

MAY 23, 2023- SPECIAL SCHOOL BOARD MEETING- 7:00 P.M

01. ROLL CALL

01.1 Action: Establish Quorum

- Present: Shawn Conradsen, Chuck Thiel, Wayne Quinnell, Linda Nelson, Connie Smith, and Michelle Miller, Clerk.
- Call In: Martha Potter
- Arrival Time:

02. RECOGNITION OF VISITORS

02.1 Action: Recognize Visitors

- Chandi Tombre
- Tim Tharp, County Superintendent

03. AGENDA

03.1 Action: Consider Agenda

- Wayne Q. made a motion to accept the agenda.
- Chuck T. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., Wayne Q. Linda N. 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. CANVAS VOTES OF THE MAY 2, 2023 SCHOOL ELECTION AND REORGANIZATION OF THE BOARD OF TRUSTEES

05.1 Action: Canvas the May 2, 2023 Election votes and Reorganization of the Board of Trustees

A. Canvas the votes of the May 2, 2023 School Election.

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

B. Appoint District Clerk/Business Manager

- Michelle Miller

- Linda N. made a motion to appoint Michelle Miller as the District Clerk.
- Connie S. seconded the motion.

- Discussion: None
 - Shawn C., Chuck T., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.
- C. Swear in the newly elected trustees: Tim Tharp, Richland County Superintendent or Michelle Miller, Clerk of the Board
- Chandi Tombre, 1 Year Term
 - Connie Smith, 3 Year Term
 - Charles "Chuck" Thiel, 3 Year Term
- D. Election of Officers:
- D1. Chair
- Connie S. made a motion to nominate Shawn Conradsen as the Chairman of the Board.
 - Chuck T. seconded the motion.
 - Discussion: None
 - Shawn C., Chuck T., Wayne Q., Chandi T. and Connie S. all voted yes, motion carried.
- D2. Vice Chair
- Connie S. made a motion to nominate Chuck Thiel for Vice Chairman.
 - Wayne Q. seconded the motion.
 - Discussion: None
 - Shawn C., Chuck T., Wayne Q., Chandi T. and Connie S. all voted yes, motion carried.
- E. Appoint Standing Committees of No More Than Two Trustees for Each Committee
- Certified Negotiations and Classified Salary
 - Shawn Conradsen & Wayne Quinnell
 - Building/Housing
 - Chuck Thiel and Wayne Quinnell
 - Interview Committee
 - Chuck Thiel and Connie Smith
 - Calendar/Professional Development
 - Chandi Tombre
- Wayne Q. made a motion to accept the appointed board members to the committees as listed above.
 - Chuck T. seconded the motion.
 - Discussion: None
 - Shawn C., Chuck T., Wayne Q., Chandi T. and Connie S. all voted yes, motion carried.
- 06. 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

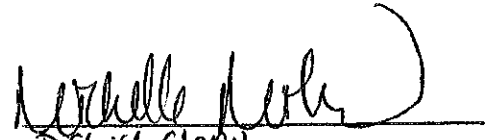
07. **DATE/TIME FOR NEXT REGULARLY SCHEDULED MEETING**

07.1 **Action:** Date of regularly scheduled meeting: June 5, 2023 at 7:00 PM in the Boardroom.

08. **ADJOURNMENT**

08.1 Time of adjournment: 7:12 P.M.


Board chair


District Clerk

MAY 15, 2023- REGULAR SCHOOL BOARD MEETING- 7:00 P.M

01. ROLL CALL

01.1 Action: Establish Quorum

- Present: Chuck T., Linda Nelson, Connie Smith, Martha Potter, Superintendent, Angella Nelson, Principal and Michelle Miller, Clerk
- Absent: Wayne Quinnell – arrived at 7:03 P.M. (6.1)
- Call in: Shawn Conradsen @ 7:00 P.M.
- Arrival Time:

02. RECOGNITION OF VISITORS

02.1 Action: Recognize Visitors

- Chandi Tombre
- Montana Osterman
- Greg Hitchcock- Sidney Herald

03. AGENDA

03.1 Action: Consider Agenda

- Linda N. made a motion to accept the agenda.
- Chuck T. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., Linda N. 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.
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- None

05. UNFINISHED BUSINESS:

05.1 Action: Consider The Safe Return to School and Continuity of Services Plan 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.
- Chuck T. made a motion to accept the “Safe Return to School and Continuity Plan”.
- Connie S. seconded the motion.
- Discussion: Linda N. asked if the “American Recovery Plan” was going to stay in effect even though the Covid is over with. Martha explained that this will stay in effect until 2024 when the ESSER money expires.
- Shawn C., Chuck T., Linda N. and Connie S. all voted yes, motion carried.

06. NEW BUSINESS

06.1 Action: Consider directing the superintendent to have the clerk pay all monthly bills that have late fees and finance charges from June 1 through June 30, 2023.

- Linda N. made a motion to have the clerk pay the May bills with penalties.
- Connie S. seconded the motion.
- Discussion: None
- Shawn C., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.

06.2 Action: Consider the date of the board meeting to canvas the votes of the May 2, 2023 School Election and conduct the Reorganizational Meeting of the Board of Trustees to be held on May 23, 2023 at 7:00 PM.

- Chuck T. made a motion to have the meeting to canvas the votes from the May 2, 2023 election and the Reorganizational Meeting of the Board of Trustees on May 23, 2023 at 7:00 p.m.
- Wayne Q. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.

06.3 Action: Consider having two head cooks without an assistant cook for the 2023-2024 school year, as the workload and preparation time would allow us more effective use of time and paperwork, which helps us reduce overtime.

- Linda N. made a motion to have the two head cooks without an assistant cook for the 2023-2024 school year.
- Connie S. seconded the motion.
- Discussion: Linda wanted to know how the cooks felt about this, and Martha explained that one of the cooks actually came up with the idea so there will be shared duty. It was also decided this would a more effective way to utilize time and work. Pay scale will be the same for both employees.
- Shawn C., Chuck T., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.

06.4 Action: Consider the following Classified Staff re-hires for 2023-2024 school year with salary increase in accordance to the Classified Salary Schedule:

- Resource/Special Education Para educators: Melissa Sharbono and Lexi Joslin
 - Half Day Preschool: Nicki Reuter
 - Maintenance/Janitor: Justin Bean
 - Custodian: Open
 - Administrative Assistant: Wade Hagler
 - Head Cooks: Bobbi Goff and Jody Reed (pending the action of agenda item (06.3)
 - Assistant Cook: Jody Reed (pending the action of agenda item (06.3)
 - Part Time Dishwasher: Kathy Reynolds
 - *(Remember the Clerk is appointed by the board in the reorganization meeting, with salary in accordance with the Classified Salary Schedule.)*
- Chuck T. made a motion to rehire the classified staff as listed above with two head cook positions and no assistant cook with pay raises in accordance to the classified salary schedule.
 - Connie S. seconded the motion.
 - Discussion: Martha explained that the clerk is appointed by the board that is why that position could not be put into this action. Linda N. asked if the budget would allow for this and it was explained that these are individuals that we cannot operate without and there are times that salaries have to come out of Flex Fund.
 - Shawn C., Chuck T., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.

06.5 Action: Consider granting our Head of Maintenance one additional year of credit on the Classified Salary Schedule, as was discussed during his hiring process once a full year of employment was completed. Wage increase will be noted in accordance with the Classified Salary Schedule.

- Wayne Q. made a motion to grant an additional year of credit to the head of maintenance.
- Chuck T. seconded the motion.
- Discussion: Linda N. wanted an explanation as to why he was getting an extra bump in the salary schedule. Martha explained that when he was hired it was discussed at that time that this would possibly take place in the future.
- Shawn C., Chuck T., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.

06.6 Action: Consider whether to seek a bid from Payne West, as we currently use MSGIA, which has been the districts insuring agent for more than 15 years.

- Chuck T. made a motion to leave the district with MSGIA.
- Linda N. seconded the motion.
- Discussion: Martha explained that the difference between the two companies with the amount of paperwork involved and the price difference is insignificant when considering the time, it would take to get everything together to send when our clerk is already stretched in May and June with orders and the end of year paperwork. Martha also mentioned that the district has been with MSGIA for more than 15 years and they have been consistent.
- Shawn C., Chuck T., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.

06.7 Action: Consider hiring Nate Louisignau for 2023-2024 for the position of extracurricular and cocurricular music.

- Linda N. made a motion to hire Nate Louisignau for the 2023-2024 extracurricular and co-curricular music.
- Chuck T. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.

06.8 Action: Consider adopting a resolution to sell or otherwise dispose of district real or personal property because it is or is about to become abandoned, obsolete, undesirable or unsuitable for the school purposes of the district in accordance with MCA 20-6-604 and MCA 20-20-204.

- Items: Text books, equipment, electronic devices of any category, (ex. Smartboards, computers, etc.) and other miscellaneous retired materials
- Wayne Q. made a motion to adopt the resolution as stated above.
- Linda N. seconded the motion.
- Discussion: Linda asked where the money went that came in from the sale of these items. It was explained that very seldom there was anything sold, and if so, it went into the Flex Fund.
- Shawn C., Chuck T., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.

06.9 Action: Consider the following cement proposal from Mando's Concrete for the rental units, superintendent house, and the bus barn using the Flex, Rental, and Building Reserve Funds:

- 429 4th Ave. S: Concrete driveway, walkway, patio back door, shed slab, walkway back door: \$11,320
- 434 4th Ave. S: Sidewalk to garage from house: \$1000
- 171 Montana: walkway and driveway: \$4060
- Bus barn: walkway: \$3000
- 23 E Yellowstone: concrete driveway and walkway \$4840
- 17 E Yellowstone: concrete driveway and walkway \$4440

- Total work to be completed: \$28,660
 - Chuck T. made a motion to accept the proposal for all the cement work from Mando's Concrete for the rental units, the Superintendents house and the bus barn using Flex, Rental and Building Reserve Funds.
 - Wayne Q. seconded the motion.
 - Discussion: Chuck wanted a more detailed description of what he was bringing exactly. It was also said to get ahold of the reclamation department to come dispose of the cement and trees etc. that need to be removed.
 - Shawn C., Chuck T., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.
- 06.10** Action: Consider the distribution of the \$14,974.43 revenue earned of the 2022-2023 Concessions Activity Fund as follows:
- The amount of \$3500 will be held to start up concessions for the 2023-2024 school year and purchase new equipment if necessary.
 - The amount of \$4579.15 will be transferred to the Athletics Activity Fund to support the costs of all extracurricular activities.
 - Activities Fund Line Item for Meals: \$4000.00
 - Class of 2027: \$595.28
 - Class of 2028: \$1000.00
 - Class of 2029: \$1000.00
 - Class of 2024: \$ 300.00
- Linda N. made a motion to move the funds according to how they are listed above.
 - Shaw C. seconded the motion.
 - Discussion: Martha explained that the class of 2024 was given the \$300 because they worked the concessions for the JH basketball season. She also explained that the goal is to make sure by the time the classes reach their freshman year they would start their high school years with \$3000.00. Further explanation was that the additional meal fund would be a starting point to help defer expenses.
 - Shawn C., Chuck T., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.
- 06.11** Action: Consider the hire of Montana Osterman for Summer Help at the rate in accordance with the Classified Salary Schedule and approve one year of credit for her experience.
- Chuck T. made a motion to hire Montana Osterman for the summer help position.
 - Linda N. seconded the motion.
 - Discussion: Martha felt that an interview was unnecessary because she's been interviewed numerous times for a variety of positions and is already an school employee.
 - Shawn C., Chuck T., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.
- 06.12** Action: Consider one year of credit on the Classified Salary Schedule for Wade Hagler for his experience as a Groundskeeper for summer work.
- Wayne Q. made a motion to grant Wade Hagler one year credit on the classified pay scale for the summer groundskeeper position.
 - Connie S. seconded the motion.
 - Discussion: None
 - Shawn C., Chuck T., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.
- 06.13** Action: Consider increasing salaries of uncertified substitutes to \$85.00 per day and certified substitutes to \$105.00 per day to be competitive with other surrounding schools.

- Chuck T. made a motion to increase the uncertified and certified sub wages to \$85.00 and \$105.00/ day to be competitive within the county for wages.
- Linda N. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.

07. REPORTS: (Any required actions will be under Unfinished or New Business)

07.1 Information: Student Representative and Student Council

- Student council did some research on student handbooks. Student council said it would be just easier if everyone (students and parents) would just follow the rules and /or stop looking for loopholes. They did a great job on researching and finding most schools have basically the same expectations. A committee will be looking over their ideas and implementing what fits best for Savage Public Schools.

07.2 Information: Teacher(s)

- None

07.3 Information: Technology

- They have had a meeting and will be bringing information to the June meeting of things they will be requesting.

07.4 Information: Activities Director

- Yearend working with Martha and Angie on updating procedures and implementing new ideas. Planning for next year.
- Buy your seat idea; Sell "Reserved Seats" for the year in the gym. We can put their names in Vinyl on their seat and the seat is theirs for the year. Not sure what to charge yet. Seen it done in Bainville.
- Kids did great at Sate Music Festival with 10 Superior ratings and 2 excellent ratings.
- Lane Papka, Taylor Conradsen and Emma McPherson all qualified for State Golf.
- All of the track athletes did well in Districts and advanced to Divisionals.

07.5 Information: Safety Committee

- A decision has been made with a new pick up, drop off procedures, and are moving forward with the language and logistics of this to present to the board. We will be doing self-inspections this month and will be contacting some of the board members to ask for assistance with these.
- The vinyl lettering for the windows and doors along with a few other projects are slated to take place over the summer to help make the school a safer place for students and staff.
- Working on next year's schedules.

07.6 Information: Principal

- Wrapping up the year with field trips, awards and celebrations.
- Prepared for Teacher Appreciation Week.
- Committee meetings are ongoing along with end of the year paperwork.
- Curriculum has been ordered.
- The elementary and high school English teachers are researching a new reading and literature curriculum.
- Summer school is ready to go.

07.7 Information: District Clerk

- Wrapping up elections.
- Preparing for the end of year financials along with the Trustee Financial.
- Summer trainings include MASBO in June and PowerSchool University in July.

07.8 Information: Superintendent

- Martha will be attending:
 - The Delegate Assembly June 8-9 in Helena. Driving on the 7th.
 - Montana Petroleum Resources Workshop June 12-16 in Billings.
 - SAM Summer Institute July 24-26 in Helena.
- Stay tuned to our Facebook and website for updated information.
- Seniors last day will be May 17 with an early release at 12:00.
- May 19 Baccalaureate at 7:00 P.M. at the First Lutheran Church.
- May 20 Graduation.
- May 25 Last Day of school with an early release at 2:00.
- Committee meetings are taking place.
- House inspections will be done before the June meeting.
- Meeting with Olson Plumbing on May 15 for the purpose of going over what plans and steps are needed for them to begin working as soon as school is out.
- OPI cannot change our ranking as it had already been submitted to the next level of reporting. We will work diligently so our ranking is no longer an issue.

07.9 Information: Trustees and Requests

- Put on the June agenda about the Golf coaches not having to pay for the use of carts at Golf Meets.

08. CONSENT AGENDA

08.1 Meeting Minutes

Action: Consider Minutes from Following Meeting(s):

- April 17, 2023 (Regular Board Meeting)
 - Linda N. made a motion to accept the minutes from the April 17, 2023 board meeting.
 - Wayne Q. seconded the motion.
 - Discussion: None
 - Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

08.2 Finance Report

Action: Consider Following Finance Transactions:

- A. Warrants: #22606-22628
- B. Claims: #957475-957478 and #957480-957493
- C. Voided Warrant(s): NONE
- D. Voided Payroll Check(s): #39154
- E. Extra-Curricular Activities Fund Balances: Checks #21625-21634 with Deposit Registers with Balances
- F. Voided Extra-Curricular Activities Check Number(s): NONE
 - Wayne Q. made a motion to accept the finance reports.
 - Chuck T. seconded the motion.
 - Discussion: None
 - Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

09. PUBLIC COMMENT FOR NON-AGENDA ITEMS

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- 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.
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- None

10. DATE/TIME FOR NEXT REGULARLY SCHEDULED MEETING

10.1 Action: Consider a date change to the regularly scheduled June 19, 2023 board meeting to be changed to June 5, 2023 to accommodate school business needs and meetings of the clerk and superintendent. Meetings are held in the Boardroom.

- Chuck T. made a motion to accept the date change for the June board meeting.
- Wayne Q. seconded the motion.
- Discussion: None
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

10.2 Action: Consider a possible special meeting to determine the final view of the gym floor design and refurbishment, which will be announced when we hear from the contractor.


- Linda N. made a motion to accept the possibilities of a special meeting to finalize the floor design.
- Connie S. seconded the motion.
- Discussion: None
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

11. ADJOURNMENT

11.1 Time of adjournment: 7:55 P.M.



 Board Chair



 District Clerk