

**UPPER WEST SHORE  
SCHOOL DISTRICT #33  
BOARD OF TRUSTEES  
REGULAR MEETING  
SEPTEMBER 24, 2018**

Trustees Present: Jessi Wood, Ben Adams, Ron Tjaden

Staff Present: Principal Dr Darlene Hartman

Clerk Present: Duskie Dwelle

Superintendent Present: Carolyn Hall

Guests present: Amanda Adams, David Rosenbrock, Carol Martin, Sheri Abernathy

The meeting was called to order at 5:30 p.m.

Amanda asked if there has been any progress on the land trade between the district and the CS&K Tribes. Carolyn responded that CS&K Tribal officials and Wally Congdon are working with the title company to secure a deed for the property that the school is on.

Ben made a motion to approve the minutes of the August 20, 2018 meeting. Ron seconded the motion. All trustees voted in favor of the motion.

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

Sheri asked if the IEC had met since school started. She was told they had not. The IEC representatives will be contacted about having a meeting.

Amanda reported that the PTO had received a \$5000 grant for the After-School Program from the Washington Foundation. The PTO received \$2500 of the grant money and has until mid-January to raise \$2500 so that they can receive the other \$2500 from the Washington Foundation. The monies, as well as the Headwaters Foundation grant, should fully support the After-School Program. The PTO will be hosting a spaghetti feed from 5:30 p.m. to 7:30 p.m. at the Idle Spur on Wednesday October 10<sup>th</sup>. The Idle Spur is closed on Wednesdays and Margaret, the owner, offered to let the PTO use the facilities for the dinner. The PTO is also holding the Fall Frenzy on November 11<sup>th</sup>.

Carolyn reported that the fiber optic line is to the STOP sign at Old Hwy 93 and B Street. An encroachment permit from Lake County allowing boring the line to the school has been sent to Centurylink. Centurylink will also need an encroachment permit from the CS&K Tribal History & Culture Preservation Department before boring the line. A work order has been issued for the second week of December. Carolyn is working with Centurylink to have the work done as soon as they receive the permit from CS&K Tribes. Someone who is working with both the

federal and state department to provide high speed internet to schools will be in Montana in October. Perhaps they will visit our school.

Dr H stated that the current internet speed is so slow that it will be impossible to do the MAPS testing. All the students will be testing in two areas and some will be testing in three areas. Dr H has to use her personal Verizon jet pack to have enough speed to do work at the school.

Dr H reported enrollment of 80 students.

Dr H would like to restructure the management of the Student Activity Fund by dividing the duties. Dr H proposed that the signers on the check be Dr H and Duskie, Jen does deposits, Kim does the bookkeeping and Dr H approves expenditures. Duskie is a backup to Dr H's approval in Dr H's absence. Students will still vote on what they want to spend funds on. Ron made a motion to approve the management restructure of the student activity fund that Dr H requested. Ben seconded the motion. All trustees voted to approve the motion.

Dr H reported that Karen Vergeront has been hired to teach music on Tuesdays. Karen is willing to do individual lessons after school on Tuesdays. Music lessons will be held in the modular. Dr H would like to have the piano moved to the modular. Duskie said that she spoke with Karen. Karen commented on the lack of music materials. Karen has purchased some material and would like to be reimbursed. She is also using some of her personal materials. Ron asked if the home school students are allowed to participate in the music and art lessons. Carolyn explained that when parents register as home schools they have the option to participate in the Federal Programs that fund some of the school programs. Currently, none of the home schools have chosen to participate, and none of the Dayton district homeschoolers have inquired about participating in any additional programs.

Dr H reported that Edna Lemm is teaching art lessons for us again. Art classes are on Wednesdays. The schedule was tweaked a little so that art classes are finished before ASP starts.

Dr H is delighted to have Mike Dedman as our custodian. He has completed extra tasks such as assembling new desks for Jen and Paul, cleaning the windows in the original part of the building, trimming trees, cutting bolts on the merry-go-round that were too long.

Montana Department of Labor & Industry conducted a safety inspection on September 20<sup>th</sup>. There were two minor violations. An employee needs to inspect the fire extinguishers monthly and the tag initialed and dated. The extinguisher gauges need to be in the green, the pin needs to be properly aligned. Dr H said that neither she or Mike will do the inspections. Mission Valley Security suggested to Duskie that the inspection be done by employees on a rotating basis so that everyone is familiar with the procedure.

Dr H said that until the internet is upgraded teachers are being dismissed at 5:00 p.m. instead of 5:30 p.m. on Monday, Tuesday and Thursday. This allows them time to use their personal internet connection to work on their Common Curriculum.

Dr H would like to propose changing the October 18<sup>th</sup> & 19<sup>th</sup> PIR days (MEA PIR days) to either two Fridays in May or a Monday and Tuesday in June. The purpose of the change would be to review student data, organize classes for the 2019 – 2020 school year and review the Employee Handbook. Ron expressed concern that teachers would be missing professional development. Carolyn said that four of the teachers have already attended workshops this year. Carolyn said that OPI offers hundreds of on line classes for professional development. Dr H said that she would like to see teachers participate in the Montana Behavior Initiative workshop in Bozeman in June. Dr H created a Google spreadsheet for behavior by teachers. It includes steps on communication with parents. Ron expressed concern about confidentiality. Dr H stated that FERPA laws are followed when creating or sharing any document with student information. Ron made a motion to approve changing the calendar PIR days from October to either May or June. Ben seconded the motion. All trustees voted to approve the motion.

Dr H recommended that the Board review the changes indicated in the attached School Safety Officer Job Description. Dr H request Board review Ms Norman's carry and conceal a weapon during the school day, that this is an annual review/approval by the Board. One of the recommendations is that SSO Kim Norman, who was authorized to carry a concealed weapon on campus, only carry before and after school hours. Her weapon would be in a security box placed for quick access, if needed, during class hours. Ron made a motion to approve the recommended changes and the purchase of a weapon security box. Ben seconded the motion. All trustees voted to approve the motion.

Sheri, who has done substitute teaching at the school, asked about creating a folder with guidelines for the substitute to follow. Dr H said this is being created.

Mission Valley Security has completed installation of the security system to the modular classroom. The door release button and the panic button has been moved from the office to the reception desk in the foyer. Duskie presented an estimate from Mission Valley Security for installing a magnetic release system on the west entrance doors with a release button on the reception desk in the foyer. That estimate is \$986.40. Installation of a release button in the modular classroom is an additional \$239.90. Ben made a motion to approve the work by Mission Valley Security and to purchase a camera to be placed on the west entrance. Ron seconded the motion. All trustees voted to approve the motion.

Dr H would like to see a roof built over the deck and ramp of the modular and anti-slip strips applied to the surface.

There was a discussion about improvements to the modular before winter. Carolyn said that if the water and sewer are going to be hooked up to the modular we would need to notify the EPA. The system would need to be properly back-flushed prior to hook up. Since all of the water pipes are copper, a copper and lead test would need to be done on the water. Asbestos testing would also need to be done. Plumbing the modular will also require skirting and insulating the modular.

Central serviced the furnace units in the modular. Both units are working, but both have burned contacts and bearings that are worn. Central bid \$11,200 to replace the units. It would

take four to six weeks to get new units in. Jessi will call General and McCrorie to see if they will provide bids.

The trustees have reviewed the 2000 series of the School Policy. The only changes were places where the policy had Supervising Teacher will now read Principal and ESEA will now read ESSA.

The trustees will review the 3000 series at the October 22<sup>nd</sup> meeting.

Ron made a motion to adjourn the meeting. Ben seconded the motion. All trustees voted in favor of the motion. The meeting adjourned at 7:15 p.m.

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Jessica Wood, Board Chair

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Duskie Dwelle, District Clerk

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Date