

**MINUTES**  
**December 14, 2021**

**CALL TO ORDER**

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

Members present were: Rikki James, Chad Scarborough, Angela Lamb, Jay Hould, Dan Leck, Richard Jorata and Brian Aklestad. Member(s) absent: None. The superintendent, clerk, high school and elementary principal were present throughout the proceedings. Visitors present were Ron Gruber, Sue and John Hough, Mark Wigen, Philip Kleinsasser, Walter Hofer, Eric Tokerud, Jeanne Wigen, Kevin Dodson, Peter Hofer, Travis Clark, Mike White, Tom and Sara Gordon, Emily and Mac McDermott, Shannon Scarborough, Doug Richman and Sara Benjamin.

The **Pledge of Allegiance** was recited.

**APPROVAL OF MINUTES**

A motion was made to approve the minutes of the November 9, 2021 regular meeting.

Motion: Angela Lamb

Second: Jay Hould- passed unanimously.

Approval of Bills and Student Activity Accounts

A motion was made to approve the claims approval list. The approved warrants were numbered 72123 through 72192. The student activity checks for this month were numbered 16095 through 16118. 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: Brian Aklestad

Second: Dan Leck- passed unanimously.

**Public Comment**

Eric Tokerud thanked the Administration and Amber Sanchez for doing such a great job during the Coyote Classic Tournament.

Jeanne Wigen commented that we should be looking at our bus maintenance. She added that few of our school buses are getting old and that it might be a good idea to look at new ones.

Travis Clark thanked Mike White, Kyle Fisher and Elliott Crump for all their work during the Coyote Classic Tournament.

Doug Richman commented that it was the best place for officiating.

**REPORTS**

Elementary Principal Report

Mr. Smith reported that we added three more students in the month of December. He also reported that the Christmas concert was great and that the first day of the concert was almost a full house and the second day was standing room only.

Junior High/High School Principal Report

Mr. Fisher discussed the various activities and enrollments at the junior high and high school. He added that the parent/teacher conference was outstanding. He thanked the community for all their work during the Coyote Classic Tournament.

Superintendent Schedule

Mr. Crump told the Board that he will be taking a vacation during the school's Christmas break and he will be going out of state.

**ACTION ITEMS**

Hiring

**All new hires are contingent on fingerprint and background check results.**

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

Savannah Fix- Elementary Teacher

Motion: Angela Lamb

Second: Jay Hould- passed unanimously.

Brennan Hayes- High School Head Track Coach

Motion: Richard Jorata

Second: Brian Aklestad- passed unanimously.

Mike White- Junior High Head Track Coach

Motion: Chad Scarborough

Second: Angela Lamb

Rikki James, Chad Scarborough, Angela Lamb and Dan Leck voted for the motion. Jay Hould voted against the motion.

The motion passed with 4-1 votes.

Kelsey Smedsrud and Lisa Clark- Junior High Assistant Volleyball Coaches

Motion: Dan Leck

Second: Angela Lamb- passed unanimously.

Covid-19 Update

There is one student quarantined at this time.

Update Safe Return to School and Continuity of Services Plan

The plan has to be updated and posted in our school website so we are in compliance in order for the district to continue receiving Covid related funds.

A motion was made to update the Safe Return to School and Continuity of Services Plan.

Motion: Brian Aklestad

Second: Richard Jorata- passed unanimously.

ARP ESSER Plans

A motion was made to accept the ARP ESSER Plans as presented.

Motion: Brian Aklestad

Second: Richard Jorata- passed unanimously.

8<sup>th</sup> Grade Girls Playing Varsity Basketball

Mr. Crump made a recommendation to allow 8<sup>th</sup> graders to participate on the Varsity Team this year.

Motion: Chad Scarborough

Second: Angela Lamb

Rikki James, Chad Scarborough, Angela Lamb, Richard Jorata, Dan Leck and Jay Hould voted for the motion. Brian Aklestad voted against the motion.

The motion passed with 6-1 votes.

State of Montana Intergovernmental Agreement for the Transfer of Monies to the State

Mr. Crump explained that we are not currently involved in the CSCT program but we have been in the past and if we start again in the future we will need to approve this MOU.

Mr. Crump made a recommendation to approve the MOU.

Motion: Angela Lamb

Second: Richard Jorata- passed unanimously.

**Discussion Items**

School Nurse

Discussions about a hiring a school nurse continued. Mr. Crump questioned on where the office will be for this person and when the Covid money is gone what will we do. Mr. Hould also asked if we are hiring a full time or part time nurse and he added that the salary should be covered by the Covid money for at least two years.

Trustee Election

The superintendent announced that there are two trustee positions expiring this year and they are Angela Lamb and Richard Jorata.

Bus Needs

Discussion on the need of new school buses for our district was participated by two of our bus drivers. Jeanne Wigen and Kevin Dodson voiced their opinion about which bus should the district purchase. Mr. Hould suggested that transportation employees should be included in the discussion and the transportation committee will be willing to hear their opinions.

Audit Review

The District received three findings during the audit of the 2020-2021 fiscal year. The first finding was the miscellaneous fund reconciliation which was a repeat finding from 2019-2020 fiscal year. This finding will be resolved this year with the help of the auditors for providing the necessary steps for the clerk to follow. The second finding was the internal controls on cash disbursements and the third finding was the credit card disbursement documentation. The clerk explained that these findings can be prevented if we start using the requisition system and follow the procedures on how to use the school credit cards.

Schedule Walk Through

The Board want to schedule the walk through in April. There is no specific date at this time.

Schedule Superintendent’s Evaluation

The evaluation is scheduled on January 11, 2022.

Montana Department of Labor and Industry Review

The department thanked the Shelby Elementary School for their cooperation and support during the safety/health inspection that was conducted on October 26, 2021. Since all violations had been abated, the department closed the inspection.

SEA Negotiations

The negotiation is scheduled on January 18<sup>th</sup> at 7:00 p.m.

Correspondence

None

Informal Superintendent Evaluation

Since the rights of the individual outweigh the public’s right to know, the meeting went into closed session at 8:30 p.m. for the informal evaluation of the Superintendent. The meeting was re-opened and adjourned at 9:56 p.m

**NEXT MEETING OF THE BOARD**

Regular Meeting, Tuesday, January 11, 2022 at 7:00 p.m. Board Room, District Administration Office, 1010 Oilfield Avenue, Shelby, Montana.

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**BUSINESS MANAGER/CLERK**

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**CHAIRPERSON OF THE BOARD**