

MINUTES

Boulder Elementary School District No. 5
Regular Meeting

February 12, 2024
Boulder Elementary School

Board members present:

Carrie Harris – *Board Chair* Cheryl Hecht – *Vice Chair* Andrea Dolezal - *Trustee*
Kyle Simons - *Trustee*

Administrators present:

Doug Richards, Superintendent
Britton Mann, Clerk

Staff: Devyn Ottman, IT support

Visitors: Kessie Strausser, Cheryl Breker, Connie McCauley, Steve McCauley

CALL ELEMENTARY BOARD TO ORDER The Elementary Board was called to order at 5:33 p.m. by Carrie, who led the Pledge of Allegiance.

AGENDA REVIEW

The following items will be moved after Public Comment: New Business #5 – Mr. & Mrs. McCauley were present to discuss the Phage project they have been working on for the last 5 years with MT Tech. They described what a Phage is (effective in killing super bugs) and how working with students in finding phages in our area. They have currently been working with a safe form of tuberculosis and looking for a phage, by collecting water and dirt, that could kill the bacteria. 2014 was the 1st grant from research to classroom and this is the final year of the grant. Both teachers stated that they will have to look for grants moving forward to continue with the project that includes purchasing a lot of consumable materials. On April 14th & 15th, there will be a symposium at Fairmont and Mrs. McCauley presented invitations to the board members, Mr. Richards and Britton to attend if possible.

APPROVAL OF CLAIMS

Cheryl asked about the State of MT Criminal Records claim. Britton stated that this is the vendor that she sends the completed background checks to for employment opportunities for employees. Cheryl asked how the school is doing on getting substitutes. Britton stated that we have received applications and have gone through the hiring process and then when Mrs. Pettis calls, they have found full time jobs elsewhere, so it is currently a hit or miss. There were no other questions regarding the claims for February 2024. Cheryl motioned to approve the claims and warrants for February 2024 with the prior month ending with warrant 10916 and the current numbers 1088410892 in the amount of \$5,820.61. Kyle seconded, all present approved. Cheryl motioned to approve the claims and warrants for January 2024 with the prior month ending with warrant #10892 and the current warrant numbers #10917-10976 in the amount of \$92,247.91. Kyle seconded, all present approved. Claims were present for review.

REVIEW OF PREVIOUS MONTH PAYROLL

There were no questions regarding the February 2024 payroll.

APPROVAL OF PREVIOUS MONTH MINUTES

There were no questions regarding the minutes. Andrea motioned to approve the regular meeting minutes for the January 2024 meeting. Kyle seconded, all present approved.

APPROVAL OF STUDENT ACTIVITIES

There were no question regarding Student Activities. Kyle motioned to approve the Student Activities ledger as presented. Andrea seconded, all present approved.

BUDGET VS ACTUAL

There were no questions regarding the budget report.

PUBLIC COMMENT

Carrie read the public comment.

COMMUNICATIONS

LETTERS:

1. A resignation letter was received from Mrs. Ottman for her IT Boots contract effective at the end of the school year. Carrie asked if that was June 1st, Britton stated that the contract goes until June 30th. Cheryl also stated that as a board they can assign tasks to employees and if no one shows interest then the board can assign these duties to be performed outside the

regular workday. Mr. Richards had 2 more resignation letter from Mrs. Ottman for her Data Coordinator and Admin Assist duties. Andrea asked if the resignations will also go into effect at the end of the year. Britton stated that would also be June 30th. Carrie stated that there was a little bit of time to figure all of this out before moving into the next year. Carrie thanked Mrs. Ottman for her time doing these positions and letting the board know now.

STUDENT ISSUES: Mr. Richards stated that our biggest ongoing issue is attendance. There has been a lot of sickness going around, however that is not inclusive to the reason behind all of the absences. This is something that the staff is continuing to work on. Mr. Richards would like more teacher and parent involvement and opening the lines of communication.

COMMENDATIONS /RECOGNITIONS

Mr. Richards will do that during his report.

UNFINISHED BUSINESS

Handbook / Board Policy – Both items are listed on the agenda during the New Business section and Carrie asked if we wanted to wait and discuss then, or have the discussion now. Cheryl stated that the handbook discussion was basically driven by Mr. Richards during their Leadership Committee meeting. Cheryl asked if Mr. Richards wanted to discuss that now or wait until his report. Mr. Richards stated that he could certainly discuss that now. Last week he received model handbooks from MTSBA and emailed to all of the staff to take a look and see if they wanted to be involved. He stated that is was a great opportunity for teachers to be involved in something that they have been complaining about since he has been here. He has three staff members express interest in being involved. He had reached out to MTSBA for guidance so the handbook would match up directly to board policy. Cheryl also recommended reaching out to the PTA to see if they had any input.

Job Descriptions Status Review – Cheryl took ours and where we had blanks she added our verbiage to the model MTSBA job descriptions and at the end added what MTSBA had on theirs. Britton stated that before the board adopts job descriptions, the union also has to be involved and have input. Cheryl agreed. Carrie stated that we want to make sure we have job descriptions for all of our jobs, so maybe Mr. Richards and Britton can take a look also get input from those who do the jobs.

Stipends – Cheryl stated that the board received everything on the stipends and asked Britton if these were all of the stipends. Britton replied that these are the stipends that are a part of our general fund, and the other stipends are paid with 21st Century, Literacy Grant and Title. Britton also stated that the National Board stipend is part of the current CBA so that one is non-negotiable. Britton stated that Mrs. Warfle is our only teacher who is Nationally Board Certified. Cheryl talked about prioritizing the stipend positions that we will continue to fund and maintain, there might be some tweaking needed. Carrie stated that Mr. Richards has been working with the people who have stipends and obtains hours and specific duties. Cheryl discussed the possibility of a part time counselor, and if that is the case there has to be something else on the other half of what the counselor does. Cheryl also brought up the employee who does reach out with the families and she used to do work with technology so there are employees out there who could do some of the stipend positions. Mr. Douglas brought up the Charter School and we might need current employees to be a part of that too, Cheryl asked if we will get any money for that, Mr. Richards replied that it is a possibility relative to positions, we will not receive cash.

COMMITTEE REPORTS

Leadership – Chair and Vice Chair: Carrie Harris & Cheryl Hecht: Cheryl and Mr. Richards met. They discussed the following:

- Mrs. Ottman leaving the IT position
- Potential Retirements
- Budget / Pay Scale
- Handbooks
- Mrs. Eyer would like to be removed from the handbook as truant officer
- Busses
- Cell Phone & students
- Changing the early out from Fridays to Wednesdays

Handbook/Policy – Cheryl Hecht & Kyle Simons: This committee did meet. They will have discussion later during New Business. Cheryl asked about a policy for Charter Schools, Britton stated that she would reach out to Lorie Carey at Jefferson to see what they have adopted. Cheryl also asked how our policies get updated on the website. Britton thought that once they board adopted the second reading, either Mr. Richards, Britton or a member of the policy committee would contact MTSBA and they would update everything.

Budget/Finance & Negotiations/Personnel – Matt Strozewski & Andrea Dolezal: This committee did not meet, but will meet once we get budget numbers and insurance rates.

Facilities – Matt Strozewski & Kyle Simons: This committee did not meet.

Transportation – Andrea Dolezal & Carrie Harris: This committee did not meet.

ADMINISTRATORS REPORT

Mr. Richards provided notes for the official minutes.

1. Academic Achievements – 1st semester is finished. The school had their second “Student of the Month” assembly and also honored perfect and exemplary attendance, honor and high honor roll.
2. Upcoming Events – MS girls’ basketball is winding down and MS wrestling has started.
3. Infrastructure and Facilities – Eventually will need new pumps for the boiler, just spent around \$1700 for labor and part.
4. Staff Recognition – Mr. Richards wanted to recognize our “in school” sports coaching staff members.
5. Challenges and Strategies – Budget is an ongoing project. Two PD opportunities this month, one with Brightways Learning on the new evaluation tool. The other training was to implement the new Safety Plan and App from E3 (Emergent 3 Inc.) The calendar committee has been working hard to develop the calendar for next year.
6. Future Plans – Continue to work with Jefferson High School on a potential shared IT position and Charter School opportunities.

Reports submitted for official minutes from Maintenance, Literacy, IT, AD and YDI. Mr. Richard stated that the controller went out on the scoreboard and Mr. Deskins found a part back east and has already sent off for the part.

NEW BUSINESS

1. Personnel –

- a. Substitute Teacher – Nicholas Johnson and Makenna Youde – Kyle motioned to approve the substitute teacher applications as presented. Cheryl seconded, all present approved.

2. Non-Resident Student Acceptance – *Standing Agenda Item* – Mr. Richards stated that we currently have a student from Clancy Elementary. There was no paperwork. Carrie advised to make sure paperwork is correct and complete.

3. Liquidation of School Property – *Standing Agenda Item* – None

4. Resignations – Covered during letters to the board.

5. Mrs. McCauley – Phage Presentation – This was covered earlier in the meeting.

6. Call for Election – Andrea motioned to call for the 2024 election on May 7, 2024. Cheryl seconded, all present approved.

7. Resolution for Jefferson County to run Trustee Election – Cheryl motioned to approve the resolution to have Jefferson County run our Trustee Election. Andrea seconded, all present approved.

8. 2024-2025 Calendar – 1st Reading – Mrs. Warfle asked Britton to let the board know that this calendar is a work in progress. Cheryl asked Ms. Strausser about the PIR days. There was discussion on the holidays and GLT (grade level team) meetings. The committee is still working on making sure all of the hour’s match with what is required per OPI.

9. Student Handbook – This was discussed earlier and Carrie asked if there was any more comment on the student handbook. Cheryl stated that on page 4 of the student handbook it states that the board has been having strategic meetings, however that has not happened. Carrie stated that either that needs to be removed or the board needs to make sure they are doing what policy states.

After item #9, Mr. Richards stated that there was another letter to the board that he missed and he apologized. This was a letter from Mrs. Ottman and she requested the

meeting go into executive session. Carrie nodded in approval and entertained a motion for the board to do into executive session due to employee's right of privacy over the right for the public to know. Andrea motioned, Kyle seconded, all approved. The board went into executive session at 7:15 p.m. The board came out of executive session at 7:45 p.m. Cheryl asked for a copy of the letter that was read during the executive session. Carrie stated she could have a copy, but this letter is not for the public to view. Mr. Richards left to make copies and upon his return, Andrea stated she did not need a copy of the letter. Carrie recommended that the board table any other topics at this time. Kyle motioned to table the policies until the next meeting in March, Andrea seconded. Kyle and Andrea approved, Cheryl made no comment to approve or not approve

TOPICS FOR FUTURE
AGENDAS

Unfinished Business – Handbook/Board Policy
Calendar – 1st Reading
Trustees call for Election

ADJOURNMENT

Meeting adjourned at 8:00 p.m.


Chair, Elementary Board


Clerk, Elementary Board