

**SAVAGE PUBLIC SCHOOL REGULAR BOARD MEETING
FEBRUARY 19, 2024, 7:00 P.M.**

01. ROLL CALL

01.1 Action: Establish Quorum

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

02. RECOGNITION OF VISITORS

02.1 Action: Recognize Visitors

- Sean Suisse

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., Connie S. and Chandi T. 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.
- Chuck T. seconded the motion.
- Discussion: None.

- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. 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 charge late fees and finance charges from March 1 through March 31, 2024.

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

06.2 Action: Consideration of using the unused funds of the June 20, 2022 Budget Transfer from the Flex, Transportation, and General for project one of window replacement of the administration, art, and science rooms. The remainder of these funds would be used for project two of siding the outer wall sections of the building.

- Project one and two are for safety and to improve energy efficiency.
- The amount left of the unused funds from the above-mentioned Budget Transfer, must be used by June 30, 2024.
 - Amount remaining in this fund is \$48,775.91.
- Connie S. made a motion to use the unused funds to do the necessary updates for energy efficiency and safety of our buildings.
- Chandi T. seconded the motion.
- Discussion: Martha mentioned that as a reminder there was a budget transfer that took place in the 2022 school year. She explained that the money was tagged for shop doors, the tractor and communication updates.

Martha explained that the science room windows are newer windows then the rest on the admin side of the building, so is the kitchen window. They are not triple pain windows but they are newer ones. The space by the science room is also a little more protected by the building. The windows will not be as energy efficient, yet again are still newer. Martha explained that we are trying to look for energy efficiency and safety.

Martha also explained that being able to break this down into three projects assures us that there is not a chance of going over the \$80,000.00 which would require us to go out for bid. Windows, siding, and cement are different needs.

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

06.3 Action: Consideration of Project 1 proposal from B&B Builders of window replacements for the west administration, art, and science rooms. (Sean Suisse will be presenting.)

- Cost estimated at \$37,750.

- **Cost may vary if we go with smaller windows in the science room for safety and energy efficiency.**
- Wayne Q. made a motion to accept the proposal from B&B Builders for project 1.
- Chandi T. seconded the motion.
- Discussion: Sean Suisse presented the proposal with photos from B&B Builders. Martha explained that when reading the information, it is broken out into sections but it needs to be added together. Sean explained how each section was being broke down. Martha explained that going with smaller windows would not only save on heating but would also be better for safety purposes. It was also explained that the windows that have the triple pane has a blind inside the window so there is not the expense of trying to buy blinds to fit the windows, nor would there be the maintenance with cleaning etc. Sean explained that if they did put in smaller windows that there is a price difference now because you are going to be redoing construction work as far as siding, sheetrock etc. All of the windows that are priced out for replacement are egress windows. Wayne asked Sean if he could give a rough estimate of the savings of taking out two of the windows in the science room, he believed that it should be a savings enough to possibly cover the price of two triple pane windows. Sean also mentioned that if we wanted to move forward with the thoughts that were being discussed he would look more into the building structure to make sure there are not load baring walls etc. that would have to be taken into consideration for construction purposes. Martha also explained that this can be tabled until a decision is made if windows need to be taken out and replaced with wall and also the structure part.

Commented [MP1]:

The board decided that there needs to be three windows taken out of the art room. Wayne mentioned that even if this was a baring wall to take out put in an additional window to compensate. The windows being put in will be smaller than what is originally there. The windows in the main office will also be replaced with smaller windows. The Science room will have 4 windows taken out and 2 put in, all of which will be centered if possible, depending on the structure.

- Wayne Q. rescinded the first motion and made a motion to be table this item until Sean can get new figures done up with the request of the board.
- Chandi T. seconded the motion.
- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. all voted yes, motion carried.

06.4 Action: Consideration of Project 2 proposal from B&B Builders for soffit, fascia, roof panels roofing, trim, and siding for the administration west wall, administration/science north wall, science east wall, administration west/north wall, administration/art, west, north, east wall, and science west/north/east walls. (Sean Suisse will be presenting.)

- Cost pending any changes \$78,070.00
- Funding from the unused Budget transfer minus the project one is \$11,025.91.

- **The remaining \$67,004.09 would be taken from the Elementary and HS Building Reserve Funds.**
- Chandi T. made a motion to discuss the proposal from B&B Builders for project 2, yet wait until further information on the windows is available.
- Wayne Q. seconded the motion.
- Discussion: Martha explained to Sean the color coding she used to define the projects that he sent, since Sean had his papers without the coloring coding of projects. Sean explained that the siding, fascia, soffit and siding below the windows is what this project would take care of. He explained that that roof panel is what is currently up above the main entrance door at this time and the siding would be the same that is currently on the lunch room walls. This also covers foam insulation, metal z strip and metal siding. This would start on the administration wall right outside the clerk's office and will wrap around the building down the wall of the admin office and the art room. It would wrap around the front of the building and continue over to the lunch room wall that is already covered with the metal siding. Sean also explained that the price of the siding is firm and the price presented will not change. This will be voted on when the pricing for the windows is brought back.

It was also mentioned about putting an airlock door at the main entrance in the future for energy efficiency and safety.

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

06.5 Action: Consideration of Project 3 proposal from B&B Builders for the cement work for ADA accessibility to the Industrial Arts Building and Commons, which would be funded from the 22-23 Budget Transfer set aside for the purpose of making a safe drop off and pick up zone for students and staff. (Sean Suisse will be presenting.)

- Amount in the 22-23 Budget Transfer dedicated for this purpose: \$33,266.52.
- Cost pending any changes: \$53,863.50
- The remaining cost would be funded from the Flex fund in the amount of \$20,596.98.
- Wayne Q. made a motion to accept the proposal from B&B Builders for project 3.
- Shawn C. seconded the motion.
- Discussion: Sean mentioned that the concrete contractor stated that if all three spaces were done at once he would take off \$4,000.00. It was also stated that the amount needed to be reduced by \$2300.00, as some figures were added in twice. Sean mentioned that the third stage of this project would take a little more time etc. because they would have to take out the existing sidewalk, move the sidewalk back to create a 5-foot sidewalk, create a curb for parking, then relay some of the black top that would be taken up as well. This would also include the place for the ADA ramp so that would be in compliance. Shawn C. mentioned \$51,563.50 would be the total before the concrete contractor's deduction. Price may change pending the contractor.

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

06.6 Action: Consideration of future window and siding projects for the industrial arts building, elementary, and kitchen to occur in the next three to four years pending funding. (Sean Suisse will be presenting.)

- Wayne Q. made a motion to table this until further notice.
- Connie S. seconded the motion.
- Discussion: Martha mentioned that the big expense in this upcoming project is going to be the elementary wing because of the size of the walls. Since, the shop does not want any windows, Sean said this maybe a substantially change the pricing.
- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. all voted yes, motion carried.

06.7 Action: Consideration of Bauer Group Architects information pertaining to estimated costs of constructing another gym for games or practices.

- **This information was necessary for the board to determine next steps in pursuing the Coal Board Grant, which has the possibility for this project to become a reality.**
- Chuck T. made a motion to consider the information pertaining to the estimated costs of constructing another gym for games or practices, the board is giving Martha direction to change the project and work with Leslie Messer.
- Chandi T. seconded the motion.
- Discussion: Martha mentioned that Leslie is waiting to hear from the board whether or not to move forward with the grant process. Bauer Architects Group turned in a rough pricing list with different concepts of the project with each project priced accordingly.

Connie asked about the electric bill. This is a large area and we already are looking at large utility bills. We have been told that solar panels really need to be looked at because there are schools having issues getting panels replaced when needed. The board decided concept one had possibilities, yet we must be able to fund a project of this magnitude. At this time our budget does not have enough money to take on this size of a project. Martha will speak with Leslie as to what she thinks we could get for the grant, as this is a very large sum of money to build a practice gym.

It was also stated that maybe what really needs looked at is to see if we could get the grant to cover the expense of residing the building and new windows. This would benefit the school in more ways than the possibility of a new gym. The board would like Martha to talk with Leslie more and get particulars on the time line and due dates for this grant.

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

06.8 Action: Consideration of the CDW-G quote of \$39,889.00 for the communication devices to be paid from the June 20, 2022 Budget Transfer, as this was a line item of the June 20, 2022 Budget Transfer.

- **Installation will be in addition from a local provider.**
- Chandi T. made a motion to accept the quote of \$39,889.00 for the communication devices to be paid from the June 20, 2022 budget transfer.
- Wayne Q. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. all voted yes, motion carried.

06.9 Action: Consideration of the May 7, 2024 Trustee Resolution Calling for an Election

- **2 Trustee Openings: 3-year term**
- **Possible approval of additional levies to operate and maintain the Savage Elementary and Savage High School's General, Building Reserve, Technology, Transportation, Bus Depreciation, and Tuition.**
- **Judges for election: Linda Nelson, Dee Jorgensen, and Karen Schmierer.**
- **Michelle Miller, District Clerk is the administrator of the school election.**
- Wayne Q. made a motion to call for an election to take place on Tuesday, May 7, 2024 from 12:00-8:00 P.M.
- Shawn C. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. all voted yes, motion carried.

06.10 Action: Consideration whether to conduct the May 7, 2024 School Election with onsite voting and absentee ballots, as we have always done; or have only the option of a mail-in ballot.

- Chandi T. made a motion to keep with onsite voting and absentee ballots.
- Chuck T. seconded the motion.
- Discussion: Martha said this is up to the board, yet believes it may take time for people to embrace a new method of voting. Michelle explained to the board the amount of people that come to vote in person, the number of mailed absentee ballots, and what the cost savings would be. There are not many more ballots that would have to be mailed in comparison to what is already mailed for absentee voting. In addition, there is the expense of paying 3 judges to sit at the polls for 10 hours vs. what it would cost to have them here for only 2 hours. It does cost the district quite a bit of money to continue to have a poll election. It would be a cost savings to have only a mail in ballot. Michelle, as the clerk, definitely believes this is something the board should consider. Shawn felt for the older community members, change may need to wait until next year when we can notify community members in the form of newsletters and sharing during this upcoming election the change that is a possibility for next year. Michelle stated, "The people in this community that want to see the school continue to prosper are going to vote no matter how it's done."

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

06.11 Action: Consideration of the renewal of 0.50 FTE Principal Nelson’s Contract for the 2024-2025 school year.

- Wayne Q. made a motion to renew the 0.50 FTE Principal Nelson’s contract for the 24-25 school year.
- Chuck T. seconded the motion.
- Discussion: Martha explained that she needs to be paid for the 10 extra days that she puts in.
- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. all voted yes, motion carried.

06.12 Action: Consideration of changing to Infinite Campus as our data base for grades, demographics, attendance, etc, as Infinite Campus is the platform used by the Office of Public Instruction for all data collected.

- **The cost difference is between \$1000 and \$1500 a year, which is less than the amount of overtime we pay to complete the reports in our current database.**
- Connie S. made a motion to switch to Infinite Campus for our SIS system.
- Chandi T. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. all voted yes, motion carried.

06.13 Action: Consideration of physical education adult education classes of various physical games to be held February and March on Wednesdays and Sundays at 7:00 PM to be paid from the Adult Education Fund.

- **Instructor: Staci Slack**
- **Assistant: Bailey Funk**
- Chandi T. made a motion to approve the adult education classes.
- Shawn C. seconded the motion.
- Discussion: Michelle asked if this was a paid position for the instructor. It was agreed that the pay would be \$25 hour for Staci and \$20 for Baylee for the time they are here.
- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. all voted yes, motion carried.

06.14 Action: Consideration of renewing the Montana School Board Membership fee of \$2749.00.

- Wayne Q. made a motion to pay the MTSBA membership renewal fee.
- Chandi T. seconded the motion.
- Discussion: None
- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. all voted yes, motion carried.

06.15 Action: Consideration of directing the superintendent to advertise school employment positions on the school's Facebook page in accordance with the Collective Bargaining Agreement.

- Chandi T. made a motion to advertise school employment positions on the school's Facebook page in accordance with the CBA.
- Wayne Q. seconded the motion.
- Discussion: Chandi asked how it worked when community member asks a board member a question and how they can respond. Martha mentioned that all board members should go to training so the board members can understand what can and cannot be said on their own behalf. Martha also said the chain of command needs to be followed so the board member should recommend that they speak to the Administrator.
- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. all voted yes, motion carried.

06.16 Action: Consideration of the proposal from Top Gun to replace flooring of the single wide trailers one this fiscal year and the other next fiscal year.

- **Cost per trailer is \$12,282.00.**
- Wayne Q. made a motion to consider the proposal of Top Gun for to replace the flooring of the single wide trailer unless a cheaper bid comes in for the same quality of flooring from a different company.
- Chuck T. seconded the motion.
- Discussion: Martha explained that ½ of this price is for sub flooring. The money has to be spent before the end of June out of the rental fund. Only one trailer can be done with the amount of the money that is in the rental fund. Martha stated that Top Gun Flooring was the only company that would give us a bid for this.
- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. all voted yes, motion carried.

06.17 Action: Consideration of the proposal from Top Gun to replace the carpet on the stairs, landings, speech room, library, math, grade two and kindergarten classrooms in one or more phases.

- **Cost proposal: \$37,069.00**
- This item is tabled until further notice.
- Discussion: None
- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. all voted yes, motion carried.

Board Reports:

07.1 Information: Student Representative and Student Council

07.2 Information: Teacher(s)

07.3 Information: Technology

07.4 Information: Activities Director

07.5 Information: Safety Committee

The Safety Committee conducted an impromptu bomb threat training for the month of January. We followed our protocols and the building was cleared. We had a debriefing

of the event the following day and decided that we will look into our protocols and submit any changes that we as a committee see fit.

We discussed the tree situation on the playground. We would like to do a walk around with Scott from Woody's tree service and have his opinion on what trees can be saved, treated or removed. We would like to do this as soon as early spring as to get a jump on any solution that we would present to the board.

B&B Builders presented bids to address the other concerns the safety committee had. You will be given those by Mrs. Potter.

We continue to hold monthly meetings and are currently still working on editing our Emergency Response guide to present to the board for approval.

07.6 Information: Principal

1. Evaluations are almost complete for the year.
2. Classroom walk-throughs are being conducted.
3. Attending all meetings for the School of Improvement.
4. Serving on multiple committees.
5. Holding elementary and high school meetings.
6. Monitoring student attendance and addressing accordingly.
7. Attending monthly principal meetings.

07.7 Information: District Clerk

07.8 Information: Superintendent

Superintendent's Board Meeting Report February 19, 2024

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

- **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 further legal training are usually three afternoons spread through the month on various topics.
 - **NEMASS:** Meetings are held monthly. These meetings are in person only.
 - **Delegate Assembly:** Next meeting will be announced.
 - **SAM:** None at this time
 - **Personal Leave:**

II. School Affairs:

- **Students and Events:**
 - Please refer to Facebook and our website for school events.
- **Operations:**
 - Committees are meeting to address the extra components of the Integrated Strategic Plan.
 - We are working on the 2024-2025 school calendar and professional development.
 - MTSBA will be sending the draft document of the ISAP.
- **School Safety, Maintenance, and Project Updates:**

- School Safety:
 - The safety and building committee have looked at safety issues that need to be addressed. Wade Hagler will report and explain the necessary repairs.
- Maintenance and Projects:
 - Projects:
 - Drainage Project:
 - Seal the crack between the elementary building and the basketball court for drainage issues.
 - Rentals:
 - 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. No change in this report.
 - We have trees with aphids that are causing rot on the playground and the rental on 429 4th Ave. South.
 - We need to seal the crack between the elementary building and the basketball court for drainage issues.
 - Leaks need repaired on the roof between the original school and 1976 construction joints. Thiel Brothers will be called.

07.9 Information: Trustees and Requests

08. CONSENT AGENDA

08.1 Meeting Minutes

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

- January 11, 2024 (Regular Board Meeting)
- January 15, 2024 (Special Board Meeting)
- Wayne Q. made a motion to accept the meeting minutes.
- Chuck T. seconded the motion.
- Discussion: None.
- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. all voted yes, motion carried.

08.2 Finance Report

Action: Consider: Following Finance Transactions:

- A. Warrants: #22934-22957 & #22959-22972
- B. Voided Warrant(s): #22958
- C. Claims: #957791-957812, #957814-957831 and 957843
- D. Voided Payroll Check(s): NONE
- E. Extra-Curricular Activities Fund Balances: Checks: #21794-21804, #21806-21814, #21817, #21820 and #21822-21828
- F. Voided Extra-Curricular Activities Check Number(s): #21805, #21815-21816, #21818-21819 and #21821
- G. Canceled Warrants: NONE
 - Chuck T. made a motion to accept the finance report.
 - Wayne Q. seconded the motion.
 - Discussion: None.
 - Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. 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 AND SPECIAL MEETINGS

10.1 Action: Consideration of a special meeting if necessary for considering an elementary reading series and carpet replacement.

- Wayne Q. made a motion to consider a special meeting if necessary for the consideration of an elementary reading series and carpet replacement.
- Chuck T. seconded the motion.
- Discussion: If this is necessary
- Shawn C., Chuck T., Wayne Q., Connie S. and Chandi T. all voted yes, motion carried.

10.2 Action: Consideration of any changes to the meeting date of the March 18, 2024 regularly scheduled board meeting.

- Wayne Q. made a motion to leave the meeting date as scheduled.
- Shawn C. seconded the motion.
- Discussion: Connie will call in if necessary if she is unable to make it
- Shawn C., Chuck T., Wayne Q., and Connie S. and Chandi T. all voted yes, motion carried.

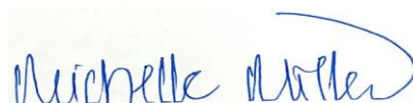
11. ADJOURNMENT

11.1 Action: Consider adjournment of the meeting.

- Wayne Q. made a motion to adjourn the meeting at 9:41P.M.
- Chandi T. seconded the motion.
- Discussion: None.
- Shawn C., Chuck T., Wayne Q., and Connie S. and Chandi T. all voted yes, motion carried.



Board Chair



District Clerk