

**June 9, 2022- SPECIAL SCHOOL BOARD MEETING- 7:00 P.M.
SAVAGE SCHOOL**

7:00 P.M. Pledge of Allegiance

01. ROLL CALL

- Action: Establish Quorum
- Present: Shawn Conradsen, Tim Tharp, Chuck Thiel, Wayne Q., Connie Smith, Martha Potter, Superintendent and Michelle Miller, Clerk

02. RECOGNITION OF VISITORS

- Betsy Prince, Justin Bean, Bryan Smith

03. CONSIDERATION OF AGENDA

- **3.1 Action: Consider Agenda**
- Chuck T. made a motion to accept the agenda.
- Wayne Q. seconded the motion.
- Shawn C., Tim T., Chuck T., Wayne Q. 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. NEW BUSINESS:

- **5.1 Open, Read and Record sealed bids for the Savage Public School District Piping Replacement Project.**
- Chuck T. made a motion to re-open the bidding since no sealed acceptable bids were received
- Shawn C. seconded the motion.
- Discussion: A bid came in but was 51 minutes late, so the bidding will be advertised to re-open and a special meeting will take place on Tuesday, June 28, 2022 at 7:00 p.m. to accept any bids.
- Shawn C., Tim T., Chuck T., Wayne Q., Connie S., all voted yes, motion carried

• **5.2 Consider the hiring of the head of maintenance for the 2022-2023 school year.**

- Wayne Q. made a motion to hire Justin Bean as head of maintenance for the 2022-2023 school year.
- Connie S. seconded the motion.
- Discussion: The hiring committee requested an executive session. At 7:05, executive session began. The board reconvened the regular board meeting at 7:19 pm. Martha explained the pay scale would be decided at the regular scheduled board meeting on June 20, 2022. The pay for the position will be decided on at that time.
- Shawn C., Tim T., Chuck T., Wayne Q., Connie S., all voted yes, motion carried.

• **5.3 Consider date and time for a special meeting to consider a possible budget amendment proclamation for the purpose of safety for students and employees before the regular June 20, 2022 meeting.**

- No action needed, as a budget amendment will not be done, as the district found out that a board approved transfer to the Building Reserve for the purpose of safety for students and employees is the most efficient, acceptable, legal route. The transfer will be on the June 20, 2022 agenda for the board's consideration.

06. UNFINISHED BUSINESS

- None at this time

07. POSSIBLE EXECUTIVE SESSION

.08 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

09. DATE/TIME FOR NEXT REGULARLY SCHEDULED MEETING

- **Regular Board Meeting: Date: June 20, 2022 Time: 7:00 P.M. Location: Boardroom.**

10. ADJOURNMENT

10/1 7:35 P.M.


Chairman


Clerk

**June 20, 2022- REGULAR SCHOOL BOARD MEETING- 7:00 P.M.
SAVAGE SCHOOL**

01. ROLL CALL

• **01.1 Action: Establish Quorum**

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

02. RECOGNITION OF VISITORS

• **02.1 Action: Recognize Visitors**

- None

03. AGENDA

• **03.1 Action: Consider Agenda**

- Chuck T. made a motion to accept the agenda.
- Connie S. seconded the motion.
- Shawn C., Tim T., 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: 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.**

- Tim T. made a motion to consider the Safe Return to School and Continuity of Services Plan.
- Chuck T. seconded the motion.
- Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

06. NEW BUSINESS

• **06.1 Action: Consider Renewal of Yearly Legal Membership Fees for the 2022-2023 School Year**

- MTSBA: \$2609
- MREA : \$2420

- Chuck T. made a motion to renew the yearly legal membership fees for the MTSBA for \$2609 and MREA for \$2420.
 - Wayne Q. seconded the motion.
 - Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.
- **06.2 Action: Consider the contract renewal for 2022-2023 of Montana Schools Group**
 - **Interlocal Authority, (MSGIA).**
 - Amount: \$27,972.00
 - Discount: \$ 1399.00
 - Due: \$26,573.00
- Wayne Q. made a motion to accept the MSGIA contract for renewal for the 2022-2023 school year.
 - Shawn C. seconded the motion.
 - Discussion: Tim T. asked why there was such an increase in cost. Martha explained we had a bigger deduction last year. Tim would like us to look at other options like MSPLIP (Payne West)
 - Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.
- **06.3 Action: Consider the following 2022-2023 position: Drivers Education, Jeff Mead.**
- Chuck T. made a motion to renew the Drivers Education contract with Jeff Mead for the 2022-2023 school year.
 - Connie S. seconded the motion.
 - Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.
- **6.4 Action: Consider granting permission to our district clerk and superintendent for the following fiscal transactions:**
 - Pay end of 2021-2022 bills.
 - Close the 2021-2022 Senior Class account once all bills are received and paid.
- Wayne Q. made a motion to grant permission to the district clerk and Superintendent to pay the end of 2021-2022 bills and close the 2022 Senior Class account.
 - Chuck T. seconded the motion.
 - Discussion: None
 - Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.
- **06.5 Action: Consider Budget transfer of unexpected non-levy revenue of the Flex, General, Transportation, and Building Reserve Funds be transferred to the Building Reserve Fund for the following school safety purposes.**
 - Replace the Industrial Arts Building doors to meet fire inspection requirements.
 - Purchase snow removal and yard equipment.
 - Purchase electronic communication equipment.
 - Repair potable water and plumbing fixtures.
- Connie S. made a motion to transfer the excess of unexpected non-levy revenue in the Flex, General, Transportation to the Building Reserve sub fund.
 - Tim T. seconded the motion.
 - Discussion: Martha explained how the excess of funds came to be. Westmorland is still partially in operations, so there was a higher increase in Coal Gross Proceeds than what

was anticipated. This revenue is still unanticipated as there is no guarantee on an amount.

- In regards to the above listed safety items, Martha is going to inform B&B in regards to the doors that we will contact Holmlund to install the keypads so they will go with our existing system. Shawn C. is going to contact John Deere to have them hold the tractor he had previously talked to a salesman about with the addition of a broom. All final purchases will always be brought to the board at a scheduled meeting, when purchases exceed the amount of \$5000.00.
- Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

- **06.6 Action: Consider the following:**
 - A. **The new classified salary schedule.**
 - B. **The classified wage increase of 1.5 % for the classified staff and district clerk.**
 - C. **Determine the starting level of the newly hired maintenance/janitorial employee in accordance with the salary schedule.**

- **A. The new classified salary schedule.**
 - Wayne Q. made a motion to accept the new classified salary schedule.
 - Shawn C. seconded the motion.
 - Discussion: Martha explained how the new salary schedule worked and how it would be in line with the increase of minimum wage since the last time the schedule was updated.
 - Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

- **B. The classified wage increase of 1.5% for the classified staff and district clerk.**
 - Wayne Q. made a motion to go with just the base increase in wages on the new salary schedule.
 - Connie S. seconded the motion.
 - Discussion: Martha explained how the base increase alone is an increase in wages.
 - Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

- **C. Determine the starting level of the newly hired maintenance/janitorial employee in accordance with the salary schedule.**
 - Tim T. made a motion to start the newly hired maintenance/janitorial position at \$19.50 an hour with an increase of \$0.50 for each license (boiler and water) is acquired.
 - Chuck T. seconded the motion.
 - Discussion: The increase in wages for acquiring the licenses will also apply to the current assistant janitor position if they also choose to get the licensing.
 - Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.

- **06.7 Information: Tess Ler's resignation was received and accepted by the superintendent on June 10, 2022. The superintendent notified the board on June 10, 2022 and gave a written and electronic response letter to the employee in accordance with Board Policy 5251 on June 13, 2022, stating the resignation was effective immediately.**

- **06.8 Action: Consider extending the current bus contract with KT Inc. for the 2022-2023 school year with the following changes:**

- The base monthly price of \$10,642 minus \$1000 per month for the said year only.
 - The negotiation clause in section 8 will be changed to now read: It is agreed that after one (1) year, negotiations could be opened for a review of the contract terms.
 - Route #1A language added for eligible ridership on Route #1 only if need arises, per state requirements.
- Chuck T. made a motion to offer KT Inc the bus contract for the 2022-2023 school year.
 - Wayne Q. seconded the motion.
 - Discussion: Martha explained Cless wanted to go back to just a yearly contract because of the current economy.
 - Shawn C., Tim T., Chuck T., Wayne Q., 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
 - None
- **07.2** Information: Teacher(s):
 - None
- **07.3** Information: Activities Director:
 - None
- **07.4** Information: Safety Committee
 - None
- **07.5** Information: Principal
 - None
- **07.6** Information: District Clerk
 - No report submitted but Michelle did make comment on recently attending the MASBO New Clerks Training in Butte. Two points Michelle mentioned were as follows: First, the difference between a transfer of funds and a budget amendment and what each process looked like. Second, Michelle would like the Board and Superintendent to consider joining the P-Card program, which works just like a credit card, but the cards can be set up specifically for who you want to have access to them and the school gets a rebate for the money that is spent on the card.
- **07.7** Information: Superintendent
 - Report submitted, with mention of the following items
 - Summer Open Gym: The gym is booked daily for open gym schedules.
 - Thank you to Riley Hagler and shop students for their work on Mr. Hoffmann's rental house.
 - Waiting on a cement bid for the step at the Superintendent's house.
 - Meeting with the commissioners on June 30, 2022 at 9:30 AM for water repair need.
 - No safety drills will take place over the summer months.
 - In addition to her report, Martha made mention that she asked Myssie Sanders to attend the MHSA caucus as a representative for our school. since this is outside the scope of the Activities Director contract. Myssie will be compensated in accordance with the CBA.
- **07.8** Information: Trustees and Requests
 - None

08. CONSENT AGENDA

- **08.1 Meeting Minutes Action: Consider: Minutes from Following Meeting(s):**
 - **A. May 9, 2022 (Regular Board Meeting)**
 - **B. June 9, 2022 (Special Board Meeting)**
- **A. May 9, 2022 Regular Board meeting.**
 - Connie S. made a motion to accept the May 9, 2022 meeting minutes with spelling error change.
 - Wayne Q. seconded the motion.
 - Discussion: None
 - Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.
- **B. June 9, 2022 Special Board Meeting**
 - Wayne Q. made a motion to accept the June 9, 2022 meeting minutes.
 - Shawn C. seconded the motion.
 - Discussion: None
 - Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.
- **08.2 Finance Report Action: Consider: Following Finance Transactions:**
 - **A. Warrants #22117-22142**
 - Connie S. made a motion to accept the warrants.
 - Shawn C. seconded the motion.
 - Discussion: None
 - Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.
 - **B. Claims: #956946-956948 and 956951-956972**
 - Connie S. made a motion to accept the claims.
 - Shawn C. seconded the motion.
 - Discussion: None
 - Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.
 - **C. Voided Warrant(s): #22143-22147**
 - Wayne Q. made a motion to accept the voided warrants.
 - Connie S. seconded the motion.
 - Discussion: None
 - Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.
 - **D. Voided Payroll Check(s): #38937**
 - Connie S. made a motion to accept the voided payroll check.
 - Shawn C. seconded the motion.
 - Discussion: None
 - Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried.
 - **E. Extra-Curricular Activities Fund Balances: Checks #21360-21396 and Deposit Register with Balances.**

- Wayne Q. made a motion to accept the extra-curricular activities fund balances, checks and deposit register.
- Connie S. seconded the motion.
- Discussion: None
- Shawn C., Tim T., Chuck T., Wayne Q., and Connie S. all voted yes, motion carried
- **F. Voided Extra-Curricular Activities Check Number(s) #21366, 21370 and 21374**
- Wayne Q. made a motion to accept the voided extra-curricular checks.
- Shawn C. seconded the motion.
- Discussion:
- Shawn C., Tim T., 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. DATE/TIME FOR NEXT REGULARLY SCHEDULED MEETING

- **10.1 Action: Consider Regularly Scheduled Monthly Meeting Date: Monday, July 18, 2022 Time: 7:00 PM Location: Board Room**
- Meeting will be moved to July 11, 2022 7:00 PM so there will be a quorum in attendance.
- **10.2 Reminder: Special Board Meeting Date: Tuesday, June 28, 2022 Time: 7:00 PM Location: Board Room**
 - Water Bid Opening
 - Any other necessary business before the closing of fiscal year 2021-2022.

11. ADJOURNMENT

11.1 Time of adjournment: 8:35 PM



Chairman



Clerk

**June 28, 2022- SPECIAL SCHOOL BOARD MEETING- 7:00 P.M.
SAVAGE SCHOOL**

7:00 P.M. Pledge of Allegiance

01. ROLL CALL

- Action: Establish Quorum
- Present: Shawn Conradsen, Chuck Thiel, Wayne Quinnell, Connie Smith, Martha Potter, Superintendent, Angie Nelson, Principal and Michelle Miller, Clerk, Tim Tharp by phone (arrived in person @ 7:14)

02. RECOGNITION OF VISITORS

2.1 Action: Recognize Visitors

- None

03. AGENDA

03.1 Action: Consider Agenda

- Chuck T. made a motion to accept the agenda.
- Wayne Q. seconded the motion.
- Shawn C., Tim T., Chuck T., Wayne Q. 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. NEW BUSINESS:

05.1 Action: Open, read, record, and consider sealed bids for the Savage Public School District Piping Replacement Project.

- Chuck T. made a motion to open the bid.
- Wayne Q. seconded the motion.
- Discussion: Discussion was held in regards to the price of the bid that was submitted of \$813,565.000 by Olson Plumbing with the possibility of a deduction of \$29,300.00 if the current piping will remain in the building. The discussion was had to table the bid until after meeting with county commissioners.
- Shawn C., Tim T., Chuck T., Wayne Q., Connie S., all voted yes, motion carried

05.2 Action: Consider hiring Scott Chapdelain and Raigan Smith for summer time help.

- Chuck T. made a motion to hire Scott Chapdelain and Raigan Smith for summer time help.
- Connie S. seconded the motion.

- Discussion: Martha mentioned that neither Scott or Raigan will not be working full time it is just enough to help get things done.
- Shawn C., Tim T., Chuck T., Wayne Q., Connie S., all voted yes, motion carried

05.3 Action: Consider the hiring of the activities director for the 2022-2023 school year

- Applicants for the Activities Director Position are Melissa Sanders and Nicki Reuter
- Wayne Q. made a motion hire Melissa Sanders for the Activities Director position.
- Chuck T. seconded the motion.
- Discussion: Myssie asked if they contract could please go from June 1 to May 31 of each year because of all of the scheduling that takes place during the summer. Martha said according to the CBA it would have to be taken into consideration, because it is in the CBA as per season.
- Shawn C., Tim T., Chuck T., Wayne Q., Connie S., all voted yes, motion carried

05.4 Action: Consider adding the following language to all school handbooks, "When uniforms are purchased, the final choice of designs and price must be approved by the board before any purchases occur."

- Wayne Q. made a motion to consider adding the following language to all school handbooks, "When uniforms are purchased, the final choice of designs and price must be approved by the board before any purchases occur."
- Chuck T. seconded the motion.
- Discussion: Myssie wanted to know why after fundraising for the money to buy the uniforms, does the board have to have the final say. She stated that the school does not put any money into the fund to cover uniform expenses. The board feels financially it is in the best interest of the school and to alleviate the stress on the Activities Director so if an issue arises, it will be handled by the board.
- Shawn C., Tim T., Chuck T., Wayne Q., Connie S., all voted yes, motion carried

05.5 Action: Consider extending the School Declaration of Unforeseen Emergency to end on June 30, 2023.

- *The meaning of the term, "Declaration of Unforeseen Emergency" as set forth in Title 20, Chapter 9, Part 8, to become immediately effective and to continue through June 30, 2023, or until terminated by a vote of the Board of Trustees. The declaration is necessary due to community and school health concerns related to COVID-19. The board of trustees authorizes the administrator to take necessary steps to execute this declaration and inform the public and government agencies of this declaration."*
- Chuck T. made a motion to extend the School Declaration of Unforeseen Emergency to end on June 30, 2023.
- Shawn C. seconded the motion.
- Discussion: Martha looked into this and if we do not do this then more policies would have to be adopted to cover what the School Declaration of Unforeseen Emergency covers all ready in regards to the COVID-19 operational practices.
- Shawn C., Tim T., Chuck T., Wayne Q., Connie S., all voted yes, motion carried

06. UNFINISHED BUSINESS:

- 06.1** Action: Consider the updates to The Safe Return to School and Continuity of Services Plan 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 consider the updates to The Safe Return to School and Continuity of Services Plan.
- Wayne Q. seconded the motion.
- Discussion: Martha explained the reason for the update, as our current wording expires June 30, 2022.
- Shawn C., Tim T., Chuck T., Wayne Q., Connie S., all voted yes, motion carried

07. 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

08. DATE/TIME FOR NEXT REGULARLY SCHEDULED MEETING:


Regular Board Meeting Date has been moved to: July 11, 2022

Time: 7:00 PM Location: Boardroom

- A quorum is needed to hold a meeting and the regular date was not conducive to a quorum.

09. ADJOURNMENT

09.1 Time of adjournment: 7:40pm



Chairman



Clerk