February 8, 2016

The regular monthly meeting of the Sidney Public Schools Board of Trustees was held Monday, February 8, 2016 at 7:00 PM in Room 103 of Central School on posted notice by the clerk. Present were Trustees Kelly Dey, Serena Everett, Craig Steinbeisser, Dennis Lorenz and Luke Savage. Melissa Sanders was present via telephone for the District Clerk evaluation and school board self-evaluation. Also in attendance were Superintendent- Daniel Farr, Clerk- Nicole Beyer, High School Principal- Sue Andersen, High School Vice-Principal- Loretta Thiel, West Side Principal- Jon Skinner, Curriculum/ Federal Programs Director- Thom Barnhart and Student Representatives Caleb Jimison and Luke Beenken. Absent were Trustee Melissa Sanders, Middle School Principal- Kelly Johnson and Central Principal- Brent Sukut.

At 7:00 PM Chair Dey called the meeting to order.

Ms. Dey welcomed the visitors in attendance: Steve O’Toole, Rae Ann Klose, Jodi Mueller, Hunter Gordon and Ashleigh Fox with the Sidney Herald.

Ms. Dey stated an opportunity for community comment on non-agenda items would be provided later in the meeting. Those wishing to address the board on agenda items were asked to fill out the Audience Participation form and give it to the clerk to be recognized.

Mrs. Everett moved to approve the minutes of the regular Board of Trustees meeting held January 11th, 2016 as well as the January 2016 claim warrants 222828 to 222858 and 23001 to 23028 in the amount of $299,330.99. Mr. Lorenz seconded the motion which passed 5 to 0.

The December monthly report of the Associated Student Body was reviewed.

**SUPERINTENDENT’S REPORT:**

Superintendent Farr presented the following information:

**Correspondence:**

- Thank you received from Mrs. Andersen for the Chamber Bucks and Impact Stipend paid out in December; and

- $2000.00 donation from Shopko through its foundation Help Us Give Back Program..

**Additional Hires to be added to the Consent Agenda:**

- Katie Hardy – Replace Chris Merica as 7th Grade Boys Basketball Coach who was unable to complete the season due to an injury.

**Resignations to report:**

- Cindy Osland – High School English as of the end of the 2016-2017 school year

- Mark Halvorson – Middle School/High School Science as of the end of the 2016-2017 school year

- DeDe Stieber – Elementary Special Education Teacher effective February 5, 2016

- Corrine Crowe – High School Alternative Education Teacher at the end of the 2016-2017 school year

- Chris Merica – 7th Grade Boys Basketball effective January

- Kris Radke – Cheer and Dance Head Coach effective January 13, 2016

**Enrollment: February 1400 as of today**

**Miscellaneous Items:**

- Safety Committee will meet Thursday to finalize corrective action/safety reports for all campuses

**Calendar Events:**

- State Wrestling February 12-13 in Billings;

- Hosting 2C Boys Basketball and Girls Basketball Tournament February 15 through the 20th;

- Band Festival will be held in Hardin on February 15th and 16th; and

- Boys Basketball and Girls Basketball Divisional in Billings February 24th through the 27th; and

- School vacation February 25th and 26th.

**STUDENT REPRESENTATIVE REPORT:**

Student Representatives Luke Beenken and Caleb Jimison reported the following:

**-** The Student Council is conducting a survey of the student population regarding school improvement; including how the Student Council hears and responds to complaints; the goals of providing updates on high school activities/events including meetings, games, schedules and scores; give students and parents a forum for complaints and concerns to be aired anonymously that allows the Student Council to respond and react. Discussion followed on monitoring of postings- which will be done by the students with Ms. Thiel having rights to edit/respond/remove postings. Pre-approval of posting will occur before something is posted. The Student Council is excited about this new opportunity to communicate with the community;

**-** Speech and Drama had a very successful year. Sarah Turek and Cameron Berka placed first at state in the Classical Duo category;

**-** BPA hosted regionals and had lots of students qualify for state. They also hosted breakfast and hot chocolate for Special Olympics;

- Senior Class has begun working on the theme for prom and hiring a DJ; and

- In an attempt to increase school spirit, the Senior Class and Student Council are working together to purchase a tunnel to be used for football season at a cost of $3,850.00. Luke was asked about a purchase that would also support girls’ sports such as volleyball. Luke explained the money was not there to purchase two tunnels and the one they are planning to purchase is too large for use indoors but encouraged other groups to step up and help fund the smaller one.

**COMMITTEE REPORTS:**

***PUBLIC RELATIONS AND PERSONNEL COMMITTEE: February 2, 2016***

Mr. Savage highlighted the following agenda items:

- Pam Radke, School Food Supervisor, stated staffing has been good this year and the High School is currently trying a grab and go lunch;

- Brian LeFors, Transportation Supervisor, reported the new bus pass system is going fairly well; the District is still in need of drivers and there have been many mechanical issues with Bus 2;

- Vacancies and Resignations were reviewed. New Hires are on the Consent Agenda;

- Fall Coach/Advisor 2016-2017 renewals were again discussed and will be voted on individually tonight; and

- 2016-2017 Administrator Contracts and Certified Tenured Teacher Contracts are on the Consent Agenda. Non-tenured teachers must be contracted prior to June 1, 2016.

***BUILDING AND GROUNDS COMMITTEE: February 1, 2016***

Mr. Lorenz imparted the following information:

- Lowell Cutshaw, Interstate Engineering, attended the meeting to provide updates on the boring reports with sub-base options and surface options on the high school north parking lot;

- Investigation into the ruined West Side heating system actuators resulted in a system purge and the addition of an anti-bacterial agent to correct the PH issue and halt the damage to the actuators;

- Replacement of the east wing heating controls at Central School with digital controls is complete;

- CTA Architects and contractor foreman, Bill Evenson with Kringen Construction, were in attendance to talk timeline as well as present design changes. One change would leave the Family and Consumer Science room where it currently is with some remodeling to make the space more usable and relocate the library to the space previously assigned to the FACS room;

- CTA updated on the Trustees on the West Side construction project. Some of the current kitchen equipment at West Side needs to be utilized in the new kitchen area. The plan is to transfer this equipment to the new kitchen over the February 25th and 26th break with the intention of occupying the space shortly after the break; and

- Cost estimates have been received on the Middle School first floor and chase asbestos abatement.

***FINANCE COMMITTEE: February 1, 2016***

Mrs. Everett reported the following:

- January claims were reviewed. December financial reports were in the Board packets for this meeting;

- 2015-2016 current enrollment was reviewed including student ins and outs;

- Montana Quality Education Coalition and the negotiated rules making process updates were provided by Dr. Farr;

- The 2015-2016 attendance agreements are on the Consent Agenda tonight;

- Trustees also discussed mediation/fact finding and some possible dates to meet in February;

- Trustee resolution calling for the annual election is on the Consent Agenda. No one has filed for the open Board positions. Petitions are due by March 24, 2016;

- 2016-2017 preliminary budget numbers were reviewed based on unverified count numbers. A levy is anticipated in the elementary district. Ms. Dey reminded Trustees the levy amount must be set prior to April 1st.

***CURRICULUM AND POLICY COMMITTEE: February 2, 2016***

Mr. Steinbeisser recapped the following agenda items:

- Work with student dual credit continues with Dawson, Williston and Miles City;

- Mr. Barnhart discussed problems incurred with the 2015 SBAC-testing and plans for the upcoming cycle;

- December Labor Management Committee will meet on February4th;

- Review continues on the District alternative education program. This program was begun to address the high school dropout rate and to assist students in need of non-traditional learning strategies;

- The committee discussed a transportation use request submitted by Faith Alliance Church to utilize one of the District cruiser to travel 2062 miles to Kansas City, MO- approximately 15.32 hours. The committee requested further information before rendering a decision;

- Safety Committee Policy edits were reviewed and are on the Consent Agenda for second reading and possible adoption tonight;

- A facility use request was received from Sidney Baseball regarding possible use of the high school gym for practices while awaiting appropriate outdoor weather;

- The 2016-2017 school calendar recommended by the Calendar Committee is on the Consent Agenda;

- Information was received from the Boys and Girls Club regarding the weekend backpack food program they are piloting for the next few months; and

- Board policy review continues with sections 6000-9000 as well policies 1310, 1400, 1420, 1130 and 2510.

**CONSENT AGENDA:**

**New Hires**

- Justine Klempel – Kindergarten Teacher effective February 15, 2016 until the end of the 2015-2016 school year

- Katie Hardy– Middle School Boys Basketball Coach for the remainder of the current season in replacement of an injured Mr. Merica

**Approval of 2015-2016 Parental Attendance Agreement Requests**

- Haley Autrey Grade 4 Fairview District Parent: David Autrey

- Hannah Luna Kindergarten Fairview District Parent: Tara Blew

**Safety Loss and Control Program Policy Revisions – 2nd Reading and Adoption**

- Introduction: Bullet #8: *Add* Recordkeeping *will include documentation of performance activities of all safety training for staff and will be maintained for a period of three years.*

- Reporting Policy: Change Paragraph 2 to read: *Procedures and forms for reporting an occupational accident, injury or illness are provided in the Safety Handbook. All incidents, accidents, and/or injury reports shall be reviewed and/or investigated by the supervisor. The Safety Committee will review a summary of reported accidents or injuries on an annual basis.*

- Procedures-Major Injury or Illness: *Update phone numbers.*

- Page 14, Section 5, Paragraph 3: *Add the word “major” before the word accident.*

**Section A Safety Rules and Self Inspection Guidelines:**

- Page A-2 #3 Change “…*your* machine…” to “…*any* machine…”

- Page A-2 #10 Change “….equipment *even if it is not provided.”* to “…equipment *for any job requiring the use of personal safety equipment.”*

- Page A-2 #12 *Action:* Each building needs to add AED locations to fire/emergency exit plans.

- Page A-2 #13 Change “…use of *the fire extinguishers…”* to “…use of *emergency equipment…”.* Delete “*fire hoses”* and add *“must be accessible and not obstructed by any obstacles”* behind “stairways”.

- Page A-3 #15 Add “…conditions and *either demonstrate…”* and “…technique *or direct them to someone who knows the proper technique.”*

- Page A-3 #19 Change “…with *passenger* seat *belts*.” to replace “…with *a rider’s* seat.”

- Page A-3 #20 Add “…*loose/hanging* jewelry…cause *a* potential hazard.”

- Page A-4 #8 Change second sentence to read as follows: *“Four fire drills and four emergency drills are required annually to ensure proper execution…”*

- Page A-5 #5 Change word “*caps”* to *“plug ends”.*

- Page A-8 #8 Add “…operable and *will be* inspected semi-annually.” Remove rest of sentence.

- Page A-9 #21 Add “Fire drills *and emergency drills will be…”*

- Page A-11 Replace entire section on Lifting with instructions on proper/safe lifting

**Section B Blood Borne Pathogens:**

- Page B-18 Form: Revise forms on Introduction Page 9 and Blood Borne Pathogens Page 18 to match with possible update of form making it easier to specify type of training presented.

**Section C Hazard Communication Program:**

**-** Page C-4 Section C: Change tense of sentence to have transitioned and OSHA has aligned current requirements.

Critical dates updated including June 1, 2016 for alternative workplace labeling

- Page C-18 Labeling: Attached.

**Approval of 2016-2017 School Calendar**

- Start Dates: Teachers 8/22/16 Students 8/24/16

- End Dates: Teachers & Students 5/26/2017

As requested, Dr. Farr spoke with Mrs. Stedman about the scheduled PIR day to allow Sidney to host the BPA regional event. Mrs. Stedman explained that Sidney was committed to host in 2017 but could refuse to do it after that date. Sidney is one of the only schools in the area large enough to host it – the other being Glasgow.

**2016-2017 Tenured Certified Contract Renewals**

Jill Albertson Lorraine Allen Marnee Averett Nikki Berube

Tammara Beyer Terry Bolen Janet Brannan Rhea Christensen

Linda Clark Stacey Collins Jennifer DiFonzo Lynette Farr

Brad Faulhaber Erin Faulhaber Jessie Fisher Nicole Franklin

Yvonne Gebhardt Dawn Greenwood Darci Haraldson Carol Hearron

Megg Hermanson Sandra Jepsen Tamara Johnson Lori Keenan

Tracey Kessel RaeAnn Klose Jeanne Lang Staci Lange-Rice

Amy Larson Tanya Lauckner Tamra Leland Tamara Linder

Cara Lokken-Frandsen Jennifer Lovegren Jessica Mathern-Netzer David McDonald

Joy-Lyn McDonald Molly McLaughlin Guy Melby Synneva Meldahl

Roger Merritt Jodi Mueller Jesse Nesper Steve O’Toole

Carrie Peters Mary Pfau Holly Redman Kathi Roberts

Sara Romo Susan Satra Greg Schell Marv Schulz

Nicole Simonsen Peggy Strupp Sandra Sullivan Beth Thompson

Crystal Weltikol Katrina Werner-Johnson Patricia Wheeling Cathy Wieferich

**2016-2017 Administrator/Program Director Contract Renewals with salary to be adjusted at a later date**

Susan Andersen – High School Principal Thomas Barnhart – Curriculum/Test/Federal Programs Director

Kelly Johnson- Middle School Principal Michelle Monsen – Special Education Director

Jonathon Skinner – West Side Principal Brent Sukut – Central Principal

Loretta Thiel – High School Vice Principal

**Adoption of Annual School Election Resolution for Tuesday, May 3, 2016**

- Election set for Tuesday, May 3, 2016 @ Sidney High School gym with polls open from Noon until 8:00 PM;

- Election will be for 1 Elementary District 5 trustee for a three year term; 1 outlying High School District 1 trustee to complete a two year term; possible budget authority levy elections in one or both Districts- with amounts to be determined prior to April 1st;

- Named five election judges of the election with the ability for replacement if they cannot serve; and

- Provide direction to election administrator and District Clerk, Nicole Beyer, to cancel any part of the election as allowed by law as appropriate.

Mr. Lorenz moved to accept the Consent Agenda as presented. Mrs. Everett seconded the motion which passed on a 5 to 0 vote.

**Chair Dey provided an opportunity for Community Comment on non-agenda items: NONE**

**Facility Use Fee Waiver Requests**

Coach Hunter Gordon on behalf of Sidney Baseball requested use of the high school gym on Tuesdays and Thursdays during February and March from 7 to 9 PM for spring conditioning. This request was approved on a 5 to 0 vote of a motion by Mr. Steinbeisser and a second by Mrs. Everett that included the following conditions: a complete team roster; concussion training by all coaching staff; schedule of facility need coordinated with the high school on a weekly basis and copy of insurance coverage naming Sidney Schools as a covered entity.

**Transportation Request:**

Faith Alliance Church has requested use of one of the District’s MCI buses to transport congregation members to Kansas City, MO departing July 3, 2016 returning July 10, 2016. District insurance carrier has been consulted. Concerns were expressed by the carrier and Trustees as to liability if something should happen. While insurance can be provided by the church and be primary coverage in the event of a claim, there is no guarantee the District would not be named and possibly liability should something happen. Following discussion regarding these concerns, Mr. Savage moved to deny the request. Mr. Steinbeisser provided the second to the motion which passed on a 5 to 0 vote.

**2016-2017 Fall Co-curricular Agreements for Golf:**

Mr. Steinbeisser moved to rehire Ryan Troxel as Head Coach and Benji Berg as Assistant Coach. Mrs. Everett seconded the motion which passed 5 to 0.

**2016-2017 Fall Co-curricular Agreements for Cross Country:**

Mrs. Everett moved to rehire Justin Collins as Head Coach and Stacey Collins as Assistant Coach. Mr. Steinbeisser seconded the motion which passed 5 to 0.

**2016-2017 Fall Co-curricular Agreements for Football:**

Mr. Savage made the motion to rehire the following football staff seconded by Mrs. Everett and approved 4 to 1 with Ms. Dey voting against the motion.

Head Coach – Roger Merritt HS Assistant – Guy Melby HS Assistant – Chad Quilling

HS Assistant – Carl Dynneson HS Assistant – Steve O’Toole HS Assistant – Chris Merica

MS Co-ordinator – Ty Graves MS Coach – Matt Whelchel MS Coach – Zach Clayton

MS Coach – Brian LeFors

**2016-2017 Fall Co-curricular Agreements for Volleyball:**

Mr. Savage made the motion to rehire the following volleyball staff seconded by Mr. Steinbeisser and approved 5 to 0.

Head Coach – Jennifer DiFonzo HS Assistant – Mary Pfau HS Assistant – Kaitlin Bell

MS Coach – Molly McLaughlin MS Coach – Jenna Noble MS Coach – Marie Holler

MS Coach – Vanessa Bawden

At 7:50 PM Chairwoman Dey announced that the next matter to come before the Board was a personal matter and that she had determined as follows: 1) that the matter of the individual’s privacy is involved; 2) that such privacy demands protection of the individual for the sake of reputation, and otherwise, little, if anything, could be gained by publicly disclosing the information to be discussed; and 3) that the demand for privacy in this matter clearly exceeds the merits of public disclosure. Therefore, she called for an executive session for the purpose of conducting the district clerk’s annual evaluation. At this point, Trustee Melissa Sanders joined the meeting via telephone.

At 8:27 PM Chair Dey reconvened the meeting. At this point the Trustees reviewed the results of the Board self-evaluation and discussed strategies to make them more effective and to address concerns highlighted by the self-evaluation instrument.

With no further business to come before the Trustees, the meeting was adjourned at 9:30 PM.

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Board Chair

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attest:

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District Clerk