

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
ROBERTS SCHOOL DISTRICT NO. 5  
MAY 10, 2011**

The regular meeting of the Board of Trustees, Roberts School District No. 5 was called to order by Vice Chair Tracy Timmons at 7:00 p.m. on May 10, 2011 in the library at the Roberts School.

**ATTENDANCE**

Tracy Timmons, Vice Chair  
Carl Easthouse (via telephone at 8:15 p.m.)  
Sanford Langager  
Frank Ropp

Absent: Randy Weimer, Chair

Elliott Crump, Superintendent  
JaLayne Obert, District Clerk

GUESTS: Sarah DeVries, George Nelson, Annette Hart, Joel Bertolino, Levi Ward, Kathy Smiley, Kathy Bauer, Maverick Bushnell, Stena Bushnell, Jim Bushnell, Mike Dexler, Kris Aschim, Carly May, Stacie Nardinger, Rezina Zeiler, Rory Bauer, Seth Zumbrun, Kelsey Kessner, Jordyn Croft, Sarah Novasio, Luke Holdbrook, Janine Johnson, Mariah Holdbrook, Joyce Croft, Michele Schoening

**MINUTES**

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to approve the minutes of the regular meeting of April 12, 2011 and special meetings April 5 and April 13, 2011 as presented. (YES—Timmons, Langager, Ropp. NO—none.)

**CLAIMS, SEQUENCE, AND VOIDED CHECKS**

Mr. Langager asked about warrant 37081 to Powell Office Supply that includes payment of \$2100 for rubber bands. Mrs. Obert stated that amount should be \$21.00 and the warrant will be voided and reissued for the right amount.

Mrs. Timmons asked about payment to the Carbon County Election Administrator for election supplies. Mrs. Obert stated that is for the labels for absentee voters, tally books, and register.

Motion was made by Sanford Langager, seconded by Frank Ropp and carried unanimously to approve the claims, sequence, and voided checks for May, 2011, with the exception of warrant #37081 to Powell Office Supply. (YES—Timmons, Langager, Ropp. NO—none.)

**PUBLIC COMMENT**

Carly May stated she enjoyed working with Kris Aschim in the first grade this year.

Mariah Holdbrook stated the dance sponsored by the PTO went well and it was good to see people participating. She stated she would like some follow-up on the Title I program for next year.

Mrs. Timmons asked if both adults and children attended the dance. Mrs. Holdbrook stated they did.

Mrs. Timmons asked if the group is considering sponsoring another dance. Mrs. Holdbrook stated the group is working on what to do in the future and will be meeting again on May 20.

Mr. Langager challenged the PTO to google the Chuck Norris school curriculum.

**STUDENT REPORT**

The senior class presented a power point presentation on their trip to Florida.

Rezina Zeiler stated she wouldn't recommend going to Disney World over Easter break as there are too many people.

Mrs. Timmons thanked the seniors for their presentation and representing their school so well. Mr. Langager thanked the advisors for all their work with the seniors.

### **TEACHER REPORTS**

Kris Aschim and Stacie Nardinger gave teacher reports for the month.

Ms. Aschim stated she had a great volleyball season and thanked the girls on the team for making it so.

Ms. Aschim stated the first graders came a long way this year and have worked really hard. She stated they had a book sale this week and donated the proceeds of over \$90 to the Roberts Fire Department. She added this was a great learning experience as they organized the event and did the money desk.

Mr. Langager thanked Ms. Aschim for all her work with both the volleyball team and first graders.

Mrs. Nardinger reported on the counseling department and stated it has three components – character education for the elementary, academic counseling, and counseling on life after high school.

Mrs. Nardinger stated in character education she has been working on bullying with words and emotions, touched on drug and alcohol prevention, and looked at many different careers with fourth and fifth graders.

Mrs. Nardinger stated at the high school level, the ACT average was 21 and one student scored well enough to be accepted into the ROTC program. She stated the juniors took the Montana University System (MUS) writing assessment and scored 4.2 out of 6 so will be awarded a certificate.

Mrs. Nardinger stated she is excited about the schedule next year as we will be offering some online AP courses and courses we can't offer as the Montana Digital Academy has been funded through 2013. She added there are no study halls in next year's schedule.

Mrs. Nardinger reported the seniors have done very well with scholarships this year. She added those in JMG were required to do scholarship work and have been awarded some of those.

Mrs. Timmons asked how the online courses are working. Mrs. Nardinger stated they are going well and she can check the hours the students are spending on each class and there is always a teacher in the room.

Mrs. Timmons asked how student counseling sessions are going. Mrs. Nardinger stated they are going really well but we don't have to deal with situations to the extent other schools do.

Mr. Crump stated it is eye-opening to attend meetings where you see the problems encountered at other schools in the county.

### **EXECUTIVE SESSION**

Mrs. Timmons called for an executive session at 7:45 p.m. stating the next item to be discussed involves individuals and those individuals' rights to privacy exceed the merits of public disclosure. She returned the meeting to regular session at 8:15 p.m.

### **STUDENT ATTENDANCE ISSUES**

Mr. Crump recommended credits suspended because of attendance issues be reinstated for students M.B. and C.W.

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to reinstate credit for students M.B. and C.W. as recommended by the superintendent. (YES—Timmons, Ropp, Langager. NO—none).

Mr. Easthouse joined the meeting via telephone at 8:15 p.m.

## **BOOSTER CLUB**

George Nelson stated the Booster Club was going to request running their finances through the school activity account but he called OPI and was advised they would rather that not be done so other alternatives are being investigated. He added the group is up and running and is planning a barbeque and membership drive on the first day of school.

## **RPPA REPORT**

Kathy Bauer and Kathy Smiley addressed the Board on the Roberts Parents for the Performing Arts (RPPA) organization and thanked the Board and Mr. Crump for their support.

Mrs. Smiley stated RPPA has been around since 1994 and the group raises funds to send Roberts students to musical and drama performances and offers scholarships for not only college but also music camps.

Mrs. Bauer stated the group currently has three full-time members and two part-time members.

Mrs. Smiley stated the group is always looking for new members who would be interested in helping fill the gaps for fine arts at the school.

## **PERSONNEL**

**RESIGNATION** – Mr. Crump stated he received a letter of resignation from Kris Aschim and it is his recommendation that the Board accept it.

Motion was made by Frank Ropp, seconded by Carl Easthouse and carried unanimously to accept the letter of resignation from Kris Aschim. (YES—Timmons, Easthouse, Langager, Ropp. NO—none).

**HEALTH INSURANCE** – Mr. Crump stated the district received the renewal rates for health insurance through the Joint Powers Trust and is recommending renewal with the company with Option 4 which gives a 1% rate reduction for signing for a three-year period and a 2% reduction if 50% of members on the plan attend a wellness seminar at the school. He stated there is a 6% premium increase for the plan for next year but that can be brought down to a 3% increase with the reduction options.

Mrs. Timmons asked if we sign for a three-year period, do the rates stay the same for those years.

Mr. Crump stated the rates are subject to change each year.

Mrs. Timmons asked if Mr. Crump is confident with a three year commitment and have the teachers been consulted.

Annette Hart stated from what she's seen, this is an incredibly low rate.

Motion was made by Frank Ropp, seconded by Carl Easthouse and carried unanimously to accept renewal option #4 with the Joint Powers Trust for health insurance. (YES—Timmons, Easthouse, Langager, Ropp. NO—none).

**LAWN CARE** – Mr. Crump stated it is his recommendation that Joanne Stark be hired for lawn care again at the same rate as last year, \$13.00 per hour.

Mr. Langager stated Mrs. Stark ended up having to use her own lawn mower at times last year and he feels we should compensate her for that usage. Mrs. Obert stated that compensation would have needed to be done at the time the mower was used and if Mrs. Stark has to use her mower this year, she needs to keep track of the time so we can compensate her.

Motion was made by Sanford Langager, seconded by Carl Easthouse and carried unanimously to approve the rehire of Joanne Stark for lawn care this summer at the rate of \$13.00 per hour. (YES—Timmons, Easthouse, Langager, Ropp. NO—none).

**RECOMMENDATIONS FOR CLASSIFIED STAFF** – Mr. Crump stated it is his recommendation that contracts be offered to the classified staff for the 2011-2012 school year.

Motion was made by Frank Ropp, seconded by Carl Easthouse and carried unanimously to offer a contract for rehire for the 2011-2012 school year to Nancy Langager. (YES—Timmons, Easthouse, Ropp. NO—none. Abstained: Langager (conflict of interest)).

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to offer a contract for rehire for the 2011-2012 school year to Nikki Easthouse. (YES—Timmons, Langager, Ropp. NO—none. Abstained: Easthouse (conflict of interest)).

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to offer a contract for rehire for the 2011-2012 school year to Virginia Quayle. (YES—Timmons, Langager, Ropp. NO—none. Abstained: Easthouse (conflict of interest)).

Motion was made by Sanford Langager, seconded by Carl Easthouse and carried unanimously to offer contracts for rehire for the 2011-2012 school year to Joanne Stark, Elizabeth Kaufman, Deborah Hogan, Carly May, Roly DeVries, Jeff Krook, and Amber Mullin. (YES—Timmons, Easthouse, Langager, Ropp. NO—none).

#### RECOMMENDATION FOR TENURED TEACHER

Mr. Crump stated he is recommending the Board offer a contract for rehire for the 2011-2012 school year to tenured teacher Michael Creeden who will be returning from military leave in October.

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to offer a contract for rehire for the 2011-2012 school year to tenured teacher Michael Creeden. (YES—Timmons, Easthouse, Langager, Ropp. NO—none).

#### NEW BUSINESS

END OF THE YEAR PRIORITY LIST – Mr. Crump stated the year-end priority list is included in the board packet and listed in priority order from 1-3 with the #1 category being necessity items. He asked for the Board's perspective on the list.

Mr. Ropp asked if the different items for supplies are for one year. Mr. Crump stated we are looking at purchasing for two years.

Mr. Crump stated the items in the 1.5 category include athletic equipment, the brick project, and funding the reserve account.

Mr. Ropp asked if we could possibly do part of the brick project. Mrs. Timmons added we could get a bid on just the historical part that is falling down.

Mr. Crump stated he would ask Arik Petersen for a second bid and we could also talk with another contractor.

Mr. Crump stated the #2 category items are rough estimates for the electrical and heating work but he thinks the amount listed may be enough to get us functioning properly. He added the Promethean boards and laptops to run them are listed because he feels it is time for us to step up and provide that technology.

Mr. Crump stated the #3 category includes the locker room project but it would have to be determined how much we want to fix. Mrs. Timmons stated we could look at those on a walk-through at a special meeting.

Mr. Crump stated he would like to have approval to begin purchasing #1 category items.

Motion was made by Sanford Langager, seconded by Frank Ropp and carried unanimously to approve the expenditure of year-end funds for the #1 category items on the priority list. (YES—Timmons, Easthouse, Langager, Ropp. NO—none).

READING PROGRAM – Mr. Crump stated the district purchased the Storytown reading series for the kindergarten and first grade and would like to add it for the second and third grades. He stated the cost for materials for grades 2 and 3 and the intervention series for grades K-3 is \$10,297.

Mrs. Timmons asked what they get with the series.

Mr. Crump stated the series includes everything needed such as readers, textbooks, stations, and workbooks.

Mr. Easthouse stated we may need to get training for the second and third grade teachers.

Mr. Crump stated we've been using Open Court and pulling things for grammar. He added this series meets the needs of students at different levels.

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to approve the purchase of the Storytown reading series for grades 2 and 3 at a cost of \$10,297. (YES—Timmons, Easthouse, Langager, Ropp. NO—none).

GRADUATION – Mrs. Timmons and Mr. Ropp stated they will be representing the Board at graduation.

CANVASS OF TRUSTEE ELECTION – Mrs. Obert presented the canvass of the trustee election held on May 3, 2011. She stated the following were the election results for two three-year trustee positions.

Joel Bertolino	108
Frank Ropp Jr.	94
Sarah DeVries	91
Alvin J. Schiffer	27
Randy Weimer	1 (write-in vote)

Motion was made by Sanford Langager, seconded by Carl Easthouse and carried unanimously to approve the canvass of election results for the trustee election held on May 3, 2011. (YES—Timmons, Easthouse, Langager, Ropp. NO—none)

#### **OLD BUSINESS**

TEACHER NEGOTIATIONS – Mr. Ropp stated he and Mrs. Timmons met for the first time with teachers on negotiations.

2011-2012 CALENDAR – Mr. Crump stated when he gave the proposed calendar for next year to the staff, they recommended taking out three vacation days so school gets out before Memorial Day.

Mrs. Timmons stated her concern of taking out days that were scheduled as vacation days because the students will be gone for other events.

Mr. Crump stated this is what the teachers wanted so there shouldn't be complaints from them about the students not being in class.

Motion was made by Sanford Langager, seconded by Carl Easthouse and carried unanimously to approve the 2011-2012 calendar as presented by the superintendent. (YES—Timmons, Easthouse, Langager, Ropp. NO—none).

PERSONNEL POLICY SECOND READING – Mr. Crump recommended the Board approve the Personal Conduct policy (5223) on second reading as presented (see Attachment A). (YES—Timmons, Easthouse, Langager, Ropp. NO—none).

#### **SUPERINTENDENT REPORT**

SUPERINTENDENT SCHEDULE – Mr. Crump stated he is considering attending the MTSBA legislative review meeting on May 25 and it would also be good for a trustee to attend.

Mr. Ropp stated he will try to go.

SUMMER HOURS – Mr. Crump stated he would like to continue summer hours as has been done in the past with the office open five days a week and he and Mrs. Obert each working four day weeks.

ELEMENTARY CONFIGURATION – Mr. Crump stated it is his recommendation that the district have a combination kindergarten/first grade next year with a full-time aide in the room. He stated there will be 13 students

in that combination classroom. He added he would also like approval to move the sixth grade back into the elementary configuration and advertise for a sixth grade teacher.

Mr. Easthouse asked if the decision on the K/1 combination has to be made tonight. Mr. Crump stated if it isn't, we need to proceed with hiring a first grade teacher and it is less expensive to have an aide in a combination classroom than hire another teacher.

Joel Bertolino asked if this would be for one year. Mr. Crump stated we evaluate the numbers for the configuration every year.

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to begin the process to hire a sixth grade teacher. (YES—Timmons, Easthouse, Langager, Ropp. NO—none).

Motion was made by Frank Ropp and seconded by Sanford Langager to have a combination kindergarten/first grade class in the 2011-2012 school year. Motion carried. (YES—Timmons, Easthouse, Ropp. NO—Langager.)

**ADJOURNMENT**

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to adjourn the meeting at 10:29 p.m. (YES—Timmons, Easthouse, Langager, Ropp. NO—none).

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Board Vice Chair

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District Clerk

UNOFFICIAL

## ATTACHMENT A

### Roberts School District

#### PERSONNEL

5223

##### Personal Conduct

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment that creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee, before acting in a manner which might impinge on any fiduciary duty, may disclose the nature of the private interest which would create a conflict. Care should be taken to avoid using or avoid the appearance of using official positions and confidential information for personal advantage or gain.

Further, employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication.

Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the job within a particular building.

Legal Reference: § 20-1-201, MCA School officers not to act as agents

##### Policy History:

Adopted on:

Reviewed on:

Revised on:

**MINUTES OF THE REORGANIZATION MEETING  
OF THE BOARD OF TRUSTEES  
ROBERTS SCHOOL DISTRICT NO. 5  
MAY 10, 2011**

The reorganization meeting of the Board of Trustees, Roberts School District No. 5 was called to order by Vice Chair Tracy Timmons at 10:30 p.m. on May 10, 2011 in the library at the Roberts School.

**ATTENDANCE**

Tracy Timmons, Vice Chair  
Carl Easthouse  
Sanford Langager  
Frank Ropp

Absent: Randy Weimer, Chair

Elliott Crump, Superintendent  
JaLayne Obert, District Clerk

**SEATING OF NEWLY ELECTED TRUSTEES**

The oath of office for newly elected trustee Joel Bertolino and re-elected trustee Frank Ropp for three (3) year terms was administered by JaLayne Obert, District Clerk.

**BOARD REORGANIZATION**

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to elect Tracy Timmons Board Chair for the 2011-2012 year. (YES—Timmons, Bertolino, Easthouse, Langager, Ropp. NO—none).

Motion was made by Tracy Timmons and seconded by Joel Bertolino to nominate Frank Ropp for Board Vice-Chair for the 2011-2012 year.

Motion was made by Sanford Langager to nominate Carl Easthouse for Board Vice-Chair for the 2011-2012 year. Motion died for lack of a second.

The vote was taken on the nomination of Frank Ropp as Board Vice-Chair and carried unanimously. (Timmons, Bertolino, Easthouse, Langager, Ropp. NO—none).

**APPOINTMENT OF DISTRICT CLERK**

Motion was made by Sanford Langager, seconded by Frank Ropp and carried unanimously to approve the appointment of JaLayne Obert as District Clerk for the 2011-2012 year. (YES—Timmons, Ropp, Bertolino, Easthouse, Langager. NO—none).

**SPECIAL MEETING**

It was determined a special meeting would be called later in the month to do the maintenance walkthrough, discuss negotiations, year-end spending, and review of the Board member packet.

**ADJOURNMENT**

Motion was made by Sanford Langager, seconded by Carl Easthouse and carried unanimously to adjourn the meeting at 10:45 p.m.

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Board Chair

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District Clerk



**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF TRUSTEES  
ROBERTS SCHOOL DISTRICT NO. 5  
MAY 31, 2011**

The special meeting of the Board of Trustees, Roberts School District No. 5 was called to order by Chair Tracy Timmons at 6:00 p.m. on May 31, 2011 in the library at the Roberts School.

**ATTENDANCE**

Tracy Timmons, Chair  
Frank Ropp, Vice Chair  
Joel Bertolino  
Sanford Langager

Absent: Carl Easthouse

Elliott Crump, Superintendent  
JaLayne Obert, District Clerk

GUESTS: Annette Hart

**MAINTENANCE WALKTHROUGH**

Mr. Crump led the Board through the annual maintenance walkthrough.

**PERSONNEL**

ELEMENTARY TEACHER POSITION -- Mr. Crump stated when the Board made the decision to move the sixth grade back into the elementary configuration, he began the hiring process for a teacher by advertising in-house. He stated there was one applicant for the position and it is his recommendation that the Board hire Kyle Neibauer for the sixth grade teaching position.

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to hire Kyle Neibauer for the elementary teaching position at the BA level with one year experience. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

BUSINESS TEACHER POSITION – Mr. Crump stated interviews for the business teacher position were held on May 25, 2011 and he is recommending the Board hire Kelly Horton for the position.

Motion was made by Sanford Langager, seconded by Frank Ropp and carried unanimously to hire Kelly Horton for the business teacher position at the BA level with two years experience. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

**BOARD DEVELOPMENT**

STRATEGIC PLAN -- Mrs. Timmons stated the district has a Strategic Plan but the action plans have not been developed. She stated the Board asked for community input on the Strategic Plan and they gave us that but we need to continue to review and work on it.

Mr. Ropp stated at the MTSBA meeting he attended, they stressed the importance of having a Strategic Plan and added it was stated how surprising it is how often it is referred to once a district begins using it.

BOARD POLICIES – Mrs. Timmons stated when she was first elected to the Board, she got some policies from the MTSBA that have really helped her as a board member. She added she would like to review Policy 6110P (see Attachment B) tonight as it outlines the duties of the Board of Trustees and superintendent.

After discussion by the Board, it was determined Policy 6110P would be put on the agenda for first reading at the June meeting.

YEAR-END EXPENDITURES – Mr. Crump stated he added an additional column to the priority list to reflect changes in estimated/actual costs such as the reduction in classroom supplies from \$30,000 to \$15,000. He stated he hasn't received a new bid on the brick project yet and has moved the Promethean boards from a 2

priority rating to a 1.5 as the teachers are excited about using the boards next year. He added the roofing project was added to the 1.5 category list but he has no costs for it yet.

Mr. Crump stated Mr. Easthouse asked for a bid on lunch tables and those were added to the 3 category at a cost of \$5,712. He added we are in the process of purchasing items on the #1 priority list and would like to get going on those on the 1.5 list.

Mrs. Timmons asked how Mr. Crump feels about not doing the entire brick project at once. Mr. Crump stated he would like to avoid having to do it twice.

Mrs. Timmons stated she really doesn't want to get into the 1.5 category when we haven't finished negotiations.

Mr. Ropp stated we may have to bonus classified staff out of year-end funds and it sounds like we may not see an increase in the second year of the biennium.

Mrs. Timmons stated if we have less money each year, we may need to look at a mill levy. She stated all this makes a difference in how we negotiate.

NEGOTIATIONS -- Mr. Ropp stated Mr. Crump put together a new salary matrix that increases the base to help with recruitment and extends out the matrix to help with retention. He stated this matrix reduces the percentage increases for steps and lanes but the bottom line is it will be an increase of \$23,000 in the budget.

Mrs. Timmons stated if the increase is \$23,000 in the first year, it will be even more in the second and the budget will be in worse shape. She added the salary increase doesn't include any amounts for salary increases for classified staff and administration and in the past we have tried to keep the percentages about the same for all staff.

Mr. Crump stated when we get to a big budget crunch, the first thing we'll have to do is reduce the number of teachers. He added we really need to have a higher base to recruit quality staff and he would like it at \$25,000.

Mr. Ropp stated the teachers did say they would be okay with giving signing bonuses to get good teachers. He added other items discussed included:

1. Two weeks paid maternity leave
2. Spouses and families allowed into games at no charge
3. Grievance procedure in the staff handbook consistent with Board policy
4. Removal or adjustment of language added to the contract addressing the penalty for withdrawing from the contract
5. Work with advisor/senior trip committee to rewrite the faculty advisor position
6. Will only consider a decrease in number of leave days to nine if those days are all discretionary
7. Agree to attend wellness seminars in order to receive a 2% reduction in premiums
8. Would like "other duties as assigned" spelled out
9. Work hours to be 7:45 a.m. to 4:00 Monday through Thursday and 7:45 a.m. to 2:30 p.m. on Friday
10. Prep time to be spent in the building
11. By signing the contract, teachers are saying they will abide by the handbook

Mr. Ropp stated the negotiators will meet again on Tuesday at 3:00 p.m. and would like Mr. Crump to attend.

Mr. Crump stated he is recommending the district move forward with the purchase of items on the 1.5 category list.

Motion was made by Frank Ropp, seconded by Joel Bertolino and carried unanimously to approve the expenditure of \$6,100 for athletic equipment. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to approve the expenditure of \$20,000 for Promethean boards. (YES—Timmons, Ropp, Bertolino, Langager. NO—none).

Mr. Ropp stated he wants to see bids on the brick and roofing projects and would like to hold off on funding for the reserves.

Mr. Langager stated he would like to see a bid on the electrical work.

Mr. Bertolino stated he likes the new matrix and feels the percentage increase may still be up for discussion.

Mr. Ropp asked Mr. Crump to look at decreasing the percentages in the teacher salary matrix.

Motion was made by Frank Ropp, seconded by Sanford Langager and carried unanimously to adjourn the meeting at 9:45 p.m.

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Board Chair

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District Clerk

UNOFFICIAL

**ATTACHMENT B**  
**Roberts School District**

**R**

**ADMINISTRATION**  
Superintendent

6110P

<b>The Board will:</b>	<b>The Superintendent will:</b>
Select the Superintendent and delegate to him/her all necessary administrative powers.	Serve as chief executive officer of the District.
Adopt policies for the operations of the school system and review administrative procedures.	Recommend policies or policy changes to the Board and develop procedures which implement Board policy.
Formulate a statement of goals reflecting the philosophy of the District.	Provide leadership in the development, operation, supervision, and evaluation of the educational program.
Adopt annual objectives for improvement of the District.	Recommend annual objectives for improvement of the District.
Approve courses of study.	Recommend courses of study.
Approve textbooks.	Recommend textbooks.
Approve the annual budget.	Prepare and submit the annual budget.
Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.	Recommend candidates for employment as certificated and classified staff.
Authorize the allocation of certificated and classified staff.	Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.
Approve contracts for major construction, remodeling, or maintenance.	Recommend contracts for major construction, remodeling, or maintenance.
Approve payment of vouchers and payroll.	Recommend payment of vouchers and payroll.
Approve proposed major changes of school plant and facilities.	Prepare reports regarding school plant and facilities needs.