

SAVAGE PUBLIC SCHOOL REGULAR BOARD MEETING

Monday, December 18, 2023 @ 5:30 PM

01. ROLL CALL

01.1 Action: Establish Quorum

- Present: Shawn Conradsen, Chuck Thiel, Wayne Quinnell, Connie Smith, Martha Potter, Superintendent, Angie Nelson, Principal and Michelle Miller, Clerk.
- Absent: Chandi Tombre
- Chuck Thiel arrived at 5:35

02. RECOGNITION OF VISITORS

02.1 Action: Recognize Visitors

- None

03. AGENDA

03.1 Action: Consider Agenda

- Wayne Q. made a motion to accept the agenda.
- Connie S. seconded the motion.
- Discussion: None.
- Shawn C., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

04. PUBLIC COMMENT FOR AGENDA ITEMS

- The Savage School Board of Trustees, would like to encourage public comment on any agenda item during the time that it is presented.
- If any visitor has any particular agenda item or items on which to comment, we would ask that you please state your name and indicate your intentions at that time.
- Visitor Sign In Sheet for Agenda items is located at the door and indicates that you wish to comment on agenda items.
- Comments cannot be directed toward individual staff members or students due to privacy rights guaranteed by the Montana State Constitution.
- None

05. UNFINISHED BUSINESS:

05.1 Action: Consideration of the Safe Return to School and Continuity of Services Plan and ARP updates in compliance with:

- Section 2001(i)(3) of the ARP Act states that a school district developed a plan for the safe return to in-person instruction and continuity of services prior to the date of enactment of the ARP Act.
- Schools are also required to update the ARP report to the state on how the district used funding.
- Connie S. made a motion to consider the Safe Return to School and Continuity of Services Plan.
- Wayne Q. seconded the motion.
- Discussion: None.
- Shawn C., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

06. NEW BUSINESS

06.1 Action: Consideration of directing the superintendent to have the clerk pay all monthly bills that have late fees and finance charges from January 1 through January 31, 2024.

- Wayne Q. made a motion to have the bills paid.
- Shawn C. seconded the motion.
- Discussion: None.
- Shawn C., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

06.2 Action: Consideration of the Pine Cove proposal for 50 HP chromebooks, 50 licenses, and shipping handling, and insurance for a total of \$15,785.87 to be funded from the General Fund and the Flex Fund.

- HP Chromebook 11G9 EE 11.6” Touchscreen Chromebook
- Hd-1366x768-Intel Celeron N4500 Dual-core (2 Core)
- 4GB Total RAM
- 32 GB Flash Memory
- Intel Chip
- ChromeOS
- Intel UHD Graphics
- English Keyboard
- Front Camera/Webcam
- 12,50 Hours Battery
 - Price of above \$13,973.00
- Google INC; New Google Chrome EDU Perpetual license SKU: \$1,745.00
- Shipping, Handling, and Insurance: \$47.87
 - Total \$15,785.87
- Conne S. made a motion to accept the proposal and purchase the technology package presented as listed.

- Shawn C. seconded the motion.
- Discussion: These are for the elementary, and very much needed. Martha state that we did not go with the Nova is because it does not have a camera. *Chuck arrived at 5:35
- Shawn C., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

06.3 Action: Consideration of the following new or revised policies that are required, or have required language changes based on State or Federal law, or are required changes by administrative rule on 1st reading in accordance with policy 1310:

1. Policy 1240 – Duties of Individual Trustees. This policy was updated to clarify the legal requirement for trustee visits to schools and cross reference with Policy 1520.
2. Policy 1400 – Board Meetings. This policy was updated to accurately state the requirements by which a board of trustees may convene an emergency meeting.
3. Policy 1420 – Board Meeting Procedure. This policy was updated to reflect the changes in the law from HB 890. The policy now outlines the process for Class 1 and 2 districts to complete and maintain recordings of school board meetings as will be required starting July 1, 2024.
4. Policy 1511 – Code of Ethics. This policy was updated to remove the reference to the National School Boards Association.
5. Policy 1520 – Board Staff Communications. This policy was updated to clarify the options staff have to raise concerns in the district, communicate with trustees, and establish a method for collaborative trustee visits to schools.
6. Policy 1610 – Goals and Objectives. This policy was updated to reflect the changes in the accreditation standards at 10.55.601 ARM and 10.55.701 ARM. The policy now outlines how the board of trustees shall conduct and complete the integrated strategic action plan as required by rule.
7. Policy 2151F – Assumption of Risk Form. This form was updated to reflect the changes in the law from HB 676 and SB 518. The form can now be used for extracurricular activities, athletics, clubs, and events.
8. Policy 2320 – Field Trips and Excursions. This policy was updated to reflect the changes in the law from HB 676 and SB 518. The policy now cross references Policy 8132 to detail how parents’ consent to school trips.
9. Policy 3141 – Non-Resident Enrollment. This policy was replaced in its entirety to reflect the changes in the law from HB 203. The previous policy shall not be retained. The new policy details the process for nonresident students to enroll in a district

when required by law and when extenuating circumstances do not exist. The policy now outlines how districts may establish application deadlines, priority processes, and standards for capacity as permitted by law. The policy should be carefully reviewed with applicable options selected and information inserted prior to adoption. The related MTSBA Model Policy 7008 will remain in place for the remainder of this school year but will be addressed in policy updates distributed in 2024.

10. Policy 3305 – Seclusion and Restraint. This policy was updated to reflect the changes in the law from HB 676 and SB 518. The policy now includes methods for parental consent for health intervention or screening
11. Policy 3310P- Risk Assessments. This policy was updated to reflect the changes in the law from HB 676 and SB 518. The policy now includes methods for parental consent for health intervention or screening.
12. Policy 3310P2-Academic Honesty and Responsible Use of Resources - This procedure was developed to assist districts in managing student use of technology, including artificial intelligence, in a responsible and academically relevant manner.
13. Policy 3410 – Student Health and Examinations. This policy was updated to reflect the changes in the law from HB 676 and SB 518. The policy now includes methods for parental consent for health intervention or screening.
14. Policy 3410F – Medical Consent Form. This form was updated to reflect the changes in the law from HB 676 and SB 518. The form now includes methods for parental consent for health intervention or screening.
15. Policy 3413F2 – Immunization Religious Exemption Form. This form was updated to reflect the changes in law from HB 715.
16. Policy 3431 – Emergency Treatment. This policy was updated to reflect the changes in the law from HB 676 and SB 518 through authorization to act in an emergency situation consistent with Policies 3305 and 3310P.
17. Policy 3600-Student Records- This policy clarifies the longevity of each student’s permanent records.
18. Policies 3600F1, 3600F2, 3600P – Student Records Procedures and Forms. This procedure and form were updated to reflect the changes in the law from HB 676 and SB 518 by ensuring video and audio recordings are clearly listed as directory information, when applicable.
19. Policy 5121 – Applicability of Personnel Policies and Professional Development. This policy was updated to reflect the changes in rule at 10.55.723 ARM requiring collaboration with staff on mentoring and induction for inclusion in the integrated strategic action plan.

20. Policy 5223 – Personal Conduct. This policy was updated to clearly state the expectations for staff to comply with ethical standards governing public employees in Montana law.
 21. Policy 5231 – Personnel Records. This policy was updated to require staff to maintain an accurate and up to date mailing address with the school district.
 22. Policy 5330 – Maternity and Paternity Leave. This policy was updated to clarify the use of accumulated leave for an employee on maternity or paternity leave.
 23. Policy 6140 – Duties and Qualifications of Administrators: This policy is a required policy that is new to our policy manual.
 24. Policy 7320-Purchasing. This policy was updated to comply with Montana law governing non-discrimination in public bidding procedures.
 25. Policy 8110 – Bus Routes and Schedules. This policy was updated to comply with standards governing trustee approval of bus routes and installation of crossing arms on buses.
 26. Policy 8125 – School Bus Emergencies. This policy was updated to comply with standards to complete school bus emergency drills for students.
 27. Policy 8132 – Activity Trips. This policy was updated to reflect the changes in the law from HB 676 and SB 518. The policy now outlines how parents will be provided the opportunity to consent to trips and rooming assignments and details the process for districts to use activity specific transportation methods and lodging.
 28. Policy 8210 – Procurement Policy for School Food Purchases and Use of Federal Funds. This policy was updated to comply with new guidance and interpretations of regulations governing school nutrition and food services procurement.
- Wayne Q. made a motion to consider all first readings of the policies and remove all optional parts out of policy 1420 and do a second reading on 3141 with clearer language.
 - Shawn C. seconded the motion.
 - Discussion: this policy is only if you are class 1 or 2 we are a class 3 district so optional wording to this policy should be removed. Martha is asking that policy 3141 be moved and not be approved at the first meeting but have a second reading.
 - Shawn C., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

06.4 Information only: Policies with legal reference updates that do not require board action.

1. Policy 1650 – Public Charter Schools
Policy 2158 – Family Engagement Policy
2. Policy 2500 – English Language Learner Program
3. Policy 3210 – Equal Educational Opportunity

06.5 Action: Consideration of the following substitute applicant for the remainder of the 2023-2024 school year.

- Lynda Knutson: Classroom substitute has a completed background check and fingerprints have been sent to the state.
- Chuck T. made a motion to approve Lynda Knutson as a sub.
- Connie S. seconded the motion.
- Discussion: None.
- Shawn C., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

06.6 Action: Consideration of approving the repairs that have occurred on the cruiser in the amount of \$7,277.35.

- Chuck T. made a motion to approve the repairs on the cruiser.
- Wayne Q. seconded the motion.
- Discussion: None.
- Shawn C., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

Board Reports:

07.1 Information: Student Representative and Student Council

- Student council will be hosting a Christmas party with corn hole, dodgeball tournaments, as well as bingo, an escape room or two, Kahoot and crafts. It will be a day of social interaction with no cell phones. Everyone is involved, enhancing students' social skills, an important part of a well-rounded student.

07.2 Information: Teacher(s)- None.

07.3 Information: Technology- None.

07.4 Information: Activities Director- None.

07.5 Information: Safety Committee

- We are in the process of reviewing the findings of our walk around. We will prioritize which findings need to be addressed first in our opinions and submit them to the board. We are also in the process of going over our Emergency & Crisis Response plan. We will update this plan and submit it to the board for approval. We continue to stay on task with our safety drills.

07.6 Information: Principal

- Evaluations are on going
- Faculty Meetings on going
- Leadership, Rigor, Safety, and Petroleum Meetings
- CPI Training held here for staff and area schools
- Attending Homeless Liaison meetings
- Ticket taker help at ball games
- Subbing
- Elf on the Shelf

07.7 Information: District Clerk

- Trustee Elections: 2 Trustee positions will open this year- Shawn Conradsen and Chandi Tombre.
People can fill out the intent to file for election beginning Thursday December 14, 2023.
- Audit did not go as planned. We had a few findings and will work on correcting those issues.

07.8 Information: Superintendent

- Cell phone: 307-272-4595 Email: marthap@savagepublicschool.com
School Number: 406-776-2317
- I will be texting/calling each board member no later than the evening before the scheduled meeting. The purpose of the communication is to check that all necessary information is available to board members pertaining to any agenda item.

I. Professional Information

- Title IX Training:
 - Completed by Administration and Clerk.
 - Posted on the website
- Professional or Personal Dates:
 - Virtual or onsite Meetings
 - School Improvement: Ongoing professional meetings through the end of the school year and possibly beyond.
 - Prairie View Coop: Quarterly Meetings, Professional Development for Staff through the Curriculum Consortium and CSPD Region I
 - MTSBA: Thursday Think Tank and on-going trainings
 - SAM: Administrative Virtual Meetings 3rd Thursday
 - School Leadership Virtual Meeting: Wednesdays 10:00-11:00
 - NEMASS: Monthly (Locations vary depending on the month and virtual may be to onsite only.)

II. School Affairs:

- Students and Events:
 - December 18, 2023 grades K-5 Music Concert @ 7:00 PM

- December 21, 2023 Early Release @2:00 PM
- December 22-31 Holiday Break
- January 3, 2024 School Resumes
- January 4, 2024 Work Board Meeting with Andy Sever, MTSBA
- January 8, 2024 Elementary Basketball Begins
- January 11, 2024 End of 1st Semester
- January 15, 2024 3rd Quarter Begins and Petroleum Committee classroom work begins
- February 6, 2024 MathCount Competitions and Junior High Festival Concert
- February 9, 2024 Junior High Musical Festival
- February 13-17 High School Boys and Girls District Basketball Tourney @ Sidney.
- Operations:
 - The Petroleum Committee has met and has planned the third quarter activities for the School Improvement Plan to meet the Family and Community Engagement, CTE, and Graduate Profile requirements.
 - Rental inspections will be conducted in January.
 - The Commons parking lot has tried to organize parking, yet it cannot happen successfully until a paintable surface is available.
- School Safety, Maintenance, and Project Updates:
 - School Safety:
 - We are still waiting for the cost of putting fob locks on some of the high traffic doors inside of the school.
 - Maintenance and Projects:
 - Projects:
 - Drainage Project: Wade has contacted Mitch Olson for next steps of the project. The first step will be scoping the line with a camera. Mitch still has not been here yet.
 - Rentals: We are still working directly with Cal's Carpet Inc. on flooring for the two single-wide trailers, and we are waiting.
 - The wooden steps on two of the other rentals are on the list for repair.
 - Gym: Steve Lalum has been contacted about the gym floor. He is still working on scheduling a visit.
 - Communication system: We have reached out to the CDW-G company for further information, as suggested by MCS and have been working with their team on a virtual meeting.

07.9 Information: Trustees and Requests- None.

08. CONSENT AGENDA

08.1 Meeting Minutes

Action: Consider: Minutes from Following Meeting(s):

- November 13, 2023 (Regular Board Meeting)
- November 20, 2023 (Special Board Work Meeting)

- Connie S. made a motion to accept the meeting minutes.
- Shawn C. seconded the motion.
- Discussion: None.
- Shawn C., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

08.2 Finance Report

Action: Consider: Following Finance Transactions:

- A. Warrants: #22880-22906
- B. Voided Warrant(s): none
- C. Claims: #957736-957762
- D. Voided Payroll Check(s): #74039250-74039266
- E. Extra-Curricular Activities Fund
Balances: Checks: #21753-21770
- F. Voided Extra-Curricular Activities Check Number(s): NONE
- G. Canceled Warrants: NONE

- Chuck T. made a motion to accept the finance report.
- Connie S. seconded the motion.
- Discussion: None.
- Shawn C., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

09. PUBLIC COMMENT FOR NON-AGENDA ITEMS

- The public comment section is intended to inform the trustees of concerns of the citizens.
- The trustees may not take action on any matter discussed unless specific notice of that matter is included on an agenda and public comment has been allowed on that matter. (MCA, 2-3-103)
- Public comment received at a meeting must be incorporated into the official minutes of the meeting.
- Comments must follow the student and employee privacy laws, as set forth in the privacy rights guaranteed by the Montana State Constitution.
- Public Comment Sign-In Sheet for Non-Agenda Items is located at the door.

- None

10. EXECUTIVE SESSION

10.1 Action: Executive Session: Superintendent's Evaluation

- Board went into executive session at 5:52 PM. and reconvened at 6:13PM.
- Chuck T. made a motion to reconvene the regular meeting and that Martha is doing a good job.
- Wayne Q. seconded the motion.
- Discussion: None.
- Shawn C., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

11. DATE/TIME FOR NEXT REGULARLY SCHEDULED AND SPECIAL WORK MEETINGS

11.1 Action: Consideration of a special work meeting for the Integrated Strategic Action Plan on January 4, 2024 from 5:00-8:00 PM.

- Should the Boardroom be too small the meeting will be moved to the cafeteria.
- Wayne Q. made a motion to have the special work meeting on January 4, 2023 from 5:00-8:00 PM.
- Chuck T. seconded the motion.
- Discussion: None.
- Shawn C., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

11.2 Action: Consideration of a change in the January regular scheduled meeting from Monday, January 15, 2024 to Thursday, January 11, 2024 due to the MHSA Annual Meeting.

- Wayne Q. made a motion to move the January 15, 2024 meeting to January 11, 2024 due the MHSA Annual Meeting.
- Chuck T. seconded the motion.
- Discussion: None.
- Shawn C., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

12. ADJOURNMENT

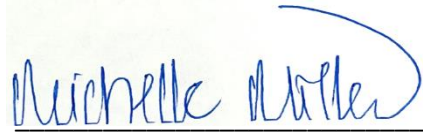
12.1 Action: Consider adjournment of the meeting.

- Chuck T. made a motion to adjourn the meeting at 6:20PM.
- Shawn C. seconded the motion.
- Discussion: None.

- Shawn C., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

A handwritten signature in black ink, appearing to read "David G. Smith", written over a horizontal line.

Board Chair

A handwritten signature in blue ink, appearing to read "Michelle Miller", written over a horizontal line.

District Clerk