

MINUTES

Boulder Elementary School District No. 5
Regular Meeting

July 10, 2024
Boulder Elementary School

Board members present:

Matt Strozewski – *Board Chair* Andrea Dolezal – *Vice Chair* Kyle Simons – *Trustee*
Ray Woods – *Trustee* Lance Hoover – *Trustee*

Administrators present:

David Jamison, Principal
Britton Mann, Clerk

Staff: Jessica Craft – FACEBOOK Live Operator

Visitors: Doug Richards

CALL ELEMENTARY BOARD TO ORDER The Elementary Board was called to order at 5:30 p.m. by Matt, who led the Pledge of Allegiance.

AGENDA REVIEW None

APPROVAL OF CLAIMS There were no questions regarding the claims for July 2024. Kyle motioned to approve the claims and warrants for July 2024 with the prior month ending with warrant 11107 and the current numbers 11108-11144 in the amount of \$79,204.23. Andrea seconded, all present approved.

REVIEW OF PREVIOUS MONTH PAYROLL There were no questions regarding the June 2024 payroll.

APPROVAL OF PREVIOUS MONTH MINUTES There were no questions. Andrea motioned to approve the regular meeting minutes for June 2024. Lance seconded, all present approved.

APPROVAL OF STUDENT ACTIVITIES There were no questions regarding Student Activities. Ray motioned to approve the Student Activities ledger as presented. Kyle seconded, all present approved.

BUDGET VS ACTUAL Matt asked if there was a budget vs actual report for the board to review. Britton stated that all of the expenditures to date have been from June 2024 and no expenditures for July yet.

PUBLIC COMMENT Matt read the Public Comment.

COMMUNICATIONS **LETTERS:**
1. The board received a resignation letter from Mrs. Voigt. Andrea motioned to accept the resignation letter from Mrs. Voigt; Kyle seconded, all present approved.
STUDENT ISSUES: No student issues.

COMMENDATIONS /RECOGNITIONS Nothing to report.

UNFINISHED BUSINESS Nothing currently.

COMMITTEE REPORTS **Leadership** – Chair and Vice Chair: Matt Strozewski & Andrea Dolezal: Matt & Andrea met with Britton; Mr. Richards was also in attendance to help with a smooth transition. They discussed the following:
• Resignation letter from Mrs. Voigt
• Personnel Issues – 4th & 5th Grade Positions, Pay Stipend for Mrs. Giulio, Counselor and IT position, and possible new para hires.
• Claims and payroll process
• Tennis Courts
• Kindergarten Enrollment
• Stipends
• Handbooks

Handbook/Policy – Lance Hoover & Matt Strozewski: This committee did not meet. Lance asked about the property that was supposed to be turned in including a policy binder from the previous board member. Britton stated that the Chromebook was returned however the binder was not returned. Britton asked Jessica to create a new policy binder for the committee and once that has been created it will be easier for the committee to review policies that need updating.

Budget/Finance & Negotiations/Personnel – Andrea Dolezal & Ray Woods: This committee did not meet.

Facilities – Kyle Simons & Ray Woods: This committee did not meet.

Transportation – Lance Hoover: This committee did not meet. There was discussion on the County Transportation meeting that took place at the end of June.

School Safety – Matt Strozewski: This committee did not meet.

ADMINISTRATORS REPORT

Mr. Jamison stated that he officially does not start until August, however, is happy to step in to help with anything including applicants for the open positions and those interviews.

NEW BUSINESS

1. Personnel –

- a. 21st Century: Hope Nelson – Andrea motioned to approve hiring Hope Nelson for the 21st CCLC Program. Kyle seconded, all present approved.
- b. L. Giulio – There was a discussion on the foods program with Jefferson High School. Mrs. Giulio asked for additional pay if BES continues to partner with JHS for meals. The board discussed the program between the schools and ultimately agreed to pay Mrs. Giulio a stipend for additional duties while Boulder Elementary is in a partnership with Jefferson High School on a foods program. BES will pay \$1500 and JHS will pay \$150. Andrea motioned to approve a yearly stipend of \$1650 to Lisa Giulio for additional duties for Jefferson High School while Boulder Elementary remains in contract with JHS for the foods program. Kyle seconded, all present approved.
- c. 5th Grade Teaching Position – Mr. Jamison will lead a group of staff members on interviews tomorrow.
- d. 4th Grade Teaching Position - Mr. Jamison will lead a group of staff members on interviews tomorrow.
- e. Potential Hire – New Para’s (Emily Harper & Andrea Lattin) There was a discussion regarding replacing the 2 para’s that retired at the end of the school year. The discussion ended with waiting on hiring any paras until we hire teachers. This will be tabled until the August meeting. Matt asked Britton to reach out to both applicants and keep them in the loop.
- f. Counselor Position – We currently have an applicant interested in the Counseling position. He does not have the endorsement, however is already enrolled in college to obtain the endorsement. This applicant also has an extensive IT background. He will also be interviewed tomorrow.
- g. IT Position – The individual hired for the shared IT position between Boulder Elementary and Jefferson High School resigned. This was at the end of June and since there was not much time left to find a replacement, Mr. Richards and Britton decided to renew the contract with SchoolHouse IT for July 2024 – June 2025. The board members stated their understanding. Kyle motioned to approved the 1-year contract with SchoolHouse IT. Ray seconded, all present approved.

2. Non-Resident Student Acceptance – *Standing Agenda Item* – None

3. Policy Review – *Standing Agenda Item* – Britton stated that once the new policy binder has been re-created she will start adding a few policies each meeting for discussion. The board members stated that was a good idea.

4. Liquidation of School Property – None

5. Claim/Payroll Process to New Admin starting – At the leadership meeting it was decided that Andrea would review the claims and Matt would sign them. The claims will also be present during the meeting for review by any board member. The remainder of the board agreed that would be a good solution until the new Superintendent starts.

6. Tennis Courts – Dual ownership with Jefferson and Boulder Elementary – It was brought to the attention of Mr. Richards that the tennis courts on 4th Avenue are

actually owned by both Districts. Boulder Elementary never uses the tennis courts and Mr. Richards recommendation was to transfer the deed over to Jefferson High School. The board agreed that was a good idea. Mr. Richards obtained the deed from the Clerk & Recorder's Office and Britton mailed it off to Kaleva Law for the transfer.

7. Printer – District Office – The current printer in Britton's office is broken and the parts needed to fix it are no longer available. Britton received a lease agreement quote from DEX Imaging (formerly 360 Office Solutions) and she will replace her old printer/copier the monthly lease fee would be \$98.60. Ray motioned to approve the new printer for Britton's office. Lance seconded, all present approved.

8. Budget – Revised Update – Britton discussed the possibility of an updated budget, however this will all depend on who is hired and she will know more after the interviews.

9. Handbooks

- a. Student Handbook – (Final, 3rd Approval) Kyle motioned to approve the 3rd and final reading of the 2024-2025 student handbook. Ray seconded, all present approved.
- b. Staff Handbook – This will be tabled until the August meeting for final approval.
- c. Para Handbook – This will be tabled until the August meeting for final approval.

10. Enrollment for Kindergarten and Early Literacy (Kindercub) – Britton stated that our current enrollment numbers for the 2425 school year are at 26. This is 1 over the recommended amount of students in kindergarten per OPI. Mr. Richards was in the audience and stated that really the only options right now are to either hire a new teacher and split the classroom or do a half time kindergarten. Mr. Richards also stated that he was told by Mrs. Carey that there were 4 families who wanted to have their child be in the Early Literacy program rather than kindergarten even though they were already 5 years of age. Mr. Jamison said in his professional opinion it is not a good idea to start off with retention. Teacher should do differentiated instruction in the classroom until all students are at grade level. There was a discussion with the board members on the pros and cons of changing our kindergarten program this late in the game. If the school did switch to half day kindergarten, Mr. Jamison said that he would need to contact parents immediately so they could prepare. Andrea stated that she is not a fan of half day kindergarten and should still honor the request of the parents. If the parent of a 5-year-old is requesting their child to be placed in the Early Literacy Program, then we should honor that. The lack of Day Care was also discussed. Andrea asked Britton for her thoughts on the subject. Britton stated that she had reached out to a Superintendent at a different District with this conversation and was told that if an elementary class goes over the accreditation maximum, each student over, the school can either take an accreditation "ding" or can assign a paraprofessional to the classroom for 1.5 hours per day for each child over maximum and that is maxed out at 4.5 hours. However, the accreditation ding is something to be mindful of because it is reported by OPI and if it occurs in consecutive years in the same grade/classroom the boards of trustees might have hoops they will have to jump through to sustain accreditation. Matt stated that it is very unfair to do half day kindergarten at this time to families. We would need to notify families a lot sooner than 1 month. With this information, Andrea asked to untable the para hires and have more conversation on this. Andrea motioned to hire both Emily Harper and Andrea Lattin as new paraprofessionals for the 2425 school year. Kyle seconded, all present approved. The board also unanimously decided to take the potential "ding" on accreditation and have a year and the 2 new administrators to come up with a solid plan.

11. Foods contract with JHS – Placed on agenda in error.

12. Update on Job Descriptions – Placed on agenda in error.

13. MTSBA vs. Kaleva Law: Ray motioned to move forward with legal services with Kaleva Law instead of MTSBA. Lance seconded, all present approved.

14. Moving from Johnson Controls to McKinstry – Mr. Richards had started the work to switch from Johnson Controls to McKinstry for our HVAC preventative maintenance in June. Kyle motioned to approve the switch from Johnson Controls to McKinstry. Andrea seconded, all present approved.

15. Stipends – Athletic Director – Mr. Jamison currently has a teacher who is

interested in the AD (Athletic Director) position. Mr. Jamison would like to meet with him and discuss how that would look. Andrea asked if this doesn't work out, would Mr. Jamison be interested. The stipend amount was discussed. Britton reached out to school in the area to see what they were paying and this is what she found out. Clancy pays a \$2500 stipend. MT City does not pay a stipend and adds to duties assigned for their principal. Jefferson high School pays \$6000 with 3 prep periods. It was decided to pay the AD a total of \$2500 for this stipend. Andrea motioned to approved the stipend amount of \$2500. Ray seconded, all present approved.

TOPICS FOR FUTURE
AGENDAS

Acellus Stipend
Budget

ADJOURNMENT

Meeting adjourned at 7:45 p.m.


Chair, Elementary Board


Clerk, Elementary Board