

HOT SPRING SCHOOLS 14J
Regular School Board Meeting
August 9, 2010
High School Library – 7:30 p.m.

Call to Order: 7:30 p.m.

Roll: Terry Prongua, Carol Heath, Kim Baker, Dirk Roosma, Sean Estill, Larry Markuson, and Carmen Jackson

Absent: Julie White, Frank Salmi, and Sheila Matt

Visitors: Jennifer Christiansen

PTO Parking Lot Project –

- PTO President, Jennifer Christiansen, requested clarification on the motion that the Board made in regards to the District’s matching funds. Did the Board intend to contribute up to the 50% mark (\$2875), or did the Board intend for the District’s contribution to decrease as the PTO raised funds increased. The PTO has raised a total of \$3600 and intends to use the extra monies to help the District fund future maintenance costs. The Board restated that the intention was to match 1:1 up to a total of \$2875.
- Volunteers have started building forms for the new sidewalk and cement is scheduled to be poured on Friday, August 13, 2010. Jennifer plans to contact the Montana Highway Department to request permission to line the Highway with diagonal parking spaces. She is also discussing the possibility of having the parking lot paved with Rehbein Construction.

Minutes-

- Move to approve the minutes of the July 12, 2010, Regular Board Meeting.
Baker/Heath (P)
- Move to approve the minutes of the July 19, 2010, Special Board Meeting.
Baker/Roosma (P)
- Move to approve the minutes of the July 21, 2010, Special Board Meeting.
Heath/Baker (P)

Warrants-

1. Elementary Warrants:
 - a. Claim Warrant #33331 – 33346 \$29,612.41
 - Claim Warrants #33356 – 33377 \$22,496.34 \$52,108.75
 - Baker/Roosma (P)
2. High School Warrants –
 - a. Claim Warrant #33331 – 33346 \$ 7,206.39
 - b. Claim Warrant #33356 – 33377 \$16,971.68 \$24,178.07
 - Baker/Roosma (P)

3. Payroll Warrants
 - a. Payroll Warrant #33347 – 33355 \$99240.10
Baker/Roosma (P)
4. Extracurricular Fund Review
 - a. Move to approve the July Activity checks #13083 – 13089 (\$1,511.57).
Baker/Heath (P)

Principal's Report

1. Enrollment will be updated at the September 13, 2010 meeting.
2. Impact Aid – The 2009 Impact Aid Application was randomly selected for an audit review. The review is progressing well; the District must prove that the students claimed on the application are enrolled and qualify under the Impact Aid Laws.
3. NAEP Testing – The District was randomly selected to participate in the National Assessment of Educational Progress (NAEP) test. This program will test the 4th Grade in Math and Reading.
4. Kitchen Staff –
 - a. Scrub tops for the kitchen staff will cost the District approximately \$15 per top. Mr. Estill would like the Board to determine how many tops need to be purchased, and who will receive the tops.
Move to purchase 3 scrub tops for all the kitchen personnel.
Baker/Heath (P)
 - b. Randi Long, FSA Representative, met with Deana to discuss the Food Service program and the kitchen inventory.

Superintendent's Report

1. The elementary fuel oil tank removal has not been completed. The bid that was submitted to the Board in July was to remove the tank in sections. If the Board would like to sell the tank new bids will need to be obtained to remove the tank intact. The Board directed Mr. Markuson to get bids to remove the tank intact.
2. Flood – The hail storm on August 2nd damaged the roof on the old gym and flooded the shop building. We have an adjuster looking into the damages, and it is yet to be determined if the damages will be covered by insurance.
3. A preliminary High School class schedule was disbursed to the board. Move to approve the high school class schedule as presented.
Baker/Roosma (P)
4. Superintendent Travel – Move to approve the September travel as presented.
Heath/baker (P)

5. Mr. Markuson was contacted by Tom Chisholm in Plains regarding the Football Coaching Staff. The current head coach, Seth Pettit, has been called to Active Duty with the Army Reserves and Plains would like to hire Jim Lawson as the interim Head Coach. If Plains hires Jim Lawson; Chris Clairmont has agreed to step up into the Hot Springs Assistant Football Coach position. This would open up the Hot Springs Junior High Football Coach position.

Given this scenario will the Board give Mr. Markuson the authority to accept Jim Lawson's resignation, hire Chris Clairmont as the Assistant Football Coach, and open the Junior High Coaching position? Move to give Mr. Markuson the authority to fill the JH Football Coach position and hire Chris Clairmont as the HS Assistant Coach pending Jim Lawson's acceptance of the Plains Head Football Coach position.

Baker/Roosma (P)

AD Report

1. The majority of the Hot Springs coaches attended the annual Coaches Clinic last week in Great Falls.
2. The District held a Physical Clinic organized by Amy Anderson on August 3, 2010. About 23 students came to the clinic.
3. Fall sports practice starts on August 16th for high school Football & Volleyball. Junior high volleyball & football will start around August 30th.

Personnel Issues

Substitute List – Move to approve the following substitutes for the 2011 school year.

- | | |
|---------------------|------------------|
| 1. Tammy Beersten | Baker/Heath (P) |
| 2. Chuck Hoff | Roosma/Baker (P) |
| 3. Diane Page | Baker/Heath (P) |
| 4. Traci Salmi | Roosma/Baker (P) |
| 5. Tammy McAllister | Roosma/Baker (P) |
| 6. Carrie Guenzelor | Baker/Heath (P) |
| 7. Karen Evans | Roosma/Baker (P) |
| 8. Richard Jackson | Roosma/Baker (P) |
| 9. Ruby Stobie | Baker/Roosma (P) |
| 10. Jim Lawson | Roosma/Baker (P) |
| 11. Debra Pier | Roosma/Baker (P) |
| 12. Taylor Salmi | Roosma/Baker (P) |
| 13. Trudy Farrier | Baker/Heath (P) |
| 14. Paige Anderson | Baker/Roosma (P) |

HOT SPRING SCHOOLS 14J
Regular School Board Meeting
August 9, 2010
High School Library – 7:30 p.m.

- | | | |
|------------------|--------------|-----|
| 15. Kim Radabah | Baker/Heath | (P) |
| 16. Tony Tinacci | Baker/Roosma | (P) |
| 17. Jackie Smith | Baker/Heath | (P) |

Valedictorian Qualification

Approximately 5 years ago, the State awarded a voucher to every Valedictorian. In order for students to receive the award the Valedictorian was determined after the 6th semester. The state no longer supports the vouchers so the determination of a Valedictorian can be made after 7th semester. Move to change the determination of the Valedictorian from after the 6th semester to after the 7th semester.

Roosma/Baker (P)

Student Activity Meal Allowance

The trustees directed Mr. Clairmont to contact area schools to research policies for meals for extracurricular events.

Board Policy – 1st Reading

(See attached for policies)

- 1420 – School Board Meeting Procedures Baker/Roosma (P)
Additional language “Rescind a Motion”
- 2170 – Digital Academy Baker/Roosma (P)
- 2170P – Digital Academy Classes
- Move to rescind the approval of 2170. Heath/Roosma (P)
- 2170 – Digital Academy Heath/Roosma (P)
Change #D from “will” to “must”

Break 9:50

Reconvene – 9:55

- 2170P – Digital Academy Classes Roosma/Baker (P)
Allow 9-12 students to participate
- 6110 – Superintendent Baker/Heath (P)
Move to continue with current policy.
- 6110P – Superintendent Baker/Heath (P)
- 6210 – Principal Heath/Roosma (P)
Strike line F
- 6410 – Evaluation of Administrative Staff Baker/Roosma (P)

2009 – 2010 Trustee’s Report

1. High School Trustee Report – Move to approve the 2009-2010 High School Trustee Report as presented.
Heath/Baker (P)
2. Elementary Trustee Report – Move to approve the 2009-2010 Elementary Trustee Report as presented.
Baker/Roosma (P)

2010 – 2011 Budget

1. Move to reduce the Elementary Bus Depreciation Levy from 20% to 10% for the 2011 school year.
Baker/Roosma (P)
2. Move to reduce the High School Bus Depreciation Levy from 20% to 10% for the 2011 school year.
Heath/Roosma (P)
3. High School Budget - Move to approve The High School Budget for \$1,223,277.32, approximately 122.69 mills for the 2010–2011 school year.
Heath/Baker (P)
4. Move to approve The Elementary Budget for \$984,928.77 approximately 188.11 mills for the 2010–2011 school year.
Baker/Roosma (P)

Laptop Batteries

The District has approximately \$3000 remaining of the 2009 – 2010 REAP Grant. This money needs to be spent by September 30, 2010. If the money is not spent the money will revert back to the Federal Government.

The batteries on the Mobile Laptops need to be replaced, the total cost of the batteries will be \$2978 and can be purchased with the REAP Grant monies.

Roosma/Baker (P)

Audit Contract Renewal

Move to renew the audit contract with Denning, Downey and Associates for 1 year. The audit will be put up for bid next spring.

Baker/Heath (P)

HOT SPRING SCHOOLS 14J
Regular School Board Meeting
August 9, 2010
High School Library – 7:30 p.m.

Board Policy – 2nd Reading

Move to approve the 2nd reading for the following policies:

Baker/Roosma

- 5002 Accommodating Individuals with Disabilities
- 5010 Equal Employment Opportunity & Non-Discrimination
- 5012 Sexual Harassment/Sexual Intimidation in the Workplace
- 5222 Evaluation of Non-Administrative Staff
- 5228 & 5228P Drug & Alcohol Testing for School Bus & Commercial Vehicle Drivers
- 5240 Resolution of Staff Complaints/Problem-Solving
- 5325 Breastfeeding Workplace
- 5328 & 5328P Family Medical Leave Act
- 5336 Compensatory Time & Overtime for Classified Employees
- 5510 HIPPA

September Agenda

Extracurricular Meal Allowance
Superintendent’s Evaluation Tool
Head Cook Job Description
Old Gym Roof Repair Bid

Deferred Maintenance & Energy Efficiency Grant

Move to spend the remainder of the DM & EE funds on replacement of the glass in the elementary entry.

Baker/Roosma (P)

Adjourn 12:00 am

Chairman _____

Clerk _____

1420 School Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Superintendent. Items submitted by Board members to be placed on the agenda must have prior approval of the Board Chairperson. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least five (5) days before the Board meeting, unless of immediate importance. Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate that the Uniform Complaint Procedure has been followed. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairperson at the appropriate time.

The agenda also must include a “public comment” portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable time limits on any “public comment” period to maintain and ensure effective and efficient operations of the Board. The Board shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed opportunity to comment.

With consent of a majority of members present, the order of business at any meeting may be changed. Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least twenty-four (24) hours in advance of a Board meeting and will be available to any interested citizen at the Superintendent’s office twenty-four (24) hours before a Board meeting. An agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

Minutes

The Clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chairperson and the Clerk. The minutes shall include:

- Date, time, and place of the meeting;
- Presiding officer;
- Board members recorded as absent or present;
- Summary of discussion on all matters discussed (including those matters discussed during the “public comment” section), proposed, deliberated, or decided, and a record of any votes taken;
- Detailed statement of all expenditures;
- Purpose of recessing to closed session; and
- Time of adjournment.

HOT SPRING SCHOOLS 14J
Regular School Board Meeting
August 9, 2010
High School Library – 7:30 p.m.

When issues are discussed that may require a detailed record, the Board may direct the Clerk to record the discussion verbatim. Any verbatim record may be destroyed after the minutes have been approved, pursuant to § 20-1-212, MCA.

Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that Board members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available for inspection upon request. A written copy shall be made available within five (5) working days following approval by the Board.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of its members is present. A majority of the full membership of the Board shall constitute a quorum, whether the individuals are present physically or electronically. A majority of the quorum may pass a resolution, except as provided in § 20-4-203(1), MCA, and § 20-4-401(4), MCA.

Electronic Participation

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened. If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Clerk will document it in the minutes, when members participate in the meeting electronically.

Any Board member wishing to participate in a meeting electronically will notify the Chairperson and Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact, and the public may observe or hear the comments made. The Superintendent will take measures to verify the identity of any remotely located participants.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order* may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands.

Rescind a Motion

HOT SPRING SCHOOLS 14J
Regular School Board Meeting
August 9, 2010
High School Library – 7:30 p.m.

A motion to rescind (cancel previous action) must have a second, must allow for debate, can be amended, and must have a 2/3 vote of the board or a majority vote if the board if previous notice to rescind a motion has been given.

The motion to rescind can be applied to votes on all main motions, with the following exceptions:

- *Votes cannot be rescinded after something has been done as a result of that vote that the assembly cannot undo; or*
- *Where it is in the nature of the contract and the other party is informed of the fact; or*
- *Where a resignation has been acted upon, or one have been elected to, or expelled from, membership or office, and was present or has been officially notified.*

Cross Reference: 1441 Audience Participation

Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines adopted
§ 2-3-202, MCA Meeting defined
§ 2-3-212, MCA Minutes of meetings – public inspection
§ 20-1-212, MCA Destruction of records by school officer
§ 20-3-322, MCA Meetings and quorum
§ 20-3-323, MCA District policy and record of acts
Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005

Policy History:

Adopted on: November 9, 2009
Reviewed on: August 9, 2010
Revised on:

2170 Digital Academy Classes

The District recognizes that the District and students may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that online learning solutions offered by the Montana Digital Academy (MTDA) may fulfill these needs.

The Superintendent, and/or designees, shall be responsible for developing procedures for the online learning program that meet the District standards.

Further, the online learning solutions providers ensure that:

- a. Online course providers are accredited by a nationally recognized accreditation program or agency *or are approved and endorsed by the Montana Office of Public Instruction.*
- b. Qualified district staff provides information and guidance to students and parents regarding the selection of appropriate online courses to meet their needs, as well as a suitable number of online courses in which a student may enroll.
- c. The curriculum requirements of the state and school district are met.
- d. All online courses taken by the students ~~will~~ **must** be approved by the administration in advance of enrollment.
- e. All teacher-led online courses include licensed, highly qualified teachers.

Policy History:

Adopted on:

Reviewed on:

Revised on:

2170P Digital Academy Classes

The District will permit a student to enroll in Montana Digital Academy (MDA) classes in order that such student may include a greater variety of learning experiences within the student's educational program or enroll in a class for credit recovery.

The District will allow students in grades 9-12 to enroll in the Montana Digital Academy program under the following conditions:

1. The student must be an enrolled student in the District.
2. A part-time student must be enrolled for a minimum of two courses. This can be a combination of one in-house class and one MTDA class, or two MTDA classes.
3. For Montana High School Association eligibility, the student must be enrolled for, and pass, any combination of four courses.
4. The student will be required to take the class(es) in the school building, during school time.
 - OR: The student will be required to take the class(es) during the Digital Academy course within the schedule.
 - OR: The student will have the option of taking the MTDA class(es) in the school building, during school time, or outside of the school building.
5. Students who wish to take MTDA classes and participate in MHSA activities must follow all extra-curricular eligibility rules.
6. Each spring the administration will present the MTDA course offerings to the Board for approval.
7. The District will allow a student to enroll in a maximum of three (3) MTDA courses per semester.
8. In order for a home school or private school student to participate in MHSA activities, the student must be enrolled in, and pass, four (4) classes per semester that are taught on campus from a highly qualified teacher.

Policy History:

Adopted on:

Reviewed on:

Revised on:

6110 Superintendent

Duties as designated by MCA Section 20-4-402 and including the following:

The Superintendent of Schools is directly responsible to the board for the execution of its policies, rules, and regulations. He/she is responsible for keeping the board informed about matters of school concern for advising the board on the formulation of policies, rules, and regulations.

The following specific duties are assigned by the board to the superintendent:

- A. The superintendent will recommend all teaching and non-teaching personnel for employment in the schools of the district.
- B. The superintendent will recommend the discharge of any unsatisfactory employee, either teaching or non-teaching.
- C. The superintendent will determine the placement on appropriate salary schedules for all employees and keep the board informed as to salary trends, sick leave trends, etc., and will recommend salary and sick leave schedules.
- D. The superintendent will prepare a budget for the board's consideration and approval with the assistance of the school clerk. If the district employs a business manager, budget preparation primarily will be the responsibility of the business manager.
- E. The superintendent will, in accordance with the best possible guidance available, propose major modifications in the educational program of the schools of the district.
- F. The superintendent will schedule all classes, assign all teachers, and determine the instructional procedures.
- G. The superintendent will provide the board with data concerning needed housing for the educational program of the schools of the district.
- H. The superintendent shall direct the guidance and conduct of pupils of the schools of the district in accordance with state law and the rules and regulations of the District Board of Trustees.
- I. The superintendent shall propose plans for interpreting the school program to the public and be responsible for the general public relations program of the district.
- J. The superintendent shall propose regulations concerning the use of school property and shall carry out any such regulations as may be adopted by the Board of Trustees.

Policy History:

Adopted on: September 1999
Reviewed on: August 9, 2010
Revised on:

6110P Superintendent

The Board will:	The Superintendent will:
Select the Superintendent and delegate to him/her all necessary administrative powers.	Serve as chief executive officer of the District.
Adopt policies for the operations of the school system and review administrative procedures.	Recommend policies or policy changes to the Board and develop procedures which implement Board policy.
Formulate a statement of goals reflecting the philosophy of the District.	Provide leadership in the development, operation, supervision, and evaluation of the educational program.
Adopt annual objectives for improvement of the District.	Recommend annual objectives for improvement of the District.
Approve courses of study.	Recommend courses of study.
Approve textbooks.	Recommend textbooks.
Approve the annual budget.	Prepare and submit the annual budget.
Employ certificated and classified staff, in its discretion, upon recommendation of the Superintendent.	Recommend candidates for employment as certificated and classified staff.
Authorize the allocation of certificated and classified staff.	Recommend staff needs based on student enrollment, direct and assign teachers and other employees of the schools under his/her supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the District, subject to the approval of the Board.
Approve contracts for major construction, remodeling, or maintenance.	Recommend contracts for major construction, remodeling, or maintenance.
Approve payment of vouchers and payroll.	Recommend payment of vouchers and payroll.
Approve proposed major changes of school plant and facilities.	Prepare reports regarding school plant and facilities needs.

The Board will:	The Superintendent will:
Approve collective bargaining agreements.	Supervise negotiation of collective bargaining agreements.
Assure that appropriate criteria and processes for evaluating staff are in place.	Establish criteria and processes for evaluating staff.
Appoint citizens and staff to serve on special Board committees, if necessary.	Recommend formation of <i>ad hoc</i> citizens' committees.
Conduct regular meetings.	As necessary, attend all Board meetings and all Board and citizen committee meetings, serve as an ex-officio member of all Board committees, and provide administrative recommendations on each item of business considered by each of these groups.
Serve as final arbitrator for staff, citizens, and students.	Inform the Board of appeals and implement any such forthcoming Board decisions.
Promptly refer to the Superintendent all criticisms, complaints, and suggestions called to its attention.	Respond and take action on all criticism, complaints, and suggestions, as appropriate.
Authorize the ongoing professional enrichment of its administrative leader, as feasible.	Undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations.
Approve appropriate District expenditures recommended by the Superintendent for the purpose of ongoing District operations.	Diligently investigate and make purchases that benefit the most efficient and functional operation of the District.

NOTE: A copy of the Superintendent's evaluation may be included.

Procedure History:

Promulgated on:

Reviewed on:

Revised on:

6210 **Principal**

The principal:

- A. Is directly responsible to the superintendent.
- B. Shall make recommendations to the superintendent in writing for the retention or dismissal of teachers or coaches under his supervision.
- C. Shall attend school board meetings during his/her term of employment.
- D. Shall be responsible for administrative activity funds. He shall make a monthly and yearly report as may be requested.
- E. Shall make all necessary attendance reports to the superintendent.
- F. Shall present a list of necessary supplies and improvements for the next school term at the appropriate time.
- G. Shall be responsible for the publicity of his/her school. This includes newsletters and photos which should be approved by the superintendent.
- H. Shall be responsible for commencement exercises to be held at the High School.
- I. Shall carry out a continuous process of teacher appraisal and program evaluation. A planned program for improvement and progress should be discussed with the superintendent.
- J. Is expected to be an educational leader of his/her school. He/she shall be a student of educational matters and community needs and must cooperate with the superintendent in carrying out the general policies adopted.
- K. Has the responsibility for the operation, care and use of his building.
- L. Shall be the acting superintendent if the superintendent is absent from school.
- M. Shall visit classrooms on a regular basis to evaluate tenured and non-tenured staff and make written reports to the superintendent.
- N. Shall keep abreast of new techniques of instruction and new developments in curriculum and shall work closely with the staff for constant improvement.
- O. Shall be held responsible for the discipline in his building. With the aid of his/her teachers, establish some rules and regulations relative to pupil conduct and behavior. He/she shall assign teachers to hallway duty and make sure that some professional staff member is on duty at all times when students are in the building. He/she shall take appropriate action to maintain a properly disciplined school.
- P. Shall be responsible for keeping prescribed pupil personnel records and results of standardized tests. Guidance services shall be under direction of the principal.
- Q. Shall be responsible for student government (student council, although he/she may delegate an advisor).
- R. All co-curricular or extra-curricular activities by a teacher-sponsored group must be approved by the principal or superintendent.
- S. Is responsible for holding fire drills; eight (8) per year.
- T. Should hold faculty meetings whenever necessary.

HOT SPRING SCHOOLS 14J
Regular School Board Meeting
August 9, 2010
High School Library – 7:30 p.m.

- U. Shall be on duty from 7:45 A.M. until 4:30 P.M. for regular school days. He/she is expected to spend such extra time as is necessary for the smooth operation of the school.
- V. Is charged with the responsibility of collecting inventories before school is dismissed.
- W. Is responsible for the check-out procedure at the end of the school year.
- X. Is responsible for keeping a record of discipline problems with a student or students.

Policy History:

Adopted on: September 1999
Reviewed on: August 9, 2010
Revised on: September 13, 2010

