January 11, 2016

The regular monthly meeting of the Sidney Public Schools Board of Trustees was held Monday, January 11, 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, Luke Savage, and Melissa Sanders. Also in attendance were Superintendent- Daniel Farr, Clerk- Nicole Beyer, High School Principal- Sue Andersen, High School Vice-Principal- Loretta Thiel, Central Principal- Brent Sukut, West Side Principal- Jon Skinner and Student Representatives (Junior Class Representatives) Tessa Hill and Landon Jones. Absent were Middle School Principal- Kelly Johnson and Curriculum/ Federal Programs Director- Thom Barnhart.

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

Ms. Dey welcomed the visitors in attendance: Cara Lokken-Frandsen- SEA president, Lindsey Wagner- High School teacher, Jessie Redfield 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.

Ms. Dey stated a Trustee had indicated the desire to remove an item from the agenda. Mr. Savage made a motion to remove all 2016-2017 fall co-curricular renewals from the Consent Agenda until satisfactory information was received from the District activities director. The motion passed 6 to 0 following a second by Mr. Steinbeisser.

Mrs. Sanders moved to approve the minutes of the regular Board of Trustees meeting held December 14th, 2015 as well as the December 2015 claim warrants 222770 to 222827 in the amount of $1,126,209.42. Mr. Lorenz seconded the motion which passed 6 to 0.

The November monthly report of the Associated Student Body was reviewed and transfers were approved 6 to 0 on a motion by Mr. Lorenz and a second by Mrs. Everett.

- From Central Breakfast/Assemblies (409) to Eagle Kids (410) $ 444.00 Talon Earnings previous to account creation

- From Central General Fund (408) to MBI Incentive Fund (412) $ 2217.44 Transfer Chocolate Sales to new fund as start-up funds.

**SUPERINTENDENT’S REPORT:**

Superintendent Farr presented the following information:

**Correspondence:**

- Thank yous were received from the Central Staff, Middle School Staff, Nicole Franklin and Dawn Greenwood for the Chamber Bucks and Impact Stipend paid out in December;

- $7500.00 donation received from St. Mary’s (SM) Energy for use with District reading and math programs; and

- $2500.00 donation in services from Agri Industries for work on the football score board.

**Transfer**

- Erica Snow from RTI Aide to OT/PT Aide

**Resignations to report:**

- Trenton Lambert – Student Custodian

**Enrollment: January 1405 as of today**

**Miscellaneous Items:**

- Head High School Custodian, Jeff Waddell, was trained and certified as a bobcat trainer to meet OSHA requirements. He has trained nine other District staff members; and

- Twenty one staff members attended the mental health training held at night to allow attendance by school personnel. This training included suicide prevention, working with panic attacks and other issues. The Trustees added their appreciation and recognition to the staff that attended.

**Calendar Events:**

- First semester ends on Friday, January 15, 2016

- Sidney will host the regional Business Professionals of America competition on Wednesday, January 20, 2016, at the High School. Approximately 150 participants are expected; and

- Non-violent Crisis Intervention training of all special education staff will take place on January 20 and 21st. This training teaches staff the proper way to restrain a student and ways to deescalate a situation.

**STUDENT REPRESENTATIVE REPORT:**

Student Representatives Tessa Hill and Landon Jones shared the following information with Trustees:

**-** Popular Christmas activities included sales of Santa and reindeer hats for early lunch and hidden candy prizes, Christmas bingo and turkey bowling hosted by the Leo Club. To participate in turkey bowling, students provided canned food for the Food Bank. This was the largest turkey bowling event ever hosted netting in excess of 5000 cans of food for donation;

- Semester exams begin tomorrow; and

- National Honor Society students will participate in the annual Dollars for Scholars phone-a-thon on Monday and Tuesday, January 18th and 19th.

**COMMITTEE REPORTS:**

***PUBLIC RELATIONS AND PERSONNEL COMMITTEE: January 5, 2016***

Mrs. Everett recapped agenda items:

- Ross Hall, Activities Director, met with the committee to present his department report and recommendations for fall co-curricular coaching renewals;

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

- Fall Coach/Advisor 2016-2017 renewals were reviewed by the Committee with input from Mr. Hall.

***BUILDING AND GROUNDS COMMITTEE: January 4, 2016***

Mr. Savage highlighted the committee topics:

- Lowell Cutshaw with Interstate Engineering attended the meeting to answer questions on the high school north parking lot;

- The District continues to explore the possibility of installing water wells for watering the football fields;

- While conducting annual building safety checks, six leaking heat actuators were discovered at West Side. Both Frontier Heating who installed the heating system and McKinstry, the District heating consultant have been contacted for input on the cause of corrosion of the actuators which will cost about $800.00 each to replace;

- Estimates have been received on replacing the east wing heating controls at Central School. Digital controls will be purchased at a cost of $14,247.72 to correct the heating system issues in that building;

- Asbestos review of the Middle School first floor yielded the absence of asbestos in the shop area and in the locker rooms. Asbestos is present in the floor tiles, the walls constructed in the old music area and in the tunnels and pipe chases. The good news is this will allow the contractor access to those areas earlier;

- CTA Architects and contractor foreman, Bill Evenson with Kringen Construction, attended the meeting to discuss possible timelines and review preliminary plans for first floor renovation of the Sidney Middle School. Staff meetings have been conducted and suggestions taken into account;

- CTA also provided updates on the West Side construction project. The concrete floor in the cafeteria should be completed by January 18th with the kitchen working towards use around February 1st. Although kitchen equipment was ordered early last fall by the District, a special order piece is holding up completion of that area; and

- Summer projects at West Side include completion of the roof and drainage, remodel of the bathrooms and repair of the exterior cracking on the north wall of the West Side gym- probably with metal cover.

***FINANCE COMMITTEE: January 4, 2016***

Mr. Steinbeisser imparted the following information:

- December claims and November financial reports were reviewed;

- Current enrollment was 1402; now 1405;

- Dr. Farr provided an update on Montana Quality Education Coalition and the negotiated rules making process;

- The Technology Committee is reviewing software expenditures in an effort to decrease spending in the technology funds as well as planning for infrastructure replacement and upgrades; and

- Trustees also discussed the schedule for fact finding. With MEA representative, Maggie Copeland, out on medical leave, her stand-in from Billings is not available until the end of March to participate in the fact finding. The Trustees discussed the possibility of continuing with mediation with Mrs. Lokken-Frandsen prior to that date. Frustrations experienced by both sides with the interest based bargaining process and mediation were brought up. Both the SEA and the Trustees will attempt to find dates that will work to continue with mediation while awaiting fact finding.

***CURRICULUM AND POLICY COMMITTEE: January 5, 2016***

Mrs Lorenz reported the following:

- Mr. Barnhart provided updates on SBAC-testing to the committee;

- December Labor Management Committee meeting agenda items were reviewed. The next meeting is January 14th;

- Review continues on the District alternative education program;

- The annual evaluation of the Superintendent will take place tonight with the Board Self-Evaluation postponed until next month;

- The facility use request from Close-UP was discussed and is on the Consent Agenda for consideration tonight;

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

- Discussion continued on Policies 4210 and 4222 regarding student fund raising; and

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

**CONSENT AGENDA:**

**New Hires**

- Jordan Sullivan – Middle School Boys Basketball Coach

- Ryan Troxel – Elementary Boys Basketball Coach

- Sheridan Cotrell – Hourly Speech Pathology Services to include evaluation, testing and supervision per compliance with OPI

**Facility Use Fee Waiver Requests**

***-*** *Close-UP Middle School Dance as a fund raiser for student related activities date to be determined;*

**Safety Loss and Control Program Policy Revisions – 1st Reading**

- 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.

Mr. Lorenz moved to accept the Consent Agenda as presented. Mrs. Everett seconded the motion which passed on a 6 to 0 vote.

**Transportation Request:**

- Sidney Moose Lodge #856 is requesting use of one MCI bus to pick up and return members on 2/4, 2/7 and 2/8/2016 from the Williston Amtrak Depot; total ridership estimated at 35 to 40 people- three roundtrip drives.

After discussing the other options available to the Moose Lodge and verifying there were no District conflicts for use of the bus, Mrs. Everett moved to allow the use of the bus as per the request of the Sidney Moose Lodge with charges assessed as per board policy. Mr. Savage seconded the motion which passed 6 to 0.

**Extended Leave Request in accordance with Board Policy 5321- Leaves of Absence:**

- Rhea Christensen, kindergarten teacher, currently on FMLA leave from January 4, 2016 to March 28, 2016. She is requesting to extend that leave from March 29, 2016 through the last day of school which is May 27, 2016. Classroom coverage will be provided by Mrs. Christensen’s student teacher, Justine Klempel, who just completed her elementary teaching degree and has a rapport with the students in the classroom.

Mr. Steinbeisser moved to approve the extended leave request of Mrs. Rhea Christensen through May 27, 2016 as leave without pay. Mrs. Everett seconded the motion which passed 6 to 0.

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

At 7:26 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 superintendent’s annual evaluation.

At 8:25 PM Chair Dey reconvened the meeting. Mr. Savage moved to add one year to Dr. Farr’s contract, offering him a contract for the 2016-2017 year. Mrs. Everett provided the second to the motion which passed 6 to 0.

With no further business to come before the Trustees, the meeting was adjourned at 8:28 PM.

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Board Chair

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

Attest:

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District Clerk