

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
AUGUST 14, 2013**

The regular meeting of the Board of Trustees, Roberts School District No. 5, was called to order by Chair Sarah DeVries at 6:05 p.m. on August 14, 2013, in the library at the Roberts School.

ATTENDANCE

Sarah DeVries, Chair
Joel Bertolino, Vice Chair
Tami Hoines
Rusty Niemi
Frank Ropp

Elliott Crump, Superintendent
JaLayne Obert, District Clerk

GUESTS: George Nelson, Stacy Nelson, Nancy Langager, Sanford Langager, Jackie Ronning, Chris DeVries

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

MINUTES

Motion was made by Tami Hoines, seconded by Joel Bertolino and carried unanimously to approve the minutes of the regular meeting July 22, 2013 as presented. (YES—DeVries, Bertolino, Hoines, Niemi, Ropp. NO—none).

CLAIMS, SEQUENCE, AND VOIDED CHECKS

Ms. DeVries asked about the dispute on the credit card bill. Mrs. Obert stated we had been double billed for some books and she disputed the charge to have the double billing taken off the bill.

Motion was made by Frank Ropp, seconded by Rusty Niemi and carried unanimously to approve the claims, sequence, and voided checks for August 2013 as presented. (YES: DeVries, Bertolino, Hoines, Niemi, Ropp. NO—none).

PERSONNEL

COACHING POSITIONS – Mr. Crump recommended the Board hire Debbie Brewer as the head volleyball coach at the salary stipend of \$2150.

Ms. Hoines asked if this is for coaching high school or junior high volleyball. Mr. Crump stated this is the high school position.

Motion was made by Rusty Niemi, seconded by Tami Hoines and carried unanimously to hire Debbie Brewer as the head high school volleyball coach with a stipend of \$2150. (YES—DeVries, Bertolino, Hoines, Niemi, Ropp. NO—none).

Mr. Crump recommended the Board hire Jackie Ronning as the head junior high volleyball coach at the salary stipend of \$1350.

Motion was made by Joel Bertolino, seconded by Rusty Niemi and carried unanimously to hire Jackie Ronning as the head junior high volleyball coach at the salary stipend of \$1350. (YES—DeVries, Bertolino, Hoines, Niemi, Ropp. NO—none).

SPECIAL EDUCATION PARAPROFESSIONALS – Mr. Crump stated he received four applications for the special education paraprofessional positions. He recommended the Board hire Amanda Smith for the five hour per day position at \$13.17 per hour.

Mr. Crump stated a decision hasn't been made yet on the full-time position.

Motion was made by Frank Ropp, seconded by Joel Bertolino and carried unanimously to hire Amanda Smith for the five hour per day special education paraprofessional position at a salary of \$13.17 per hour. (YES—DeVries, Bertolino, Hoines, Niemi, Ropp. NO—none).

NEW BUSINESS

POLICY REVISION – Mr. Crump stated when the Department of Justice conducted the on-site audit for fingerprinting, one suggestion was the district adopt a shred policy so as to not keep copies of fingerprints on file but only record the results and shred the document.

Mr. Crump stated Policy 5120 is the district's Hiring Process and Criteria and recommended making a revision to it containing the language for shredding in the Background Check section.

Motion was made by Tami Hoines, seconded by Rusty Niemi and carried unanimously to approve the revision to Policy 5120 – Hiring Process and Criteria (see attached). (YES—DeVries, Bertolino, Hoines, Niemi, Ropp. NO—none).

STORYTOWN CURRICULUM – Mr. Crump stated when we received the Storytown material for grade 4, we discovered the bid didn't include the cost of the leveled readers. He stated it will cost \$324 to complete what we need with that set and recommended the Board approve the purchase.

Motion was made by Frank Ropp, seconded by Rusty Niemi and carried unanimously to approve the expenditure of \$324 to complete the Storytown curriculum for grade 4. (YES—DeVries, Bertolino, Hoines, Niemi, Ropp. NO—none).

YWCCSSC COMMITMENT – Mr. Crump stated the district needs to inform the Yellowstone-West Carbon County Special Services Cooperative by October 1 of intent to participate or not participate the next fiscal year.

Motion was made by Frank Ropp, seconded by Joel Bertolino and carried unanimously to approve the following:

“After discussion at our board meeting of August 14, 2013, the Board of Trustees for the Roberts School District #5 have 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 Elliott Crump, Superintendent to serve as their representative to the Cooperative Joint Advisory Board.”

(YES—DeVries, Bertolino, Hoines, Niemi, Ropp. NO—none).

TRUSTEES FINANCIAL SUMMARY – Mrs. Obert reviewed the Trustees' Financial Summary for the 2012-2013 school year and asked for approval so it can be sent to the County Superintendent and Office of Public Instruction.

Motion was made by Joel Bertolino, seconded by Tami Hoines and carried unanimously to approve the 2012-2013 Trustees' Financial Summary as presented. (YES—DeVries, Bertolino, Hoines, Niemi, Ropp. NO—none).

2013-2014 BUDGET ADOPTIONS –Mr. Crump recommended the Board adopt the proposed 2013-2014 budgets as presented.

Motion was made by Joel Bertolino, seconded by Rusty Niemi and carried unanimously to adopt the following budgets for the 2013-2014 school year:

General Fund	\$1,058,386.45
Transportation Fund	\$ 97,153.62
Bus Depreciation Fund	\$ 269,240.91
Tuition Fund	\$ 4,350.00
Retirement Fund	\$ 189,839.57
Technology Fund	\$ 26,805.79
Flexibility Fund	\$ 14.65
Debt Service Fund	\$ 101,892.50

(YES—DeVries, Bertolino, Hoines, Niemi, Ropp. NO—none).

OLD BUSINESS

ADMINISTRATIVE NEGOTIATIONS/CONTRACTS – Frank Ropp thanked Tami Hoines and Rusty Niemi for helping with negotiations this year and added their input was valuable.

Mr. Ropp stated three years ago there was money left at the end of the year and bonuses were given. He stated supply and demand is now different and with advances in technology, people can do more in less time. He stated the district increased the base pay for teachers this year and gave the classified staff a \$.50 per hour raise. He stated in the future we will probably have to look at increasing pay for the kitchen staff and the bus drivers are pretty much at the top of the scale but we have to pay good money to keep a bus driver.

Mr. Ropp stated he tried to find a going rate for replacing the business manager/clerk and executive assistant but could only find two instances where those positions had been replaced. He added he feels we could probably replace the people in those positions at a far greater discount as he feels the bonuses put the administrative staff at the top of the pay scale and it is difficult for him to recommend any increase at all for those two employees.

Mr. Ropp stated during negotiations with Mrs. Langager and Mrs. Obert he did find out a lot of things that are going on in the school and walked away from the negotiating session feeling very good. He stated he felt the session was very positive and if we were in a real budget crunch or it was earlier in the year he may have come up with different options but feels we are out of balance with salaries.

George Nelson stated both these individuals are amazing at their jobs and replacing them may be cheaper but it may not be the same quality work.

Mr. Ropp stated his recommendation for the executive assistant is a 190 day contract with a \$.50 per hour raise (\$15.75) for an annual salary of \$23940. He added he is also recommending no salary increase for the business manager but five of the seven PIR days could be taken off with no reduction in pay.

JaLayne Obert stated she saw the negotiating session quite differently than Mr. Ropp and she and Mrs. Langager both felt their jobs had been threatened. She related to the Board what she heard said in the session.

Sanford Langager stated the Board would be selling itself short to accept these recommendations because if you cut employees short, it is degrading and humiliating. He stated the Board needs to be careful and the Superintendent needs to step up.

Motion was made by Frank Ropp to offer the executive assistant Nancy Langager a \$.50 per hour raise to \$15.75 per hour for a 190 day contract at \$23,940.

The motion died for lack of a second.

Motion was made by Frank Ropp to offer the Business Manager/Clerk a contract with no increase and yearly salary of \$33,280 and allow her to take five of the seven PIR days off with no reduction in salary. (NOTE – The salary as stated would be a reduction of \$4,680 from what was negotiated in July, 2011 for the 2011-2013 school years.)

The motion died for lack of a second.

Mr. Ropp stated since taking on the job of being a trustee, he has worked diligently to look out for the kids, work for the taxpayers to do what is best, and enforce the law. He stated he is relinquishing his position as a negotiator.

Mr. Crump asked that the Board put together another negotiating team. It was determined Ms. Hoines and Mr. Niemi would serve on that team.

Mr. Nelson stated this is perhaps the highest level of excitement for the school year and most positive vibes there have been in ten years.

Mr. Ropp left the meeting at 7:23 p.m.

RECESS

Ms. DeVries called for a short recess at 7:30 p.m. and returned the meeting to regular session at 7:35 p.m.

POLICY SECOND READING – Mr. Crump recommended the Board approve adoption of the following policies on second reading (see attachments):

3123 – Attendance Policy – Truancy

Motion was made by Joel Bertolino, seconded by Tami Hoines and carried unanimously to approve adoption of Policy 3123 – Attendance Policy – Truancy, on second reading. (YES—DeVries, Bertolino, Hoines, Niemi. NO—none).

3236 – Use of Video Cameras on School Buses

Motion was made by Joel Bertolino, seconded by Rusty Niemi and carried unanimously to approve adoption of Policy 3236 – Use of Video Cameras on School Buses, on second reading. (YES—DeVries, Bertolino, Hoines, Niemi. NO—none).

3415 – Management of Sports Related Concussions

Motion was made by Tami Hoines, seconded by Joel Bertolino and carried unanimously to approve adoption of Policy 3415 – Management of Sports Related Concussions, on second reading. (YES—DeVries, Bertolino, Hoines, Niemi. NO—none).

3415P – Management of Sports Related Concussions

Motion was made by Rusty Niemi, seconded by Tami Hoines and carried unanimously to approve adoption of Policy 3415P – Management of Sports Related Concussions, on second reading. (YES—DeVries, Bertolino, Hoines, Niemi. NO—none).

8301 – District Safety

Motion was made by Tami Hoines, seconded by Rusty Niemi and carried unanimously to approve adoption of Policy 8301 – District Safety, on second reading. (YES—DeVries, Bertolino, Hoines, Niemi. NO—none).

SCIENCE TEXTBOOK – Mr. Crump stated he believes the online version of the Anatomy and Physiology textbook from Amazon is going to cost roughly \$300 but it may run a little higher depending on the number needed.

Motion was made by Joel Bertolino, seconded by Rusty Niemi and carried unanimously to approve the purchase of up to \$500 for the online version of the Anatomy and Physiology textbook. (YES—Bertolino, DeVries, Hoines, Niemi. NO—none).

SUPERINTENDENT REPORT

SUPERINTENDENT SCHEDULE – Mr. Crump stated he thinks we have an excited teaching staff and new teaching staff.

OPENING THE SCHOOL YEAR/PIR DAYS – Mr. Crump stated the agenda for the PIR day was included in the Board packet and he would like the Board to attend the Staff Retreat on Tuesday morning.

OPEN HOUSE – Mr. Crump stated the Open House is scheduled for Thursday, August 29, 2013.

STAFF EVALUATION TRAINING – Mr. Crump stated the goal for staff evaluations is to get all teachers moving forward with the common core. He stated the training he attended in Helena is on a self-evaluation process and contains an evaluation unit instead of an evaluation lesson. He stated the evaluation process is mandated to go into effect in September 2014 and we are a pilot school for the project.

PROGRAM UPDATE – Mr. Crump stated he would like to have a new course offering for this year, Chinese Language and Culture. He recommended the Board approve the new offering.

Motion was made by Rusty Niemi, seconded by Tami Hoines and carried unanimously to approve a new course offering, Chinese Language and Culture, as recommended by the superintendent. (YES—DeVries, Bertolino, Hoines, Niemi. NO—none).

MISCELLANEOUS – Rusty Niemi stated there may be a lack of communication in the front office and perhaps frequent, short meetings of the staff would help

Chris DeVries stated she wished the trustees would come spend a day with the executive assistant and business manager/clerk and see what they do. She added Mr. Crump should have stood up for them.

ADJOURNMENT

Ms. DeVries adjourned the meeting at 8:07 p.m.

Board Chair

District Clerk

ATTACHMENTS

Roberts School District

PERSONNEL

5120

Hiring Process and Criteria

The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and for making hiring recommendations to the Board. The District will hire highly qualified personnel consistent with budget and staffing requirements and will comply with Board policy and state law on equal employment opportunities and veterans' preference. All applicants must complete a District application form to be considered for employment. The Superintendent will follow the District hiring procedures as incorporated into this policy.

Certification

The District requires contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. If a position cannot be filled with a qualified certified individual, the District will consider an individual working towards their degree in the field of vacant position given the proper documentation has been filed with the Office of Public Instruction. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The clerk will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

Background Check

Every applicant must provide the District with written authorization for a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. The district will create a determination sheet from the criminal history record. The determination sheet will be kept on file at the District Office. The Criminal History Record with no disqualifiers will be shredded on site immediately after review. The Criminal History Record with disqualifiers will be retained on file at the District Office according to law. Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

Legal Reference: § 20-4-202, MCA Teacher and specialist certification
registration
§ 39-29-102, MCA Point preference or alternative preference in
initial hiring for certain applicants –
substantially equivalent selection procedure
No Child Left Behind Act of 2001 (P.L. 107-110)
37.114.1010, DPHHS Employee of School: Day Care
Facility
Care Provider

Policy History:

Adopted on: March 14, 2006

Reviewed on:

Revised on:

Roberts School District

STUDENTS

3123

Attendance Policy - Truancy

Students are expected to attend all assigned classes each day. Teachers shall keep a record of absence and tardiness. Before the end of the school day, each school shall attempt to contact every parent, guardian, or custodian whose child is absent from school but who has not reported the child as absent for the school day, to determine whether the parent, guardian, or custodian is aware of the child's absence from school.

For the purpose of this policy "truant" or "truancy" means the persistent non-attendance without excuse, as defined by this policy, for all or any part of a school day equivalent to the length of one class period of a child required to attend a school under 20-5-103. "Habitual truancy" means recorded unexcused absences of 9 or more days or 54 or more parts of a day, whichever is less, in 1 school year.

The Roberts School District's definition of non-attendance without excuse is stated in the student handbook.

The Roberts School district has appointed the Superintendent as the attendance officer of the district.

The Superintendent shall have the powers and duties as stated in 20-5-105(1) (Section 2), MCA.

Legal Reference:	§ 20-5-103, MCA	Compulsory attendance and excuses
	§ 20-5-104, MCA	Attendance officer
	§ 20-5-105, MCA	Attendance officer – powers and duties
	§ 20-5-106, MCA	Truancy
	§ 20-5-107, MCA	Incapacitated and indigent child attendance
	§ 41-5-103(22), MCA	Definitions

Procedure History:

Adopted on:

Reviewed on:

Revised on:

Roberts School District

STUDENTS

3236

Use of Video Cameras on School Buses

Video cameras may be used on school buses in order to monitor conduct and maintain a safe environment for students and employees.

The content of the digital recordings are student records and are subject to district policy and procedure concerning school student records.

Review of Digital Recordings

Digital recordings are viewed by the administration to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. The recordings will also be viewed at random by the school administration.

Viewing of the digital recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, the individual with a legitimate educational or administrative purpose will be the Superintendent.

If the content of digital recordings becomes the subject of a student disciplinary hearing before the board of trustees, it will be treated like other evidence in the proceeding. A written log will be kept by the administrator of those individuals viewing the recordings stating the date of the incident, name of individual viewing, and the date and time the recording was viewed.

A digital recording may be reused or erased after ten consecutive school days unless it is needed for an educational or administrative purpose.

Student Conduct

Students are prohibited from tampering with the video equipment. Students who violate this regulation will be disciplined in accordance with school district policy and will reimburse the school district for the cost of any repairs or replacement necessary as a result of the tampering.

Policy History:

Adopted on:

Reviewed on:

Revised on:

Roberts School District

STUDENTS

3415

Management of Sports Related Concussions

The Roberts School District recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or death is significant when a concussion or head injury is not properly evaluated and managed. Therefore, all K-12 competitive sport athletic activities in the District will be identified by the administration.

Consistent with guidelines provided by the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, the National Federation of High Schools (NFHS) and the Montana High School Association (MHS), the District will utilize procedures developed by the MHS and other pertinent information to inform and educate coaches, athletic trainers, officials, youth athletes, and their parents and/or guardians of the nature and risk of concussions or head injuries, including the dangers associated with continuing to play after a concussion or head injury. Resources are available on the Montana High School Association Sports Medicine page at www.mhsa.org; U.S. Department of Health and Human Services page at: www.hhs.gov; and; the Centers for Disease and Prevention page at www.cdc.gov/concussion/sports.index.html.

Annually, the district will distribute a head injury and concussion information and sign-off sheet to all parents and guardians of student-athletes in competitive sport activities prior to the student-athlete's initial practice or competition.

All coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities, shall complete the training program at least once each school year as required in the District procedure. Additionally, all coaches, athletic trainers, officials, including volunteers participating in organized youth athletic activities will comply with all procedures for the management of head injuries and concussions.

Reference: Montana High School Association, Rules and Regulations
Section 4, Return to Play

Legal Reference: (Bill title and number)

Cross Reference: 3415F Student-Athlete & Parent/Legal Custodian Concussion
Statement

Policy History:

Adopted on:

Reviewed on:

Revised on:

Roberts School District

STUDENTS

3415P

Management of Sports Related Concussions

- A. Athletic Director or Administrator in Charge of Athletic Duties:
1. *Updating*: Each spring, the athletic director, or the administrator in charge of athletics if there is no athletic director, shall review any changes that have been made in procedures required for concussion and head injury management or other serious injury by consulting with the MHSAs or the MHSAs Web site. If there are any updated procedures, they will be adopted and used for the upcoming school year.
 2. *Identified Sports*: Identified sports include all MHSAs-sanctioned activities, including cheer/dance squads, and any other district-sponsored sports or activities as determined by the district.
- B. *Coach Training*: All coaches shall undergo training in head injury and concussion management at least once every two years by one of the following means: (1) through viewing the MHSAs sport-specific rules clinic; or (2) through viewing the MHSAs concussion clinic found on the MHSAs Sports Medicine page at www.mhsa.org.
- C. *Parent Information Sheet*: On a yearly basis, a concussion and head injury information sheet shall be distributed to the student-athlete and the athlete's parent and/or guardian prior to the student-athlete's initial practice or competition. This information sheet may be incorporated into the parent permission sheet which allows students to participate in extracurricular athletics and should include resources found on the MHSAs Sports Medicine page at www.mhsa.org.
- D. *Coach's Responsibility*: A student-athlete who is suspected of sustaining a concussion or head injury or other serious injury in a practice or game shall be immediately removed from play.
- E. *Return to Play After Concussion or Head Injury*: In accordance with MHSAs Return to Play Rules and Regulations, a student athlete who has been removed from play may not return to play until the athlete is cleared by a licensed health care provider (D, DO, PAC or NP). The health care provider may be a volunteer.

Roberts School District

NONINSTRUCTIONAL OPERATIONS

8301

District Safety

For purposes of this policy, “disaster means the occurrence or imminent threat of damage, injury, or loss of life or property”.

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents will be reported to the District office.

The board of trustees has identified the following local hazards that exist within the boundaries of its school district: Fire, Earthquake, High Winds, Tornadoes, Intruders, and Firearms

Prior to July 1, 2014 the Superintendent shall design and incorporate drills in its school safety plan to address the aforementioned hazards. The trustees shall certify to the office of public instruction on or before July 1, 2014, that a school safety plan has been adopted. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year in a school. All teachers will discuss safety drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters. A record will be kept of all fire drills.

The trustees shall review the school safety plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety.

The Superintendent will develop safety and health standards which comply with the Montana Safety Culture Act.

Legal Reference:	§ 20-1-401, MCA	Disaster drills to be conducted regularly – districts to identify disaster risks and adopt school safety plan
	§ 20-1-402, MCA required –	Number of disaster drills
	§§ 39-71-1501, et seq., MCA	time of drills to vary Montana Safety Culture Act

Policy History:

Adopted on:

Reviewed on:
Revised on