

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
OCTOBER 11, 2011**

The regular meeting of the Board of Trustees, Roberts School District No. 5, was called to order by Chair Frank Ropp at 7:03 p.m. on October 11, 2011, in the library at the Roberts School.

ATTENDANCE

Frank Ropp, Chair
Sanford Langager, Vice Chair (newly elected)
Joel Bertolino
Sarah DeVries
Carl Easthouse

Elliott Crump, Superintendent
JaLayne Obert, District Clerk

GUESTS: Katie Hibbs, Breann Carlson, Kali Nuttall, Trisha Ayre, Kylee McDonnell, Wyatt Abbe, McKenzie Ropp, Chris DeVries, Annette Hart, Cindy McDonnell, Tiffany Gebhardt, Stacie Nardinger, Rezina Zeiler, Elta Ayre

SENIOR CLASS TRIP PRESENTATION

Members of the senior class gave a presentation to the Board on their request to go to Orlando, Florida, for their senior trip on May 5 through May 11, 2011.

Mr. Crump stated he is concerned that the trip falls during the district track meet and the students would miss four days of schools instead of two and a half like last year.

McKenzie Ropp stated none of the seniors are going out for track this year and most of their finals will be taken before the trip.

Mrs. Zeiler stated the trip took place over Easter break last year and they found it to be very crowded in Orlando at Easter.

Joel Bertolino asked how long ago the class decided on the destination.

Ms. Ropp stated the class talked about New York, Boston, New Orleans, and the New England area but decided on Orlando about a month ago.

Motion was made by Carl Easthouse, seconded by Joel Bertolino and carried unanimously to approve the senior class trip request to Orlando, Florida on May 5-11, 2011. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

MINUTES

Motion was made by Sanford Langager, seconded by Joel Bertolino and carried unanimously to approve the minutes of the regular meeting September 19, 2011, as presented. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

CLAIMS, SEQUENCE, AND VOIDED CHECKS

Mr. Ropp asked why the bill for bus maintenance was higher than usual this month.

Mrs. Obert stated that was for time spent getting the busses ready for the start of school.

Mr. Easthouse stated we are paying for MAPS testing and asked if we are giving the test this year.

Mr. Crump stated the test will be given three times this year.

Mr. Ropp asked how testing results will be shared with the Board. Mr. Crump stated it can be done any way the Board wants it.

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

STUDENT REPORT

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

- Homecoming
- JMG Career Fair for seniors
- BPA Rocky Mountain College Tour
- Volleyball team – getting ready for district tournament
- Football – two games left before playoffs
- National Guard -- Climbing wall

Ms. Ropp stated Student Council has been working on some student handbook adjustments they would like to see in the following areas:

- Student Lunch Recess Privilege – allow students in lower hallway to retrieve items from lockers
- Dress Code – add guidelines
- Checking out of school – not applicable for high school during the lunch hour

Ms. Ropp stated one other student concern is the movies that can be shown on the activity bus. She stated when junior high students are on the bus, only G-rated movies can be shown and there aren't many available.

Mr. Crump stated in order to show a PG rated movie, the students must all have a consent form from their parents.

Mr. Ropp stated perhaps a consent form would only have to be signed once.

Mr. Easthouse stated he is fine with Mr. Crump approving the movies to be shown on the bus.

Mr. Crump stated these are all items of concern from students and he will next meet with staff about them.

TEACHER REPORTS

Annette Hart reported she has been covering some of Mike Creeden's classes until his return and is thrilled with the opportunity to return to the classroom. She stated she has 17 students receiving special education and speech services and the rest of the staff has been very helpful while she's had other classes.

Mrs. Hart stated the Promethean Board is an excellent teaching tool and the students love it. She added she is still having heat issues in her room.

Rezina Zeiler reported the structure in her classroom is quite different this year as she has two math lab classes where she is pre-teaching and mathematical engineering doing computer programming with lego robotics.

Mrs. Zeiler stated at Mr. Crump's suggestion, she is recording her lessons in Algebra I and the students listen to them at home and then do their work in class. She stated parents are also watching the lessons so are involved in their student's work. She stated the lessons do take quite awhile for the students to download off the internet and in the future, she would like to provide them with flash drives with the lessons.

Mr. Langager asked if all the students have computers at home. Mrs. Zeiler stated we have one student who borrows a computer from the school and one who does the work in math lab.

Mr. Crump stated it is important for students to learn to use technology appropriately.

Mr. Easthouse asked Mrs. Hart how much time she spends with each student with an IEP per week.

Mrs. Hart stated it varies with having some students for a period per day and some for twenty minutes. She stated with being in the math lab with Mrs. Zeiler, she is able to do all her high school math students at one time.

Mr. Langager asked how many students there are for speech. Mrs. Hart stated there are 6 or 7.

PUBLIC COMMENT

Stacie Nardinger stated Mr. Jones commented that this year's seventh graders are the best prepared he has had in Roberts.

PERSONNEL

ATHLETIC JOB DESCRIPTION – Mr. Crump stated he pulled job descriptions for Athletic Director, Head Coach and Assistant Coach from the MTSBA website and then went through them with George Nelson and made some adjustments. He recommended the Board approve the job descriptions.

Motion was made by Carl Easthouse, seconded by Sanford Langager and carried unanimously to approve the job descriptions for Athletic Director, Head Coach, and Assistant Coach as presented by the superintendent. (See attached.) (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

RECESS

Mr. Ropp called for a short break at 8:30 p.m. and returned the meeting to regular session at 8:40 p.m.

NEW BUSINESS

ELECTION OF BOARD VICE CHAIR – Mr. Ropp stated the Board needs to elect a new Vice Chair.

Carl Easthouse nominated Sanford Langager for the position. Joel Bertolino seconded the nomination and it was voted on and approved unanimously. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

FIRE ENGINE STORAGE – Mr. Crump stated he is recommending the Roberts Volunteer Fire Department's request to store the old fire engine that is used only for parades in the back corner of the bus barn.

Motion was made by Sanford Langager, seconded by Sarah DeVries and carried unanimously to store the old fire engine in the bus barn. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

MAINTENANCE – Mr. Crump stated he doesn't have as much information as he would like on how well an enzyme product would work on cutting down grease in the kitchen. He stated Mr. Easthouse thinks a grease interceptor would cost around \$500 and Brian Kessner could probably install it.

It was decided to table this item until more information is available.

POLICY 7510 – Mr. Crump stated Policy 7510, Capitalization Policy for Fixed Assets, needs to be reviewed and approved as revisions to a former policy.

Motion was made by Joel Bertolino, seconded by Carl Easthouse and carried unanimously to approve the changes made to Policy 7510 (see attached). (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

FIRST READING BOARD POLICY 7515 FUND BALANCES – Mr. Crump stated Policy 7515 is a policy the district is required to have regarding fund balances and recommended it be approved on first reading to go to second reading.

Motion was made by Carl Easthouse, seconded by Sarah DeVries and carried unanimously to approve Policy 7515 Fund Balances on first reading (see attached). (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

MISCELLANEOUS – Mr. Langager stated when he attended the meeting of the Red Lodge Board of Trustees, they began the meeting with the Pledge of Allegiance. He stated he would like to see our meetings begin with the pledge.

Mr. Crump stated the Red Lodge Board of Trustees granted the Roberts district permission to pick up students in the Red Lodge district for one year. He stated the request will have to be submitted again next year.

Mr. Bertolino asked for an update on funding for the music program.

Mr. Crump stated there is \$1,000 budgeted for instrument repair and \$150 for supplies (as was given to each teacher for supplies). He stated most of the teacher requests made at the end of the 2010-2011 school year were filled.

OLD BUSINESS

TRUSTEE LETTERS – Mr. Ropp asked trustees to get their letters to Mr. Crump.

TRUSTEE RECOGNITION – Mr. Ropp stated it has been tradition in the past that we have recognized trustees for their services when they leave, therefore I feel it appropriate that we should recognize Randy Weimer and Tracy Timmons with a small plaque or maybe a desk pen holder.

SUPERINTENDENT REPORT

SCHEDULE – Mr. Crump stated he is not going to attend the MCEL conference but will be doing some professional development on Thursday and first aid and CPR on Friday.

STUDENT HANDBOOK – Mr. Crump stated he agrees with the concerns the students expressed with items in the student handbook but also wants to talk with the staff. He stated another policy he wants to examine is the cell phone policy.

Mr. Crump stated the discipline grad in the student handbook is another concern as it is very vague. He stated there needs to be consistency with discipline so similar incidents are treated in the same manner but doesn't know how that works at different grade levels.

Mr. Easthouse stated he feels one of the first steps in many instances should be parent notification.

Mr. Langager stated many instances can probably best be covered by the judgment of the superintendent.

Mr. Bertolino stated he likes having discretion if Mr. Crump is comfortable with it.

Mr. Crump stated he is comfortable with that role as he likes to see students receive consequences that help improve behavior.

Mr. Ropp stated consistency is the key and children need that.

Mr. Easthouse stated if two or more students are involved in an incident, all parents should be notified and if multiple students are involved, the Board should be notified.

BUS MAINTENANCE – Mr. Crump stated Roly DeVries is concerned with some oil leaks on Bus #2 and thinks it will cost more to fix them than the bus is worth. He stated Mr. DeVries would rather purchase a new bus.

Mr. Crump stated we do have an activity bus that could be used as a route bus.

Mr. Ropp stated he wouldn't want to buy a 2011 model as they are having problems with them but we could look at this again in May.

WEBSITE – Mr. Crump stated the website has been updated and asked trustees to let him know if they want to add anything.

PROGRAM UPDATE – Mr. Crump stated BPA feels there was a small issue with qualifications for the trip to national BPA last year and is working on some guidelines. He stated a rough draft of those guidelines were included in the Board packet.

ADJOURNMENT

Mr. Ropp adjourned the meeting at 10:00 p.m.

Board Chair

District Clerk

UNOFFICIAL

ASSISTANT COACH

REPORTS TO: HEAD COACH AND/OR ATHLETIC DIRECTOR

ESSENTIAL FUNCTIONS: *Only minimum duties are listed. Other functions may be required as given or assigned.*

- _____ 1. Acts under the direction of the head coach and assumes the functions and duties of head coach in his/her absence.
- _____ 2. Coaches participants in the skills necessary for the sport/activity.
- _____ 3. Must maintain competency in rules, regulations, and coaching techniques for the sport/activity.
- _____ 4. Maintains discipline and sportsmanlike conduct of all participants and enforces the policies of the District uniformly when disciplining participants.
- _____ 5. Responsible for the inventory of equipment.
- _____ 6. In team activities, teaches/coaches the importance of team work.

DESIRED MINIMUM QUALIFICATIONS:

- 1. Meets MHSAA requirements (if applicable).
- 2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- 3. Ability to follow both oral and written directions and instructions of the head coach and/or athletic director.
- 4. Ability to write routine reports and correspondence.
- 5. Ability to effectively communicate, orally and in writing, with students, parents, staff, and the community in general.
- 6. Ability to handle stressful situations.
- 7. Ability to maintain confidentiality of employment and student matters.
- 8. Ability to perform duties with an awareness of all District requirements and Board policies.
- 9. Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Stopwatch, calculator, computer, copy machine, fax machine, telephone/voice mail, score-keeping equipment or other equipment germane to the sport/activity.

WORK ENVIRONMENT:

The employee constantly works around others, works with the public, and works inside and outside. The noise level in the work environment varies, but is frequently loud. The employee must be able to meet deadlines with severe time constraints.

PHYSICAL DEMANDS:

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand

strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Reasoning and exercising judgment are constantly used/required on the job.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on:

Revised on:

UNOFFICIAL

ATHLETIC DIRECTOR

REPORTS TO: SUPERINTENDENT

ESSENTIAL FUNCTIONS: *Only minimum duties are listed. Other functions may be required as given or assigned.*

- _____ 7. Supervises all head coaches.
- _____ 8. Assists in selecting, assigning, and evaluating all coaching personnel.
- _____ 9. Carries out supervisory responsibilities in accordance with the Board's policies, rules, regulations, and/or directives and applicable laws.
- _____ 10. Assumes leadership role in the orientation and in-service training of coaching personnel.
- _____ 11. Represents the School District in matters of interscholastic athletics with the MHSAA.
- _____ 12. Responsible for the organization and scheduling of athletic events.
- _____ 13. Arranges officials for all home contests.
- _____ 14. Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities.
- _____ 15. Fosters good school-parent relations by maintaining communications relative to rules and regulations on athletics.
- _____ 16. Establishes and enforces the physical, academic, and training requirements of eligibility for participation.
- _____ 17. Is knowledgeable regarding MHSAA Policy

DESIRED MINIMUM QUALIFICATIONS:

1. Valid Montana Teaching Certificate with courses in the organization and administration of athletic programs.
2. Five years experience as a teacher and coach.
3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
4. Ability to write routine reports and correspondence.
5. Ability to effectively communicate orally and in written form with administrators, staff, parents, and students.
6. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
7. Ability to establish and maintain effective working relationships with students, staff, and the community.
8. Ability to handle stressful situations.
9. Ability to maintain confidentiality of employment and student matters.
10. Ability to effectively manage time and responsibilities.
11. Demonstrated leadership ability and general knowledge of issues and problems in all aspects of school athletics.

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax, scoring equipment.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee will work irregular hours while performing the duties of this job.

The noise level in the work environment is usually moderate but can be loud.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift up to 50 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on:

Revised on:

HEAD COACH

REPORTS TO: ATHLETIC DIRECTOR

ESSENTIAL FUNCTIONS: *Only minimum duties are listed. Other functions may be required as given or assigned.*

- _____ 18. Must understand and be able to explain the skills necessary for the sport/activity assigned.
- _____ 19. Must maintain competency in rules, regulations, and coaching techniques for the sport/activity.
- _____ 20. Establishes a schedule of practices.
- _____ 21. Arranges transportation for away contests
- _____ 22. Maintains discipline and sportsmanlike conduct of all participants and enforces the policies of the District uniformly when disciplining participants
- _____ 23. In addition to those established by MHSAA and Board policy, establishes performance criteria for eligibility.
- _____ 24. Responsible for the inventory of equipment and supplies.
- _____ 25. Responsible for making recommendations to the Athletic Director and/or administration for equipment and supplies needed for the ensuing season.
- _____ 26. Works with the athletic director in scheduling intramural and interscholastic contests.
- _____ 27. In team activities, teaches/coaches the importance of team work.
- _____ 28. Supervises participants and assistant coaches.

DESIRED MINIMUM QUALIFICATIONS:

1. Meets MHSAA requirements (if applicable).
2. Holds a currently valid American Red Cross First Aid card (for those coaching athletics).
3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
4. Ability to write routine reports and correspondence.
5. Ability to effectively communicate, orally and in writing, with students, parents, staff, and the community in general.
6. Ability to handle stressful situations.
7. Ability to maintain confidentiality of employment and student matters.
8. Ability to perform duties with an awareness of all District requirements and Board policies.
9. Ability to effectively manage time and responsibilities.

EQUIPMENT USED:

Stopwatch, calculator, computer, copy machine, fax machine, telephone/voice mail, score-keeping equipment or other equipment germane to the sport/activity.

WORK ENVIRONMENT:

The employee constantly works around others, works with the public, and works inside and outside. The noise level in the work environment varies, but is frequently loud. The employee must be able to meet deadlines with severe time constraints.

PHYSICAL DEMANDS:

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The

employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Reasoning and exercising judgment are used/required on the job.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on:

Revised on:

Capitalization Policy for Fixed Assets

A fixed asset is a property that meets all the following requirements:

1. Must be tangible in nature;
2. Must have a useful life of longer than the current fiscal year; and
3. Must be of significant value.

Fixed assets may be acquired through donation, purchase, or may be self-constructed. The asset value for a donation will be the fair market value at the time of donation. The asset value for purchases will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The cost of self-constructed assets will include both the cost of materials used and the cost of labor involved in construction of the asset.

The following significant values will be used for different classes of assets:

<u>Class of Fixed Asset</u>	<u>Significant Value</u>
Equipment and machinery	\$5000.00 or more
Buildings – improvements	\$5000.00 or more
Land	Any amount

Previous Policy: 200.17

Cross Reference: 7500 Property Records

Policy History:

Adopted on: June 2001

Reviewed on:

Revised on: 10/12/11

Roberts School District

FINANCIAL MANAGEMENT

7515
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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: