

**MINUTES**  
**March 10, 2020**

**CALL TO ORDER**

A regular meeting of the Board of Trustees, School District #14, Toole County, Montana, was held in the Board Room of the Administrative Offices at 1010 Oilfield Avenue. The meeting was called to order at 7:00 p.m. by Chairperson Rikki James.

Members present were Rikki James, Dan Leck, Richard Jorata, Jay Hould, Krista Mellinger and Angela Lamb. Member(s) absent: Brian Aklestad. The superintendent, clerk, junior/high school and elementary school principal were present. Visitors present were Suzanne Hough, John Hough, Ron Gruber, Jennifer Mosley, Kamie Barnhill, Julie Olsen, Danielle and James Knickerbocker, Philip Kleinsasser, Ed Waldner, Elias Hofer, Walter Hofer, Jake Hofer and Jack Wurz.

The **Pledge of Allegiance** was recited.

**APPROVAL OF MINUTES**

A motion was made to approve the minutes of the February 11, 2020 regular board meeting.

Motion: Richard Jorata

Second: Angela Lamb- passed unanimously.

Approval of Bills and Student Activity Accounts

A motion was made to approve the claims approval list. The approved warrants were numbered 70772 through 70829. The student activity checks for this month were numbered 15445 through 15502. The claims approval list may be referenced in the claims approval file in the Administration office and the Student Activities accounts may be referenced in the Student Activities file in the administration office.

Motion: Richard Jorata

Second: Angela Lamb-passed unanimously.

Voided Check

A motion was made to void Student Account check number 15465 in the amount of \$84.40 payable to Zach Johannsen.

Motion: Dan Leck

Second: Krista Mellinger- passed unanimously.

**Public Comment**

John Hough thanked the district for letting the Esports team compete. Angela Lamb commented that the Junior High Band Festival in Cut Bank was very good. Richard Jorata congratulated the winners of the Wellness Bingo which was organized by the Wellness Committee and the winners were Jessica Ruff, Julie Olsen and Shannon Scarborough.

**Reports**

New Teacher Presentation

Mrs. Kamie Barnhill, 3<sup>rd</sup> grade teacher, presented on some of the activities that her students had been doing in their classroom.

Elementary Report

Elementary Principal Dustin Smith discussed the various activities that were happening at his building. He added that there was a positive feedback on the Junior High Music Festival in Cut Bank and the parent/teacher conference had a 74% participation.

Junior High/High School Report

Junior High/High School Principal Kyle Fisher read his written report and discussed the various activities at the junior/high school. He added that the enrollment stayed the same this month.

Superintendent Schedule

The Superintendent informed the Board that he will be attending the MREA board meeting on March 23<sup>rd</sup> - 24<sup>th</sup> and he is planning to take a vacation on April 6<sup>th</sup>-13<sup>th</sup>.

**ACTION ITEMS**

Resignation/Retirement

Mr. Crump made a recommendation to accept the letter of resignation from Klesa Schmidt.

Motion: Angela Lamb

Second: Krista Mellinger- passed unanimously.

Hiring

Mr. Crump made a recommendation to hire the following staff:

Mac McDermott- Junior High Head Track Coach

Tracy Richman – Junior High Assistant Track Coach.

Motion: Angela Lamb

Second: Krista Mellinger- passed unanimously

Rikki Bleecker- School Play

Motion: Angela Lamb

Second: Richard Jorata- passed unanimously.

David Madison- Counselor for the remainder of the year

Motion: Angela Lamb

Second: Dan Leck- passed unanimously.

Track Completion/Naming of Track

The Krystowiak Foundation donated \$43,000 to complete the rubberization of the track surface.

Mr. Crump made a recommendation to include Krystkowiak in the final naming of the complex once it is completed.

Motion: Dan Leck

Second: Jay Hould- passed unanimously.

Big Rose Colony

Mr. Crump made a recommendation to create a contract between the Shelby Public Schools and the Big Rose Colony to offer educational services for the K-8 grade students at the colony.

Motion: Angela Lamb

Second: Krista Mellinger- passed unanimously.

Policy Updates-Second Reading

A motion was made to approve the second reading of policy # 5510- HIPPA

Motion: Jay Hould

Second: Angela Lamb- passed unanimously.

Consideration and Adoption of Resolution to Increase/Decrease Non-voted Levies

As an essential part of its budgeting process, the Shelby Public Schools Board of Trustees is authorized by law to impose levies to support its budget. The Board of Trustees estimates the following increases/decreases in revenues and mill for the funds noted below for the next school year beginning July 1, 2020, using certified taxable valuations from the current fiscal year as provided to the district:

Fund Supported	Estimated	Estimated	Estimated	Estimated
	Change in Revenues	Change in Mills	Impact on Home	Impact on Home
Shelby Elementary			of \$100,000	of \$200,000
Transportation	\$1,290.00	.03	\$.04	\$0.08
Tuition	\$15,418.00	1.72	\$2.32	\$4.64
Building Reserve	none	none	none	none
Fund Supported	Estimated	Estimated	Estimated	Estimate

	Change in Revenues	Change in Mills	Impact on Home of \$100,000	Impact on Home of \$200,000
Shelby High School				
Adult Education	none	none	none	none
Transportation	(9,171.00)	(0.07)	(\$.96)	(\$1.92)
Tuition	none	none	none	none
Building Reserve	(18,248.00)	(1.42)	(\$1.92)	(3.84)

A motion was made to adopt a resolution to increase/decrease non-voted levy for the elementary school.

Motion: Angela Lamb Second: Krista Mellinger- passed unanimously.

A motion was made to adopt a resolution to increase/decrease non-voted levy for the high school.

Motion: Angela Lamb Second: Krista Mellinger- passed unanimously.

Junior High/High School Principal Renewal

Mr. Crump made a recommendation to offer Mr. Kyle Fisher a new contract for the 2020-2021 school year.

Motion: Krista Mellinger Second: Richard Jorata- passed unanimously.

Elementary School Principal Renewal

Mr. Crump made a recommendation to offer Mr. Smith a new contract for the 2020-2021 school year.

Motion: Krista Mellinger Second: Angela Lamb- passed unanimously.

Budget Amendment Resolution

A motion was made to approve the budget amendment resolution for an amendment of the elementary general fund budget for the fiscal year 2019-2020 in the amount of \$59,110.96 for the purpose of purchasing K-6 Reading Curriculum by which the anticipated source of financing the budget amendment expenditures will be the elementary general fund reserve.

Motion: Angela Lamb Second: Jay Hould- passed unanimously.

SEA Negotiations

The certified staff accepted and the negotiating committee has approved the Collective Bargaining Agreement for years 2020-2022.

A second motion was made by Angela Lamb. The motion passed unanimously.

Student Attendance Agreements

A motion was made to approve the student attendance agreements as presented.

Motion: Krista Mellinger Second: Angela Lamb- passed unanimously.

Discussion Items

Trustee election Update

The Clerk reported that there are three candidates that filed for the two trustee positions.

Open Position Update

The superintendent informed the Board on the open positions and the number of applications that he received.

Facility Maintenance Update

Mr. Crump informed the Board that some of the maintenance projects are going forward.

MSU Practicum Students

Mr. Crump told the Board that the practicum students from MSU will be arriving on Sunday, March 15, 2020.

Correspondence

None

**NEXT MEETING OF THE BOARD**

Regular Meeting, Tuesday, April 14, 2020 at 7:00 p.m.

Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana

**ADJOURNMENT**

Chairperson Rikki James adjourned the meeting at 8:04 p.m.

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**BUSINESS MANAGER/CLERK**

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**CHAIRPERSON OF THE BOARD**

**MINUTES**  
**March 17, 2020**  
**Shelby School Board of Trustees**  
**Emergency Board Meeting**  
**Location: Video Conference Meeting**

**CALL TO ORDER**

An emergency meeting of the Board of Trustees, School District #14, Toole County, Montana, was held virtually. The meeting was called to order at 7:00 p.m. by Chairperson Rikki James.

The Pledge of Allegiance was recited.

ROLL CALL: Chairperson Rikki James- present  
Vice-Chairperson Dan Leck- present  
Trustee Jay Hould- present  
Trustee Richard Jorata- present  
Trustee Brian Aklestad- present  
Trustee Krista Mellinger- present  
Trustee Angela Lamb- present

**Virtual Board Meeting Attendees:**

Brookle Luly	Brogan McAllister	Jennifer Mosley	Kristin Russell
Kristin Wiederrick	Lisa Clark	Marie Hoffman	Mikayla Jordan Garcia
Suzanne Hough	Tiffany Stores	Travis Clark	Stephen Carlisle
Maria M. Crump	Kristen Cruze	Becky Ergenbright	Alyssa Finch
Logan Erickson	Mac & Emily Mcdermott		Lindsey Barker
Ron Buck	Reese Whitted	Tracy Richman	Kim Hayes and Family
Jessica Brusven	Dallas Stirling	Tonia Mertz	Heidi Barnes
Kelsyn Lohr	Francine Deeble	Brigette Blevins	Taunya Carlisle
Kyle Fisher	Tim Robinson	Dana Strader	Ron Gruber
Megan Adams	Sharol O'Brien	John Hough	Lauri Tokerud
Shannon Rivera	Sharon Wies	Alyssa Edwards	Thad White
Megan Adams	Sara White	Brittany Tomsheck	

**ACTION ITEM**

Board consideration of current circumstances related to COVID-19 for possible declaration of unforeseen emergency pursuant to 20-9-801 through 20-9-806, MCA.

Motion: Angela Lamb

I move the board of trustees of Shelby Public School District declares an unforeseen emergency in accordance with Sections 20-9-801 through 20-9-806, MCA, due to the community and school health

concerns related to COVID-19 and authorize the administration to take necessary steps to execute this declaration and inform the public and government agencies of this declaration.

Second: Dan Leck- passed unanimously.

Discussion Regarding the COVID-19

Mr. Crump answered the questions asked by the parents and the community during the school closures. Trustee Richard Jorata advised people not to panic and Mr. Crump added that he will be at his office everyday to answer questions.

The meeting was adjourned by Chairperson Rikki James at 7:52 p.m.

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**BUSINESS MANAGER/CLERK**

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**CHAIRPERSON OF THE BOARD**

**MINUTES**  
**March 24, 2020**  
**Shelby School Board of Trustees**  
**Emergency Board Meeting**  
**Location: Video Conference Meeting**

**CALL TO ORDER**

An emergency meeting of the Board of Trustees, School District #14, Toole County, Montana, was held virtually. The meeting was called to order at 7:00 p.m. by Chairperson Rikki James.

The Pledge of Allegiance was recited.

ROLL CALL: Chairperson Rikki James- present  
Vice-Chairperson Dan Leck- present  
Trustee Jay Hould- present  
Trustee Richard Jorata- present  
Trustee Brian Aklestad- present  
Trustee Krista Mellinger- present  
Trustee Angela Lamb- present

**Virtual Board Meeting Attendees:**

Sara Benjamin	Stephen Carlisle	Taunya Carlisle	Alyssa Finch	Amy Madison
Shannon Scarborough	Brittany Gardiner	Brittany Tomscheck	Dana Strader	Dawn Seifert
Heather Cooper	Heidi Barnes	Jackie Faunce	Jennifer Hagood	Tonia Mertz
Jacquelyn Stratton	Jessie Stansell	John Hough	Kaylee Appley	Kristen Cruze
Mac McDermott	Sara Staub	Sonya McLean	Suzanne Hough	Tiffany Stores
Travis & Sanna Clark	Kristin Russell	Ron Gruber	Brianna Tustian	Kyle Fisher
Tracy Richman	Karianna Bushnell	Bridget Blevins	Jennifer Hayes	Lisa Clark
Matty Taylor	Thaddeus White	Tammy Jackson	Dustin Smith	Sara Brown
Jennifer Mosley	Lori Stratton			

**Action Items**

**Resignations**

Mr. Crump made a recommendation to accept the resignation of Mr. Paul Ekness.

Motion: Angela Lamb

Second: Krista Mellinger- passed unanimously.

Mr. Crump made a recommendation to accept the resignation of Mrs. Tun McCracken.

Motion: Angela Lamb

Second: Dan Leck- passed unanimously.

Rikki James thanked Mr. Ekness and Mrs. McCracken for their services to the district.

**Discussion And Action regarding the Coronavirus**

- a. Consideration of Suspension of District Policy 1310 for the purposes of consideration of amending Policy 3650 and adopting Policy 3650 after one reading.

Motion: Richard Jorata

I move the Board of Trustees of Shelby Public School District to suspend District Policy 1310 for the limited purpose of considering amending current Policy 3650 and adopting new Policy 3650 after one reading. This motion is exclusive to the consideration of current Policy 3650 and new Policy 3650 at the meeting held on Tuesday, March 24, 2020, and will not apply to other meetings or topics.

Second: Angela Lamb- passed unanimously.

- b. Consideration of amending Policy 3650 after one reading to Policy 3655 for the purpose of renumbering.

Motion:Angela Lamb

I move the Board of Trustees of Shelby Public School District to amend current Policy 3650 after one reading as permitted by the motion authorizing the limited suspension of Policy 1310. The purpose of this amendment is to change current Policy 3650 to new Policy 3655.

Second: Brian Aklestad- passed unanimously.

- c. Consideration of adoption of Policy 3650 after one reading for the purposes of approving the District's Distance Learning "Plan of Action".

Motion: Angela Lamb

I move the Board of Trustees of Shelby Public School District to adopt Policy 3650 after one reading as permitted by the motion authorizing the limited suspension of Policy 1310. The purpose of adopting Policy 3650 is to complete the District's Distance Learning "Plan of Action".

Second: Krista Mellinger-passed unanimously.

- d. Continued Closure- Friday April 10, 2020- No action.

- e. Review and Approve "Plan of Action"

#### PLAN OF ACTION

1. **Offsite learning instruction and structure:**The District has the following structure in place to ensure that continuity plans for educational services can be accessed by all students, regardless of resources available at home. The strategies identified below are, of course customized to meet the individual needs of each student.

Certified and Classified staff will be on-site at Shelby Elementary and Shelby JH/HS. We will also have some of our "at-risk" staff members working off-site.

Shelby School District is one-to-one with Chromebooks: as such, even if a student does not have internet access, the student will still be able to view material delivered on a flash drive.

We are planning to provide distance learning starting on Monday, March 30, 2020 to students through the following mechanisms:

-Shelby Online- All teachers have a Virtual Chalkboard that links to Google Classroom, assignments, activities, video instruction, etc.

-All teachers have been assigned a paraprofessional to support homebound learning through telephone communication. This support is for any struggling student regardless of internet access.

-Certified staff will also be hosting video conference instruction with students. That instruction will be recorded and sent to those students without internet access on a flash drive.

-Much of our K-2 instruction will go out in weekly packet form and will be accompanied by regular communication from the certified staff (paraprofessionals will also support instruction for students in these grades).

-Students without internet access will receive weekly packets at all grade levels. Those packets will include instructional materials on par with the the materials being delivered electronically.

2. **Schools meals, consistent with what the District regularly provides:** The District has implemented the following strategies to ensure that our students are continuing to receive nutritional meals, the same as if the District was open for pupil instruction.

Shelby Public School District has implemented grab-and-go breakfast and lunch, five days per week, at seven locations in Shelby:



- South Entrance at Shelby Elementary School
- Shelby Civic Center
- Plum Street Apartments
- The Old Middle School
- Shelby Splash Park
- Lincoln Park

These locations allow us to offer grab-and-go service to all areas of the Shelby community.

We are using school buses and paraprofessional staff to deliver to the six off-campus sites.

We have advertised our meals, times and locations on Facebook, the District's website, our local radio station (KSEN/KZIN), and local paper (The Shelby Promoter).

3. **Services for students with disabilities:** The district has implemented the following strategies to ensure that each student who is on IEP or 504 Plan continue to receive the educational and related services to make progress towards their individual goals. The strategies identified below are customized and differentiated to meet the individual needs of each IDEA and 504 students.

As required by law, Shelby Public School District is providing a Free and Appropriate Public Education to all of our students with special needs.

The District is conducting 504 and IEP meetings electronically when parents are able to join those meeting. Some meetings have been postponed; however, they will be conducted with all of the appropriate personnel in attendance as soon as possible. If in-person meetings are necessary, the District will comply with the CDC Guidelines, State Guidelines and local guidance from the Toole County Health Department and the Toole County Health Officer.

Shelby Public School District is providing educational and related services, in collaboration with parents and staff, through all means available , including:

- Shelby Online (see description from#1)
- Live video chats every other day using Google Meets
- Phone calls to students and/or parents pending age and ability to communicate
- Hard copy packets for those that either do not have internet access or are unable to access it at the level necessary to make it useful.
- We hope to offer either small group instruction or one-on-one instruction on campus pending Toole County Health Department guidance. If this is not available, we will evaluate the possibility of offering limited one-on-one home visit instruction.

A motion was made to approve the Shelby Public School's Plan of Action

Motion: Angela Lamb

Second: Brian Aklestad- passed unanimously.

The meeting was adjourned by Chairperson Rikki James at 8:26 p.m.

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**BUSINESS MANAGER/CLERK**

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**CHAIRPERSON OF THE BOARD**

**MINUTES**  
**March 31, 2020**  
**Shelby School Board of Trustees**  
**Special Board Meeting**  
**Location: Video Conference Meeting**

**CALL TO ORDER**

An emergency meeting of the Board of Trustees, School District #14, Toole County, Montana, was held virtually. The meeting was called to order at 7:00 p.m. by Chairperson Rikki James.

The Pledge of Allegiance was recited.

ROLL CALL: Chairperson Rikki James- present  
Vice-Chairperson Dan Leck- present  
Trustee Jay Hould- present  
Trustee Richard Jorata- present  
Trustee Brian Aklestad- present  
Trustee Krista Mellinger- present  
Trustee Angela Lamb- present

**Virtual Board Meeting Attendees:**

Jennifer Mosley	Mac McDermott	Jackie Faunce	Kaylee Appley
Kristin Wiederrick	Suzanne Hough	Stephanie Murphy	Rowen Russell
Jacquelyn Stratton	Karen Watson	Brittany Gardiner	Marie Hoffman
Heidi Barnes	Lance & Kari Hoover	Kristen Cruze	Alyssa Edwards
Sara Kincaid-Park	Kyle Fisher	Karianna Bushnell	Tonia Mertz
Reese Whitted	Kim Hayes	Sanna Clark	Lisa Clark
Autumn Smith	Dana Strader	Dustin Smith	Dallas Stirling
Kelsyn Lohr	Ron Gruber	Brittany Tomscheck	Jerry Larson

**PUBLIC COMMENTS**

Mrs. Suzanne Hough thanked the parents for their patience to the teachers who are trying to figure out what is best for their kids and that they all missed their students. Mrs. Kim Hayes thanked Mr. Crump, Mr. Fisher and Mr. Smith for all their support to the teachers.

**Discussion Regarding the Coronavirus**

Mr. Crump discussed and answered the frequently asked questions during the school closures due to the Coronavirus. He will continue to update the information on the school website.

The meeting was adjourned by Chairperson Rikki James at 7:45 p.m.

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**BUSINESS MANAGER/CLERK**

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**CHAIRPERSON OF THE BOARD**