

**UPPER WEST SHORE  
SCHOOL DISTRICT #33  
BOARD OF TRUSTEES  
REGULAR MEETING  
FEBRUARY 25, 2019**

Trustees Present: Jessi Wood, Ben Adams, Ron Tjaden (by facetime)

Staff Present: Principal Dr Darlene Hartman

Lake County Superintendent Present: Carolyn Hall

Clerk Present: Duskie Dwelle

Guests present: Amanda Adams, Carol Martin

The meeting was called to order at 10:04 a.m.

Comments & Discussion on Non-Agenda Items:

Ron made a motion to approve the minutes of the January 28, 2019 meeting. Ben seconded the motion. All trustees voted to approve the motion.

Ben made a motion to approve the claims warrants and PO's. Ron seconded the motion. All trustees voted to approve the motion.

Dr H said there was no IEC meeting this month. Seneca has started a new job. They are working to find a new time that will work for Seneca and Lydia.

Amanda said the PTO is currently doing a cookie dough sale.

Dr H thanked Amanda for all the time she has devoted to helping with the UPS library grant and also with helping to enter the library books into the system.

Carolyn reviewed some of the requirements of the McKinney Vento policy. Carolyn is the homeless liaison for the district. Upper West Shore is a K-8 district. We are required to serve students in that grade range. If we were to become aware of a homeless student in our district, we must accept that student even if no records or proof of vaccinations were available. Also, if the student preferred to attend the school they had previously attended, the district would be responsible for transporting the student to that school.

Carolyn will be attending a meeting of the state's County Superintendents in Helena this week.

Carolyn said that Board needs to make a decision on Centurylink's E-rate proposal for increasing the fiber-optic speed from 50mg to 100mg. The trustees asked for Dr H's input. Dr H said she has experienced some lag time on her computer when the students are testing. She also said that if we are able to have a library computer lab, the increase would be desirable.

Carolyn said that it is a thirty-six month commitment. She said that the same commitment that other companies are requiring. Ben made a motion to increase the fiber-optic service from 50mg to 100mg. Ron seconded the motion. All the trustees voted to approve the motion.

Carolyn said that Julie did not attend one of the 4<sup>th</sup> thru 6<sup>th</sup> grade ski days which was a school calendar day. Julie would like to make that day up by attending a workshop on the first day of spring break. A decision will be made at the end of the meeting.

Carolyn said she knew Duskie had verbally talked to the trustees previously about her resignation. Carolyn said the MCA only requires the clerk to attend board meetings, pay the district's bills and keep the board informed about financial matters. Carolyn and Duskie would like permission to produce a job posting, which will be presented to them before posting. All the trustees agreed to that procedure.

Carolyn said that to be in compliance with our E-rate grant and in School Policy 3612F and addendum we need to purchase licensing for fifteen chromebooks. The licensing puts us in compliance with CIPA requirements. Both Carolyn and Jen have been trying to reach Beyond the Chalk for the licensing.

Dr H reported the enrollment is 76. We lost one student.

Dr H said that approximately half of the 4<sup>th</sup> thru 6<sup>th</sup> grade students attended the February 15<sup>th</sup> ski day. Preparations are being made for the March 1<sup>st</sup> ski day.

Dr H presented the attached matrix that custodian Mike created for daily and monthly duties. Mike also has a project list to insure the school is in compliance with insurance requirements and suggestions.

Dr H said the window for the CRT testing opens on February 28<sup>th</sup>. The NWEA MAP testing should be complete this week. Smarter Balance testing for the 3<sup>rd</sup> thru 6<sup>th</sup> grade will be conducted from March through May.

There will be a music program in April. Final details are being worked out.

Dr H has started observations for certified staff evaluations. She has two completed.

Kindergarten Round-Up will be the first and second weeks of April.

Dr H said that Tami and Dakota were unable to attend the MSSA writing workshop due to unsafe road conditions. Dr H has contact information to schedule an on-site training possibly by the end of the school year.

Dr H and Julie attend an Autism Conference in Helena February 20<sup>th</sup> – 22<sup>nd</sup>. The conference provided very useful information.

Dr H and Amanda are working on an Accelerating Promising Practices for Small Libraries grant. The goal of the grant is to create and develop a Technology Resource Center for students, parents and the community. Amanda said that there is a library program from Follett that

would make cataloging the library books much easier and less time consuming. She thought the cost was approximately \$999.

Ron asked if the library has been moved from the location by Dr H's office. Dr H said that several options are being considered. Hopefully, a decision will be reached by the end of the school year so that everything will be in place before school begins in the fall.

The Women of Rollins Club has asked Dr H to speak at their March 12<sup>th</sup> meeting.

Duskie told the trustees that renewal for MTSBA membership for the 2019/2020 school year is \$621. Ben made a motion to renew the MTSBA membership. Ron seconded the motion. All trustees voted to approve the motion.

Ron said that Debra Silk is the attorney that MTSBA has contacted to represent the district in negotiations with the Dayton Education Association. Her fees will be \$185 per hour. Ron said that he thinks much of the work could be done on-line. He is willing to travel to Helena for any meetings that need to be person to person.

Duskie said that the district is scheduled for a financial review for FY19. Since Duskie will be retiring at the end of FY19, it was agreed that a financial audit would be better.

Carolyn is still working with Southwest Financial and Paynewest to put together a health insurance benefit for staff for the 2019/2020 school year.

Ron made a motion to approve the attached Resolution for Election and the Resolution Requesting the County to Conduct the Election. Ben seconded the motion. All the trustees voted to approve the motion.

In review of Policy 5221, the trustees set beginning time of the school day at 7:30 a.m. and ending of the school day at 5:30 p.m.

In review of Policy 5222, the trustees chose to have two informal and two formal observations and evaluations each year for three years. Tenured teachers will have one informal and one formal observation and evaluation each year. Teachers will work with the Principal in professional goal setting for the coming year.

In review of Policy 5443, the trustees want the policy to be the same as the janitor duty list and duties as assigned.

Further review of Policy 5140, 5440 and the 6000 Series was tabled to the March meeting.

Ben made a motion to approve the first semester individual student transportation report and expenditure. Ron seconded the motion. All the trustees voted to approve the motion.

Ron made a motion to pay \$99 for Julie to attend a workshop in Missoula the first day of spring break. Ben seconded the motion. All the trustees voted to approve the motion.

Those present thanked Ron for his generous donation of funds to sponsor a ski day at Blacktail Mountain.

It was agreed that Ben would talk to Jamie about a personnel matter.

Ben made a motion to adjourn. Ron seconded the motion. All trustees voted to approve the motion. The meeting adjourned at 11:45 a.m.

The next board meeting will be March 18<sup>th</sup> at a time to be determined by the trustees.

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Jessica Wood, Board Chair

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Duskie Dwelle, District Clerk

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Date