

MINUTES

Boulder Elementary School District No. 5
Regular Meeting

April 8, 2024
Boulder Elementary School

Board members present:

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

Administrators present:

Doug Richards, Superintendent
Britton Mann, Clerk

Staff: Jessica Craft – FACEBOOK Live Operator

Visitors: Mike Hecht, Kessie Strausser, Sarah Rieder, Kassie Nordlinder, Cheryl Breker

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

AGENDA REVIEW None

APPROVAL OF CLAIMS There were no questions regarding the claims for April 2024. Andrea motioned to approve the claims and warrants for April 2024 with the prior month ending with warrant 11020 and the current numbers 11021-11048 in the amount of \$42,584.14. Kyle seconded, all present approved.

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

APPROVAL OF PREVIOUS MONTH MINUTES Carrie asked if there were any comments or corrections on the last meeting minutes. There were no questions. Matt motioned to approve the regular meeting minutes for March 2024. Cheryl seconded, all present approved. Andrea motioned to approve the special meeting minutes on March 15, 2024, Kyle seconded, all present approved. Cheryl motioned to approve the Special meeting minutes for March 25, 2024. Andrea seconded the motion. All present approved.

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

BUDGET VS ACTUAL There were no questions regarding the budget report.

PUBLIC COMMENT Carrie stated that there is a new public comment from Montana Coed Annotated. She read the public comment and stated that if an individual wanted to speak there was a sign-in sheet where the individual would need to write their name and what topic they wanted to discuss. No one had signed up to speak, so Carrie moved forward with the meeting.

COMMUNICATIONS

LETTERS:

1. None

STUDENT ISSUES: Mr. Richards stated that the staff is continuing to work on attendance and is hopeful we can get through the sickness. The staff will continue to reach out to parents regarding long-term absences, which is what our current policy states.

COMMENDATIONS /RECOGNITIONS

Mr. Richards will do that during his report.

UNFINISHED BUSINESS

Policy Review –

1. First Reading – Policy 3310P, and 1520. Andrea motioned to approve the first reading of policies 3310P and 1520. Matt seconded, all present approved.
2. Policy Review 2nd Reading
 - a. **Required Updates**

1400 Board Meetings – This policy was updated to accurately state the requirements by which a board of trustees may convene an emergency meeting.

1420 Board Meeting Procedures – This policy now outlines the process for Class 1 and 2 districts to complete and maintain recording of school board meetings as will be required starting July 1, 2024.

1511 Code of Ethics – This policy was updated to remove the reference to the National School Boards Association.

1610 Goals and Objectives – The policy now outlines how the board of trustees shall conduct and complete the integrated strategic action plan as required by rule.

2151F Assumption of Risk Form – This form can now be used for extracurricular activities, athletics, clubs and events.

2320 Field Trips and Excursions – The policy now cross references Policy 8132 to detail how parents' consent to school trips.

3141 Non-Resident Enrollment – This policy was replaced in its entirety to reflect the changes in the law from HB 203. The previous policy shall not be retained. The policy shall be specific to its environment.

3305 Seclusion and Restraint – This policy now includes methods for parental consent for health intervention or screening.

3310P Risk Assessment – This policy now includes methods for parental consent for health intervention or screening.

3410 Student Health and Examinations – The policy now includes methods for parental consent for health intervention or screening.

3410F Medical Consent Form –

3413F2 Immunization Religious Exemption Form

3431 Emergency Treatment – This policy was updated to reflect the changes in the law from HB 676 and SB 518 through authorization to act in an emergency situation consistent with Policies 3305 and 3310P.

3600 FI, 3600F2, 3600P Student Records Procedures and Forms – This procedure and form were updated to reflect the changes in the law from HB 676 and SB 518 by ensuring video and audio recordings are clearly listed as directory information, when applicable.

5121 Applicability of Personnel Policies and Professional Development – This policy was updated to reflect the changes in rule at 10.55.723 ARM requiring collaboration with staff on mentoring and induction for inclusion in the integrated strategic action plan.

5223 Personal Conduct – This policy was updated to clearly stated the expectations for staff to comply with ethical standards governing public employees in Montana law.

5330 Maternity and Paternity Leave – This policy was updated to clarify the use of accumulated leave for an employee on maternity or paternity leave.

7320 Purchasing – This policy was updated to comply with Montana law governing non-discrimination in public bidding procedures.

8110 Bus Routes and Schedules – This policy was updated to comply with standards governing trustee approval of bus routes and installation of crossing arms on buses.

8125 School Bus Emergencies – This policy was updated to comply with standards to complete school bus emergency drill for students.

8132 Activity Trips – The policy now outlines how parents will be provided the opportunity to consent to trips and rooming assignments and detail the process for districts to use activity specific transportation methods and lodging.

8210 Procurement Policy for School Food Purchases and Use of Federal Funds – This policy was updated to comply with new guidance and interpretations of regulations governing school nutrition and food services procurement.

Policy Review – Recommended Updates

1240 Duties of Individual Trustees – This policy was updated to clarify the legal requirement for trustee visits to schools and cross reference with Policy 1520.

1520 Board Staff Communications – This policy was updated to clarify the options staff have to raise concerns in the district, communicate with trustees, and establish a method for collaborative trustee visits to schools.

3310P2 Academic Honesty and Responsible Use of Resources – This procedure was developed to assist districts in managing student use of technology, including artificial intelligence, in a responsible and academically relevant manner.

5231 Personnel Records – This policy was updated to require staff to maintain an accurate and up to date mailing address with the school district.

MTSBA Model Policies with Legal Reference Updates Not Requiring Board Action

Policy 1650 – Public Charter Schools
Policy 2158 – Family Engagement Policy
Policy 2500 – English Language Learner Program
Policy 3210 – Equal Educational Opportunity
Policy 6140 – Duties and Qualifications of Administrators.

Andrea motioned to adopt the first reading of polices as presented with recommended changes as presented. Matt seconded, all present approved.

- b. Strategic Plan – Policy 3141 – Nonresident Enrollment & 1610 – Goals and Objectives: Carrie asked if there were any ideas. Cheryl suggested having a meeting that would include staff, community, families. Carrie asked a preference for time & date – the board discussed options on weekends or weeknights. Carrie will email the group with options. Carrie also asked Britton to leave this topic as a recurring agenda item.
- c. School Culture – These were the results of a survey that was sent out to staff, families, students, and nonresident families. Mr. Richards provided a printed copy for the board members. The board will review and make notes prior to the strategic meeting.

COMMITTEE REPORTS

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

- Reviewing and setting the agenda
- Contracts / Job Description / Stipends
- Certified model of contract
- Strategic Planning (1610)
- Board Self Evaluation
- Question on CBA 9.6
- HB 352 – Early Literacy Program for pre-k
- Discussion on Policy 3141 – Nonresident Enrollment
- Splitting the Administration Position

Handbook/Policy – Cheryl Hecht & Kyle Simons: This committee did not meet.

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

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

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

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

ADMINISTRATORS REPORT

Mr. Richards provided notes for the official minutes.

1. Academic Achievements – March “Student of the Month” assembly was on April 1, 2024. We have now added an “Employee of the Month” that is randomly chosen from the staff. We also held a special viewing of the movie preview done by the students of 21st Century Program. A copy of the 3rd grade honor roll is included. Missoula Children’s Theatre was present and did the play Hercules.
2. Upcoming Events – Looking forward to the middle school track. The number of students participating this year is great, and the coaches are excited for the season. We have numerous field trips, band concerts and activities coming up. Kinder Round up will be held on April 12, 2024, in the Jr High Multipurpose Room. Recently found out there is a new mandatory test that is required and will also be using that along with previous testing.
3. Infrastructure and Facilities – Mr. Richards and Dave met with another company (McKinistry) over Spring Break and awaiting a comparison for bids on our repairs and maintenance contract that we currently have with Johnson Controls.
4. Staff Recognition – This month’s employee of the month was Tawni Pettis.
5. Enrollment and Attendance – Mr. Richards included the most current enrollment.
6. Challenges and Strategies – Budget is an ongoing project. We are making sure that we stay in line as best as possible. Union leadership and board are in the process of negotiating for next school year. Survey results were passed out earlier to begin the Strategic Planning phase. Jessica Craft has been approved as our new onsite IT Boots person.

7. Future Plans – Continue to work with Jefferson High School on a potential shared IT position and Charter School opportunities. The Charter school has been approved and there are some kinks that continue to be worked on. Reports submitted for official minutes from Maintenance, Literacy, IT, AD and YDI. There were no questions at this time on these reports.

NEW BUSINESS

1. Personnel –

- a. 21st Century Sub: Kael Hesford – Cheryl motioned to approve the application for Kael Hesford, Kyle seconded, all present approved.
- b. Substitute Teacher: Denise Brito – Andrea motioned to approved the application, Kyle seconded, all present approved.

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

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

4. IT Shared Contract with JHS – This topic will be tabled until the May meeting. Mr. Richards has not received anything at this time from JHS.

5. Clerk Contract – Change May to June and dates of employment to July 1 – June 30. Matt motioned to approve the contract with discussed changes. Cheryl seconded, all present approved.

6. Board Self Evaluation – This topic will be tabled until the Strategic Meeting,

7. 2024-2025 Certified CBA – Request Language Change – CBA 9.6 will be changed from 60 to 30 calendar days. Cheryl motioned to approve the language change. Kyle seconded, all present approved.

8. Admin Position – Split Superintendent / Principal – Mr. Richard stated that the enrollment is currently rising and right now the shared position is just not doable. There might be others down the road, but right now we need to consider what is best for the staff and especially the students. There was a small discussion, and all board members agree it is time to split the position. Matt motioned to approve a .2 Superintendent and a full time Principal for the 2024-2025 school year. Kyle seconded, all present approved.

9. Policy 3151 (Class Size) – This will also be a topic discussed during the Strategic Meeting.

10. Election Update – Britton briefly gave an update on the election. Currently there are 4 people running for the 2 open positions. The election this year is a mail ballot only and that will be held on May 7, 2024.

11. Review & Approve Executive Session Minutes 2/12/24 - Executive Session – Carrie asked if there was any discussion on these minutes and if not, we would not need to go into executive session. There were no questions or comments regarding the minutes. Kyle motioned to approve the executive minutes on 2/12/24. Matt seconded, all present approved.

12. Process for Clerk Evaluation at Next Board Meeting – The board all liked the MASBO Evaluation template the best. Carrie will email out blank evaluation forms and this will be tabled to the May meeting.

13. Process for 2024-25 Contracts: Certified, Classified, Stipends: Cheryl asked for hours for both admin positions, these are the only 2 stipends that the board does not have information on. The board can conduct a stipend review. Carrie stated that the contract needed to be changed from “per hour” to “per month”

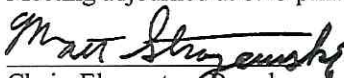
14. Status of budget for 2024 Retirement Incentive – Britton stated that she believes the budget can handle the retirement incentive this year. Matt motioned to approve the retirement incentive for Mrs. Warfle. Cheryl seconded, all present approved.


TOPICS FOR FUTURE AGENDAS

Policy 1610 & 3141
2nd Reading of Policy 8132
IT shared contract with JHS

ADJOURNMENT

Meeting adjourned at 8:45 p.m.


Chair, Elementary Board


Clerk, Elementary Board