

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
ROBERTS SCHOOL DISTRICT NO. 5  
JUNE 12, 2023**

The regular meeting of the Board of Trustees of Roberts School District No. 5, Roberts, Montana was called to order by Chair Michelle Swansborough at 5:30 p.m. on June 12, 2023 in the library at the Roberts School.

**ATTENDANCE**

Michelle Swansborough, Chair  
Brandon Crane, Vice Chair  
Joel Bertolino  
Nick Dobbel (arrived at 5:40 p.m.)

Alex Ator, Superintendent  
JaLayne Obert, Business Manager/Clerk

GUESTS: Kelley Guasp, Andrea Barraque, Jen Larson, Sarah Shoopman, Alan Schuyler

**PLEDGE OF ALLEGIANCE**

The meeting began with the Pledge of Allegiance.

**MINUTES**

No minutes were presented at this meeting.

**WARRANTS**

Motion was made by Joel Bertolino, seconded by Brandon Crane and carried unanimously to approve warrants 49264-49450 as presented. (YES—Swansborough, Crane, Bertolino. NO—none).

**PUBLIC COMMENT**

There was no public comment.

**ACTIVITIES REPORT**

Sarah Shoopman reported the following for activities:

1. High school track postseason was very successful with several athletes placing and breaking state records.
2. Several basketball and volleyball camps are scheduled this summer and information has been sent out.
3. Basketball and volleyball open gyms have been scheduled for the summer.
4. Class C Caucus was held on June 4-6 at Rock Creek Resort.
5. Coaches Clinics will be July 26-28 in Great Falls.
6. Fall sports practice begins on August 11.

**LITERACY REPORT**

Mr. Ator stated the end of year data is pretty solid and we have budgeted out the remaining funds for this year.

## **STAFFING**

**RESIGNATIONS** – Mr. Ator stated he received a letter of resignation from Erin Koch and recommended it be accepted.

Motion was made by Joel Bertolino, seconded by Brandon Crane and carried unanimously to accept the letter of resignation from Erin Koch from her paraprofessional position. (YES—Swansborough, Crane, Bertolino. NO—none).

Mr. Ator stated Ms. Koch may still be interested in assisting with junior high volleyball.

## **NEW BUSINESS**

**APPOINTMENT OF TRUSTEE** – Mr. Ator reported the only applicant for the open trustee position was Mariah Holdbrook and recommended she be appointed to the one-year term.

Motion was made by Joel Bertolino, seconded by Brandon Crane and carried unanimously to appoint Mariah Holdbrook to the open one-year position on the board. (YES—Swansborough, Crane, Bertolino. NO—none).

**CLASS SCHEDULE** – Mr. Ator presented the proposed class schedule for the 2023-2024 school year and recommended its approval.

Motion was made by Brandon Crane, seconded by Joel Bertolino and carried unanimously to approve the 2023-2024 class schedule as recommended by the superintendent. (YES—Swansborough, Crane, Bertolino. NO—none).

(Nick Dobbel arrived at 5:40 p.m.).

## **OLD BUSINESS**

**CONSIDERATION OF REDUCTION IN FORCE** – Mr. Ator recommended elimination of the Assistant Cook position and replacing it with a paraprofessional/assistant cook position. He stated a motion needs to be on the table to allow public comment on the issue.

Motion was made by Joel Bertolino and seconded by Nick Dobbel to approve a Reduction in Force of the Assistant Cook position.

Michelle Swansborough stated she tried to think of other ways to do this to keep everyone here but hasn't come up with a solution.

Lynette Burgan stated this will put a lot on the head cook and what happens is she has to be gone. She added the school nutrition program is very important and burnout will be a huge problem.

Mr. Ator stated if that happens, someone will have to step up to cover. He added with a Reduction in Force, Mrs. Burgan has two years of call back rights at the same wage.

The motion was voted on and carried. (YES—Swansborough, Crane, Bertolino, Dobbel. NO—none).

**AFFILIATION RENEWAL** – Mr. Ator stated the premium increase for property and liability insurance is 22% and we probably need to shop around for next year but we two pending claims with the company this year so it would be difficult.

Motion was made by Nick Dobbel, seconded by Joel Bertolino and carried unanimously to approve renewal of the property/liability insurance with MSPLIP for \$40,740 and pursue other options for next year. (YES—Swansborough, Crane, Bertolino, Dobbel. NO—none).

SPRING ORDERS – Mr. Ator stated a listing of recommended items to purchase with year-end funds was included in the packet and asked for approval of items on the top section of the list totaling \$38946.77 (see attached).

Motion was made by Joel Bertolino, seconded by Brandon Crane and carried unanimously to approve the year-end purchases as presented by the superintendent. (YES—Swansborough, Crane, Bertolino, Dobbel. NO—none).

**STAFFING**

ACTIVITIES – Mr. Ator presented the listing of activities positions (see attached) and asked for a consent motion for the following:

Sarah Shoopman	Activities Director
Pete Wisniewski	Facilities Director
Brian Frank	BPA Advisor
Darryl Grove	FFA Advisor
Jacqui Jessen	Head JH Volleyball
Erin Koch	Asst. JH Volleyball
Sarah Shoopman	Head HS Girls Basketball
Rylee Perkins	Asst. HS Girls Basketball
Sarah Shoopman	Head JH Girls Basketball
Kennedee Blankenship	Asst. JH Girls Basketball
Kennedee Blankenship	Head JH Track Coach

Motion was made by Joel Bertolino, seconded by Brandon Crane and carried unanimously to approve the activities positions recommended by the superintendent as a consent motion. (YES—Swansborough, Crane, Bertolino, Dobbel. NO—none).

Mr. Ator recommended a consent motion for the following new activities hires:

Misty Pitts	Concessions
Alex Ator	Head HS Boys Basketball
Sarah Shoopman	Head JH Boys Basketball
Kennedee Blankenship	Asst. JH Boys Basketball

Motion was made by Brandon Crane, seconded by Nick Dobbel and carried unanimously to approve the new hire activities positions recommended by the superintendent as a consent motion. (YES—Swansborough, Crane, Bertolino, Dobbel. NO—none).

Mr. Ator stated two people have expressed interest in the cross country coaching position and recommended interviewing both before making a decision.

Motion was made by Nick Dobbel, seconded by Brandon Crane and carried unanimously to approve hiring Mellissa Bertolino as head high school volleyball and head track coach and Theresa Kosel as Asst. High School Volleyball and assistant track coach. (YES—Swansborough, Crane, Dobbel. NO – none. Abstained – Bertolino (conflict of interest)).

Motion was made by Joel Bertolino, seconded by Nick Dobbel and carried unanimously to approve hiring JR Swansborough as Asst. High School Boys Basketball coach. (YES—Crane, Bertolino, Dobbel. NO—none. Abstained—Swansborough (conflict of interest)).

**SUPERINTENDENT REPORT**

SCHEDULE – Mr. Ator stated his schedule will be hectic the next few weeks with a meeting in Billings, basketball tournament in West Yellowstone, and MBI in Bozeman. He added the next meeting is scheduled for June 26, 2023 to approve year-end warrants.

**BUSINESS MANAGER/CLERK EVALUATION**

Michelle Swansborough called for executive session at 7:10 p.m. stating the next item of business is the evaluation of the Business Manager/Clerk and it is her determination that the privacy rights of the individual supersede the merits of public disclosure. She returned the meeting to regular session at 7:27 p.m.

**ADJOURNMENT**

Chair Michelle Swansborough called for adjournment at 8:28 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  
JUNE 26, 2023**

The special meeting of the Board of Trustees of Roberts School District No. 5, Roberts, Montana was called to order by Chair Michelle Swansborough at 12:00 p.m. on June 26, 2023 in the library at the Roberts School.

**ATTENDANCE**

Michelle Swansborough, Chair  
Brandon Crane, Vice Chair  
Joel Bertolino

Absent: Nick Dobbel

Alex Ator, Superintendent  
JaLayne Obert, Business Manager/Clerk

GUEST: Mariah Holdbrook

**PLEDGE OF ALLEGIANCE**

The meeting began with the Pledge of Allegiance.

**WARRANTS**

Motion was made by Brandon Crane, seconded by Joel Bertolino and carried unanimously to approve warrants 49451-49478 as presented. (YES—Swansborough, Crane, Bertolino. NO—none).

**YEAR-END ORDERS**

Mr. Ator asked for approval of expenditures totaling \$35819.16 from the General Fund (middle section of attachment).

Motion was made by Brandon Crane, seconded by Joel Bertolino and carried unanimously to approve expenditures as presented by the superintendent in the amount of \$35819.16 from the General Fund. (YES—Swansborough, Crane, Bertolino. NO—none).

**LIBRARY HEAT**

Mr. Ator stated three bids were submitted to fix the heating problem in the library. Discussion was held on the risk of switching vendors and needing a support vendor.

Mr. Ator suggested we try working with Indoor Air Solutions on the library project and see if the vendor fits our needs.

**SUPERINTENDENT REPORT**

NEXT MEETING DATE – Mr. Ator stated the next meeting date is July 19, 2023 and asked trustees to check their calendars.

**ADJOURNMENT**

Chair Michelle Swansborough called for adjournment at 12:32 p.m.

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Board Chair

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District Clerk