

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
AUGUST 14, 2012**

The regular meeting of the Board of Trustees, Roberts School District No. 5, was called to order by Chair Frank Ropp at 7:00 p.m. on August 14, 2012, in the library at the Roberts School.

ATTENDANCE

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

Elliott Crump, Superintendent
JaLayne Obert, District Clerk

GUESTS: Chris DeVries, Mike Creeden, Lynette Burgan, Roxie Melton, Joanne Stark, Ron Prinkki, Greg Lukasik

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

SAFE ROUTES TO SCHOOL

Greg Lukasik of Great Western Engineering stated his company was hired to develop a Preliminary Engineering Report (PER) for Roberts School District #5 through a grant from the Quality School Grant Program. He stated the report is finished and can be used to apply for grants for improvements in traffic safety and water drainage.

Mr. Lukasik stated the PER consists of four drainage alternatives and he prefers #4 which consists of catch basins and detention ponds. He stated all the alternatives include sidewalks to help protect the gym from flooding.

Mr. Lukasik stated Marco LaRowe informed him no plans could include changes for his ditch.

Mr. Lukasik stated one of the traffic alternatives is to make Maple Street a one-way street from east to west.

Mr. Bertolino stated sidewalks in front of the school need to extend to the shop.

Mr. Niemi stated he feels the area for loading busses should remain where it is.

Mr. Bertolino added he did get an email of another grant opportunity.

MINUTES

Mr. Ropp asked that in the minutes of the regular meeting on July 17, 2012, under Public Comment, the following be added:

“Mr. Ropp stated the Board’s ultimate responsibility is to try to see that teachers have the credentials they need for the classes they are teaching.” He added the Board’s intent is to find the very best option for the students.

Motion was made by Sarah DeVries, seconded by Joel Bertolino and carried unanimously to approve the minutes of the regular meeting July 17, 2012, as corrected. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

CLAIMS, SEQUENCE, AND VOIDED CHECKS

Motion was made by Joel Bertolino, seconded by Rusty Niemi and carried unanimously to approve the claims, sequence, and voided checks as presented for August, 2012. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

SENIOR CLASS PRESENTATION

Members of the senior class addressed the Board requesting permission to take their senior trip to Atlanta, Georgia, after school is out. They reported on the educational sites and activities available in Atlanta.

Roxie Melton stated the trip would consist of ten days, in which fifteen venues would be visited. She stated Lynette Burgan, Jené Reinhardt and she would be chaperoning the trip. She added the class has about \$8500 and will need to raise another \$5,000.

Mr. Bertolino asked that the Board be updated throughout the year on plans for the trip.

Motion was made by Rusty Niemi, seconded by Joel Bertolino and carried unanimously to approve the request by the senior class for a senior trip to Atlanta, Georgia, after school is out and to keep the Board updated on progress of plans throughout the year. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

OLD BUSINESS

Mr. Crump stated the Board discussed hiring a concessions coordinator last month but there were no applications for the position. He stated Lynette Burgan spoke with him and put in a proposal for the senior class to do concessions for all high school games. He added BPA may be interested in opening the BPA store for junior high games.

Mr. Crump stated traditionally concessions has been a junior class fundraiser and the three juniors may want to join in to do some fundraising.

Mr. Ropp stated in Red Lodge, the juniors and seniors take a trip together every other year.

Mr. Crump recommended accepting Lynette Burgan's proposal for concessions this year, with the juniors given an opportunity to participate. He added we will probably come back to hiring a coordinator after this year.

Motion was made by Tami Hoines, seconded by Sarah DeVries and carried unanimously to accept Lynette Burgan's proposal for the senior class to do concessions this year for high school games with the stipulation the juniors be allowed to participate if they so desire. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

RECESS

Mr. Ropp called for a short recess at 8:05 p.m. and returned the meeting to regular session at 8:10 p.m.

PERSONNEL

ASSISTANT COOK POSITION – Mr. Crump stated last month the Board voted to hire Lynette Burgan for the Assistant Cook position. He stated since that time she and Joanne Stark came to him with a proposal for job sharing the position between Mrs. Burgan and Liz Kaufman, which would free up time for Mrs. Burgan for concessions.

Joanne Stark stated she feels the arrangement would work well and all parties are excited about the opportunity.

Mr. Crump stated his recommendation is to allow the assistant cook position to be split between Lynette Burgan (Monday, Tuesday, Wednesday) and Liz Kaufman (Thursday, Friday).

Motion was made by Joel Bertolino, seconded by Rusty Niemi and carried unanimously to, at the request of the parties involved, change the assistant cook position for Lynette Burgan to a 3/5 time position. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

Motion was made by Joel Bertolino, seconded by Rusty Niemi and carried unanimously to hire Liz Kaufman for the 2/5 time assistant cook position. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

SPECIAL EDUCATION TEACHER – Mr. Crump recommended the Board offer the special education teaching position to Abigail Reed at \$28236.60.

Motion was made by Sarah DeVries, seconded by Tami Hoines and carried unanimously to offer the special education teaching position to Abigail Reed at \$28236.60. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

RESIGNATION – Mr. Crump recommended the Board accept the letter of resignation from Nikki Easthouse as special education aide.

Motion was made by Sarah DeVries, seconded by Rusty Niemi and carried unanimously to accept the letter of resignation from Nikki Easthouse. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

COACHING RECOMMENDATIONS – Mr. Crump stated after conferring with the athletic director, he is making the following recommendations for coaching positions:

Head High School Volleyball Coach	Rezina Zeiler
Asst. High School Volleyball Coach	Stacie Nardinger
Head High School Football Coach	Kyle Neibauer
Head Junior High Girls Basketball Coach	Ronnie Wright, Jr.
Head High School Girls Basketball Coach	George Nelson
Asst. High School Girls Basketball Coach	Jené Reinhardt
Head High School Boys Basketball Coach	Elliott Crump
Asst. High School Boys Basketball Coach	Kyle Neibauer
Head Junior High Boys Basketball Coach	Kyle Neibauer
Head Track Coach	Jené Reinhardt
Asst. Track Coach	George Nelson
Asst. Track Coach	Kyle Neibauer
Athletic Director	Jené Reinhardt

Mr. Crump stated it is the recommendation of the volleyball coaches and athletic director that the junior high volleyball coaching position be given to Katie O’Hara.

Motion was made by Sarah DeVries and seconded by Joel Bertolino to approve hiring the coaches and athletic director as recommended by the superintendent.

Mike Creeden stated he applied for the junior high volleyball coaching position and it is his understanding that since he held the position before being called up for active military duty, he should have it back upon his return.

Mr. Crump stated the Montana School Boards Association and legal staff has advised him that Roberts can continue with its tradition of the head coach picking the assistant coach. He stated the approval should probably be done in two separate motions.

Motion was made by Sarah DeVries, seconded by Joel Bertolino and carried unanimously to approve hiring coaches as recommended by the superintendent in the agenda material with the addition of Jené Reinhardt as athletic director. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

Motion was made by Tami Hoines, seconded by Rusty Niemi and carried unanimously to hire Katie O’Hara as the junior high volleyball coach, upon the recommendation of the coach and athletic director. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

Mr. Crump stated he will be opening the position of special education aide immediately.

NEW BUSINESS

BEARTOOTH BILLINGS CLINIC – Mr. Crump stated the Beartooth Billings Clinic provides school nurse services for the district at an hourly rate. He stated this year’s contract is increasing from \$32.50 per hour to \$33.48 per hour and the addition of \$.55 per mile for travel. He added he is concerned with the increased cost but this is a small budget item that would cost us much more to try to provide ourselves.

Motion was made by Joel Bertolino, seconded by Tami Hoines and carried unanimously to approve the contract with Beartooth Billings Clinic for school nursing services at the rate of \$33.48 per hour plus \$.55 per mile travel expense. (YES--Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

STUDENT HANDBOOK – Mr. Crump noted the following changes made in the Student Handbook:

- Page 14 – Use of I-pods or musical device in school allowed if approved by a teacher
- Page 24 – No student allowed on the bus until the driver or coach is present
- Page 32 – Grievance Procedure wording is closer to the wording in the policy
- Page 34 – Students need to be allowed to use e-mail for school related purposes
- Page 46 – Tardy policy puts more responsibility on the teachers.
- Page 53 – Discipline grid – no changes made as of yet

Page 55 – School eligibility requirements, added the following:

4. Students that are eligible for participation prior to MHSA sanctioned end of the season tournament competitions will not lose their eligibility during the tournament without a case by case review by the Athletic Director and the Superintendent.

Mr. Niemi asked what students would use an I-pod for in school. Mr. Crump stated they are helpful to some students to avoid distractions in class.

Mr. Bertolino asked if we need to change how tardies are reported. Mr. Crump stated last year he and Mrs. Langager spent a great deal of time tracking tardies to keep up with the policy.

Mr. Bertolino asked if any big issues have come up with the discipline grid and if it isn't broken, he isn't willing to fix it.

Ms. Hoines stated we could get examples from other schools and look at it during the year.

Mr. Crump recommended approval of the 2012-2013 Student Handbook as presented.

Motion was made by Sarah DeVries, seconded by Rusty Niemi and carried unanimously to approve the 2012-2013 Student Handbook as presented by the superintendent. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

POLICY REVISIONS – Mr. Crump recommended the Board approve changing the word “principal” in the following policies to “administrator” and remove the word “principal” if it is in conjunction with the word “administrator” or “superintendent”.

- 2160 Title I Parent Involvement
- 2309 Library Materials
- 2310 Selection of Library Materials
- 2314 Learning Materials Review
- 2413 Credit, Transfer and Assessment for Placement
- 2421 Promotion and Retention
- 3226 Bullying
- 3310 Student Discipline
- 3416 Administering Medicines
- 3612 District-Provided Access to Electronic Information, Services and Networks
- 4301 Community Relations
- 4316 Accommodating Individuals with Disabilities
- 5002 Accommodating Individuals with Disabilities
- 5015 Bullying

Motion was made by Joel Bertolino, seconded by Sarah DeVries and carried unanimously to approve the policy revision as recommended by the superintendent. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

Mr. Crump recommended a revision to Policy 1400, Regular Meetings, to move the meeting time from 7:00 p.m. to 6:00 p.m.

Motion was made by Rusty Niemi, seconded by Tami Hoines and carried unanimously to approve the policy revision to Policy 1400 as recommended by the superintendent. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

Mr. Crump recommended a revision to Policy 1420 Notice Regarding Public Comment, with the deletion of lines 19-22 which read, “For those individuals who desire to address the Board during the “public comment” portion of the meeting, if you haven't already done so, please sign your name to the sheet located _____ and indicate the general topic on which you will be commenting. The Board Chairperson will call individuals to speak in the order listed on the sheet provided.”

Motion was made by Sarah DeVries, seconded by Tami Hoines and carried unanimously to approve the revision to Policy 1420 Notice Regarding Public Comment. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

Mr. Crump recommended revising Policy 3612P with the addition of the following on page 5:

4. The district shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and personal safety; and how to recognize and respond to cyberbullying and other threats.

Mr. Crump stated this material will be covered in computer or character education classes.

Motion was made by Tami Hoines, seconded by Joel Bertolino and carried unanimously to approve the revision to Policy 3612P as recommended by the superintendent. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

Mr. Crump stated Policy 5510 HIPAA needs the blanks filled in for the contact for the Privacy Officer. He recommended inserting “superintendent” on line 30, page 2 and Roberts School Superintendent, PO Box 78, Roberts MT 59070 on page 5, lines 10-13.

Motion was made by Joel Bertolino, seconded by Sarah DeVries and carried to approve the revision to Policy 5510 as recommended by the superintendent. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

Mr. Crump recommended revising Policy 6210 Principals with the addition of the following: “If there is not a principal the superintendent will assume these duties.”

Motion was made by Rusty Niemi, seconded by Joel Bertolino and carried unanimously to approve the revision to Policy 6210 Principals as recommended by the superintendent. (NO—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

STAFF HANDBOOK – Mr. Crump stated the change in start time of Board meetings from 7:00 p.m. to 6:00 p.m. needs to be made in the Staff Handbook.

Motion was made by Joel Bertolino, seconded by Sarah DeVries and carried unanimously to change the start time for Board meetings from 7:00 p.m. to 6:00 p.m. in the Staff Handbook. (YES: Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

TRUSTEES FINANCIAL SUMMARY – Mrs. Obert reviewed the Trustees Financial Summary and asked for approval so it can be submitted.

Motion was made by Rusty Niemi, seconded by Joel Bertolino and carried unanimously to approve the 2011-2012 Trustees Financial Summary as presented. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

2012-2013 BUDGET ADOPTION – Mr. Crump recommended approval of the 2012-2013 budget report with the following budgeted fund amounts:

General Fund	\$1,044,892.74
Transportation Fund	\$ 96,224.50
Bus Depreciation Fund	\$ 238,898.43
Tuition Fund	\$ 4,250.00
Retirement Fund	\$ 151,494.44
Technology Fund	\$ 23,324.15
Flexibility	\$ 8.35
Debt Service Fund	\$ 99,817.50

Motion was made by Sarah DeVries, seconded by Tami Hoines and carried unanimously to approve the 2012-2013 Budget Report as recommended by the superintendent. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

MISCELLANEOUS – Mr. Ropp asked that Mr. Crump look into mementos for trustees who recently left the Board.

SUPERINTENDENT REPORT

SUPERINTENDENT SCHEDULE – Mr. Crump stated he attended the SAM (School Administrators of Montana) Conference in Helena early in the month but has no plans to be out of the office the rest of the month.

2012 AYP RESULTS – Mr. Crump reported all three schools in the district passed AYP in all categories but the district may not make AYP in math. He stated he questioned OPI on how they arrived at their figures but hasn't received the final determination yet.

Mr. Crump stated in Montana, if a district doesn't make AYP three years in a row, it is designated as a school needing improvement. He stated he would like to make changes for this coming year to ensure we make AYP that include placing Mrs. Hogan with grades three to six to focus on all students testing at proficiency level and change the math lab at the high school level to a CRT Prep class for sophomores. He added to do this meant changing the class schedule.

Motion was made by Tami Hoines, seconded by Joel Bertolino and carried unanimously to approve the class schedule as presented on August 14, 2012. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

BOYS AND GIRLS CLUB GRANT – Mr. Crump stated the Boys and Girls Club received a grant to provide out of school programs for our students and he will be reporting more information as he receives it.

PIR SCHEDULE – Mr. Crump reviewed the schedule for the PIR days on August 24 and August 27, 2012.

REQUEST FOR KEYS – Mr. Crump stated he has had a request for a key for the building from a non-staff person and asked for input from the Board.

The consensus of the Board was to not issue keys to anyone but staff members.

ADJOURNMENT

Mr. Ropp adjourned the meeting at 10:35 p.m.

Board Chair

District Clerk

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
AUGUST 23, 2012**

The special meeting of the Board of Trustees, Roberts School District No. 5, was called to order by Chair Frank Ropp at 6:40 p.m. on August 23, 2012, in the library at the Roberts School.

ATTENDANCE

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

Elliott Crump, Superintendent
JaLayne Obert, District Clerk

GUESTS: Chris DeVries, Elta Ayre

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

PUBLIC COMMENT

Elta Ayre, speaking on behalf of the Roberts Community Foundation, asked the Board to write a letter to the Department of Transportation to ask for reconsideration of some of the plans for the highway through Roberts. She stated at the moment the plans call for a turn lane into town, which does nothing to slow down the traffic.

Mr. Bertolino stated the DOT won't lower the speed limit through Roberts because there isn't enough pedestrian and human traffic to worth a change.

Mr. Ropp stated the Board could take action on this topic at the September meeting.

SPECIAL EDUCATION AIDE

Mr. Crump stated there were two very good candidates for the special education aide position but it is his recommendation the position be offered to Jaylee Booth for \$12.67 per hour for 5.25 hours per day.

Motion was made by Rusty Niemi, seconded by Sarah DeVries and carried unanimously to offer the special education aide position to Jaylee Booth at \$12.67 per hour for 5.25 hours per day. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

YWCCSSC CONTRACT

Mr. Crump stated the Board needs to agree to the continuation of membership in the Yellowstone-West/Carbon County Special Services Cooperative.

Motion by made by Joel Bertolino, seconded by Tami Hoines and carried unanimously 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—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

CLASS SCHEDULE

Mr. Crump stated in the class schedule, pre-calculus is now trigonometry the first semester and statistics the second semester. He stated the problem is we don't have a course description for statistics in the course catalog and asked for approval of one he presented.

Motion was made by Sarah DeVries, seconded by Rusty Niemi and carried unanimously to approve the description for statistics and addition to the course catalog. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

Motion was made by Joel Bertolino, seconded by Tami Hoines and carried unanimously to approve the class schedule as presented on August 23, 2012. (YES—Ropp, Bertolino, DeVries, Hoines, Niemi. NO—none).

BOOK PURCHASES

Mr. Crump stated it is important that the Board understands the process for purchasing textbooks and provided copies of the district policy and Montana Code Annotated regarding the subject.

Mr. Ropp stated selecting curriculum materials is an important function of the Board as we represent the community.

OPENING THE SCHOOL YEAR/PIR SCHEDULE

Mr. Crump reviewed the schedule for PIR days on August 24 and 27 and the opening of school on August 28, 2012.

ADJOURNMENT

Mr. Ropp adjourned the meeting at 7:10 p.m.

Board Chair

District Clerk