

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF TRUSTEES
ROBERTS SCHOOL DISTRICT NO. 5
DECEMBER 13, 2011**

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 December 13, 2011, in the library at the Roberts School.

ATTENDANCE

Frank Ropp, Chair
Sanford Langager, Vice Chair
Joel Bertolino
Sarah DeVries
Carl Easthouse

Elliott Crump, Superintendent
JaLayne Obert, District Clerk

GUESTS: McKenzie Ropp, Mike Creeden, Ward Braten, Gary Hablutzel

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

PUBLIC COMMENT

Gary Hablutzel, representing the Joint Powers Trust, addressed the Board regarding the district's health insurance policy. He stated when JPT became the district's provider, it duplicated the plan we had with MUST and there is a section they would now like removed regarding coverage for domestic partners. He added if the district doesn't make the change now, it will probably be included in the renewal of the policy.

It was determined to wait and see if the change is included in the renewal.

STUDENT REPORT

McKenzie Ropp reported on the following events and activities going on at the school:

- Basketball season has begun
- Newspaper staff toured the Billings Gazette
- Grades K-3 had a turkey coloring contest
- College visits made by Miles Community College and MSU
- BPA had bingo, is selling caramel corn, students are working on project due December 15 and will go to Livingston for regional competition in January
- Junior high girls' basketball team beat the team from Red Lodge
- Seniors hosted the craft fair and are selling tip-off dinner tickets
- Christmas concert is scheduled for December 15
- Student Council is working on fun activities for the morning of December 21

Mr. Ropp asked how much was made at BPA bingo. Ms. Ropp stated she thought it was around \$3,000.

TEACHER REPORTS

Ward Braten stated because he has a 6/8 time contract, he is at the school every day but not all day long. He stated his classes range from junior high through high school and from agronomy to Small Motors. He stated the junior high classes made birdhouses and Yule logs and will be building bird feeders in the spring. He added the older classes are working on individual projects and made steps for students to use for the Promethean Boards.

Mr. Ropp asked how the heat situation is in the shop. Mr. Braten stated it is fine as long as it doesn't get too cold outside but there is one blower fan that doesn't work. Mrs. Obert stated Northwestern Energy fixed the meter for the shop as it wasn't calculating usage before and it is costing about \$300 a month to heat the area.

Mr. Braten stated he incorporated junior high students into FFA this year and that increased the membership to twenty members. He stated the teams have attended some competitions and are doing well in both team and individual events. He added the club is looking at attending the national convention next October.

Mike Creeden stated it is good to back at school since returning from active military duty and the students seems to be enjoying his classes.

Mr. Creeden stated since he has a condensed schedule this year for his history classes, he is also helping out with the fourth and fifth grades. He added he was able to take classes while he was gone and is working on his elementary certification.

Mr. Creeden stated in an attempt to give students an understanding of what military personnel go through, he would like permission to bring a military rifle and full gear to school. He stated there would be no ammunition and the gun would be brought into and out of the building in a case but he wanted to get the Board's permission.

Mr. Creeden stated he is using the school website to share the basic lesson plans for each of his classes. He stated it is time intensive to put on the website but it is working.

Sarah DeVries stated her son is really enjoying Mr. Creeden's class.

The Board agreed to allow Mr. Creeden to display the military gear.

MINUTES

Motion was made by Carl Easthouse, seconded by Sanford Langager and carried unanimously to approve the minutes of the regular meeting on November 8 and special meeting November 22, 2011. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

CLAIMS, SEQUENCE, AND VOIDED CHECKS

Mrs. Obert stated the federal government has new requirements for the lunch program and calculations for what they feel the district should be charging for a paid lunch. She added our charge overall was low by six cents so warrant #37862 for \$691.98 to the lunch program from the general fund is to make up the shortage, even though we allocate \$30,000 for food in the general fund.

Mr. Ropp asked about warrant #37861 to Stacie Nardinger for travel expenses of \$299.52. Mrs. Obert stated that is for travel expenses to accompany Katie Hibbs to Helena for a student advisory meeting and it is reimbursed by OPI.

Mr. Ropp asked if the substitute is also reimbursed. Mrs. Obert stated it isn't. Mr. Ropp suggested sending someone who doesn't need a substitute as a chaperone.

Motion was made by Sarah DeVries, seconded by Joel Bertolino and carried unanimously to approve the claims, sequence, and voided checks for December, 2011 as presented. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

PERSONNEL

RESIGNATION – Mr. Crump stated he received a letter of resignation from Ryan Jackson as special education aide and recommended the Board accept the resignation. He stated Ms. Jackson is moving due to her husband's employment.

Motion was made by Carl Easthouse, seconded by Sanford Langager and carried unanimously to accept the resignation of Ryan Jackson. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

Mr. Crump stated the position has been advertised and he has received five applications and would like to begin the interview process.

SUB LIST – Mr. Crump stated he is asking that the following people be added to the approved substitute list:

Amanda Smith
Richard Wallace
Kimberly Hill
Cody Kessner (custodial sub)

Motion was made by Sarah DeVries, seconded by Joel Bertolino and carried unanimously to approve the additions to the substitute list as requested by the superintendent. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

NEW BUSINESS

POLICY MANUAL – Mr. Crump stated the Policy Manual has been compiled and distributed.

Mr. Ropp thanked Mr. Crump and Mrs. Langager for all their work on this project.

Mr. Ropp stated the laws passed by the legislature are taken by MTSBA and put into required policies. He stated the Board then is required to adopt both required policies and policies the district decides to put in place but we need to remember state law supersedes everything else.

Mr. Ropp stated he would like the Board to go over some of the highlights of the policies. The following were reviewed:

1100	Board of Trustees	Organization
1105	Board of Trustees	Membership

(1105 – Membership – Line 22 which states “Board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.)

1240	Board of Trustees	Duties of Individual Trustees
1420F	Board of Trustees	Notice Regarding Public Comment
1441	Board of Trustees	Audience Participation
1521	Board of Trustees	Board-Superintendent Relationship
1610	Board of Trustees	Annual Goals and Objectives
1700	Board of Trustees	Uniform Complaint Procedure

Mr. Ropp stated having a complaint procedure prevents the Board from making rash decisions and spells out the timeline for complaints. He stated it also needs to be in the staff and student handbooks and when someone complains to the Board or a Board member, the complaint needs to be referred to the superintendent so the procedure is correctly followed.

3225	Students	Sexual Harassment/Intimidation of Students
3226	Students	Bullying/Harassment/Intimidation/Hazing
3300P	Students	Corrective Actions and Punishment
3310	Students	Student Discipline

RECESS

Mr. Ropp called for a short recess at 8:35 p.m. and returned the meeting to regular session at 8:42 p.m.

NEW APPLICATION – Mr. Crump stated the district’s employment application needed to be updated. He stated the new form was included in the Board packet and recommended its approval.

Motion was made by Carl Easthouse, seconded by Sarah DeVries and carried unanimously to approve the new employment application as presented. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

SUPERINTENDENT EVALUATION – Mr. Crump stated copies of his evaluation for last year were included in the Board packet and asked if the Board wants to use the same form.

After discussion by the Board, it was determined the same evaluation form would be used with Mr. Crump sending his copy to trustees by February 1 and trustees getting their copies to Mr. Ropp by the February 14 board meeting.

ELECTION CALENDAR – Mrs. Obert stated she included copies of the election calendar in the Board packet for the school election on May 8, 2012.

TRANSPORTATION REQUEST – Mr. Crump stated included in the Board packet was a letter from a parent requesting the school bus come into their subdivision to drop their child off at their house. Mr. Crump stated he has no recommendation on this matter.

Mrs. Obert stated any changes to school bus routes have to be taken to the County Transportation Committee for approval.

Mr. Easthouse stated our response to the parent is the request will have to be taken to the County Transportation Committee when they meet in August.

MISCELLANEOUS – Mr. Ropp stated he has been asked by a citizen about submitting a grant application to the Roberts Community Foundation for installing convex mirrors in the foyer to monitor who is entering the school. Board members had no problem with the request.

OLD BUSINESS

STAFF CHRISTMAS PARTY – Mr. Crump stated the staff Christmas party is scheduled for December 19, 2011 at the Roberts Café.

TRUSTEE RECOGNITION – Mr. Crump stated the plaques for Randy Weimer and Tracy Timmons have been ordered.

SUPERINTENDENT REPORT

SUPERINTENDENT SCHEDULE – Mr. Crump stated he will be on vacation December 22 to December 27, 2011.

PROGRAM UPDATE – Mr. Crump stated when approving coaching positions, we approved Kyle Neibauer as head football coach but didn't approve a stipend for his work with the junior high program. He stated he spoke with Mr. Nelson about the oversight and he felt Mr. Neibauer should be paid the stipend for a junior high assistant coach for his work at the junior high level.

Motion was made by Carl Easthouse, seconded by Joel Bertolino and carried unanimously to pay the junior high assistant coaching stipend for football, \$800, to Kyle Neibauer. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

MAPS TESTING – Mr. Crump stated we've finished the first round of MAPS testing for grades 3-6.

SKI PROGRAM – Mr. Crump stated there were problems with personnel from the mountain with the ski program last year and although it is not technically a school program, it is our students who benefit from having it. He stated the person we had problems with last year is still there this year and has refused to meet with our staff person who coordinated the program last year.

Mrs. Obert stated the staff person from the ski hill has made derogatory remarks and accusations about our staff person and suggested we stand up for our staff and contact his/her superior about the situation.

PARENT TEACHER CONFERENCES – Mr. Crump stated the fall parent/teacher conferences were held on a Friday and participation was down. He added he would like to change the next conference to Thursday, March 15, 2012, and see if we get better attendance.

Motion was made by Joel Bertolino, seconded by Sanford Langager and carried unanimously to change the spring parent/teacher conference date to Thursday, March 15, 2012. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

WINTER BREAK OFFICE HOURS – Mr. Crump stated he would like to close the office from December 22 to December 30, 2011.

Motion was made by Carl Easthouse, seconded by Sarah DeVries and carried unanimously to close the school district office from December 22 to December 30, 2011. (YES—Ropp, Langager, Bertolino, DeVries, Easthouse. NO—none).

MISCELLANEOUS – Mr. Langager stated the Board had earlier discussed getting timers for plugging in the busses and asked that it be done. He asked if anything has been done about the grease trap in the kitchen.

Mr. Crump stated the county sanitation person was supposed to get back to him and hasn't done so. He added the project requires a licensed plumber and he will get some bids to determine the cost.

Mr. Crump stated Petersen Building is scheduled to do the work in the weight room on December 28, 2011.

ADJOURNMENT

Mr. Ropp adjourned the meeting at 9:35 p.m.

Board Chair

District Clerk