

MINUTES

Boulder Elementary School District No. 5
Regular Meeting

January 9, 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, Erik Wilkerson, Kayla Bare

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 The following items will be moved after Public Comment: New Business #4 – Technology Position with Mr. Wilkerson from Jefferson High School. Also part of the Superintendent Report on WGU and Mrs. Bare.

APPROVAL OF CLAIMS There were no questions regarding the claims for December 2023 and January 2024. Cheryl motioned to approve the claims and warrants for December 2023 with the prior month ending with warrant 10883 and the current numbers 1088410892 in the amount of \$5,820.61. Matt seconded, all present approved. Matt motioned to approve the claims and warrants for January 2024 with the prior month ending with warrant #10892 and the current warrant numbers #10893-10916 in the amount of \$40,761.08. Cheryl seconded, all present approved. Claims were present for review.

REVIEW OF PREVIOUS MONTH PAYROLL Cheryl thanked Britton for running a report that showed more detail for payroll. Cheryl also asked about the additional stipends that were run for Rochelle Hesford and also the paychecks that were run after the first set of payroll checks were done. Britton explained that Rochelle receives a stipend for the regional rep for 21st Century Program that is built in her budget. The second stipend, also paid for with a grant, was for supervising the VISTA personnel. Britton also stated that the additional payroll checks were run on a bonus cycle, which means it was an approved stipend. The bonus cycle will not deduct additional deductions like insurance, dental, items like that. There were no other questions regarding December 2023 payroll.

APPROVAL OF PREVIOUS MONTH MINUTES There were no questions regarding the minutes. Andrea motioned to approve the regular meeting minutes for the November 2023 meeting. Matt seconded, all present approved.

APPROVAL OF STUDENT ACTIVITIES There were no question regarding Student Activities. Cheryl 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 read the public comment.

COMMUNICATIONS **LETTERS:**

1. A thank you card from the staff was given for the breakfast items and coffees for the chosen Staff Holiday Celebration right before holiday break.
2. The BAT (Boulder Association of Teachers) and BACE (Boulder Association of Classified Employees) wrote letters to request opening of negotiations for the 24/25 school year. Andrea asked Mrs. Strausser (BAT President) if her and Matt should email to start the process. Mrs. Strausser stated yes.

STUDENT ISSUES: Mr. Richards stated that there were no actual student issues, however there were issues with the student handbook regarding policies and absences. This issue was brought to Mr. Richards by staff. Mr. Richard's suggested that staff and then MTSBA review the student handbook to make sure policies align

with the handbook.

COMMENDATIONS
/RECOGNITIONS

Mr. Richards wanted to recognize Mrs. Bare. WGU (Western Governor's University) Mrs. Bare's alma mater, with permission, recorded a video highlighting Mrs. Bare and her accomplishments. The university reached out to Mrs. Bare and wanted to know more of her backstory, living in a small community, working fulltime and attending WGU. The video will be used to appeal to the rural communities and show how WGU is a great school and can accommodate different lifestyles. The video was presented to the board, who were very impressed and congratulated Mrs. Bare on a job well done.

UNFINISHED
BUSINESS

Status Update on Contracts – Mr. Richards emailed the board sample contracts from MTSBA and asked if the board would review the current contracts we use compared to what MTSBA offered and how the board would like to move forward as far as what type of contract we will use in the future. Mr. Richards stated that he wants to make sure our contracts align with our policies and staff handbook. Everything has to support each other.

COMMITTEE REPORTS

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

- Handbook Discussion – absence policy
- Leadership Calendar
- JHS – Combined tech position
- Evaluations
- Job Descriptions, contracts, stipends

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

Budget/Finance & Negotiations/Personnel – Matt Strozewski & Andrea Dolezal: This committee did meet to compile the Superintendent Evaluation comments.

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. The board had a discussion on the current budget, retirement incentive, potential retirements and filling various positions. Mr. Richards stated that one of our grants will be ending this year and one of our employees was under the impression that they will be coming back to the classroom but there is nothing in writing to that affect. Maria Pace, past Superintendent, told Mr. Richards that there was nothing put in writing, but a verbal agreement was made with the employee and herself. Matt asked Mr. Richards to reach out and seek legal advice on a verbal agreement that was made with the employee.

1. Academic Achievements – 1st Student of the Month assembly was held on November 30th. One member, chosen by the teacher, from each grade was honored for their hard work and dedication. The annual Christmas Concert was also a huge success.
2. Upcoming Events – MS girls' basketball is practicing and games are on scheduled by our AD.
3. Infrastructure and Facilities – Our school facilities personnel continue to prepare for our colder winter days.
4. Staff Recognition – Special recognition to Mrs. Bare and the video produced by WGU. We are all very proud of her. Special thanks to Mr. Bowman and Mrs. Sonsteng for their efforts in hosting the wonderful Christmas concert.
5. Challenges and Strategies – Continue to look at ways to trim the budget while still keeping high level of instruction throughout the school. We will be developing a strategic plan for the school. We recently had an all school evacuation. Once the call was received the school was evacuated to Jefferson High School within 5 minutes. Parents were notified and students were picked up by 2:00. Special thanks to our Sheriff's Department, the Montana Highway Patrol, OPI, and the Regional FBI office in Salt Lake for their assistance and handling the incident.
6. Future Plans – Working on a few things in conjunction with Jefferson High School. Jefferson Academy – will serve the YDI students. Possibly

working on sharing an IT employee.

Ms. Breker had intended to come to the meeting tonight, however she was feeling sick and went home but wanted the board to know to feel free to reach out to her if they had any questions. Reports submitted from Maintenance Department, 21st Century, Literacy Grant, IT, and Athletic Director. These reports are part of the official minutes. There was no School Social Worker report for this meeting.

NEW BUSINESS

1. Personnel –

- a. Substitute Teacher – Janis Zohner, Merrill Steketee, Lyn Gan, Emma McCauley, Amy Pfarr. Cheryl motioned to approve the substitute teacher applications as presented. Andrea seconded, all present approved.
- b. Kitchen Substitute – Janis Zohner, Lyn Gan. Andrea motioned to approved the sub applications as presented, Kyle seconded, all present approved.
- c. 21st Century sub – Merrill Steketee – Andrea motioned to approve the 21st Century sub application as presented. Matt seconded, all present approved.
- d. Custodian Substitute – Jessica Craft: Cheryl motioned to approve the custodian substitute application as presented, Matt seconded, all present approved.

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

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

4. Technology Position – Erik Wilkerson & Doug Richards – Mr. Wilkerson was in attendance to discuss a potential partnership with Boulder Elementary with sharing an IT employee. BES currently pays \$31,440.33 to school house IT to be here twice a month plus an employee stipend of \$7500. Mr. Wilkerson and Mr. Richards discussed a 70-30% split with JHS paying 70% and BES paying 30%. The position would pay around \$85,000.00 with benefits. Mr. Wilkerson reached out to James from SchoolHouse IT for his thoughts on the subject. James suggested potentially a hybrid position where SchoolHouse IT would help train the individual and would still be available for consultation, if need be. JHS would hire the individual. Carrie asked Mr. Wilkerson if the position would be advertised as a professional with an IT background vs. a certified teacher. Mr. Wilkerson stated that they would definitely want an individual with an IT background. There were no more questions for Mr. Wilkerson or Mr. Richards. Mr. Wilkerson asked if this would be something that the grade school would be interested in. All members were very interested. Andrea motioned to move forward and advertise the position and co-op with Jefferson High School. Kyle seconded, all present approved.

5. Superintendent Evaluation – The board went into Executive Session at 7:25.

The board came out of Executive Session at 7:50 pm.

6. Superintendent contract – Cheryl motioned to approve next year's contract for Mr. Richards. Kyle seconded, all present approved.

7. Open Negotiations with Certified and Classified Staff – Andrea motioned to open negotiations with the certified and classified staff, Cheryl seconded, all present approved.

8. Student Handbook / Board Policy – Mr. Richard stated that there are some discrepancies with the current student handbook. He would like to reach out to MTSBA and see if they would go over our handbooks, polices and CBA's to make sure everything is aligned. He talked about the 3 different grading scales the handbook states. Andrea wondered if the teachers should have a say in the grading system. Carrie suggested the policy committee start the review and then move from there. Mr. Richards stated that he would reach out to MTSBA for different options with this type of task. Mr. Richards will communicate through Carrie and then Carrie will relay that to the rest of the board.

9. Retirement Incentive – There was some discussion regarding offering the retirement incentive this year. With the grant ending and other people leaving employment and potential retirements, the budget might not be able to support the incentive this year. Britton stated that it is extremely important that we try and get back to purchasing supplies for the next school year with year end funds and this is one of her goals this year. The board had until February 25th to let the certified staff know if the retirement incentive will be offered.

10. Calendar 1st Reading – This item is tabled to the February meeting.

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