

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
MAY 4, 2020**

The special meeting of the Board of Trustees of Roberts School District No. 5, Roberts, Montana was called to order by Chair Sarah DeVries at 6:01 p.m. on May 4, 2020 in the gymnasium at the Roberts School.

ATTENDANCE

Sarah DeVries, Chair
Joel Bertolino, Vice Chair
Michelle Swansborough

ABSENT: Tyler Allen

Alex Ator, Superintendent
JaLayne Obert, Business Manager/Clerk

GUESTS: Nancy Langager, Lindsay Thompson, Sarah Shoopman, Brandon Crane, Tina Albers

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

NEW BUSINESS

POLICIES RELATED TO DISTANCE EDUCATION – Mr. Ator presented Policy 1900 through Policy 1912 to the Board for approval. He stated this action is to formalize policy for pandemic situations and recommended the following:

Policy 1900 – COVID-19 EMERGENCY POLICIES – Strictly related to the COVID-19 pandemic and recommended approval.

Policy 1901 - Applicability of Emergency Policy Series – Recommend approval

Policy 1902 – Alternative Grading – Recommend not approve

Policy 1903 – School District Meetings, Gatherings, Events, and Visitors – Option 3 with the following wording change, “Physical meetings, gatherings, and events shall not be held without prior authorization of the Board of Trustees **or superintendent.**” Recommend approval

Policy 1904 – Use of Transportation Funds During Periods of Emergency Declaration – Recommend approval

Policy 1905 – Student, Staff, and Community Health and Safety – Recommend approval with the selection of Option 1 in two places in the policy

Policy 1906 – Student Instruction and Services – Recommend approval with the selection of Option 1 and inclusion of Summer School

Policy 1907 – School District Declaration of Emergency – Recommend approval

Policy 1908 – Family Engagement – Recommend approval

Policy 1909 – Human Resources and Personnel – Recommend approval with Option 1

Policy 1910 – Personnel Use of Leave – Recommend approval

Policy 1911 – School District Budget Adoption, Amendment and Audit – Recommend approval

Policy 1912 – School District Elections Rescheduled Due to Emergency – Recommend approval

Motion was made by Michelle Swansborough, seconded by Joel Bertolino and carried unanimously to approve the recommendations and amendments of the superintendent for Policy 1900 to Policy 1912 on first reading (includes not approving Policy 1902). (YES—DeVries, Bertolino, Swansborough. NO—none).

ADJOURNMENT

Ms. DeVries called for adjournment at 6:23 p.m.

Board Chair

District Clerk

(Policies to be attached)

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
MAY 20, 2020**

The regular meeting of the Board of Trustees of Roberts School District No. 5, Roberts, Montana was called to order by Chair Sarah DeVries at 6:00 p.m. on May 20, 2020 in the gymnasium at the Roberts School.

ATTENDANCE

Sarah DeVries, Chair
Joel Bertolino, Vice Chair
Michelle Swansborough

Absent: Tyler Allen

Alex Ator, Superintendent
JaLayne Obert, Business Manager/Clerk

GUESTS: Jessica Parpart, Sarah Shoopman (via teleconferencing), Brian Frank, Lindsay Thompson, Brandon Crane (present at meeting)

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

MINUTES

Motion was made by Joel Bertolino, seconded by Michelle Swansborough and carried unanimously to approve the minutes of the meetings April 15 and April 27, 2020 as presented. (YES—DeVries, Bertolino, Swansborough. NO—none).

CLAIMS, SEQUENCE, AND VOIDED CHECKS

Motion was made by Joel Bertolino, seconded by Michelle Swansborough and carried unanimously to approve warrants 46051 through 46107 as presented. (YES—DeVries, Bertolino, Swansborough. NO—none).

PUBLIC COMMENT

Mr. Ator stated he would like to recognize Brandon Crane who has submitted a letter of interest for the opening on the Board. He added filling the vacancy will be an item at the next meeting.

TEACHER REPORTS

Lindsay Thompson and Brian Frank gave the teacher reports for the month.

Mrs. Thompson stated she is teaching third grade and technology this year and is the MTSS Site Facilitator and one of the leaders of the Rocket Leadership group. She added she loves the new CKLA reading program.

Mrs. Swansborough stated her daughter is in Mrs. Thompson's class and thanked her for her work, both before and during the pandemic.

Mr. Ator also thanked Mrs. Thompson and added he appreciates her leadership with the MTSS program.

Mr. Frank stated this has been a crazy year but he is doing his best to keep his students engaged. He stated he does four videos a day, using a different costume for each one. He added he also likes the CKLA program.

Mr. Frank stated BPA did get to go to the state competition before everything was cancelled and they did have an Easter egg hunt and bingo night.

Mr. Frank stated although the last few months have been difficult, he feels some of his students profited from having their parents do their work with them.

Mr. Ator stated Mr. Frank is the ultimate team player and he really appreciates it.

LITERACY UPDATE – Jackie Ronning reported she has been working as the Literacy Coach half-time and doing interventions the other half. She stated she continued working with some students during the closure on SRA and has really seen some improvement. She added she will continue in the same role next year.

Mrs. Ronning stated she started her Master's program in the middle of all this and will also help with summer school.

Mr. Ator told Mrs. Ronning she is good for us.

STAFFING

RESIGNATIONS -- Mr. Ator recommended accepting letters of resignation from Susan Fischer, Julie Jones, and Christina Albers.

Motion was made by Joel Bertolino, seconded by Michelle Swansborough and carried unanimously to accept the resignation of Susan Fischer. (YES—DeVries, Bertolino, Swansborough. NO—none).

Motion was made by Michelle Swansborough, seconded by Joel Bertolino and carried unanimously to accept the resignation of Julie Jones. (YES—DeVries, Bertolino, Swansborough. NO—none).

Michelle Swansborough thanked Mrs. Jones for building a music program from ground zero to what it is now.

Motion was made by Michelle Swansborough, seconded by Joel Bertolino and carried unanimously to accept the letter of resignation from Christina Albers. (YES—DeVries, Bertolino, Swansborough. NO—none).

DRIVERS EDUCATION – Mr. Ator stated the Office of Public Instruction approved our Drivers Education program to start on June 3 as we go into Phase 2. He recommended the board hire Levi Lowrey again as instructor.

Motion was made by Joel Bertolino, seconded by Michelle Swansborough and carried unanimously to hire Levi Lowrey as Drivers Education instructor. (YES—DeVries, Bertolino, Swansborough. NO—none).

RENEWAL OF NON-TENURED STAFF – Mr. Ator recommended the renewal of non-tenured teachers Lindsay Thompson, Shannyn Wilson, Jessica Parpart, Caitlin Hall, Sarah Shoopman, Jesse Hall, Anna Prinkki, Misty Pitts, and Peter Wisniewski.

Motion was made by Joel Bertolino, seconded by Michelle Swansborough and carried unanimously to approve renewal of non-tenured teachers Lindsay Thompson, Shannyn Wilson, Jessica Parpart, Caitlin Hall, Sarah Shoopman, Jesse Hall, Anna Prinkki, Misty Pitts, and Peter Wisniewski. (YES—DeVries, Bertolino, Swansborough. NO—none).

Mr. Ator stated there are no non-renewals of non-tenured staff or teachers up for tenure this year.

Mr. Ator recommended renewal of tenured teachers Jon Milligan, Jackie Ronning, and Brian Frank.

Motion was made by Michelle Swansborough, seconded by Joel Bertolino and carried unanimously to approve renewal of tenured teachers Jon Milligan, Jackie Ronning, and Brian Frank. (YES—DeVries, Bertolino, Swansborough. NO—none).

SUMMER STAFF – Mr. Ator recommended hiring Erin Koch for yard maintenance at her present rate of pay and up to sixteen hours per week for summer school at \$30.00 per hour.

Motion was made by Michelle Swansborough, seconded by Joel Bertolino and carried unanimously to approve hiring Erin Koch for yard maintenance at her present rate of pay and up to sixteen hours per week for summer school at \$30.00 per hour. (YES—DeVries, Bertolino, Swansborough. NO—none).

Mr. Ator recommended hiring Misty Pitts for summer school for up to twelve hours per week at \$30.00 per week.

Motion was made by Joel Bertolino, seconded by Michelle Swansborough and carried unanimously to approve hiring Misty Pitts for summer school for up to twelve hours per week at \$30.00 per hour. (YES—DeVries, Bertolino, Swansborough. NO—none).

NEW HIRES – Mr. Ator recommended hiring Daryll Grove for Ag-Ed teacher at 5/8 time, Lane 4, Step 18, up to 480 hours of custodial work during the school year at \$12.50 per hour, and 15 days of extended contract at \$4,187.

Motion was made by Joel Bertolino, seconded by Michelle Swansborough and carried unanimously to approve hiring Daryll Grove for Ag-Ed teacher at 5/8 time, Lane 4, Step 18, up to 480 hours of custodial work during the school year at \$12.50 per hour, and 15 days of extended contract at \$4,187. (YES—DeVries, Bertolino, Swansborough. NO—none).

Mr. Ator recommended hiring Jacki Jessen as third grade teacher at Lane 2, Step 8.

Motion was made by Michelle Swansborough, seconded by Joel Bertolino and carried unanimously to approve hiring Jacki Jessen as third grade teacher at Lane 2, Step 8. (YES—DeVries, Bertolino, Swansborough. NO—none).

NEW BUSINESS

SPRING ORDERS – Mr. Ator stated teacher supply orders are completed except for third grade and Ag-Ed. He added he is working on a list of year-end requests but would like approval for refinishing the gym floors so he can get it scheduled.

Motion was made by Joel Bertolino, seconded by Michelle Swansborough and carried unanimously to approve the bid from Bruco for \$2538.16 for materials for refinishing the gym floors. (YES—DeVries, Bertolino, Swansborough. NO—none).

Motion was made by Michelle Swansborough, seconded by Joel Bertolino and carried unanimously to approve the bid from Miller Flooring for the labor for refinishing the gym floors at \$1200. YES—DeVries, Bertolino, Swansborough. NO—none).

GRANT UPDATE – Mr. Ator stated we are hoping to hear about the status of the grant application by June 1.

ELECTION BY ACCLAMATION – Motion by made by Michelle Swansborough, seconded by Sarah DeVries and carried unanimously to approve the Election by Acclamation for Joel Bertolino and Tyler Allen. (YES—DeVries, Bertolino, Swansborough. NO—none).

OLD BUSINESS

CLASSIFIED NEGOTIATIONS – Joel Bertolino reported there has been good conversation with the classified negotiators and he feels they are close to an agreement but he needs to talk with Mr. Ator and Mrs. Obert before completing.

AFFILIATION RENEWALS – Mr. Ator recommended approval of the following affiliation renewals:

National Honor Society
Alliance for Curriculum Enhancement (ACE)
Montana Quality Education Coalition (MQEC)
Montana High School Association (MHSA)
Montana School Boards Association (MTSBA)
Peterson Office for printing
MSGIA for Insurance
School Administrators of Montana (SAM)
Montana Association of School Business Officials (MASBO)

Motion was made by Joel Bertolino, seconded by Michelle Swansborough and carried unanimously to approve the affiliation renewals as recommended by the superintendent. (YES—DeVries, Bertolino, Swansborough. NO—none).

Mr. Ator stated we don't have the quote from Payne West Insurance yet for Property and Liability Insurance but asked for approval if the quote contains less than a 10% increase.

Motion was made by Michelle Swansborough, seconded by Joel Bertolino and carried unanimously to approve the quote from Payne West Insurance if it contains less than a 10% increase. (YES—DeVries, Bertolino, Swansborough. NO—none).

POLICY UPDATES AND REVIEW – Mr. Ator asked for approval on second reading of the policies related to COVID-19 as presented on May 4, 2020.

Motion was made by Michelle Swansborough, seconded by Joel Bertolino and carried unanimously to approve on second reading the policies related to COVID-19. (YES—DeVries, Bertolino, Swansborough. NO—none).

SUPERINTENDENT REPORT

SUPERINTENDENT SCHEDULE – Mr. Ator stated all his summer meetings have been moved online as well as his classes.

ELK PEAK SUBDIVISION – Mr. Ator stated he was notified of a possible small subdivision east of town because of its possible impact on the school. He stated it is very limited so he approved it.

SUMMER HOURS – Mr. Ator stated summer hours will be posted as Monday-Thursday from 9 to 2 and closed somewhere around the Fourth of July.

OPEN GYMS, CAMPS – Mr. Ator stated we are following guidance from the NFHS regarding open gyms and camps.

STARTING DATE OF SCHOOL – Mr. Ator stated with looking to the fall, do we possibly look at starting earlier, perhaps going five days a week, or keeping to the normal schedule with a start date of August 24.

Michelle Swansborough stated she would rather start earlier than go five days a week.

Sarah DeVries stated MSU is starting on August 17 and other schools may be looking at opening sooner.

Mr. Ator stated we could build in some days so we would be covered if we need to close again. He stated next year will be different and we need to have the conversations to start preparing. He stated he will probably start with a survey about starting a week or two earlier.

ADJOURNMENT

Ms. DeVries called for adjournment at 8:15 p.m.

Board Chair

District Clerk

**MINUTES OF THE REORGANIZATIONAL MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
MAY 20, 2020**

The reorganizational meeting of the Board of Trustees of Roberts School District No. 5, Roberts, Montana was called to order by Chair Sarah DeVries at 8:14 p.m. on May 20, 2020 in the gymnasium at the Roberts School.

ATTENDANCE

Sarah DeVries, Chair
Joel Bertolino, Vice Chair
Michelle Swansborough

Absent: Tyler Allen

Alex Ator, Superintendent
JaLayne Obert, Business Manager/Clerk

OATH OF OFFICE OF NEWLY ELECTED TRUSTEE

The swearing in newly elected trustee Joel Bertolino was conducted by JaLayne Obert, Business Manager/Clerk.

The swearing in of the other newly elected trustee Tyler Allen will be conducted at a later meeting.

ELECTION OF BOARD CHAIR

Motion was made by Joel Bertolino, seconded by Michelle Swansborough and carried unanimously to elect Sarah DeVries as Board Chair for the next year. (YES—DeVries, Bertolino, Swansborough. NO—none).

ELECTION OF BOARD VICE-CHAIR

Motion was made by Michelle Swansborough, seconded by Sarah DeVries and carried unanimously to elect Joel Bertolino as Vice-Chair for the next year. (YES—DeVries, Bertolino, Swansborough. NO—none).

APPOINTMENT OF CLERK

Motion was made by Michelle Swansborough, seconded by Joel Bertolino and carried unanimously to approve the appointment of JaLayne Obert as District Clerk for the next year. (YES—DeVries, Bertolino, Swansborough. NO—none).

ADJOURNMENT

Ms. DeVries called for adjournment at 8:20 p.m.

Board Chair

District Clerk

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
JUNE 4, 2020**

The special meeting of the Board of Trustees of Roberts School District No. 5, Roberts, Montana was called to order by Chair Sarah DeVries at 5:00 p.m. on June 4, 2020 in the gymnasium at the Roberts School.

ATTENDANCE

Sarah DeVries, Chair
Joel Bertolino, Vice Chair
Tyler Allen
Brandon Crane (newly appointed trustee)
Michelle Swansborough

Alex Ator, Superintendent
JaLayne Obert, Business Manager/Clerk

GUESTS: Jessica Parpart, Mary Hyvonen, Sarah Shoopman, Jesse Hall (all via teleconferencing), Mildred Mikkola (at the meeting)

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

APPOINTMENT OF NEW BOARD MEMBER

Mr. Ator stated the departure of Mariah Holdbrook from the district left a vacancy on the board. He added he received a letter of interest from Brandon Crane and recommended he be appointed to fill the position until the next school election.

Motion was made by Tyler Allen, seconded by Michelle Swansborough and carried unanimously to appoint Brandon Crane to fill the vacancy on the board until the next school election. (YES—DeVries, Bertolino, Allen, Swansborough. NO—none).

OATH OF OFFICE

The swearing in of newly appointed trustee Brandon Crane and recently elected by acclamation trustee Tyler Allen was conducted by JaLayne Obert, Business Manager/Clerk.

LEVY RESOLUTION – Mr. Ator stated in March the board decided to run a mill levy of \$125,000 and asked if they would like to stay with that amount or possibly change it. After discussion, motion was made by Joel Bertolino, seconded by Michelle Swansborough and carried unanimously to reduce the amount of the mill levy to be run on July 7, 2020 to \$75,000. (YES—DeVries, Bertolino. Allen, Crane, Swansborough. NO—none);

APPROVAL OF ACH ACCOUNT

Mrs. Obert stated the county treasurer is no longer allowing schools to use the county's account for ACH payments for payroll deductions. She asked approval to open a checking account for the district at the Bank of Red Lodge for the purpose of making payroll deduction payments electronically.

Motion was made by Tyler Allen, seconded by Joel Bertolino and carried unanimously to approve opening a checking account for the district at the Bank of Red Lodge for the purpose of making payroll deduction payments electronically. (YES—DeVries, Bertolino, Allen, Crane, Swansborough. NO—none).

ADJOURNMENT

Ms. DeVries called for adjournment at 5:15 p.m.

Board Chair

District Clerk