

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
AUGUST 14, 2019**

The regular meeting of the Board of Trustees, Roberts School District No. 5, was called to order by Sarah DeVries at 6:30 p.m. on August 14, 2019, in the library at the Roberts School.

ATTENDANCE

Sarah DeVries, Chair
Joel Bertolino, Vice Chair
Tyler Allen (arrived at 7:20 p.m.)
Mariah Holdbrook
Michelle Swansborough (arrived at 6:35 p.m.)

Alex Ator, Superintendent
JaLayne Obert, Business Manager/Clerk

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

MINUTES

Motion was made by Joel Bertolino, seconded by Mariah Holdbrook and carried unanimously to approve the minutes of the July 16, 2019 meeting as presented. (YES –DeVries, Bertolino, Holdbrook. No—none).

CLAIMS, SEQUENCE, AND VOIDED CHECKS

(Michelle Swansborough arrived at 6:35 p.m.)

Motion was made by Joel Bertolino, seconded by Mariah Holdbrook and carried unanimously to approve warrants 45375 through 45433 for August, 2019 as presented. (YES—DeVries, Bertolino, Holdbrook, Swansborough. NO—none).

STAFFING

NEW HIRES – Mr. Ator recommended hiring Anna Prinkki for the 7-12 English teaching position at Lane 1, Step 8 on an emergency certification.

Motion was made by Mariah Holdbrook, seconded by Joel Bertolino and carried unanimously to hire Anna Prinkki for the 7-12 English teaching position at Lane 1, Step 8 on an emergency certification. (YES--DeVries, Bertolino, Holdbrook, Swansborough. NO—none).

Mr. Ator recommended hiring Danielle Payne as a paraprofessional for 1300.5 hours per year at \$11.00 per hour for the first 90 days probationary period then increase to \$11.50 upon successful completion of the probation.

Motion was made by Mariah Holdbrook, seconded by Joel Bertolino and carried unanimously to hire Danielle Payne as a paraprofessional for 1300.5 hours per year at \$11.00 per hour for the first 90 days probationary period then increase to \$11.50 upon successful completion of the probation. (YES—DeVries, Bertolino, Holdbrook, Swansborough. NO—none).

Mr. Ator stated Nicole Joyce did not return her contract so will not be driving bus but Randy DeVries is interested in driving when his work schedule permits.

Mr. Ator stated Jim Burows will be picking up a few more hours per week until the start of school and Erin Koch is willing to help fill in until the start of school with the custodial position.

EXTENDED CONTRACT – Mr. Ator stated the extended contract with Mr. Harvison has been reduced by one day. He stated Mr. Harvison is looking at a method for FFA such as BPA uses for fundraising hours to get students to help out more.

Motion was made by Joel Bertolino, seconded by Mariah Holdbrook and carried unanimously to approve the extended contract for Bill Harvison as presented by the superintendent. (YES—DeVries, Bertolino, Holdbrook, Swansborough. NO—none).

RESIGNATIONS -- Mr. Ator stated he received a letter of resignation from Kristen Garcia from her custodial position and recommended it be accepted.

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

Mr. Ator stated he will be adding Mrs. Garcia to the substitute list for custodians.

NEW BUSINESS

RATIFICATION OF CONTRACTS – Mr. Ator recommended ratification of the contract with Christina Albers that was offered in July.

Motion was made by Mariah Holdbrook, seconded by Joel Bertolino and carried unanimously to ratify the contract with Christina Albers. (YES—DeVries, Bertolino, Holdbrook, Swansborough. NO—none).

STAFF HANDBOOK – Mr. Ator stated the 2019-2020 Staff Handbook was included in the packet. He stated the only changes made were names and dates.

Motion was made by Joel Bertolino, seconded by Mariah Holdbrook and carried unanimously to approve the 2019-2020 Staff Handbook as presented. (YES—DeVries, Bertolino, Holdbrook, Swansborough. MO—none).

STUDENT HANDBOOK – Mr. Ator asked for approval of the 2019-2020 Student Handbook as presented.

Motion was made by Joel Bertolino, seconded by Michelle Swansborough and carried unanimously to approve the 2019-2020 Student Handbook as presented. (YES—DeVries, Bertolino, Holdbrook, Swansborough. NO—none).

2018-2019 TRUSTEES FINANCIAL SUMMARY – Mrs. Obert presented the 2018-2019 Trustees Financial Summary for approval.

Motion was made by Mariah Holdbrook, seconded by Joel Bertolino and carried unanimously to approve the 2018-2019 Trustees Financial Summary as presented. (YES—DeVries, Bertolino, Holdbrook, Swansborough. NO—none).

ADOPTION OF BUDGETS FOR 2019-2020 – Mrs. Obert presented the proposed budgets for 2019-2020 in the following amounts:

General Fund	\$1,207,495.59
Transportation	\$ 107,772.66
Bus Depreciation	\$ 179,755.00
Tuition	\$ 23,251.63
Retirement	\$ 191,929.96
Technology	\$ 41,962.13
Flexibility	\$ 405.12

Building Reserve	\$ 119,341.45
Debt Service	\$ 99,600.00

Motion was made by Mariah Holdbrook, seconded by Michelle Swansborough and carried unanimously to approve the 2019-2020 budgets as presented. (YES—DeVries, Bertolino, Holdbrook, Swansborough. NO—none).

BUS ROUTES 2019-2020 – Mr. Ator presented the bus routes for 2019-2020 for approval. He added there may be some minor changes later bus asked for approval of the routes as they are now.

Motion was made by Joel Bertolino, seconded by Michelle Swansborough and carried unanimously to approve the 2019-2020 bus routes as presented. (YES—DeVries, Bertolino, Holdbrook, Swansborough. NO—none).

OUT OF DISTRICT STUDENTS – Mr. Ator presented the following list of out of district students for approval: Samantha Barnes, Arianna Medina, Robin Baird, Park Harvison, Tyler Barnes, Baylor Harvison, Lillian Hyvonen, Charlee Barnes, Madilyn Harvison, Brighid Doll, Gavyn Bickel, Riley Gebhardt.

Motion was made by Mariah Holdbrook, seconded by Michelle Swansborough and carried unanimously to approve the out of district list as presented. (YES—DeVries, Bertolino, Holdbrook, Swansborough. NO—none).

COMMITMENT TO YELLOWSTONE WEST CARBON COUNTY CO-OP – Motion was made by Mariah Holdbrook, seconded by Joel Bertolino and carried unanimously to approve the following:

“After discussion at our board meeting of August 14, 2019, the Board of Trustees for the Roberts School District #5 has agreed to continue membership in the Yellowstone-West/Carbon County Special Services Cooperative for the triennial period and as specified under the Cooperative’s current Interlocal Agreement. The Board of Trustees has designated Alex Ator, Superintendent to serve as their representative to the Cooperative Joint Advisory Board.”

(YES—DeVries, Bertolino, Holdbrook, Swansborough. NO—none).

(Tyler Allen arrived at 7:20 p.m.)

OLD BUSINESS

SAFETY COMMITTEE REASSIGNMENT – Ms. DeVries appointed Mariah Holdbrook and Tyler Allen to the Safety Committee.

POLICY UPDATES AND REVIEW

POLICY 3417 – COMMUNICABLE DISEASES – Mr. Ator presented Policy 3417, Communicable Diseases, for approval on first reading (see attached).

Motion was made by Michelle Swansborough, seconded by Joel Bertolino and carried unanimously to approve Policy 3417, Communicable Diseases, on first reading. (YES—DeVries, Bertolino, Holdbrook, Swansborough. NO—none).

SUPERINTENDENT REPORT

LITERACY UPDATE –Mr. Ator reported many of the staff attended professional development events this summer through the grant. He added he will be checking into using grant money for places to store materials.

DISCUSSION ON DONATIONS – Mr. Ator asked for feedback on the use of donations. He stated replacing the baskets in the old gym could be a possibility.

Ms. DeVries stated signage on the front of the building may be a good project for the Roberts Community Foundation.

SUPERINTENDENT SCHEDULE – Mr. Ator reviewed his schedule for the next few months.

BUILDING TOUR – Trustees did their annual walk-through of the building.

ADJOURNMENT

Ms. DeVries called for adjournment at 7:50 p.m.

Board Vice Chair

District Clerk

Roberts School District
STUDENTS/STAFF/VISITOR

Communicable Diseases

Note: For purposes of this policy, the term “communicable disease” refers to the diseases identified in 37.114.203, ARM, Reportable Diseases, with the exception of common colds and flu.

In all proceedings related to this policy, the District will respect a student’s right to privacy.

Although the District is required to provide educational services to all school-age children who reside within its boundaries, it may deny attendance at school to any child diagnosed as having a communicable disease that could make a child’s attendance harmful to the welfare of other students. The District also may deny attendance to a child with suppressed immunity in order to protect the welfare of that child when others in a school have an infectious disease, which, although not normally life threatening, could be life threatening to a child with suppressed immunity.

The Board recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. The District will rely on advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff.

The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. The District may temporarily exclude from school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting.

Exclusion Criteria for Children Who Are Ill

According to the American Academy of Pediatrics, when a child becomes ill but does not require immediate medical help, a determination must be made about whether the child should be sent home. Most illnesses do not require exclusion. The designated staff member should determine whether the child’s illness meets the following criteria for exclusion:

- Prevents the child from participating comfortably in activities as determined by staff members of the school.
- Results in a need for care that is greater than staff members can provide without compromising the health and safety of other children.
- Poses a risk of spreading harmful disease to others, or is on the list of specific conditions requiring exclusion.

If any of these criteria are met, the child should be excluded, regardless of the type of illness, unless a health professional determines the child's condition does not require exclusion. (Communicable Disease: A guide for Schools in Montana)

Students who complain of illness at school may be referred responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to school.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer will promptly notify a responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A responsible person designated by the Board, after consultation with and on advice of public health officials, will determine which additional staff members, if any, have need to know of the affected student's condition.

Only those persons with direct responsibility for the care of a student or for determining appropriate educational accommodation will be informed of the specific nature of a condition, if it is determined that such individuals need to know this information.

The District may notify parents of other children attending a school that their children have been exposed to a communicable disease without identifying the particular student who has the disease.

The District will manage common communicable diseases in accordance with Montana Department of Public Health and Human Services guidelines and communicable diseases control rules. The District may temporarily exclude from school attendance a staff member or visitor who exhibits symptoms of a communicable disease that is readily transmitted in a school setting.

Exclusion Requirements for Staff Who Are Ill

Staff members who are diagnosed with certain illnesses may be required to be excluded from the school until they are no longer infectious. Illnesses such as the common cold and other minor respiratory infections are not generally of concern, and exclusion is not necessary. However, staff members diagnosed with diseases such as pertussis (whooping cough) would be required to be excluded by the local health officer. The designated staff member should determine whether the staff/visitor's illness meets the following criteria for exclusion:

- Prevents the staff/visitor from participating comfortably in activities as determined by staff members of the school.
- Poses a risk of spreading harmful disease to others, or is on the list of specific conditions requiring exclusion.

- Food handlers within the school who have diarrhea of any kind cannot engage in food preparation.

If any of these criteria are met, these staff/visitor should be excluded, regardless of the type of illness, unless a health professional determines the condition does not require exclusion. (Communicable Disease: A guide for Schools in Montana)

Legal Reference: 37.114.101, et seq., ARM Communicable Disease Control

Policy History:

Adopted on:

Reviewed on:

Revised on:

Reference:

https://dphhs.mt.gov/Portals/85/publichealth/documents/CDEpi/CDGuideforSchools2018_Final.pdf

- Signs and Symptoms Chart Communicable Disease: A guide for Schools in Montana for Screening Criteria
- Making A Rash Decision-When to Exclude: A guide for Schools in Montana for Screening Criteria
- Disease List A-Z: A guide for Schools in Montana for Screening Criteria