

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
ROBERTS SCHOOL DISTRICT NO. 5  
OCTOBER 23, 2024**

The regular meeting of the Board of Trustees of Roberts School District No. 5, Roberts, Montana was called to order by Michelle Swansborough at 6:00 p.m. on October 23, 2024 in the library at the Roberts School.

**ATTENDANCE**

Michelle Swansborough, Chair  
Nick Dobbel, Vice Chair  
Joel Bertolino (arrived at 6:25 p.m.)  
Michael Bissonnette  
Brad Norman

Alex Ator, Superintendent  
JaLayne Obert, Business Manager/Clerk

Guests: Randy DeVries, Jackie Jessen, Lisa Young, Ed Zink, Owen Wallila, Taylor Koch, Zack Fetz, Chase McArthur, Timmy Cooper, Nate Weber, Lilly Hyvonen, Elizabeth DeVries, Molly Mitchell, TJ Chirrick, Abigail Swansborough, Tabitha Swansborough

**PLEDGE OF ALLEGIANCE**

The meeting began with the Pledge of Allegiance.

**MINUTES**

Motion was made by Nick Dobbel, seconded by Michael Bissonnette and carried unanimously to approve the minutes of the September 18, 2024 regular meeting as presented. (YES: Swansborough, Dobbel, Blssonnette, Norman. NO—none).

**WARRANTS**

Motion was made by Joel Bertolino, seconded by Brad Norman and carried unanimously to approve warrants 50638 - 50668 as presented. (YES—Swansborough, Dobbel, Bissonnette, Norman. NO—none).

**TEACHER REPORTS**

Lisa Young and Ed Zink gave teacher reports for the month.

Lisa Young stated this is her second year serving as the school counselor. She stated she is also teaching an elective class for seventh and eighth graders, Spanish this semester and computers next semester. She added she is also the senior class advisor with Ed Zink, spends time in the lunch room and kindergarten, has an intervention group and keeps the score books for basketball.

Ed Zink stated this is his first year at Roberts teaching 7-12 social studies, is senior class advisor, student council advisor, and volunteer cross country coach. He gave an overview of what is being done in each class, and presented posters of the election project that was done by the seniors.

## **SENIOR CLASS TRIP**

Members of the senior class were introduced and gave a presentation of the senior trip they would like to take to Mesa, Arizona on March 28-31, 2025. It was stated the trip will be chaperoned by Randy and Charlotte DeVries and educational aspects of the trip were highlighted.

(Joel Bertolino arrived at 6:25 p.m.)

TJ Chirrick stated the class has raised \$11,482 and the cost of the trip is \$9022, leaving funds for graduation. She added thirteen people will be going on the trip.

Mr. Ator stated it may be difficult to book everyone on one flight and they may each need a Real ID or passport.

Michelle Swansborough stated we need to approve their use of their funds as soon as possible so they can book flights and housing.

Motion was made by Michael Bissonnette, seconded by Joel Bertolino and carried unanimously to approve the senior trip as presented by the class and access to their funds. (YES—Swansborough, Dobbel, Bertolino, Bissonnette, Norman. NO—none).

## **STAFFING**

**ACTIVITIES AND EXTRA-CURRICULAR** – Mr. Ator recommended hiring Randy DeVries as the Assistant High School Girls' Basketball coach.

Motion was made by Joel Bertolino, seconded by Nick Dobbel and carried unanimously to hire Randy DeVries as the Assistant High School Girls' Basketball coach. (YES—Swansborough, Dobbel, Bertolino, Norman. NO—none. Abstained—Bissonnette (conflict of interest)).

Mr. Ator recommended hiring Rio Chadde as Assistant Junior High Girls' Basketball coach.

Motion was made by Joel Bertolino, seconded by Brad Norman and carried unanimously to hire Rio Chadde as Assistant Junior High Girls' Basketball coach. (YES—Swansborough, Dobbel, Bertolino, Bissonnette, Norman. NO—none).

**RESIGNATION**—Mr. Ator stated he received a letter of resignation from Caitlin Oakland as a paraprofessional and recommended it be accepted.

Motion was made by Joel Bertolino, seconded by Brad Norman and carried unanimously to accept the letter of resignation from Caitlin Oakland. (YES—Swansborough, Dobbel, Bertolino, Bissonnette, Norman. NO—none).

Michelle Swansborough thanked Caitlin for her time with the district.

Mr. Ator asked if we need to repost the position or go forward with the former pool. He stated a second person who applied in the first round may be willing to act as a substitute in the position until it is filled. He added if that person was hired, he would look at backdating some wages.

## **COMMITTEE UPDATES**

**PATH TO RECOVERY** – Nick Dobbel stated last month it was indicated most of the issues brought forward with this report have been addressed and this committee needs to be dissolved.

**DISCIPLINE COMMITTEE** – Mr. Ator stated Nick Dobbel, Brad Norman, Denyse Vanek, and Ed Zink serve on this committee and asked if Friday is a good day to meet.

Nick Dobbel stated he isn't available on November 15.

Michelle Swansborough suggested the committee meet now, look at some assignments, and then not meet again until after the holidays.

**SAFETY COMMITTEE** – Brad Norman stated the Safety Committee has been meeting and has asked Peter Wisniewski to come up with a plan for how to deal with each item on the committee's list. He stated then the district can decide whether or not to do them and a timeline.

Mr. Ator stated he would like the list to be prioritized.

Brad Norman asked if there could be a discretionary fund to allow Mr. Wisniewski to get materials he needs for projects immediately.

Mr. Ator stated all expenditures need to have prior approval.

**DISTRICT LEADERSHIP** – Mr. Ator stated the District Leadership Team met this month and reviewed big picture items to be in a position for our next grant application. He added there are some things the team feels need to go over with the board.

## **NEW BUSINESS**

**INTEGRATED STRATEGIC ACTION PLAN** – Mr. Ator stated the Integrated Strategic Action Plan needs to be reviewed by the board yearly. He added the plan includes eight goals worked on by the board which pretty much match our literacy grant goals.

**GRADUATE PROFILE – PORTRAIT OF A GRADUATE** – Mr. Ator stated our Graduate Profile illustrates the skills we feel our students should have when they graduate from Roberts School.

Mr. Ator stated the Rockets motto of Respect, Ownership, Character, Kindness, Effort, Teamwork, and Safe is still appropriate for what we expect from our graduates and we'll probably talk about that more at our next few meetings.

**OUT OF DISTRICT ATTENDANCE LIST APPROVAL** – Mr. Ator presented a list of students residing in our district attending other schools as it needs to be documented that the board has seen the list. He stated there are 63 students on the list and not many of them have ever attended our school.

Motion was made by Joel Bertolino, seconded by Michael Bissonnette and carried unanimously to acknowledge the board has reviewed the out of district attendance list. (YES—Swansborough, Dobbel, Bertolino, Bissonnette, Norman. NO—none).

TEACHER NEGOTIATIONS AND THE TEACH ACT INCENTIVE – Mr. Ator stated during negotiations with the teachers, we underestimated the minimum salary to qualify for the TEACH ACT by \$250 as it changed from \$36,500 per year to \$36,750 per year. He added to remedy this to qualify for the incentive in the TEACH ACT, we need to increase the salary for Rio Chadde, David Jarussi, Lisa Young, and Theresa Kosel to \$36,750 from \$36,500.

Motion was made by Nick Dobbel, seconded by Brad Norman and carried unanimously to increase the salary for Davis Jarussi, Lisa Young, Theresa Kosel, and Rio Chadde from \$36,500 to \$36,750 to meet the requirements for the incentive of the TEACH ACT. (YES -- Swansborough, Dobbel, Bertolino, Bissonnette, Norman. NO—none).

ARP ESSER PLANS UPDATE – Mr. Ator stated we will probably need to have a special meeting for approval of the ESSER Plan to close out the grant.

Michelle Swansborough suggested we meet at 9:30 a.m. on October 30.

#### **POLICY REVIEW**

POLICY 7326 – DOCUMENTATION AND APPROVAL OF CLAIMS – Mr. Ator recommended approval on first reading of Policy 7326 – Documentation and Approval of Claims (see attached.)

Motion was made by Joel Bertolino, seconded by Nick Dobbel and carried unanimously to approve Policy 7326 – Documentation and Approval of Claims on first reading. (YES— Swansborough, Dobbel, Bertolino, Bissonnette, Norman. NO—none).

#### **SUPERINTENDENT REPORT**

UNIVERSITY OF MONTANA FOUR DAY WEEK REVIEW – Mr. Ator stated the State Superintendent of Public Instruction funded a study by the University of Montana on the effectiveness of a four-day school week versus a five-day school week. He stated the study was included in the board packet.

2024-2025 MAXIMUM/ADOPTED BUDGETS FOR CARBON COUNTY SCHOOLS – Mr. Ator stated he put together some information about the adopted budgets compared to the maximum allowed budgets for schools in Carbon County. He stated we are at about 87% of our maximum budget or \$200,000 below the cap. He stated about 20% of our budget is financed from local taxpayers, the lowest in the county.

NEXT MEETING – Mr. Ator stated the next meeting will be November 20, 2024 at 6:00 p.m.

#### **ADJOURNMENT**

Michelle Swansborough adjourned the meeting at 8:02 p.m.

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Board Chair

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District Clerk

1 \_\_\_\_\_ **School District**

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3 **FINANCIAL MANAGEMENT**

7326

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5 Documentation and Approval of Claims

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7 All financial obligations and disbursements must be documented in compliance with statutory  
8 provisions and audit guidelines. Documentation will specifically describe acquired goods and/or  
9 services, budget appropriations applicable to payment, and required approvals. All purchases,  
10 encumbrances and obligations, and disbursements must be approved by the administrator  
11 designated with authority, responsibility, and control over budget appropriations. The  
12 responsibility for approving these documents cannot be delegated.

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14 The District business office is responsible for developing procedures and forms to be used in the  
15 requisition, purchase, and payment of claims.

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19 Policy History:

20 Adopted on:

21 Reviewed on:

22 Revised on: