

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
SEPTEMBER 19, 2011**

The regular meeting of the Board of Trustees, Roberts School District No. 5 was called to order by Vice Chair Frank Ropp at 7:00 p.m. on September 19, 2011 in the library at the Roberts School.

ATTENDANCE

Frank Ropp, Vice Chair
Joel Bertolino
Carl Easthouse (via telephone)
Sanford Langager

Absent: Tracy Timmons, Chair

Elliott Crump, Superintendent
JaLayne Obert, District Clerk

GUESTS: Sarah Devries, Chris DeVries, Hunter Bell

BOARD RESIGNATION

Frank Ropp stated Tracy Timmons has submitted a letter of resignation from the Board and we need to act on that resignation.

Sanford Langager stated Mrs. Timmons will be greatly missed on the Board but moved to accept her letter of resignation. The motion was seconded by Joel Bertolino and carried unanimously.

Mr. Ropp stated it is the responsibility of the Board to find the best candidate to fill the open position.

Mr. Langager stated in the last election, Sarah DeVries placed third in a very close race and has continued to come to meetings and stay involved in the district.

Mr. Easthouse added he feels Mrs. DeVries would be a great addition to the Board.

Motion was made by Sanford Langager, seconded by Carl Easthouse and carried unanimously to appoint Sarah DeVries to fill the Board vacancy created by the resignation of Tracy Timmons until the next scheduled trustee election. (YES—Ropp, Bertolino, Easthouse, Langager. NO—none).

Sarah DeVries was sworn into office as school district trustee by Mrs. Obert, the District Clerk.

(With the resignation of Tracy Timmons, Frank Ropp moved from Vice Chair to Chair.)

MINUTES

Mr. Ropp stated the board discussed trustee letter assignments at the August 9 meeting and those weren't in the minutes. Mrs. Obert stated the assignments were as follows:

Enrollment – Frank Ropp
Technology – Joel Bertolino
Safe Routes to School – Sanford Langager
Building – Carl Easthouse
Finance – Tracy Timmons

Mr. Ropp stated since Mrs. Timmons has resigned, he will take the section on Finance and asked Mrs. DeVries to write an introduction of herself. Mr. Ropp asked that the letters be ready for the next board meeting.

Motion was made by Joel Bertolino, seconded by Sanford Langager and carried unanimously to approve the minutes of the regular meeting August 9 and special meeting August 23, 2011 as amended. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

CLAIMS, SEQUENCE, AND VOIDED CHECKS

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve the claims, sequence, and voided checks for September, 2011 as presented. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

PERSONNEL

COACHING POSITIONS – Mr. Crump stated he is recommending Jené Reinhardt and Stacie Nardinger be paid as assistant coaches rather than junior high coaches as the coaches are all working together to build programs from the junior high level up.

Motion was made by Joel Bertolino, seconded by Sarah DeVries and carried unanimously to approve the superintendent's recommendation and pay Jené' Reinhardt and Stacie Nardinger the assistant coaching stipend rather than the junior high coaching stipend. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

NEW BUSINESS

YELLOWSTONE-WEST/CARBON COUNTY SPECIAL SERVICES COOPERATIVE – Mr. Crump stated a commitment from the Board to participate in the Yellowstone-West/Carbon County Special Service Cooperative is needed.

Motion was made by Sanford Langager, seconded by Carl Easthouse and carried unanimously to approve the following statement of commitment:

“After discussion at our board meeting of September 19, 2011, the Board of Trustees for Roberts School District #5 has agreed to continue membership in the Yellowstone-West/Carbon County Special Services Cooperative for year two of the three-year period (2010-2013) and as specified under the Cooperative's current Interlocal Agreement. The Board of Trustees has designated Elliott Crump, Superintendent, to serve as their representative to the Cooperative Joint Advisory Board.”

(YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

POLICY REMOVAL – Mr. Crump stated he is recommending removal of the following policies (see attached for wording of each policy):

- 200.5 – Student Insurance
- 200.10 – Sale of Items by Non-School Organizations
- 200.11 – Vision Screening
- 300.5 -- Orientation
- 300.6 – Statutory Duties
- 300.15 – Termination/Dismissal
- 300.17 – Advancement
- 300.25 – Significant Writing Program

Motion was made by Carl Easthouse, seconded by Joel Bertolino and carried unanimously to remove Board Policy 200.5, Student Insurance. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

Motion was made by Carl Easthouse, seconded by Sanford Langager and carried unanimously to remove Board Policy 200.10, Sale of Items by Non-School Organizations. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

Motion was made by Sanford Langager, seconded by Sarah DeVries and carried unanimously to remove Board Policy 200.11, Vision Screening. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

Motion was made by Sanford Langager, seconded by Carl Easthouse and carried unanimously to remove Board Policy 300.5, Orientation. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

Motion was made by Sanford Langager, seconded by Sarah DeVries and carried unanimously to remove Board Policy 300.6, Statutory Duties. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

Motion was made by Joel Bertolino, seconded by Sanford Langager and carried unanimously to remove Board Policy 300.15, Termination/Dismissal. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

Motion was made by Carl Easthouse, seconded by Joel Bertolino and carried unanimously to remove Board Policy 300.17, Advancement. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

Motion was made by Sanford Langager, seconded by Sarah DeVries and carried unanimously to remove Board Policy 300.25, Significant Writing. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

Mr. Crump stated the next section he would like to address includes policies that are actually job descriptions for activities. He recommended removal of the following:

- 400.1 – Superintendent
- 400.2 – Athletic Director
- 400.3 – Head Coach/Sponsor
- 400.4 – Head Coach/Sponsor Job Description
- 400.5 – Head Coach/Sponsor Season Ending Checkout
- 400.6 – Assistant Coach/Sponsor Job Description
- 400.7 – First Aid/CPR Requirements
- 400.8 – Pre-Season Parent Meeting
- 400.9 – Principles of Professional Relationships
- 400.10 – Legal Responsibilities of Coaches/Sponsors

Motion was made by Carl Easthouse, seconded by Sanford Langager and carried unanimously to approve the removal of Policies 400.1 through 400.10 (see attached) as recommended. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

Mr. Crump stated he will have Mr. Nelson look at the job descriptions for activities, bring them to the Board for approval, and then add them to the extra-curricular contracts.

OUT OF DISTRICT CONTRACTS – Mr. Crump asked for approval of out of district contracts for Garrett Spencer, Gus Spencer, Carly Thune, Colton Thune, Rain Boehm, and Sequoia Boehm.

Motion was made by Joel Bertolino, seconded by Sarah DeVries and carried unanimously to approve the out-of-district contracts for Garrett Spencer, Gus Spencer, Carly Thune, Colton Thune, Rain Boehm, and Sequoia Boehm. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

RECESS

Mr. Ropp called for a recess at 7:59 p.m. and returned the meeting to regular session at 8:15 p.m.

FIRE DEPARTMENT REQUEST – Hunter Bell, Roberts Volunteer Fire Department chief, asked if the district would consider storing the department's first fire truck in the bus barn. He stated it isn't used for anything but parades now but does have sentimental value to the community.

Mr. Ropp stated the request will be put on next month's agenda.

Mr. Langager thanked Mr. Bell for his continued involvement with the school.

POLICY REVIEW – Mr. Crump stated we continue to move forward with the review of policy.

MISCELLANEOUS – Mr. Langager stated there was a problem with a clogged drain on Friday and Roto-Rooter came and unclogged it on Saturday. He added the bill was \$307.00.

Mr. Easthouse stated most of the blockage was grease and we could install an interceptor under the sink. He stated they are easy to install and then would just have to be cleaned out on a regular basis. He added we probably want to move on this fairly quickly so the lines don't clog again.

Mr. Easthouse asked Mr. Crump to send an e-mail to staff to ask them to pick up after themselves to help keep the school clean.

OLD BUSINESS

MAINTENANCE – Mr. Crump stated a change order was done for the bid from Petersen Building for the brick project which will result in the refurbishing of the sheet rock in the weight room.

STRATEGIC PLAN – Mr. Ropp stated when the Board began working on a strategic plan, he saw how well it worked for public relations to ask for community input. He stated having a strategic plan is recommended by the state as a guideline for the school and it needs to be updated on a regular basis.

Mr. Ropp stated as part of the process, he is proposing the plan be given to the PTO and possibly the Booster Club for their input.

Mr. Bertolino stated as many people as possible should be included.

Mr. Langager stated when he looked back on the plan, he feels we hit it really close to what it needs to say.

TRUSTEE LETTERS – Mr. Ropp reviewed the following assignments for the trustee letter:

Enrollment, Finance	Frank Ropp
Technology	Joel Bertolino
Building	Carl Easthouse
Safe Routes to School	Sanford Langager
New Trustee Introduction	Sarah DeVries

Mr. Ropp stated the articles need to be half page or less and we will try to get the letter out by November 1.

SECOND READING BOARD POLICY 2320 – FIELD TRIPS, EXCURSIONS, AND OUTDOOR EDUCATION – Mr. Crump recommended the adoption of Policy 2320 – Field Trips, Excursions, and Outdoor Education, on second reading.

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve adoption of Policy 2320 on second reading (see attached). (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

SECOND READING BOARD POLICY 7320 – PURCHASING – Mr. Crump recommended the adoption of Policy 7320 – Purchasing, on second reading.

Motion was made by Carl Easthouse, seconded by Sanford Langager and carried unanimously to approve adoption of Policy 7320 – Purchasing, on second reading (see attached).

(YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

SUPERINTENDENT REPORT

SUPERINTENDENT SCHEDULE – Mr. Crump stated he will be attending a meeting of the special services co-op on Wednesday as well as the school board meeting in Red Lodge to discuss a bus stop in their district. He added Mr. Langager will also be attending the meeting.

Mr. Crump stated the Montana Conference on Educational Leadership (MCEL) is being held in Great Falls in October but he hasn't decided if he will attend.

PROGRAM UPDATE – Mr. Crump stated there are two students in conflict with the Board policy on Distance Learning but he feels it is because of a lack of communication when beginning to use online classes. He stated he needs an official motion from the Board to allow acceptance of the online AP US History course in place of our US History course.

Mr. Easthouse stated the only reason he is considering the request is because of the lack of communication. He stated we need to define as a Board that online classes are to be taken for accelerated college credits or to make up credits needed for graduation. He stated we need to make sure this doesn't happen again.

Mr. Crump stated there are online classes students are interested in taking that aren't advanced placement.

Mr. Easthouse stated we need to be sure those courses aren't offered in our school.

Mr. Langager stated the superintendent needs to approve any online courses being taken.

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried to approve acceptance of online AP US History for our US History for two students. (YES—Bertolino, DeVries, Easthouse, Langager. NO—none. Abstained: Ropp (conflict of interest).

STIPEND SCHEDULE – Mr. Crump stated he has been trying to put together a stipend schedule that makes sense as the Board had to offer a bonus for the BPA advisor last year as the position wasn't on the stipend schedule. He stated what he would like to see for BPA, FFA, and pep band advisor positions is a sliding scale beginning at \$1,000 for each activity based on the number of additional prep periods per week each advisor has. The BPA advisor has no additional prep periods so would receive \$1,000, FFA advisor has one additional prep period per week so would receive \$800, and pep band advisor has an additional prep period every day so would receive no stipend. The stipend schedule then follows the demands placed on the teacher.

Motion was made by Joel Bertolino, seconded by Carl Easthouse and carried unanimously to approve the stipend schedule for BPA, FFA, and pep band based on the number of prep periods provided as recommended by the superintendent. (YES—Ropp, Bertolino, DeVries, Easthouse, Langager. NO—none).

STUDENT UPDATE –Mr. Crump reported we had an excellent start to the school year with a very successful field day in the afternoon of the first day and Open House the next week. There have been good crowds at sporting events and the Booster Club is very active.

Mr. Crump stated he would like the Student Council to begin giving the Student Report and will add teacher reports next month.

ADJOURNMENT

Mr. Ropp adjourned the meeting at 9:26 p.m.

Board Chair

District Clerk

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:

