

**UPPER WEST SHORE  
SCHOOL DISTRICT #33  
BOARD OF TRUSTEES  
REGULAR MEETING  
JANUARY 28, 2019**

Trustees Present: Jessi Wood, Ben Adams, Ron Tjaden

Staff Present: Principal Dr Darlene Hartman

Clerk Present: Duskie Dwelle

Principal Present: Darlene Hartman

Guests present: Amanda Adams, Carol Martin, Tammy & David Rosenbrock,

The meeting was called to order at 10:05 a.m.

Comments & Discussion on Non-Agenda Items:

David asked if he might say a prayer for the trustees as they make their decisions in today's meeting. Ron responded that while a prayer could not be offered inside the building, that he would appreciate any silent prayers for guidance in trustee decisions. Ron also stated that we could meet around the flag pole for prayer prior to future meetings for those that desired to participate.

Ron made a motion for approval of the December 17, 2018 meeting minutes. Ben seconded the motion. All trustees voted in favor of the motion.

Ron asked for clarification for some of the claims. Duskie explained the charges and coding on the questioned items. Ron made a motion to approve the claims. Ben seconded the motion. All trustees voted in favor of the motion.

Amanda reported that the PTO is considering more fund-raisers. One that they have approved is a cookie dough sale. Dates have not been set. PTO will be doing a reading/bingo program.

Lake County Superintendent of Schools, Carolyn Hall, could not attend today's meeting because of other meeting commitments at the same date and time. Jessi went over items Carolyn presented in a report to the Board. Carolyn submitted an invoice from Tony Parenzin for repairing some holes in the siding of the modular. Also submitted was a picture of some deterioration under the siding in several areas. Tony asked if the trustees would like him to do the painting approved in his bid when weather allows without further repairs or if the trustees would like an estimate for the remaining repairs with painting to be done after repairs are completed. Amanda said that a group of parents have volunteered to paint the exterior of the modular and those areas on the exterior of the main buildings that need attention during the summer. Ron made a motion to delay further work on the modular until spring, do more

investigation, and have Tony submit a bid for the trustees to consider at that time. Ben seconded the motion. All trustees voted to approve the motion.

Carolyn's report stated that Tom Losleben (Plumber Tom's) will complete the work of replacing the hot water heater and installing a sprayer on the kitchen sink as soon as all parts are available. He will schedule a time with Dr H.

Carolyn said that the grant cycle for the 21<sup>st</sup> Century After-School Programs has opened. The grant reviewer contacted Carolyn with the information that there will be little to no funding for individual schools. The consortium the district had with Valley View and Hot Springs district has disbanded as the Grant Fiscal Agent is retiring. Carolyn has approached Polson School District about forming a consortium with them to apply for the grant. They were very receptive to the idea. Carolyn is asking for permission to proceed in forming that consortium. Ron made a motion to grant Carolyn permission to proceed in the district forming of a consortium with Polson School District #23 for the purpose to apply for a 21<sup>st</sup> Century Learning After-School Program grant. Ben seconded the motion. All trustees voted to approve the motion.

Carolyn's report informed the trustees that Centurylink made an error in bidding the proposal our current contract. The bid was for 50Mbps rather than 100Mbps we requested. A proposed upgrade to the 100Mbps would be an increase of \$150/mo. We currently pay \$740 plus fees and taxes. The 100Mbps would be \$890/mo. plus fees and taxes. Ron made a motion to keep the bid window open, stay with 50Mbps until we have adequate time to evaluate the system. Ben seconded the motion. All trustees voted in favor.

After interviews and reviews Carolyn and Dr H recommend hiring Mike Dedman as a paraprofessional. He will also remain in the position of custodian. Mike will limit his time to not more than 40 hours per week. Carolyn and Dr H also recommended hiring Laura Rowley and Ellen Barge as After-School Program aides. Ron made a motion to approve hiring Mike Dedman as a paraprofessional, and Laura Rowley and Ellen Barge as After-School Program aides. Ben seconded the motion. All trustees voted to approve the motion.

Ron made a motion to approve the attached letter of response to Dayton Education Association members. Ben seconded the motion. All trustees voted to approve the motion.

Ben stated that he would like to be sure that the Dayton Education Association members are not using school phones, internet, email, property or supplies to conduct any union business. Jessi and Ron agreed.

Ron volunteered to act as the Board representative in negotiations with the Dayton Education Association. Jessi made a motion to appoint Ron as the Board representative to the Dayton Education Association. Ben seconded the motion. All trustees voted to approve the motion.

All of the trustees agreed that they would seek legal counsel's review of any proposed agreement between the Board and the Dayton Education Association before approval.

Dr H said that the ski trip to Blacktail Mountain had been a beautiful and successful day. Dr H provided the attached list of processes, procedures and roles for the trustees to consider for

adoption at the February meeting. These rules will help provide a positive and safe learning experience for students and staff.

There was some discussion on providing buses to transport students to and from the ski area. Amanda wondered if having parents transport students on days when only 4<sup>th</sup> through 6<sup>th</sup> grades are skiing would be less expensive. This would require parent liability waivers, proof of insurance and clean driving records and background checks. Jessi always reminded everyone of the chaos involved when parent driving was done last year. The trustees agreed that busing is the best option.

Dr H asked for the trustees input on allowing extra time for the teachers to prepare report cards. The trustees were in unanimous agreement that if the teachers have been keeping current with the grading of the students work, they have adequate time to get report cards to parents by the scheduled date of February 4<sup>th</sup>.

Dr H said that Mike has the exit signs repaired. Mike also disposed of some cleaning rags that had been used with unsafe chemicals. He followed protocol for proper disposal.

Dr H said that one issue that the Paynewest inspection cited as needing to be addressed is the storage of paint.

Dr H presented the tentative schedule for CRT, NWEA MAP and Smarter Balance testing this spring.

Dr H also reminded the trustees that Tami and Dakota will be attending professional development on February 7<sup>th</sup>. Dr H and Julie will be attending professional development February 20<sup>th</sup> – 22<sup>nd</sup>.

Dr H noted that she wished to thank The Women of Rollins Club for their donation some new titles to the school library.

Dr H received notification that Dayton elementary has been awarded a \$10,000 UPS library grant. Titles must be submitted by February 15<sup>th</sup>.

Regarding School Policy 4000 and 5000 series, Dr H would like to address hiring procedures for paraprofessional and After-School Program staff.

Ron made a motion to acknowledge receipt of an Out of District Student Attendance Agreement from Evergreen School District for JM. Jessi seconded the motion. Jessi and Ron voted in favor of the motion. Ben had stepped out for a moment.

Ron made a motion to approve renewal of the American Fidelity Section 125 Agreement. Ben seconded the motion. All trustees voted in favor of the motion.

Ron made a motion to add the attached 3612, 3612F and 3630 to the School Policy. Ben seconded the motion. All trustees voted in favor of the motion.

There was some discussion of needing clarification for event use of school owned facilities.

Ron would like to conduct a survey for input from the community regarding the school.

In regard to School Policy 4210, Ron remarked that MTSBA strongly urges that all fundraising monies be given to the district clerk for deposit with the county treasurer.

Ron would like to add a current Liability Waiver form to School Policy 4330.

In School Policy 5210 (A) Clerk of the District should be replaced with Office Manager. The policy also needs to address a teaching/principal having a multi-year contract.

Dr H and the trustees agreed that School Policy 5222 needs to be changed to tenured certified staff having one informal and one formal evaluation every year and non-tenured certified staff having two informal and two formal evaluations each year. Evaluations will be done according to the Charlotte Danielson guidelines. Evaluations will be conducted by the Principal. The principal will go over evaluations and professional growth plans. The Principal and the Lake County Superintendent will collaborate on any Plans of Improvement.

School Policy 5231 should be changed stating complete employee records will be stored in a locked cabinet in the district office (access to keys will be limited to the District Clerk and the Principal). Records will also be stored in the County Superintendent's Office.

School Policy 5320 (1) needs to state how far in advance certified staff must request personal leave and if any personal leave maybe carried forward. School Policy 5320 (2) needs to state personal leave will not be granted immediately prior to any scheduled break.

Trustees will review terminology for sick leave, personal leave, etc.

The effective dates for School Policy 5331 will be changed from September 1<sup>st</sup> through August 31<sup>st</sup> to July 1<sup>st</sup> through June 30<sup>th</sup>.

Ben made a motion to adjourn. Ron seconded the motion. All trustees voted to approve the motion. The meeting adjourned at 12:15 p.m.

The next board meeting will be February 25<sup>th</sup> at 10:00 a.m.

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Jessica Wood, Board Chair

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Duskie Dwelle, District Clerk

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Date