

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
NOVEMBER 8, 2011**

The regular meeting of the Board of Trustees, Roberts School District No. 5, was called to order by Chair Frank Ropp at 7:00 p.m. on November 8, 2011, in the library at the Roberts School.

ATTENDANCE

Frank Ropp, Chair
Sanford Langager, Vice Chair
Joel Bertolino
Sarah DeVries

Absent: Carl Easthouse

Elliott Crump, Superintendent
JaLayne Obert, District Clerk

GUESTS: George Nelson, Mike Gebhardt, Deborah Hill, Mary Allen, McKenzie Ropp

PLEDGE OF ALLEGIANCE

The meeting was started with the Pledge of Allegiance.

MINUTES

Sarah DeVries noted on page 4, line 22, the word "grad" should be changed to "grid" under discussion of the discipline grid.

Motion was made by Sarah DeVries, seconded by Joel Bertolino and carried unanimously to approve the minutes of the regular meeting October 11, 2011, as amended. (YES—Ropp, Langager, Bertolino, DeVries. NO—none).

CLAIMS, SEQUENCE, AND VOIDED CHECKS

Sanford Langager asked if the Beartooth Electric payment was for one month. Mrs. Obert stated it is payment for two months and she has discussed with Beartooth Electric how to get their bill in time to avoid late charges.

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

STUDENT REPORT

McKenzie Ropp, Student Council President, reported on the following student activities:

- Juniors took the PSAT
- Football team had an amazing year, making it to the second round of the playoffs
- Volleyball team had a great season and made it to the divisional tournament
- College visits were made by Northwest College in Powell, Mt. Tech in Butte, and MSU Billings
- Elementary students went to the Pumpkin Patch on a field trip

Trisha Ayre, Student Council Vice President reported on upcoming events:

- JMG Career Fair in Billings
- Parent/Teacher conferences on November 18 – Student Council will assist with showing parents how to navigate the website and PowerSchool
- BPA Bingo on November 19
- Basketball season begins November 21
- Craft Fair on December 10
- Tip-off dinner on December 16

Mr. Ropp stated he thought Student Council was supposed to be taking care of the marquee but he saw Brian Kessner changing the letters.

Mr. Crump stated when it's cold outside, it is difficult to get the letters to stick and they shatter when they fall to the ground.

TEACHER REPORTS

Mary Allen and Deborah Hill delivered the teacher reports for the month.

Mrs. Allen stated she has two German classes and a newspaper class this year along with the library. She stated the Rocketeer is on the website and the students would like the computer tech to make the puzzle page interactive. She stated some of our students don't especially like to write and the newspaper class is a good learning experience for them. She stated the class will be taking a field trip on November 29 to tour the Billings Gazette and the Yellowstone Art Museum.

Mr. Langager asked what age group will be going on the field trip. Mrs. Allen stated it will be juniors and seniors as the photograph display at the art museum is pretty intense.

Mrs. Allen stated the library received a donation of books, some of which will go in the library and others will be put out for sale at parent/teacher conferences.

Mrs. Allen stated she is running a Pardon the Turkey contest with grades K-3 coloring turkeys and the rest of the school voting on which one gets pardoned.

Mrs. DeVries stated students really enjoyed the Columbus Day play.

Deborah Hill, on behalf of the elementary staff, thanked the Board for sending the elementary classes to the Pumpkin Patch. She stated everyone ate lunch at a park in Laurel and it was a great time for the students to interact with each other.

Mrs. Hill stated she is doing her parent conferences early as she has a personal conflict with the 18th. She stated her biggest challenge this year has been figuring out how to use the new reading program.

Mrs. Hill stated overall the year is going well and she is pleased with the schedule, has a great aide and appreciates Mr. Nelson and Mr. Neibauer helping with math. She added she had a great guest speaker, Gordon May, who talked to the students about geology.

Mr. Langager asked what the new program adds to the curriculum and is it overwhelming the students.

Mrs. Hill stated there is so much material and it is overwhelming for the students. She added she is going back to the old phonics program she used to use.

Mr. Langager asked if Mrs. Hill uses the Promethean Board. Mrs. Hill stated she uses it all day long and it is great.

PERSONNEL

COACHING STAFF – Mr. Crump recommended hiring Jené Reinhardt as assistant junior high girls' basketball coach.

Motion was made by Sarah DeVries, seconded by Sanford Langager and carried unanimously to hire Jené Reinhardt as assistant junior high girls' basketball coach. (YES—Ropp, Langager, Bertolino, DeVries. NO—none).

NEW BUSINESS

CHRISTMAS/WINTER HOLIDAY EVENT – Mr. Crump asked if the Board wanted to plan a holiday dinner for the staff.

Mr. Nelson and Mrs. Allen both stated the teachers enjoy the dinner.

Mr. Crump stated he is looking at December 19 as the date and will work on putting something together.

STUDENT HANDBOOK – Mr. Crump stated last meeting he brought some concerns Student Council had with the handbook and changes they would like to see. He stated he took those revisions to the teachers and got their recommendations and is now bringing the proposed changes to the Board (see attached) for the Dress Code, Student Lunch Recess Privilege, Use and Care of School Lockers. And Procedures for Properly Checking Out of School sections.

Mr. Langager stated his biggest concern with the Dress Code is the undergarments being covered.

Mr. Nelson asked when the rule is in effect, during the school day or does it also cover extra-curricular practices.

Mr. Langager stated he feels the rule should be standard and covers anytime a student is in the building. He stated we need to set a rule and stick with it.

Mr. Nelson stated the volleyball coaches don't see anything wrong with the girls practicing in shirts that show their sports bras.

Mr. Ropp stated the girls cut part of the sides out of t-shirts so they're cooler

Mr. Crump stated this isn't a problem in basketball because we have practice jerseys and maybe there should be a practice uniform for volleyball.

Mr. Bertolino asked Mr. Langager if he approves of this wording. Mr. Langager stated he does.

Mr. Crump recommended the Board approve the Dress Code as presented.

Motion was made by Joel Bertolino, seconded by Sarah DeVries and carried unanimously to approve the Dress Code for the Student Handbook as presented. (YES—Ropp, Langager, Bertolino, DeVries. NO—none).

Mr. Crump stated the change in Student Lunch Recess Privileges allows students to go to their lockers during lunch to get things they need. He recommended its approval.

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve the Student Lunch Recess Privileges for the Student Handbook as presented. (YES—Ropp, Langager, Bertolino, DeVries. NO—none).

Mr. Crump recommended approval of Use and Care of School Lockers in the Student Handbook. He stated it is a one-line change stating students are not to obstruct others in the hallways.

Motion was made by Joel Bertolino, seconded by Sarah DeVries and carried unanimously to approve the Use and Care of School Lockers in the Student Handbook as presented. (YES—Ropp, Langager, Bertolino, DeVries. NO—none).

Mr. Crump stated Procedures for Properly Checking Out of School has been changed to allow high school students to leave the premises at lunch time without checking out with the superintendent.

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve Procedures for Properly Checking Out of School in the Student Handbook as presented. (YES—Ropp, Langager, Bertolino, DeVries. NO—none).

VIDEO GUIDELINES – Mr. Crump stated he made the adjustments the Board discussed on the Video Guidelines on Activities Bus (see attached).

Mr. Nelson stated this whole issue really isn't a problem, it's just common sense.

Mr. Crump stated the guidelines call for the following:

Grades K-5	G-rated movies, PG with administrator approval (may require parental approval)
Grades 6-8	G-rated movies, PG with administrator approval
High School	G-rated, PG, PG-13 with administrator approval

Mr. Crump stated a movie with an R-rating could only be shown to students 17 and older and only with a signed consent form.

Mr. Langager asked if an R-rated movie is appropriate for a 17 year old.

Mr. Nelson stated he would never show an R-rated movie on the activity bus.

Mr. Langager stated he would prefer the R rating not be included. Mr. Bertolino stated including it adds some flexibility.

Motion was made by Sarah DeVries, seconded by Joel Bertolino and carried to approve the Video Guidelines on Activity Bus as presented. (YES—Ropp, Bertolino, DeVries. NO—Langager).

OLD BUSINESS

TRUSTEE RECOGNITION – Mr. Crump presented an option for a gift for recognition of former trustees. The Board indicated approval of the proposal.

MAINTENANCE – Mr. Crump stated he spoke with the health inspector about using enzymes in the kitchen to control grease and he didn't feel they worked very well. He stated a grease interceptor is a much better idea and the district would have to obtain a permit and have it professionally installed because we are a commercial entity.

Mr. Langager asked what the expense of that would be.

Mr. Crump stated he will need to get a bid on the project.

SECOND READING Policy 7515 – FINANCIAL MANAGEMENT – Mr. Crump stated this policy is a required policy and recommended its adoption on second reading (see attached).

Motion was made by Joel Bertolino, seconded by Sarah DeVries and carried unanimously to adopt Policy 7515 – Financial Management, on second reading. (YES—Ropp, Langager, Bertolino, DeVries. NO—none).

SAFE ROUTES TO SCHOOL – Mr. Ropp asked if there was any update on the Safe Routes to School grant.

Mr. Crump stated because of changes in staff, the Department of Commerce extended the deadline for awarding grants this fall until the end of November.

Mr. Langager stated the state is aware that the district is interested in getting millings from the highway project for the parking lot.

BUS PURCHASE – Mr. Crump stated Roly DeVries got a quote from I-State Trucking on a new bus.

Mr. Ropp stated he has a couple concerns about this item. He stated he is still hesitant about some features on the busses being manufactured now and if we wait another year or two to buy a new bus, those problems may be worked out. He stated if it is going to cost \$4100 to fix the oil leak on Mr. Sederberg's bus, maybe we should get bids on that job. He added this is not the right time to buy a bus as we may be having to run a mill levy.

Mr. Ropp stated this item is tabled for the present time.

Mrs. Obert stated if and when the Board makes the decision to purchase a bus, there is a bid process that needs to be followed.

SUPERINTENDENT REPORT

SUPERINTENDENT SCHEDULE – Mr. Crump stated basketball will be starting on November 21. He stated meetings he attends on a regular basis include the South Central Administrators, Carbon County Superintendents, Special Ed Co-op Board, and Child Protective Services.

PROGRAM UPDATE – Mr. Crump stated there were some issues with the ski program last year and when we received the final bill, the general fund had to supplement the program where it had been self-sufficient in previous years. He stated if the program is going to continue we need to find a different way to offer it.

Mr. Nelson stated someone is going to have to volunteer to run the program and that takes a great deal of manpower.

Mr. Bertolino stated we should put some information together and send it to the Roberts Community Foundation to see if they can help with the organizing or funding.

HOBY – Mr. Crump stated we may need to look at the process we use for sending students to events such as Girls State, Boys State, or HOBY because at the present time the Board isn't being informed of whom is attending until they present to the Board to be reimbursed. He stated a system needs to be in place where the Board approves the student selected to attend before attending the event.

Mr. Ropp stated we may also need to look at the selection process.

Mr. Crump stated with that in mind, Katie Bertolino has applied to attend HOBY (Hugh O'Brien Youth) next summer and she probably will only attend school here for part of the year. He stated he has told the counselor that in order for Katie to be reimbursed for her registration from the Board, she would have to be enrolled as a student and present to the Board next fall.

MQEC - MQEC (Montana Quality Education Coalition) is taking the state of Montana back to court over school funding and is asking for support. Mr. Crump stated MQEC tends to represent larger districts and he is recommending we not join the group at this time.

PARENT-TEACHER CONFERENCES – Mr. Crump stated as reported earlier, parent-teacher conferences are scheduled for Friday, November 18, 2011.

MISCELLANEOUS – Mr. Bertolino stated Elta Ayre of the Roberts Community Foundation emailed about lighting concerns around the school and with the marquee.

Mr. Crump stated he didn't know the marquee had lights and when checking with Brian Kessner, discovered it does and it is now lit. He stated there are some lights out around the building and Mr. Kessner will be working on those.

Mr. Bertolino stated Mrs. Ayre was questioning if this was an economic issue and if the district needed financial assistance from the foundation.

ADJOURNMENT

Mr. Ropp adjourned the meeting at 9:30 p.m.

Board Chair

District Clerk

STUDENT LUNCH RECESS PRIVILEGES

High School students (9-12) may leave campus at lunch, but are not permitted to drive vehicles during school hours (8:00 am until 3:30 pm). Exceptions may be made by the Superintendent due to extenuating circumstances.

Junior High students (7-8) may walk home and eat lunch with written permission from their parent/guardian. These Junior High students are not to go to any other destination during the lunch hour with the exception of home and are not to bring other students with them.

Elementary students (K-6) are to stay on campus at all times during school hours unless they are signed out by a parent/guardian. (8:00 am until 3:30 pm).

Any student that fails to abide by these rules will face disciplinary action through the Office of the Superintendent.

Students in grades 7-12 are to stay in the new gymnasium and foyer area during the lunch hour, if they choose to stay in the building. Students are not to loiter in the lower hallway; nevertheless, they are allowed to retrieve items from their locker. The lower gymnasium is closed during lunch unless the duty teacher is supervising in the lower gymnasium.

DRESS CODE

The Administration recognizes the effect which student dress and grooming have upon student behavior and their commitment to learning. It further recognizes the role of parents in assisting their children in making the appropriate choices regarding clothing, accessories and personal appearance.

In order to maintain an atmosphere conducive to learning, the administration requires that all students will exercise good taste with regard to their personal appearance. Attire which is disruptive or could present a health or safety problem is not appropriate.

Examples of dress that are not appropriate include, but are not limited to, the following:

1. bare feet
2. shirts that do not cover the midriff
3. hats and caps may not be worn in the building at any time during school hours
4. clothing with obscene language or promotes sexual connotations
5. clothing that advertises alcohol, illegal drugs, tobacco
6. dresses, tops or shirts must be two inches wide on the shoulders
7. skirts, dresses or shorts must cover the leg to the mid-thigh at a minimum.
8. under garments will be covered at all times. Compression shorts and sports bras are considered a part of your undergarments unless required for an extracurricular event.

Clothing or appearance that disrupts the educational process of others is inappropriate during the school day.

* Your second offense will result in an issuing of a disciplinary slip.

The Superintendent's judgment is final on all issues concerning the dress code at Roberts Public School.

USE AND CARE OF SCHOOL LOCKERS

Students are assigned lockers and are responsible for the contents of the assigned locker. Students are not allowed to change or trade lockers without permission of the Superintendent of Schools. Students are encouraged to lock their lockers. A key or combination should be left with the office on your student information sheet. Students are advised against leaving money or any other valuables in their lockers. It is further expected that all students will keep the areas around their respective lockers clean and free of personal possessions and debris. No stickers, posters or pictures that are not considered respectful and tasteful are allowed on lockers.

Students are not allowed to obstruct the normal movements of others in narrow hallways.

The Superintendent is responsible for conducting and supervising routine inspections of all lockers.

PROCEDURES FOR PROPERLY CHECKING OUT OF SCHOOL

It is important that the Superintendent and office know when a student leaves school grounds because of legal requirements.

Students may leave the school premises only with the permission of the Superintendent during regular school hours **except during lunch**. During the lunch hour, high school students may leave the school premises but may not drive a vehicle. Elementary and junior high students are not allowed to leave the school grounds during the lunch hour unless extenuating circumstances occur with direct permission of the Superintendent.

If it becomes necessary for a student to leave school at anytime, students must check out through the office with WRITTEN or VERBAL parental permission before leaving the school grounds.

Students who fail to follow this procedure will be considered "unexcused" and will be disciplined accordingly. Students who check out because of illness must go straight home and call the office when they arrive there. Students are not to check out to run errands for individual teachers. Only student office aides will be allowed to run errands with the permission of the Superintendent.

VIDEO GUIDELINES ON ACTIVITIES BUS

Purpose:

The Roberts School District maintains an activities bus for the transportation of our student-athletes and club activity participants. When travelling long distances we believe that having the ability to show videos helps drivers, coaches and/or advisors maintain a safe environment. The following guidelines will be adhered to when selecting a video while on the activities bus.

Videos will be Age Appropriate:

Elementary Level (K-5): Only G rated videos may be shown without parental and/or administrative permission. Any PG rated video to be shown on the activities bus where elementary level students are present must be approved by the administrator. Additionally, the administrator may require students to get signed parental permission to watch the video. Each student on the activities bus must have a completed consent form for the video is to be shown if the administrator requires parental permission.

Middle School Level (6-8): G and PG rated videos may be shown without parental permission; however, a PG rated video to be shown on the activities bus must be approved by the administrator. No PG-13 movies will be allowed.

High School: G and PG rated videos may be shown without parental permission. Any PG-13 rated video to be shown on the activities bus where high school students are present must be approved by the administrator. R rated movies may only be shown to students age 17 or older and be accompanied by a signed consent form.

Steps for Administrative Approval:

When a coach or advisor desires to show a video that requires administrative approval the coach or advisor must first preview the film to determine if, in his/her professional judgment, it is appropriate for student viewing. If it is, the video must be presented to the superintendent for his/her final approval.

Upon receiving a request for approval, the superintendent will follow the following guidelines to determine the video's appropriateness:

- The age, maturity and sophistication of the group of students; The movie or video's MPAA rating or television parental guidelines rating;
- The presence of profanity, sexual content, prejudicial stereotypes, or violence in the movie or video;
- The student, teacher, and community interest in viewing the particular movie or video.

Note: Coaches, advisors and administrators will demonstrate caution in approving films with unnecessarily graphic violence, unnecessary sexual content/behavior, racially inflammatory epithets, or obscene language. They will also avoid approving movies inherently propagandistic or make one-sided presentations of controversial topics. If the teacher has any questions about how established district criteria apply to the film, he/she shall confer with the superintendent

Fund Balances

[Note: The provisions of this policy include the provisions of Statement No. 54 of the Governmental Accounting Standards Board (GASB).]

I. PURPOSE

The fund balance policy establishes a framework for the management of all excess funds managed by the Roberts School District. The policy is in accordance with GASB Statement 54; management of fund balance. It also provides guidance and direction for elected and appointed officials as well as staff in the use of excess funds at year-end.

II. SCOPE

This fund balance policy applies to all funds in the custody of the School District Business Manager/Clerk of the Roberts School District, Roberts, Montana. These funds are accounted for in the District's annual audited financial reports and include, but are not limited to, the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Enterprise Funds
- Any new funds created by the District, unless specifically exempted by the governing body; in accordance with state law or GASB pronouncements.

III. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: non-spendable, restricted, committed, assigned, and unassigned.

IV. DEFINITIONS

- A. *Fund balance*---means the arithmetic difference between the assets and liabilities reported in a school district fund.
- B. *Committed fund balance*—amounts constrained to specific purposes by the District itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the District takes the same highest-level action to remove or change the constraint.
- C. *Assigned fund balance*—amounts a school district *intends* to use for a specific purpose; intent can be expressed by the District or by an official to which the Board of Trustees delegates the authority
- D. *Non-spendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund)

E. *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation

F. *Unassigned fund balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 10% of the annual budget.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: the Superintendent and Business Manager. Assignments so made shall be reported to the school board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the school board.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct, at a minimum, an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Policy History:

Adopted on:

Reviewed on:

Revised on: