March 10, 2014

The regular meeting of the Sidney Public Schools Board of Trustees was held Monday, March 10, 2014 at 7:00 PM in Room 104 of Central School on published notice by the clerk. Present were Trustees Kelly Dey, Luann Cooley, Dexter Thiel, Serina Everett, Dennis Lorenz and Craig Steinbeisser. Also in attendance were Superintendent Dan Farr, West Side Principal-Jon Skinner, Central Principal- Brent Sukut, Clerk Beyer, Student Representatives- Skyler Petrik and Colton Hecker, High School Principal- Sue Andersen and Curriculum/Federal Programs Director- Thom Barnhart. Absent was Middle School Principal- Kelly Johnson.

Chair Dey called the meeting to order at 7:00 PM and extended a welcome to the visitors in attendance Cara Lokken-Frandsen with the Sidney Education Association (SEA), Melissa Sanders, Tyler Radke, Brian Bacy and Levert Bryant-Taylor. Ms. Dey reminded the audience that an opportunity for community comment on non-agenda items would be provided prior to the Consent Agenda. Those wishing to address the board should complete the Audience Participation form and give it to the clerk to be recognized.

Mrs. Cooley moved to approve the February 10th and 12th minutes and the February 2014 claim warrants 221583 to 221637 in the amount of $630,826.67. Mr. Lorenz seconded the motion which passed 6 to 0.

The following Associated Student Body (ASB) transfers for February were approved unanimously on a motion by Mrs. Everett and a second by Mrs. Cooley.

From Middle School Gate Receipts to BPA $200.00 Meals for Math Competition

From BPA to FCCLA $480.75 Coffee for BPA Regionals

From Resources Unlimited to Talon $653.24 End of Year Sale of Leftover Merchandise

**SUPERINTENDENT’S REPORT:**

Superintendent Farr offered the following information:

TRANSFERS:

- Jon Skinner- West Side Interim Principal (2013-2014) to West Side Principal (2014-2015)

- Jessie Fisher- Middle School English/Language Arts (2013-2014) to Middle School Librarian (2014-2015)

ADDITIONAL HIRES TO ADD TO THE CONSENT AGENDA:

- Claire Keenan - Elementary Special Education Aide to start March 10, 2014

- Ali Borg – Elementary Special Education Aide to start March 24, 2014

KUDOS:

- Elaine Stedman – selected “The Montana District Key of Honor” by the Montana Key Club International which is the highest honor they bestow. This is in recognition of her work with youth in general and Key Club in particular;

FACILITY UPDATES:

- Dr. Farr continues to work with Maria Jackson from the Department of Commerce on adjusting the purpose of the long-range facility grant to work more with demographics. A conference call is scheduled with them tomorrow;

- The Statement of Qualification process utilized for the CTE wing addition at the high school is on the agenda as a discussion item following the recommendation of the screening committee;

- Demolition work in the first floor 1949 wing at Central has begun and is proceeding well;

Sidney Chamber of Commerce

- Has requested to charter a bus for use September 20-24, 2014 for the Historic Trail Flyers Program. This is a group of pilots who fly into different locations for the purpose of learning the history of different regions. Mr. Lorenz asked if the insurance carrier was ok with this. Mr. Thiel said there were limo services available from Williston. Mr. Farr noted this would be a discussion item at committee meetings in April;

SPECIAL/CALENDAR NOTES

- March 17, 2014 is the first day for spring sport practices;

- There will be no school on March 28th. All school staff will work with the PLC program at a building level on that day. Lunch is provided by the Trustees from 11:30 until 1:00 that day;

- A Middle School student hearing has been scheduled for February 12, 2014 at 6:00 PM in Mr. Farr’s office;

- The articulation agreement with Miles Community College has been signed and returned for dual credit in Accounting and Advanced Biology; and

- Mrs. Beyer explained the changes to the multi-district agreement resulting from a budget workshop in Miles City. There are no longer date deadlines for the transfers and transfers to the Interlocal Cooperative Fund are allowed from more budgeted funds than previously allowed. Consequently, the agreement will be presented for a three year term with no set amount to be paid from the High School Flexibility Fund; allowing Trustees to approve additional transfers near year end if necessary.

**STUDENT REPRESENTATIVE REPORT:**

Sidney High School students, Skylar Petrik and Colton Hecker, updated Trustees regarding the following:

- Student Council is continuing its review of the student handbook. They are hoping to get together with the attendance committee with possible suggestions;

- Prom is March 22nd. Tickets are on sale;

- Graduation is nearing; and

- BPA attended state in Billings, FCCLA state competition is coming up, winter sports are done and band has returned from Eastern A Festival with Districts scheduled for Glendive.

**COMMITTEE REPORTS:**

***PUBLIC RELATIONS AND PERSONNEL COMMITTEE: March 4, 2014***

Mr. Thiel provided the following information on committee agenda items:

- Brent Sukut, Central Principal, and Jon Skinner, West Side Principal, provided their supervisor reports;

- Vacancies and Transfers were reviewed. Certified Tenure Contracts, Administrator Contracts, New Hires and Resignations are on the Consent Agenda; and

- Edits to the job descriptions currently being reviewed are also on the Consent Agenda.

***TRANSPORTATION COMMITTEE March 4, 2014***

Mr. Steinbeisser presented the following:

- The sander attachment for the bobcat has been delivered;

- A used suburban and a used jeep have been purchased and added to the District fleet. The jeep previously used by Administration will be added to the Driver’s Ed fleet;

- The District is experiencing a shortage of route bus drivers. Future considerations may include providing transportation only to eligible students who live more than three miles from the school; and

- The District is exploring the possibility of purchasing a new or slightly used coach activity bus. The bus providing difficulties was examined in Billings and led to the discovery that a mouse had chewed through the wiring harness. The bus has already had one complete engine overhaul and its age lends itself to more mechanical problems cropping up in the future.

Mrs. Cooley asked if the tapes from the activity bus utilized for the state wrestling tournament had been reviewed. Dr. Farr reported they had and that District procedures had not been followed. This is being addressed.

***BUILDING AND GROUNDS COMMITTEE: March 3, 2014***

Mr. Lorenz highlighted the following committee agenda items:

- Camera updates at the high school continue and should result in better/clearer pictures;

- Plans for additional security lighting installation near the high school oval and the north parking lot awaits improved weather;

- The Statement of Qualifications for the high school CTE wing expansion were due March 3, 2014. The applications have been reviewed by a committee and contractor choice is on the Consent Agenda tonight;

- Progress is being made on the Middle School boiler and electrical issues;

- The insurance adjuster assigned to the West Side roof will be coming to determine the extent of the hail damage from last fall;

- West Side sewer by-pass system is ready to go pending favorable weather;

- B&B Builders has begun work on the remodel of the first floor 1949 addition of Central School;

- Additional small proposed developments continue to make their way to the District office. The District is looking for a more scientific process utilizing the long-range facilities study grant monies;

- Conceptual plans for a possible administration building in the triangle piece west of West Side were examined; and

- Small projects at West Side and Middle School are being discussed with plans to get some of them completed as funding permits.

***FINANCE COMMITTEE: March 3, 2014***

Mrs. Cooley outlined the following agenda discussions:

- February claims and January financial and lunch reports were reviewed. The breakfast program began at the High School in February and is seeing some success;

- With three students in and three students out in February, 2013-2014 enrollment stands at 1317;

- The timeline for District property and liability insurance is: Bid Opening on April 14th with analysis by James Smith to be complete by the May 12th board meeting;

- The request to proceed with MUST/IBB negotiations will be honored once rates are received from MUST for the 2014-2015 school year;

- An update was provided regarding the scenarios that are possible which would allow the District to continue to utilize the Health Reimbursement Arrangement (HRA) for all employees;

- Additional attendance agreements are on the Consent Agenda as is the Multi-District Agreement;

- Discussions regarding the best possible uses of the school facilities grant awarded to the District by the Department of Commerce continue;

- An error was made by the Office of Public Instruction (OPI) on the third quarter oil and gas concentric circle piece. The District had to return $250,000 to be re-distributed. A majority of these funds went to the elementary District; and

- 2014-2015 preliminary budgets were reviewed. The trustee election will be held May 6th. At this time, preliminary budget numbers indicate no need of mill levy election – oil and gas monies will be utilize to reach maximum budget amounts.

***CURRICULUM AND POLICY COMMITTEE: March 4, 2014***

Mrs. Everett summarized the following committee discussions:

- The District will run a pilot program for Smarter Balance testing. The computerized portion of this testing will be challenging for our students;

- District meetings regarding Professional Learning Communities (PLC’s) continue as the District-wide rollout of the process is scheduled for March 28th;

- Policy recommendations for sections 1000, 2000 and MTSBA new/revised policies are on the Consent Agenda;

- Safety Policy Sections D, E, F, G, H, I and J edits/changes are also on the Consent Agenda;

- Work will continue on the District attendance and grading policies. It is the intention of the District to make these policies more uniform throughout the District; and

- The out-of-state field trip request policy and form were reviewed.

Prior to the presentation of the Consent Agenda, Chair Dey gave those in attendance an opportunity to comment on non-agenda items. No one responded.

**CONSENT AGENDA:**

**Resignations**

- Rhonda Peterson – Route Bus Driver

- Rich Munoz – Food Service Worker

- Kayla Line – Special Education Aide

- Ruben Moreno – High School Assistant Football Coach

- Duane Peters – Talon Advisor

- Maria Peters – Talon Advisor

**New Hires**

- Julianna Evans – Special Education Aide

- John Wilson – High School Custodian

- Alexandra Borg – Special Education Aide

- Claire Keenan – Special Education Aide

**2014-2015 Tenured Certified Staff Contract Renewals**

Jill Albertson Dawn Anderson-Biebl Marnee Averett Nikki Berube

Tammy Beyer Janet Brannan Linda Clark William Clark

Stacey Collins Jennifer DiFonzo Barbara Dornfeld Virginia Dschaak

Lynette Farr Brad Faulhaber Erin Faulhaber Jessie Fisher

Nicole Franklin Yvonne Gebhardt Dawn Greenwood Mark Halvorson

Darci Haraldson Carol Hearron Robyn Heck Kim Hermanson

Megg Hermanson Tammy Hermanson Sandra Jepsen Lori Keenan

Tracy Kessel Raeann Klose Jeanne Lang Staci Lange-Rice

Tammy Leland Tammy Linder Cara Lokken-Frandsen Jennifer Lovegren

Jessica Mathern-Netzer David McDonald Joy-Lyn McDonald Guy Melby

Synneva Meldahl Roger Merritt Ruben Moreno Jodi Mueller

Steve O’Toole Lynn Obermeyer Cindy Osland Mary Pfau

Debra Prevost Holly Redman Kathi Roberts Janet Safety-MacDonald

Sue Satra Greg Schell Marv Schulz Nicole Simonsen

Janet Spracklin Elaine Stedman Sandy Sullivan Beth Thompson

Katrina Werner-Johnson Patti Wheeling Cathy Wieferich

**2014-2015 Administrative Contract Renewals- with salaries to be determined at a later date**

Sue Anderson- High School Principal Thom Barnhart – Curriculum/Federal Programs/Testing

Kelly Johnson- Middle School Principal Jon Skinner – West Side Principal

Brent Sukut – Central Principal Loretta Thiel – High School Vice-Principal

**Adoption of Edits to Job Descriptions**

Maintenance Food Service Program Coordinators/Specialists School Nurse

Truancy Officer Student Activities Director Curriculum/Federal Programs Director

**2013-2014 Contract Addendum – Ross Hall, Student Activities Director**

Increase contracted days to 220 days from 209 days

**2013-2014 Student Attendance Agreements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2013-2014 ATTENDANCE AGREEMENTS SUBMITTED** | | | | |  |
| **Student** | **Grade** | **DOB** | **District** | **Parents** | **Request** |
| Moore, Parker | 1 | 03/16/06 | Fairview | Miranda Harris | Parental |
| Moore, Hunter | 4 | 07/30/04 | Fairview | Miranda Harris | Parental |

Both agreements were approved with no tuition charged on these parental requests.

**2014-2015 School Calendar**

- First Day of School: Teachers 8/18/2014 Students 8/20/2014

- Last Day of School for both Teachers & Students is May 29, 2015

**First Reading of the Safety Loss and Control Program Policy Revisions**

**Appendix D-Bus – Transportation Safety and Motor Vehicle Inspection Criteria**

**Page D-2-1; 3-5; 3-12:** Clarifying language replaces original wording

**Page D-3-14**:: Clarifying language and addition of CPR/AED added to 1st Aide as qualification that must be current

**Page D-3-15:** Clarifies location of AEDs and use on activity busses.

**Page D-4-5:** Clothing safety edit in language.

**Page D-4-6:** Edit to inform employees to know locations of AEDs and campus safety manual.

**Page D-4-8:** Clarifies reference to Communication Hazard Program, section C of District Safety Manual.

**Appendix E-Custodial Maintenance Safety Rules:**

**Page E-2-3:** Language clarification regarding hazardous materials/labelling

**Page E-2-6:** Clothing/shoe edits

**Appendix F-Office Safety Rules:**

**Page F-3-15:** Add fire extinguishers and exit locations to the list of items office employees need to know

**Appendix G-Food Service Employees &Family and Consumer Sciences Safety Rules/Self Inspection Guide:**

**Page G-2-12; 2-13;2-14:** Clarification language to meet Serv-safe requirements for school food employees

**Page G-3-17:** Clarification on work attire for school food employees

**Page G-3-22:** Clarifies employee expectation regarding location of safety equipment.

**Page G-3-26:** Clarifies storage of heavy items.

**Note 1** Recommends all employees working w/food products (including activities) should take the Serv-safe course

**Note 2:** Added safety guidelines for employees not working in primary kitchen including activities

**Appendix H-Classroom Safety Rules:**

**Page H-2-3:** Classroom safety procedures and added Campus Safety Book should be in every student area

**Appendix I-All Custodial/Maintenance Industrial Arts and Lab/Science Employee Safety Rules:**

**Page I-2-3:** Clarification on trash removal and appropriate clothing

**Page I-2-4:** Clarification on working with hazardous chemicals

**Page I-2-8:** Added Know the location of the fire alarm pull

**Appendix J-Genera/ Shop Facility—Woods/Metals/Power Shop—Safety Rules and Inspection Criteria**

**Page J-2-1, 3-1, 4-12** Clarifications on clothing, accessories, protective & safety equipment/clothing in shop area

**5-2, 5-3, 5-6**

**Page J-3-2**, **3-3, 3-7, 4-1, 4-3** Clarification on maintenance/operation of proper ventilation, exhaust and equipment

**Page J-3-4:** Clarification on hazardous materials use etc.

**Appendix Q-Annual Facility Safety Inspection Checklists**

**Page Q-12-19** Insert checklist from Section L for Middle School science room inspection.

**Cafeteria/Kitchen/Consumer Science/Student Store/Concessions Safety (Proposed-New-Section G)**

**First Reading of Board Policy Revisions**

**★(REV) 2110.** Recommend re-numbering BP 2110 to BP 2105.

**★(REV) 2120. Curriculum and Assessment:** Revisions due to changes made to Chapter 55 of accreditation standards

**★(NEW)2158. Family Engagement Policy:** District required to have family engagement policy aligned to meet goals of ARM 10.55.701. PLC work & commitments meet District requirement to have a plan for meeting the goals.

**★(NEW) 2171. Significant Writing Program (SWP):** Per ARM 10.55.701 (p), District required to have a significant writing policy that defines a SWP.

**★ (REV) BP 3121P. Enrollment and Attendance Records:** SB 175 revisions 1) allows district to receive ANB for student attending school less than 180 hours per year with demonstrated proficiency in instructional content as determined by district assessment. 2) Establish third count for ANB on the first Monday in December.

**★(New) BP 3123. Attendance Policy Procedure-Truancy:** HB 313 requires a policy defining truancy (persistent non-attendance without excuse) indicates District attendance officer(s) and indicates attendance officer powers and duties as per 2-5-102(Section 2), MCA. Policy requires appointment and listing of truancy officer in the policy annually.

**★(REV) 3130. Student of Legal Age:** Revised section under “Permission to Inspect Student Records” as per FERPA

**★(REV) 3226. Bullying/Harassment/Intimidation/Hazing: Adds some additional legal cross references.**

**★(REV) BP 3300. Suspension and Expulsion:** Added missing key definitions and corresponding lengths of exclusion. Edit lines 32-33 to state, “The trustees shall review this policy during the regular policy review cycle and update the policy as determined necessary by the trustees based on changing circumstances pertaining to school safety”.

**★(REV) 3231P. Search and Seizure Policy:** MTSBA recommends clarification concerning procedures to this policy.

**★(REV) 3300. Suspension and Expulsion—Corrective Action and Punishment Policy:** Combine 3300 and 3300P to improve understanding of suspension/expulsion process.

**★(REV) 3310. Student Discipline:** Two additions were made to cross references in law.

**★(REV) BP 3311. Firearms and Weapons: E**dit lines 44-45 to state, “The trustees shall review this policy during the regular policy review cycle and update the policy as determined necessary by the trustees based on changing circumstances pertaining to school safety.”

**★(REV) 3410. Student Health/Physical Screenings/Examinations:** Delete language referring to non-emergency invasive physical examination.

**★(REV) BP 3415-3415P-3415F. Management of Sports Related Concussions:** SB 112, the Dylan Steigers Protection of Youth Athletes Act, requires school districts with organized youth athletic activities to adopt a policy addressing the dangers of concussions K to 12. Policy 3415F is the information and sign-off required of the bill.

**★(REV) BP 3416. Administering Medicines to Students:** Senate Bill 165 allowing school districts to maintain stock supply of auto-injectable epinephrine for administration by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis.

**★(REV) 3422. Suicide:** Dropping policy as per MTSBA

**★(REV) 3431. Emergency Treatment:** Language changes for word(s) “immediately” and ‘treated by a physician” as a physician many not be available.

**★(REV) 3510. School-Sponsored Student Activities:** Cross reference added to policy.

**★(REV) 3520. Student Fees, Fines and Charges:** Add MCA to policy and clarify what is acceptable when collecting fees.

**★(REV) BP 3600. Student Records:** HB 40 added language reflecting clarification on the storage of a student’s permanent file and maintenance and destruction of other student records in accordance with MCA 20-1-212.

**★ (REV) BP 3600P. Maintenance of School Student Records:** HB 40 clarified where student permanent files must be kept,. Adds language as a guide to determine what is acceptable for retention and release of camera footage on students. Adds language clarifying release of a child’s education records to child welfare agencies without prior written consent of parents.

**★(REV) 4332. Conduct on School Property:** Adds language on use of E-cigarettes on school district property.

**★(REV) 5210. Assignments, Resassignments, and Transfers:** Adds language in reference to a certified staff member who is teaching under an internship program. Two additional legal references were also added.

**★(REV) 5222. Evaluation of Non-Administrative Staff:** Recommended changes come from changes in Chapter 55.

**★(REV) BP 5231. Personnel Records:** Clarifies how long a district needs to keep personnel records. Legal reference added.

**★BP 5232. Abused and Neglected Child Reporting:** Adds language from HB 131allowing DPHHS to share information to an individual who reported suspected child abuse/neglect. Makes it clear this individual must keep the information confidential.

**★(REV) 6310. Internships:** Renumber policy to 1635

**★(REV) 6110. Superintendent:** Clarification when hiring a superintendent under an intern program or Class 5 certificate.

**★(REV) 6140. Duties and Qualifications of Administrative Staff other than the Superintendent:** Clarification when hiring other administrative staff other than the superintendent under and intern program or Class 5 certificate.

**★(REV) 6210. Principals:** Adds clarification of duties and language for new evaluation process governed by chapter 55.

**★(REV) BP7320. Purchasing:** SB 77 increased the bid limit from $50,000 to $80,000.

**★(REV) BP8301. District Safety:** Edited to reflect updates due to SB 348: District Identification of local hazards and documentation related to drills and periodic review of the plan.

**Remaining Changes were to the applicable Table of Contents**

**Multi-District Agreement**

- 3 Year Term

- Current amount of transfer $1,334,926.83 From High School Flexibility Fund (229) to Interlocal Cooperative Fund (182)

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

**Statement of Qualifications (SQQs) – Design/Build Contractor for High School CTE Project**

Three contractors submitted SQQs for this project. The new weighted matrix was utilized in selecting a general contractor. Final average scoring was as follows:

Langlas & Associates 850.0 out of 1000

James Talcott Construction 817.2 out of 1000

B&B Builders 793.8 out of 1000

Discussion followed. Mrs. Cooley expressed concern that a representative of the CTE staff was not in attendance at the screening. Mrs. Andersen explained that Mr. Merritt was out of town and Mr. Melby had a substitute lined up but had misunderstood and was awaiting the screening panel at the high school.

Mr. Thiel expressed concerns regarding the entire process. He had thought that an entire team would be hired and stated it is was important Trustees know who the sub contractors will be so the subs could be part of the design process. Following additional discussion regarding how the process would proceed and information to be sought from the chosen contractor as the project moved forward.

Mrs. Everett moved the trustees accept the recommendation of the screening committee to accept Langlas & Associates as the design-build team for delivery of the CTE expansion/remodel with continued oversight by Interstate Engineering. Mr. Lorenz seconded the motion. The motion passed 4 to 2 with dissenting votes coming from Mr. Steinbeisser and Mr. Thiel.

At 7:57 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 the employee personnel matters.

Ms. Dey reconvened the meeting at 8:40 PM.

Mrs. Cooley moved to terminate the employment of Lavert Bryant-Taylor. Mrs. Everett seconded the motion which passed 6 to 0.

Mrs. Cooley moved to terminate the employment of Ronald Brian Bacy. Mrs. Everett seconded the motion which passed 6 to 0.

With no further business to come before the Trustees, the meeting was adjourned at 8:42 PM.

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Board Chair

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

Attest:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Clerk