

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
ROBERTS SCHOOL DISTRICT NO. 5  
AUGUST 12, 2014**

The regular meeting of the Board of Trustees, Roberts School District No. 5, was called to order by Joel Bertolino at 6:00 p.m. on August 12, 2014, in the library at the Roberts School.

**ATTENDANCE**

Sarah DeVries, Chair (arrived at 6:03 p.m.)

Joel Bertolino

Tami Hoines

Luke Holdbrook

Absent: Rusty Niemi, Vice Chair

Alex Ator, Superintendent

JaLayne Obert, Business Manager/District Clerk

GUESTS: Rylee Perkins, Brittany Prinkki, Sydney Miller, Courtney Halvorsen, Jackie Ronning, Stacie Nardinger, Ellen Rose, Jake Kaufman, Ward Braten, Chris DeVries

**PLEDGE OF ALLEGIANCE**

The meeting began with the Pledge of Allegiance.

**MINUTES**

Motion was made by Luke Holdbrook, seconded by Tami Hoines and carried unanimously to approve the minutes of the regular meeting on July 22, 2014 as presented. (YES--DeVries, Bertolino, Hoines, Holdbrook. NO—none).

**CLAIMS, SEQUENCE, AND VOIDED CHECKS**

Motion was made by Luke Holdbrook, seconded by Rusty Niemi and carried unanimously to approve the claims, sequence, and voided checks for August 2014 as presented. (YES--DeVries, Bertolino, Hoines, Holdbrook. NO—none).

**PUBLIC COMMENT**

Ellen Rose and Jake Kaufman spoke to the Board about the possibility of adding AFLAC insurance as a payroll deduction. Ms. Rose stated AFLAC is not a primary health care insurance but offers additional coverage such as dental, vision, and income protection. She stated the minimum enrollment is three employees and part-time staff are eligible to participate.

Mr. Ator stated he would ask staff to contact him if they are interested and we could proceed from there.

Stacie Nardinger stated she has been asked if we are going to have an Open House this year. Mr. Ator stated we probably will in the early part of September.

**PERSONNEL**

COACHING RECOMMENDATIONS – Mr. Ator recommended the Board hire Alissa Buckstead as head high school volleyball coach at the stipend rate of \$2150. He stated Ms. Buckstead has been a youth club coach and played two years at the college level.

Motion was made by Joel Bertolino, seconded by Luke Holdbrook and carried unanimously to hire Alissa Buckstead as head high school volleyball coach at the stipend rate of \$2150. (YES—DeVries, Bertolino, Hoines, Holdbrook. NO—none).

Mr. Ator recommended the Board hire Daniel Kosel as the assistant high school girls' basketball coach at the stipend rate of \$1650.

Motion was made by Luke Holdbrook, seconded by Tami Hoines and carried unanimously to hire Daniel Kosel as the assistant high school girls' basketball coach at the stipend rate of \$1650. (YES—DeVries, Bertolino, Hoines, Holdbrook. NO—none).

BUS DRIVER OPENING FOR FOOTBALL PRACTICE – Mr. Ator stated a very small number of boys have expressed interest in playing football in Red Lodge so he feels we should withdraw the bus driver position for that event. He stated either he or a staff member could transport the boys to practice and be reimbursed at the state rate and then parents will be responsible for the trip home.

Mr. Holdbrook asked what was done previously when Roberts co-oped with Red Lodge for football. Mr. Bertolino stated the students were responsible for their own transportation. He stated he'd like to leave it up to Mr. Ator to figure out.

CONCESSIONS – Mr. Ator stated he spoke with the parent who oversaw concessions last year and she is not interested in doing the job again. He stated he will wait to talk to the teachers to see if anyone has a good idea for this year.

COOK OPENING – Mr. Ator stated there were three candidates for the assistant cook opening and recommended the Board offer the position to Debbie Haight at the rate of \$10.50 per hour with an increase to \$11.00 per hour upon the successful completion of sixty days probation.

Motion was made by Joel Bertolino, seconded by Luke Holdbrook and carried unanimously to hire Debbie Haight for the assistant cook position at the rate of \$10.50 per hour with an increase to \$11.00 per hour upon the successful completion of sixty days probation. (YES—DeVries, Bertolino, Hoines, Holdbrook. NO—none).

## **NEW BUSINESS**

FFA NATIONALS – Mr. Ator asked the FFA students in attendance how many would like to attend the FFA national convention and when they would have to leave.

Sydney Miller stated five students are interested in attending. Mr. Braten stated the group would leave on Saturday, arrive in Louisville on Wednesday and have to be back by Thursday for the volleyball tournament.

Mr. Ator stated his concern is the students would just get there in time to come back. He stated the two seniors could attend the convention next year after they graduate if they are still interested.

Rylee Perkins stated she doesn't know if she would want to miss that much college.

Mr. Ator stated discussion about this trip needs to start much earlier, in January or February.

BEARTOOTH CONCRETE – John Dinsdale of Beartooth Concrete stated he is working on trying to get the concrete work done to replace the sidewalk plus the section by the bandroom. He stated he is talking to some of the mix plants to see if he can get materials at a lower price or donated and he will donate what he can. He estimated cost of the project to be around \$6,000.

Mr. Ator stated he would like to put this on the September meeting agenda for further discussion.  
PART TIME ATTENDANCE POLICY – Mr. Ator stated he was asked to create a policy to allow a student to enroll on a part-time basis. He stated he modeled the policy after MTSBA policy 3150 and included students in grades 7-12. He stated the policy requires the student to be enrolled in four classes with at least two taken in the building. He recommended the policy be approved on first reading (see attached).

Motion was made by Joel Bertolino, seconded by Luke Holdbrook and carried unanimously to approve the Part Time Attendance Policy on first reading. (YES—DeVries, Bertolino, Hoines, Holdbrook. NO—none).

ADOPTION OF CURRICULUM – Mr. Ator stated he met with Mr. Begger and Mrs. Halvorsen and reviewed materials for sixth grade social studies. He recommended ordering the Medieval World and Beyond text series for 15 students and teacher edition with a cap of \$2100.

Motion was made by Tami Hoines, seconded by Joel Bertolino and carried unanimously to approve the Medieval World and Beyond series for sixth grade social studies and ordering the materials for 15 students and teacher materials with a cap of \$2100. (YES—DeVries, Bertolino, Hoines, Holdbrook. NO—none).

TRUSTEE FINANCIAL SUMMARY – Mrs. Obert stated the Trustees Financial Summary for 2013-2014 has been completed and asked for approval.

Motion was made by Luke Holdbrook, seconded by Joel Bertolino and carried unanimously to approve the 2013-2014 Trustees Financial Summary. (YES—DeVries, Bertolino, Hoines, Holdbrook. NO—none).

2014-2015 BUDGET ADOPTION – Mrs. Obert presented the following budgets for 2014-2015 and asked for approval:

GENERAL FUND	\$1,052,275.01
TRANSPORTATION FUND	\$ 98,433.65
BUS DEPRECIATION FUND	\$ 217,868.09
TUITION FUND	\$ 4,425.00
RETIREMENT FUND	\$ 160,262.82
TECHNOLOGY FUND	\$ 28,628.35
FLEXIBILITY FUND	\$ 14.83
DEBT SERVICE FUND	\$ 98,672.50

Motion was made by Tami Hoines, seconded by Luke Holdbrook and carried unanimously to approve the 2014-2015 budgets as presented. (YES—DeVries, Bertolino, Hoines, Holdbrook. NO—none).

## **OLD BUSINESS**

2014-2015 SCHEDULE OF CLASSES -- Mr. Ator reviewed the new schedules for junior high and high school and specials for the elementary. He stated he took out one period per day in the junior high and high school schedule with study hall for the last half hour per day. He recommended the schedules be approved as presented.

Motion was made by Joel Bertolino, seconded by Tami Hoines and carried unanimously to approve the 2014-2015 Schedule of Classes as presented. (YES—DeVries, Bertolino, Hoines, Holdbrook. NO—none).

FOOTBALL COOPERATIVE – Mr. Ator stated the junior high football players and parents voted unanimously to have their own team in Roberts rather than joining the Red Lodge program like the high school.

2014-2015 HANDBOOKS – Mr. Ator stated after speaking with each of the teachers, there are changes that need to be made in the staff and student handbooks but he would like to table reviewing those until he can establish a leadership team. He added he is proposing changes to the attendance and eligibility procedures in the student handbook and reviewed those changes (see attached).

Mr. Ator stated if a student misses more than ten days of school, he/she meets with an appeals board to review the procedure and make a contract to address the absences. He added if the contract is broken, the student then must appeal to the Board to have credits reinstated.

Mr. Holdbrook stated when students miss school, they have to get class notes from other students. He asked if there is another way to handle the notes, such as getting them from the teachers.

Mrs. Nardinger stated her notes may not cover everything that is in her lecture, depending upon the discussion that arises in class.

Mr. Ator stated if a teacher is not willing to work with a student on missed work, the parent should bring that concern to him as that is a supervisory issue.

Mr. Ator stated he would like to see this attendance procedure adopted as a working procedure.

Motion was made by Joel Bertolino, seconded by Luke Holdbrook and carried unanimously to adopt the proposed Attendance Procedure as recommended by the superintendent. (YES—DeVries, Bertolino, Hoines, Holdbrook. NO—none).

Mr. Ator stated he is also recommending new wording for eligibility for grades 7-12 with a provision for grades 4-6 (see attached). He recommended the changes for this procedure be approved as presented.

Motion was made by Tami Hoines, seconded by Luke Holdbrook and carried unanimously to approve changes to the eligibility procedure as presented by the superintendent. (YES—DeVries, Bertolino, Hoines, Holdbrook. NO—none).

EVALUATION PROCEDURES – Mr. Ator stated he reviewed last year's evaluation committee's materials and is not comfortable with what they were working on. He stated he would like to table this item and reactivate the committee. He added the evaluation procedure for classified staff will be addressed after the procedure for certified staff is completed.

Mr. Ator stated he would like to see a committee from the Board attend the MCEL conference in Billings in October as there are usually trainings on administrative and clerk evaluations. He added the committee could then make a recommendation on an evaluation tool for the superintendent and clerk.

#### **SUPERINTENDENT REPORT**

TRANSPORTATION MEETING – Mr. Ator reported he attended the County Transportation meeting last week and found the county road crew is not allowed to run their equipment if the temperature reaches 20 below zero. He stated he talked with the bus drivers and they are comfortable running at that temperature but he told them to use their judgment and run the route a little late if necessary.

DRIVER EDUCATION – Mr. Ator stated all fourteen driver education students will finish on August 15.

PIR SCHEDULE – Mr. Ator outlined the schedule for the PIR days on August 25 and 26. He stated when he met with individual teachers, two things that came up repeatedly were support and discipline so there will be a great deal of dialogue those first two days.

SUPERINTENDENT SCHEDULE – Mr. Ator stated he would like to attend the MASS meeting in Bozeman on September 15-16, 2014 and requested approval for mileage, meals, and motel.

Motion was made by Joel Bertolino, seconded by Luke Holdbrook and carried unanimously to approve the payment of meals, motel, and mileage for Mr. Ator to attend the MASS conference in Bozeman on September 15-16, 2014. (YES—DeVries, Bertolino, Hoines, Holdbrook. NO—none).

Mr. Ator stated other meetings include the MASS regional meeting in Billings on September 24 and presentation by Jeff Welden in Fromberg on September 29.

COMMUNITY FOUNDATION GRANT PROPOSAL – Mr. Ator stated Clark Begger would like to ask the Roberts Community Foundation for two computers and a video camera for his journalism class at a cost of \$3107.00. He stated a copy of the letter was included in the packet and asked permission to send the letter.

The Board indicated approval of sending the letter.

#### **ADJOURNMENT**

Ms. DeVries adjourned the meeting at 7:50 p.m.

---

Board Chair

---

District Clerk

1 **Roberts School District**

2

3 **STUDENTS**

3150

4

5 Part-Time Attendance

6

7 The District will not accept students eligible to enroll in grades K-6 on a part-time basis unless  
8 they are disabled. The District will review requests for part-time enrollment of grades 7-12  
9 students on a case-by-case basis, with the Superintendent making a final decision. The District  
10 will consider only those students who are not enrolled in any other public school.

11

12 Criteria for accepting students in grades 7-12 for part-time enrollment are the following:

13

- 14 1. A student must enroll in a minimum of four (4) courses;  
15 2. The student will be required to take a minimum of two (2) of the courses in the school  
16 building, during school time;  
17 3. The student will be allowed to take the other two (2) additional courses outside of the  
18 school building or in the school building.

19

20 The course work must be approved by the school counselor and/or the Superintendent prior to  
21 enrollment of the courses.

22

23

24

25 Legal Reference: § 20-9-311(a), MCA Calculation of average number belonging (ANB) –  
26 3-year averaging

27

Kaptien

28 Policy History:

29 Adopted on:

30 Reviewed on:

31 Revised on:

## **New Attendance Policy**

The School Board of Trustees believes that regular attendance is a shared responsibility of the student, the parent/guardian and the school. Towards this end the following policies and procedures have been developed to

insure continued academic progress. Every student enrolled in this school is subject to all school policies, procedures and rules, no matter his/her age.

1. The administration asks that parents/guardians please call (445-2421) to notify the school between 7:45 am and 9:00 am when their student is absent. In compliance with the **Missing Children Information Act** the school must make a reasonable effort to notify the parent/guardian by telephone of a student's absence as soon as the absence is noted or by 10:00 am if the school has not already been notified by the parent/guardian. This will allow authorities to get an earlier start on tracking missing children.
2. The parent of an absent student must report the absence within 24 hours of the absence by either sending a written note with the student or a phone call to the office. Please note that we have an answering system that you can leave a message on. If a student is gone for more than 24 hours it is the responsibility of the parent to notify the office. Failure to comply will result in the absence being counted as unexcused. The school reserves the right to rule on the validity of each excuse, subject to the guidelines set forth in this policy.
3. Students whose parents/guardians fail to contact the school or send a written excuse within 24-hours for an absence will be given an UNEXCUSED absence and be subject to disciplinary action and a loss of 2% from the quarter grade in each class affected. This will occur each time the student is marked with an unexcused absent in the quarter.
4. During instructional time, students may not leave the school grounds unless they have reported to the office and received permission to leave. Failure to comply with notification may result in the absence being counted as unexcused. It is requested that parents/guardians send a note with the student if he/she is leaving the school grounds during the school day. Please note that students K-8 may not leave the building at any time without written permission from their parents. Students 9-12 have the privilege of an open campus during the lunch period as stated in this handbook.
5. A student who is too ill to participate in or remain in class is to report to the office. If necessary, parents/guardians will be called and the student sent home.
6. An advance absentee slip from the office is required when a student will be absent from school for reasons other than illness. Procedure:
  - a. The student will need verification from his/her parent/guardian stating the reason and dates for the absence.
  - b. If the absence is approved, the student receives an advance absentee slip stating the reason and dates of absence.
  - c. Assignments are to be completed and given to the teacher at the start of each scheduled class period on the first day of the student's return to school.
7. The procedures for School Sponsored Absences is as follows:
  - a. The teacher/advisor responsible for the activity must give the office a list of students who will miss school no later than 3 days before the activity's scheduled departure.
  - b. Teachers will assign the make-up work a day before the scheduled activity so students can make-up the work before they leave for the activity.
  - c. All make-up work for an absence, that comes as a result of a school activity is due the next scheduled class period following the activity.

Make-up work is the responsibility of the student, not the teacher. Students must complete make-up work according to the make-up work schedule policy. Tests and quizzes announced before the absence must be taken on the day the student returns to school.

### **LOSS OF CREDIT DUE TO ABSENCES**

For students in grades seven and eight where credit is not issued, a student will be in jeopardy of being retained at the current grade level when the lack of attendance exceeds 12 days of a semester. Successful completion of a

summer school session for a 7<sup>th</sup> or 8<sup>th</sup> grade student with excess absences may be required in order to progress to the next grade level. The school district is under no obligation to provide this service to students.

For high school students will be allowed ten absences per class, per semester. Any absence beyond that number may mean a loss of credit in those subjects missed. The only absences not used in calculating the attendance record for the 10-day high school limit and the 12-day junior high limit are:

1. School sponsored (SS) absence if all following criteria have been met:
  - a. Students are supervised by school district employees or official designee
  - b. activity is a RHS or Montana High School Association/OPI activity
  - c. activity funding is part of the school budget
  - d. activity behavior is governed by RHS code of conduct
  - e. Other educational activities at the discretion of the school superintendent.
2. Bereavement in the immediate family (grandfather, grandmother, father, mother, sister, brother, or other immediate relatives). Extended bereavements may be reviewed by an Attendance Board on a per-case basis.
3. Subpoenas to appear in court or court-ordered appearances, and/or out-of-district placements for special services.
4. Illness, hospitalization and/or medical and dental appointments verified by a doctor's statement.
5. In-school and Out-of-school suspensions.
6. Seniors will be allowed a total of two (2) days for college visits with prior administrative approval. Juniors will be allowed one (1) day for college visits with prior administrative approval.
7. Prior arranged board approved absences as recommended by the superintendent. Students seeking board approved absences must present an absence approval form to the board. This form will include, dates of the absence, current grades, current attendance records and any comments teachers and administrators feel are relevant to how the extended absence will affect the student's success in the classroom. (The school board will not excuse absences such as family trips, vacations, visiting friends, work, watching tournaments when not an actual participant, hair appointments, photography appointments, skiing, hunting, non-mandatory court appearances, attending concerts, shopping, or any other absences deemed unacceptable by the school board unless the parent and student can provide an educational justification for the experience).

After missing 10-days of absence for high school students or 12-days for junior high students in any one class the student must meet with the attendance board. The board will consist of the student, with parental accompaniment, the superintendent, the guidance counselor, and those teachers in whose classes the student has exceeded the allowable number of absences.

The Attendance Board shall review the absence report to determine if the student will have credit withheld or be retained, which will occur unless extenuating circumstances surface. The Attendance Board may, after hearing a student's/parent's appeal for preservation of credit, deny grade advancement or place stipulations on a student whose credit or grade advancement will be dependent upon an agreement with student and parents concerning attendance for the rest of the semester. In addition, the Attendance Board may make decisions regarding the student's participation in extracurricular activities and school sponsored events.

Any decision by the Attendance Board to deny grade advancement can be appealed to the Superintendent and school board. If the appeal is rejected, one can assume the Board feels the absence could have been avoided. If the appeal is granted, the student will return to class with the Attendance Board's stipulations. If the stipulations are violated, a loss of grade advancement will result.

### **Make-up of Missed Academic Work**



It is reasonable to expect that some course work cannot be replicated due to the nature of the assignment, especially when performance based activities and experiences are used. **In such case the teacher may assign an alternative assignment covering the same material.**

1. It is the student's responsibility to inquire about make-up course work. The student should know assignment expectations and due dates.
2. Students must make prior arrangements with their teacher for planned absences.
3. If the student has a pre-arranged assignment due during an absence, the student will submit the completed assignment the day of returning to school.
4. Prior to reaching the cap, make-up work must be completed according to the following schedule:

**ABSENT**

**Length of Time for Make-up Work**

1 Day	2 school days
2 Days	3 school days
3 Days	4 school days
<b>4 Days or More</b>	<b>5 school days</b>

**Tardy Procedures**

It is the student's responsibility to be on time to class. If the student does not arrive on time to class the teacher is responsible for identifying the tardy on PowerSchool. If a student is tardy for a second time during a semester the teacher can give the student detention. Detention for tardiness will be administered by the teacher at the teacher's discretion. In addition to detention, if a student is tardy 3 times to a single class that will constitute an absence in that class. If a student has a valid late pass the student will not be considered tardy.

The attendance policy and tardy policy will be reset with the start of each new semester.

**NEW ROBERTS SCHOOL REQUIREMENTS**

Students participating in any extra-curricular or co-curricular activity under the jurisdiction of Roberts School District No. 5 will adhere to the following regulations:

1. Student must be in good academic standing (see MHSAA rules) during the last preceding semester he/she was in attendance.
2. **Teachers will submit a weekly "D and F" List by 10:00 AM the first day of the school week. Grades will not be checked during the first two weeks of a new quarter or semester. Any student in grades 7-12 whose name appears on the weekly "F" List will be ineligible to participate starting Tuesday at 12:00 AM for 7 calendar days. If the student is not on the "F" List the following week they will again become eligible to participate Tuesday at 12:00 AM.** All head coaches have the right to sit out and/or dismiss any player for academic reasons that continue to be a hindrance to the sports program.
3. The Athletic Director is responsible for notifying the head coach of any student that is ineligible for the upcoming week. The first day of the week during 8<sup>th</sup> period all students will be notified of their eligibility status.

**NEW ROBERTS SCHOOL REQUIREMENTS**

Students participating in any extra-curricular or co-curricular activity under the jurisdiction of Roberts School District No. 5 will adhere to the following regulations:

1. Student must be in good academic standing (see MHSAA rules) during the last preceding semester he/she was in attendance.
2. Teachers will submit a weekly "D and F" List by 10:00 AM the first day of the school week. Grades will not be checked during the first two weeks of a new quarter or semester. Any student in grades 4-6 whose name appears on the weekly "F" List will be ineligible to participate in one game during the next 7 calendar days. If the student is on the "F" List the following week they will become ineligible to participate for all activities in the next 7 calendar days starting Tuesday at 12:00 AM for 7 calendar days. If the student is not on the "F" List the following week they will again become eligible to participate Tuesday at 12:00 AM. All head coaches have the right to sit out and/or dismiss any player for academic reasons that continue to be a hindrance to the sports program.
3. The Athletic Director is responsible for notifying the head coach of any student that is ineligible for the upcoming week. The first day of the week during 8<sup>th</sup> period all students will be notified of their eligibility status.