

July 11, 2022- REGULAR SCHOOL BOARD MEETING- 7:00 P.M.

SAVAGE SCHOOL

01. ROLL CALL

- **01.1 Action: Establish Quorum**
- Present: Shawn Conradsen, Connie Smith, Chuck Thiel, Martha Potter, Superintendent, Angella Nelson, Principal, and Michelle Miller, Clerk
- Absent: Tim Tharp and Wayne Quinnell

02. RECOGNITION OF VISITORS

- **02.1 Action: Recognize Visitors**
- Montana Osterman
- Myssie Sanders
- Crystal Wyman

03. AGENDA

- **03.1 Action: Consider Agenda**
- Chuck T. made a motion to accept the agenda.
- Connie S. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., 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: Consider awarding the bid to Olson Plumbing for the Savage Public School District Piping Replacement Project in the amount of \$784,265.00.

- Funding: HB6-\$250,000.00, Farm Credit Service Grant- \$25,000.00, and Richland County- \$564,005.70=(\$839,005.70 minus engineering fees of \$54,740.70)=\$784,265.00
- Chuck T. made a motion to award the bid to Olson Plumbing for the Savage Public School District Piping Replacement Project for the amount of \$784,265.00
- Connie S. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

06. NEW BUSINESS

06.1 Action: Consider Glendive Counseling Center Yearly Contract \$10,000.00 Remote Services Only

- Funding from Title IV
- Connie S. made a motion to renew with the Glendive Counseling Center and accept the Yearly Contract in the amount of \$10,000.00.
- Chuck T. seconded the motion.
- Discussion: Martha and Angie both spoke in regards to the counselor and said that she does an outstanding job with our students.
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

06.2 Action: Consider directing the superintendent to have the clerk pay all monthly bills that have late fees and finances charges, from July 11- August 31, 2022.

- Chuck T. made a motion to allow the Superintendent and clerk to pay the bills.
- Connie S. seconded the motion.
- Discussion: It was explained that these are monthly bills that we are charged interest on if turned in late. They are recurring monthly bills.
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

06.3 Action: Consider approval of 2022-2023 substitutes:

- Linda Nelson: Office
 - Sheri Williams: Educator
 - Brent Hagler: Educator and Office
 - Dwight Potter: Industrial Arts Educator, Office, Maintenance, Kitchen
 - Debra Lange: Educator
 - Ben Shaw, Educator, Kitchen
 - Jessica Erickson: Educator
 - Becky Dooley: Educator
 - Melanie Oliver: Educator and Office
 - Raigan Smith: Educator, Kitchen
 - Kelly Bergsted: Educator, Math
- Connie S. made a motion to approve the sub list.
 - Chuck T. seconded the motion.
 - Discussion: None
 - Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

06.4 Action: Consider the hiring of the following coaching positions for the 2022-2023 school year. (Candidates will be interviewed at the July 11, 2022 Interview Committee meeting starting at 5:30 pm in the Boardroom. Recommendations will be brought forward from that meeting and considered for hire during this agenda item.)

- Elementary/JH Track Head Coach and Assistant Coach: Applicants- Riley Hagler, Head and Montana Osterman, Assistant
- Varsity Track Head Coach and Assistant Coach: Applicants- Nicki Reuter, Head and Jerren Erickson, Assistant
- Varsity Golf Coach and Assistant Coach: Applicants- Todd Dooley, Head and Nate Lousignau, Assistant

- Chuck T. made a motion to the recommendation to hire Elem/JH Track head coach Riley Hagler and Assistant Montana Osterman, HS Track head coach Nicki Reuter and Assistant Jerren Erickson, HS Golf head coach Todd Dooley and Assistant Nate Louisignau.
- Connie S. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

06.5 Action: Consider the following purchases from the Elementary and High School Building Reserve Funds for the purpose of school safety:

- Replace the Industrial Arts Building doors and repair glass to meet fire inspection requirements: \$16,100+repair glass
- Purchase snow removal and yard equipment: Total: \$65,475.00
 - 2022 John Deere 3046R Compact Utility Tractor: \$48,421.78
 - Rotary Broom: \$7475.00
 - Front Blade with Manual Angle: \$4673.28
 - Auto Connect Deck and Mower Lift: \$4904.94
- Connie S. made a motion to purchase the tractor and replace shop doors and glass.
- Shawn C. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.
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06.6 Action: Consider adopting a resolution authorizing issuance of Individual Procurement Cards by entering into an agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the Savage Public School under such terms and conditions as approved by the Board of Trustees.

- Chuck T. made a motion to adopt the resolution authorizing issuance of individual procurement cards by entering into an agreement with the Bank of Montreal.
- Shawn C. seconded the motion.
- Discussion: It was explained how the cards would work and the requirements put into place by the district for the use of them.
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

06.7 Action: Consider first readings of the following policies:

- Policy 7336, Travel Allowances and Expenses
- Policy 7400, Credit Card Use
- Policy 7405, Procurement Card Use

- Chuck T. made a motion to accept the first reading of the policies.
- Connie S. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.
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06.8 Action: Consider Recommitment to Prairie View Cooperative as per 20-7-457 (3) MCA

- Connie S. made a motion to accept the recommitment to Prairie View Co-op.
- Chuck T. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

06.9 Action: Consider B & B Mobile Transport Company's proposal to skirt rental property at 434 4th Ave. S, in the amount not to exceed \$5000.00.

- Chuck T. made a motion to accept B & B Mobile Transports proposal for the re-skirting of the rental unit located at 434 4th Ave. S.
- Connie S. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

06.10 Action: Consider the approval of the following job descriptions for the 2022-2023, with the following language being added to the coaches' job descriptions: *"Must be present for all required or assigned games, events, and practices. Must ride to and from events on the provided school transportation; unless absence or alternate transportation is approved by the administration (ie. superintendent) because of unforeseen circumstances, emergencies, or medical conditions."* Approved by the Board of Trustees on March 21, 2022 for the 2022-2023 school year and beyond.

- Activities Director
- Administrative Assistant
- Assistant Coach
- Assistant Cook
- Clerk and Business Manager
- Concessions
- Custodian and Maintenance
- Custodian
- Dishwasher
- Groundskeeper
- Head Coach
- Head Cook
- K-12 Librarian
- K-12 Teacher
- Preschool Para Educator
- Resource/Special Education Para Educator
- Special Education and Resource Room Teacher
- Substitute Teacher

- Chuck T. made a motion to approve the job descriptions with the additional language added.
- Connie S. seconded the motion.
- Discussion: Myssie asked if this was the only change to the job descriptions.
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

06.11 Action: Consider approval of the student, coaches, and employees handbooks.

- Update all handbooks to the current staff and roles for the 2022-2023 school year.
- Employee Handbook
- Student Handbook:
 - Update the age restriction for participating in extracurricular activities due to the new MHSA policy, which allows the school district to determine participation for varsity play for 8th grade students, with the exception of football. *"MHSA Ruling allows school districts to determine their own requirements for 8th graders playing up. Savage Public School requires that if there are less than 16 athletes on a Volleyball or*

Basketball team, any child can petition for 8th graders to be brought up, with the clarification that only 12 athletes can participate in tournament play. Eighth graders can petition to be moved up in individual sports.” All other rules pertaining to the procedure of 8th grade students will be changed in accordance with the above statement. “Administration will make the determination based on the applicant's physical, academic, behavioral, and attendance data along with factual information and input from coaches, teachers of record, and the activities director; while taking into consideration the needs of fielding a high school team.”

- Insert the adopted board language from the June 28, 2022 meeting on uniforms. *“When uniforms are purchased, the final choice of designs and price must be approved by the board before any purchases occur.”*
- Insert the adopted board language from the March 21, 2022 meeting pertaining to coaches attendance at games, events, and practices. *“Must be present for all required or assigned games, events, and practices. Must ride to and from events on the provided school transportation; unless absence or alternate transportation is approved by the administration (ie.superintendent) because of unforeseen circumstances, emergencies, or medical conditions.”*
- Add the language the *“Athletes will be allowed to participate in only one sport per season of play.”*
- Simplify the attendance and consequence rules for extracurricular activities of sports, drama, drumline, and any Non Co Curricular Club or Competitions relating to practices and games to state the following: Attendance: *“Everyone will be on time and complete all scheduled practices (MHSA rules apply) and games; unless unable due to illness, medical reason, academic needs, unforeseen circumstances or emergencies. The coach/advisor must be alerted of absence before practice or game begins by the participant’s guardian or teacher pending reason.”* Exceptions: *Superintendent rule listed on page 23.”* Consequence: *“If a student misses a scheduled practice or a game for any other reason than illness, medical reason, academic need, unforeseen circumstances or emergencies, the student will not compete in the next scheduled game or major activity, unless superintendent ruling was made.”*
- Clarify the cell phone usage and consequences during practice, games or other activities due to MHSA policy and FERPA pertaining to locker rooms. Consequences will follow the Administrative Plan.
- Simplify the curfew violation consequences to state, *“ If a student violates curfew, for any reason other than due to illness, medical reason, academic needs, school events, unforeseen circumstances or emergencies the student will not compete in the next scheduled game or major activity.*
- Revise the lettering requirements : *“When an athlete competes in a Varsity MHSA sanctioned event the participant will letter.”*
- Change the cost limits for meals when traveling to the following:
 - Morning Meal: \$8.00 (12:01 a.m. to 10:00 a.m.) Unless the place of lodging provides a breakfast.
 - Midday Meal: \$9.00 (10:01 a.m. to 3:00 p.m.) Unless provided by the host.
 - Evening Meal: \$15.00 (3:01 p.m. to 12:00 p.m.) Unless provided by the host.
 - Daily total: \$32.00
 - NOTE: These amounts are MAXIMUM for each meal.

- Coaches are allowed when feeding their team, to purchase groceries in bulk for that meal, not to exceed the meal allotment for that time period.
- Any amount exceeding the per meal price for each time segment defined above is the financial responsibility of the student or adult ordering over the amount allowed by the district.
- Coaches' Handbook:
 - Insert: *"Must be present for all required or assigned games, events, and practices. Must ride to and from events on the provided school transportation; unless absence or alternate transportation is approved by the administration (ie. superintendent) because of unforeseen circumstances, emergencies, or medical conditions." Approved by the Board of Trustees on March 21, 2022 for the 2022-2023 school year and beyond.*
 - Add: *"Athletes will be allowed one sport per season of play."*
 - Insert: *"When uniforms are purchased, the final choice of designs and price must be approved by the board before any purchases occur." Adopted by the Board of Trustees on June 28, 2022.*
 - Insert: *Superintendent opens up the position after each season, in accordance to the extra-curricular contractual language and the Collective Bargaining Agreement Section 4: Vacancies and New Positions, which states: "Teachers within the district will have the opportunity to apply for vacated positions, new positions, and coaching positions by formal application during the first week of the posted notice of the position. Trustees will consider these applications prior to listing the position outside the district."*
 - *Should the trustees determine that the in-house certified applicant does not have the qualifications for the position, the position will then be advertised at large until filled. The board will allow the past current season extracurricular personnel to apply for the position with a cover letter only, all other applicants will need to complete a district application.*

- Connie S. made a motion to accept the changes to the handbooks.
- Shawn C. seconded the motion.
- Discussion: Martha explained what some of the changes were and the reasoning for them.
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

06.12 Action: Consider out of district students for the 2022-2023 school year pending completed forms by families.

- Chuck T. made a motion to accept the out of district student pending completed application forms turned in by families.
- Connie S. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

06.13 Action: Complete MHSA Survey

- Chuck T. made a motion to complete the survey.
- Connie S. seconded the motion.

- Discussion: None
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

06.14 Information: Alan Hoffmann's resignation was received and accepted by the superintendent on June 27, 2022. The superintendent notified the board on June 27, 2022 and gave a written and electronic response letter to the employee in accordance with Board Policy 5251 on June 27, 2022, stating the resignation was effective immediately.

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

07.1 Information: Student Representative -None

07.2 Information: Teacher(s)-None

07.3 Information: Activities Director:

- Myssie Sanders gave a report on the Class C Caucus she attended and the upcoming changes that will be taking place for the 2022-2023 school year.

07.4 Information: Safety Committee-None

07.5 Information: Principal -None

07.6 Information: District Clerk-None

07.7 Information: Superintendent

- Martha's report consisted of the following items.
 - Virtual meetings will resume August 4, 2022
 - Vacation day scheduled for July 14, 2022
 - Audit for 2020-2021 is complete.
 - There were findings and we will report on how they will be corrected.
 - Glacier Financial Consultant completed the MDA of 2020-2021.
 - Ordering for the upcoming school year has been completed
 - There have been a few retiree teachers contacted about the possibility of teaching if the open positions cannot be filled.
 - Maintenance has been working on water issues in the basement and unplugging the French drain.
 - Training for the new elementary math program will be done on July 12 & 13, 2022.

07.8 Information: Trustees and Requests -None

08. CONSENT AGENDA

08.1 Meeting Minutes

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

A. June 28 , 2022 (Special Board Meeting)

- Connie S. made a motion to accept the minutes for the June 28th meeting.
- Shawn C. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

B. June 20, 2022 (Regular Board Meeting)

- Chuck T. made a motion to accept the minutes for the June 20th meeting.
- Connie S. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

08.2 Finance Report

Action: Consider: Following Finance Transactions:

- A. Warrants: #22148-22219
- Chuck T. made a motion to accept the warrants.
 - Connie S. seconded the motion.
 - Discussion: None
 - Shawn C., Chuck T., and Connie S. all voted yes, motion carried.
- B. Claims: #956974-956987, #956989-957043, and #957045-957054
- Chuck T. made a motion to accept the claims.
 - Connie S. seconded the motion.
 - Discussion: None
 - Shawn C., Chuck T., and Connie S. all voted yes, motion carried.
- C. Voided Warrant(s): #22029, #22133 and #22155
- Chuck T. made a motion to accept the voided warrants.
 - Connie S. seconded the motion.
 - Discussion: None
 - Shawn C., Chuck T., and Connie S. all voted yes, motion carried.
- D. Voided Payroll Check(s): #38884, #38942, and #38961-38963
- Chuck T. made a motion to accept the voided payroll checks.
 - Connie S. seconded the motion.
 - Discussion: None
 - Shawn C., Chuck T., and Connie S. all voted yes, motion carried.
- E. Extra-Curricular Activities Fund Balances: Checks (#21397-#21412) and Deposit Registers with Balances
- Connie S. made a motion to accept the extra-curricular fund balances reports.
 - Chuck T. seconded the motion.
 - Discussion: None
 - Shawn C., Chuck T., and Connie S. all voted yes, motion carried.
- F. Voided Extra-Curricular Activities Check Number(s): None

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

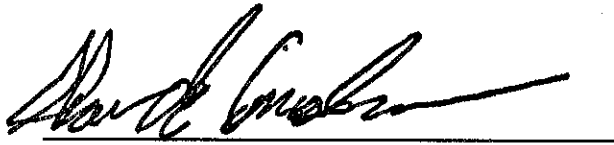
10. DATE/TIME FOR NEXT REGULARLY SCHEDULED MEETING

10.1 Action: Consider Regularly Scheduled Monthly Meeting Date: Monday, August 22, 2022
Time: 7:00 PM Location: Board Room

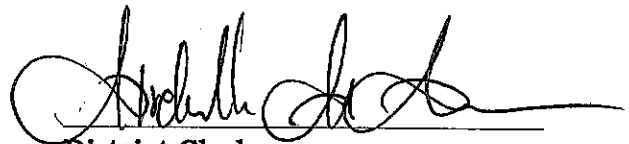
- Connie S. made a motion to approve the time and date of the next meeting.
- Shawn C. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., and Connie S. all voted yes, motion carried.

11. ADJOURNMENT

11.1 Time of adjournment: 8:07 pm



Chairman of the Board



District Clerk

July 27, 2022- SPECIAL SCHOOL BOARD MEETING- 5:30 A.M.

SAVAGE SCHOOL

01. ROLL CALL

01.1 Action: Establish Quorum

- Shawn Conradsen, Tim Tharp, Chuck Quinnell, Connie Smith, Martha Potter, Superintendent, Angella Nelson Principal, Michelle Miller, Clerk.

02. RECOGNITION OF VISITORS

02.1 Action: Recognize Visitors

- Staci Slack
- Maan Dizon – via skype

03. AGENDA

03.1 Action: Consider Agenda

- Tim T. made a motion to accept the agenda.
- Connie S. seconded it.
- Discussion: None
- Shawn C., Tim T., Wayne Q., Connie S. all voted in favor, motion carried.

04. PUBLIC COMMENT FOR AGENDA ITEMS

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- None

05. NEW BUSINESS:

05.1 Action: Consider hiring the following personnel for the 2022-2023 school year pending any necessary background checks.

- **Sandi Jepsen: First Grade**
- **Staci Slack: History**
- **Maan Theres M. Dizon: 7-12 English**
- Connie S. made a motion to hire Sandi Jepsen, First grade, Staci Slack, History and Maan Dizon, 7-12 English.
- Tim T. seconded it.
- Discussion: Maan asked about the pay scale and of a possible increase, Martha explained the contract with the CBA and the pay scale.
- Shawn C., Tim T., Wayne Q., Connie S. all voted in favor, motion carried.

05.2 Action: Consider out of district attendance agreement(s)

- Tim T. made a motion to accept the out-of-districts agreements.
- Wayne Q. seconded it.
- Discussion: None
- Shawn C., Tim T., Wayne Q., Connie S. all voted in favor, motion carried.

06. UNFINISHED BUSINESS:

- None

07. PUBLIC COMMENT FOR NON-AGENDA ITEMS

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- None

08. DATE/TIME FOR NEXT REGULARLY SCHEDULED MEETING:

- Regular Board Meeting Date has been moved to: August 22, 2022
Time: 7:00 PM Location: Boardroom

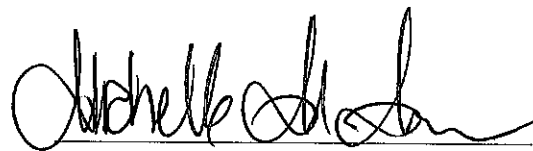
NOTE: date was changed due to finalizing budget documents for the board to consider.

09. ADJOURNMENT

- 09.1** Time of adjournment: 5:38 P.M.



Chairman of the Board



District Clerk

August 8, 2022- SPECIAL SCHOOL BOARD MEETING- 7:30 A.M.

SAVAGE SCHOOL

01. ROLL CALL

01.1 Action: Establish Quorum

- Present: Tim Tharp, Wayne Quinnell, Connie Smith, Martha Potter, Superintendent, Angella Nelson, Principal, and Michelle Miller, Clerk
- Phone In- Shawn Conradsen
- Absent: Chuck Thiel

02. RECOGNITION OF VISITORS

02.1 Action: Recognize Visitors

- None

03. AGENDA

03.1 Action: Consider Agenda

- Connie S. made a motion to accept the agenda.
- Wayne Q. seconded the motion.
- Discussion: None
- Shawn C., Tim 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.
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- None

05. NEW BUSINESS:

05.1 Action: Consider out of district attendance agreements for students meeting the criteria in Policy 3141: Discretionary Non-Resident Student Attendance.

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

05.2 Action: Consider allowing the superintendent under Policy 3141 from August 8-15, 2022-2023 school year to accept out-of-district students who meet the criteria of the policy in order for students to be enrolled prior to the start of the new school year, with the approval of this agenda item.

- Connie S. made a motion to allow Superintendent Potter to accept out-of-district students who meet the criteria between August 8 through August 15, 2022 so they may start school on time.
- Shawn C. seconded the motion.
- Discussion: Martha explained because of time constraints to give a 48-hour notice for a board meeting and to get the kids started on time she is requesting permission to accept any out of district applicants so long as they meet the criteria.
- Shawn C., Tim T., Wayne Q. and Connie S. all voted yes, motion carried.

05.3 Action: Consider changing the August 22, 2022 board meeting to August 16, 2022 due to MCA 20-9-131(1).

- Shawn C. made a motion to move the regular scheduled board meeting.
- Tim T. seconded the motion.
- Discussion: None
- Shawn C., Tim T., Wayne Q., and Connie S. all voted yes, motion carried.

05.4 Action: Consider possible hire of the English position candidate, Jolene Baxter, former Savage English teacher, as a letter of resignation was received and accepted by Superintendent Potter on August 5, 2022 from Maan Dizon in accordance with policy 5251.

- Wayne Q. made a motion to hire Jolene Baxter as the 2022-2023 English teacher.
- Connie S. seconded the motion.
- Discussion: Martha explained that Jolene did teach here in the past but was unable to interview until 3:00 August 8, 2022. Angie said that when she left it was on good terms.
- Shawn C., Tim T., Wayne Q. and Connie S. all voted yes, motion carried.

05.5 Action: Consider substitutes for the 2022-2023 school year pending background checks. (Jaycie Rehbein and Erin Wells).

- Wayne Q. made a motion to add Jaycie Rehbein and Erin Wells to the sub list pending background checks.
- Shawn C. seconded the motion.
- Discussion: None
- Shawn C., Tim T., Wayne Q. and Connie S. all voted yes, motion carried.

06. UNFINISHED BUSINESS:

- NONE

07. PUBLIC COMMENT FOR NON-AGENDA ITEMS

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08. DATE/TIME FOR NEXT REGULARLY SCHEDULED MEETING:

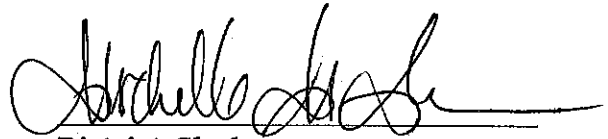
- Regular Board Meeting Date has been moved to: August 16, 2022: 7:00 PM Location: Boardroom
 - NOTE: Change necessary due to MCA 20-9-131(1).

09. ADJOURNMENT

09.1 Time of adjournment: 7:41



Chairman of the Board



District Clerk