle Neibauer and Jené Reinhardt.

Mr. Crump stated Ms. Reinhardt has agreed to run the junior high football program and it is his recommendation she be hired at the stipend for a junior high head coach, \$1300.00.

Motion was made by Carl Easthouse, seconded by Sanford Langager and carried unanimously to hire Jené Reinhardt as head junior high football coach at the stipend amount of \$1300.00. (YES—Ropp, Bertolino, Easthouse, Langager. NO—none).

NEW BUSINESS

BUS ROUTE – Mr. Crump stated the Board asked him to look into making a transportation accommodation to pick up students at the Fox turnoff rather than the gravel pit. He stated he spoke to the Red Lodge superintendent who asked a letter be sent to the Red Lodge Board of Trustees explaining the situation. He stated he did that and their board is confused about who the request is coming from so he drafted a second letter explaining the situation and requesting the stop to be signed by our chair and vice chair. He added he and the parents will also be attending the Red Lodge board meeting in September.

Mr. Langager stated he would like to also attend that meeting.

Mr. Bertolino stated he feels the first letter sent better addresses the safety concerns of the request and asked that the letter from the Board be redone to emphasize those concerns.

Mr. Crump stated he will rewrite the letter and send it to trustees for approval.

Mr. Langager asked what happens between now and the September meeting with the stop. Mr. Crump stated the Red Lodge board did give the superintendent approval to do what he feels is best.

STAFF HANDBOOK – Mr. Crump stated most of the changes in the Staff Handbook are right in the beginning on page 5 and have been pulled from the policy manual. He stated the sections on Board Agenda and Complaint Procedures are both new as are discretionary leave and certified schedule and reviewed other changes and revisions. He recommended the approval of the Staff Handbook as presented.

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve the 2011-2012 Staff Handbook as presented by the superintendent. (YES—Ropp, Bertolino, Easthouse, Langager. NO—none).

OLD BUSINESS

POLICY REVIEW – Mr. Crump stated he needs to thank Nancy Langager for the huge amount of time and effort she has put into the Policy Manual. He stated she also put together a spreadsheet of policies included in the manual done for the 2003-2004 year that are included in other policies or are being recommended for removal. It was determined action would be taken on removal of policies at a regularly scheduled board meeting.

Mr. Crump stated in the old policy book there was a section addressing responsibilities for school activities. He stated these are actually job descriptions and information rather than policy and could be addressed by developing job descriptions for extra curricular activities and referencing them in extra-curricular contracts.

PIR SCHEDULE

Mr. Crump stated PIR days are scheduled for Friday, August 26 and Monday, August 29 with Promethean board training on Friday and retreat with the Board on Monday. He stated snacks will be provided on Friday and Mrs. Stark is planning lunch on Monday.

Mr. Ropp stated he attended the Promethean board training this summer and was very impressed. He stated the interactive devices the representative was demonstrating may be something to look into purchasing.

Mr. Crump stated the Board mentioned earlier reviewing the Strategic Plan at the retreat.

START OF SCHOOL

Mr. Crump stated on the first day of school, students will go through an abbreviated schedule in the morning, have a barbecue lunch, and activities outside in the afternoon as a mixer to give students and teachers time to get acquainted and reacquainted.

Mr. Crump stated an open house is being planned for September 7.

Mr. Easthouse requested we check on scheduling MAPS testing for this year.

Mr. Bertolino asked how enrollment is looking. Mr. Crump stated he believes we are at 112 as of today.

ADJOURNMENT

Mr. Ropp adjourned the meeting at 8:15 p.m.

Board Vice Chair

District Clerk