

# Arrowhead Elementary District No. 75

## Board of Trustees – Regular Board Meeting

### MINUTES

**Tuesday, November 21, 2023**

**6:00pm Library**

**TRUSTEES PRESENT**

Zane Curry, Chair  
Meghaan Bauer

Dustin Burns  
Travis Alderman

**OTHERS PRESENT**

Lisa Rosberg, Co. Supt.  
Bianca Mar-Elia – Principal/Teacher  
Community Members: Jillian Yasutake  
Via Zoom: Billi Taylor  
Rebecca  
Stacey Coleman  
Amber

Cinda Self, Clerk  
Laura Coolack – Bus Driver  
Kelly Kearney  
Laura  
Byron  
Johanna Lowy  
Tessa

**CALL TO ORDER**

Board Chair Mr. Curry called the meeting to order at 6:17 p.m.

**ELECTION OF VICE - CHAIRPERSON**

Mr. Alderman nominated Dustin Burns for board vice-chair. No objections, mutual consensus. Board voted 3-0 to make Dustin Burns the new board vice-chairperson.

**PLEDGE OF ALLEGIANCE**

Mr. Curry led in the Pledge of Allegiance.

**ADOPT AGENDA**

Mrs. Bauer made a motion to adopt the agenda as published. Mr. Alderman seconded the motion. No comments. Motion carried 4-0.

**VISITOR RECOGNITION AND WELCOME**

Thank you to visitors for attending

**PUBLIC COMMENT – NON AGENA ITEMS**

None

**APPROVAL OF CONSENT AGENDA**

- Approval of Minutes
  - October 18, 2023
- Approve Financial Report and Balance of Claims
  - Payroll Direct Deposit and Warrants
    - 1.#-86585 thru -86568 in the amount of \$15,841.85 (approved Oct 19, 2023)
    - 2.#-86567 thru -86539 in the amount of \$51,892.66 (approved Oct 5, 2023)
    - 3.#-86538 thru -86506 and #996-997 in the amount of \$60,805.64

- Claim Warrants
  - 1.#3023 thru #3030 in the amount of \$12,224.80 (approved Oct 19, 2023)
  - 2.#-99647 and #3031 thru #3065 in the amount of \$79,977.30 (approved Oct 5, 2023)
  - 3.#-99644 thru #-99640 and #3066 thru #3096 in the amount of \$94,497.93
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- Approve Student Activities Report
  - September, 2023 in the amount of \$18,171.73 (approved Oct. 5, 2023)
  - August, 2023 in the amount of \$15,682.44 (approved Oct. 19, 2023)
  - October, 2023 in the amount of \$15,372.19
- TR-1 Bus Routs

Mrs. Bauer made a motion to approve consent agenda. Mr. Burns seconded the motion. Motion carried 4-0.

## COMMUNICATION

### County Superintendent Report

- Mrs. Rosberg updated the Board on new hires have submitted their fingerprints and can shadow as long as they are not alone with students. Spoke briefly on the New Accreditation rules, as there are a whole new set of rules that are being implemented. Aim data will be available in November with the comprehensive needs assessment they will do a gap analysis to show where we need to put more emphasis. The Year 1 task list may not be fully complete but it will be okay.

### Principal Report

- Mrs. Mar-Elia spoke on the scoring rubric to continue with the superintendent in stating that they are looking at the whole picture so one thing doesn't necessary ding the whole. Stated the emergency authorization of staff will not count against us. Updated board on student numbers and how the classrooms are looking for staffing. Updated the board on some new hires starting November 27<sup>th</sup>, 28<sup>th</sup> hoping to get another emergency authorization as the new para has an Art degree. Jillian Yasutake asked what qualifications they had in Music, and what happens after we are down a KG teacher due to maternity leave. Spoke about doing a 4 week series with 4-H in Feb and April, this would take over the specials for PE and Music. The Shane Center could potentially do a Drama Series that could replace Music time as well but this is still in the works. Update on current emergency authorizations was given, process almost complete. Received a \$200 donation from Murdoch's to fill in the gaps in the clothing closet, waiting for after Thanksgiving to see if there is a need from the giving tree. Informed board about an upcoming survey that could provide \$300 back to school and would fund a pizza party. Fire drills are in the works and set up communications with Deputy Sherriff, routes have been selected. Would like to attend Job Fair at Bozeman MSU and mock interviews with Sophomore's to get exposure to graduating students. This will be held on Dec 13/14 Mrs. Rosberg stated she would be available for Administration support at the school.
- Board reported they would like to set a goal to be a more effective leader, more organized, active listener, and get more feedback. Encourage staff, parents, and community to come in and talk. Setup a survey to determine potential ideas, needs, wants for after school program

### Literacy Grant Coordinator Report

- Mrs. Taylor spoke to the board and gave a background of the literacy grant. A goal is to keep literacy sustainable in the district having four goals to help work towards that. Working with monthly school leadership team, working with consultants to help determine next steps as we are acquiring data to help us make informed decisions as our final goal again is sustainability. Updated board on process of acquiring materials and program licenses for this and next school year.

### Kitchen Committee Report

- Mrs. Bauer reported that even though Heather is no longer a board member she stayed on the

committee as a parent. They are working on estimates to be able to present two different options to the board.

Mrs. Kearney spoke on potentially working with the Community Foundation in Livingston as they are working on housing in the area and to encourage the progress of the kitchen as the district received a grant for making local food from scratch but the kitchen isn't conducive to this at present.

Mrs. Yasutake asked about the District setting goals (Policy 1610) and/or a vision to not only help with the District's direction but also any new grants we may like to apply for.

## **ACTION ITEMS**

### **OLD BUSINESS**

- a. Kitchen/Housing
  - Tabled
- b. 2<sup>nd</sup> Reading Policies;
  - i. *Policy #7310 – Budget Implementation and Execution*
    - Mrs. Bauer made a motion to approve policy #731. Mr. Alderman seconded the motion. Motion carried 4-0.
  - ii. *Policy #7320 - Purchasing*
    - Mrs. Bauer made a motion to approve policy #7320. Mr. Burns seconded the motion. Motion carried 4-0.
  - iii. *Policy #7326 – Documentation and Approval of Claims*
    - Mr. Burns made a motion to approve policy #7326. Mrs. Bauer seconded the motion. Motion carried 4-0.
  - iv. *Policy #7329 – Petty Cash Funds*
    - Mr. Burns made a motion to approve policy #7329. Mr. Alderman seconded the motion. Motion carried 4-0.
  - v. *Policy #7400 – Credit Card use*
    - Mr. Alderman made a motion to approve policy #7400 with changes. Mrs. Bauer seconded the motion. Motion carried 4-0.
  - vi. *Policy #7405 – Procurement Cards*
    - Mr. Burns made a motion to approve policy #7405 with changes. Mrs. Bauer seconded the motion. Motion carried 4-0.

### **NEW BUSINESS**

- a. TFS Correction
  - Information only: Had to show Indian Education for All expenditures separately on the TFS instead of grouping all together with normal expenditures.
- b. Christmas Program
  - Mrs. Mar-Elia just wanted feedback on time of 6pm for Dec 12<sup>th</sup> program.
- c. Calendar Change – Sprint PTC
  - Discussion on having PTC conference in spring the date after quarter 3 ends, not in February. Possibly the 28<sup>th</sup> after spring break that Thursday a 12pm dismissal & then Friday, although this could create an additional work day that would need paid.
  - Mrs. Yasutake addressed the Board that the 4<sup>th</sup>/5<sup>th</sup> grade class hadn't received a report card as of yet.
  - Tabled
- d. Grad Profile
  - Information Mrs. Rosberg gave on with the upcoming new accreditation a graduation profile is one of the components they will be looking at.
- e. Student Activity Fund
  - Tabled

f. Long Term Sub pay

- Tabled

g. IC Training

- Discussion on the need for IC training for staff.
- Mr. Burns made a motion to approve IC training at an approx. cost of \$800 + Travel + Professional Development pay for staff. Mr. Curry seconded the motion. Motion carried 4-0

h. Personnel

i. Correction to Tech Stipend – Tessa Murphy Vought

- Mrs. Bauer made a motion to correct Tech Stipend to \$3600. Mr. Alderman seconded the motion. Motion carried 4-0

ii. Contract Tina Libsack – 2<sup>nd</sup> ELA Teacher

- Mr. Burns made a motion to hire Tina Libsack as the 2<sup>nd</sup> grade ELA Teacher on the salary matrix Column C, 10 years prorated to hours worked. Mrs. Bauer seconded the motion. Motion carried 4-0

iii. Sub – Heather Nack-Culbreth

- Mrs. Bauer made a motion to hire Heather Nack-Culbreth as a substitute. Mr. Curry seconded the motion. Motion carried 4-0

iv. Crystal Plubell – High Needs Para

- Mr. Burns made a motion to hire Crystal Plubell as a high needs para at \$18/hour plus a \$500 rural stipend. Mrs. Bauer seconded the motion. Motion carried 4-0

v. Samantha Hungerford – Paraprofessional

- Mr. Burns made a motion to hire Samantha Hungerford at \$16/hour plus a \$500 rural stipend. Mrs. Bauer seconded the motion. Motion carried 4-0

vi. Fiona Story – Long term sub

- Mr. Burns made a motion to hire Fiona Story as a substitute at the regular substitute rate. Mrs. Bauer seconded the motion. Motion carried 4-0

vii. Potential new hires

- Information Mrs. Mar-Elia is continuing to recruit potential new hires.

i. 1<sup>st</sup> Reading of Policies

i. #4330 – Community Use of School Facilities

ii. #4330P – Community Use of School Facilities – Rules and Regulation for Building Use

iii. #4330F – Community Use of School Facilities – Facilities Use Agreement

iv. #5329 – Long Term Illness-Temporary Disability Leave

v. #5329P – Long Term Illness-Temporary Disability Procedure

vi. #5330 – Maternity/Paternity Leave

vii. #7320P – Purchasing Procedure

viii. #7335 – Personal Reimbursements

ix. #7336F1 – Travel Request Form

x. #7336F2 – Personal Vehicle Use Authorization

xi. #7336F3 – District Vehicle Request Form

xii. #7336F4 – Mileage Reimbursement Request

xiii. #7336F5 – Travel Reimbursement Request

xiv. #7405P – Procurement Card Procedure

- Board went over all policies with some changes.

j. Holiday Gift

- Discussion around staff who didn't receive rural stipend.
- Mr. Burns made a motion to do rural stipends in the amount of \$1500 for Laura Coolack, Glenda Roberts, and Cinda Self also a \$1,000 rural stipend for Dam Duffy. Mrs. Bauer seconded the motion. Motion carried 4-0.

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k. Potential New Committee Formations

- Tabled

l. Innovative Education Tax Credit

- Tabled

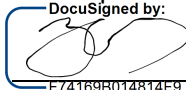
**BOARD REPORT/FUTURE AGENDA ITEMS**

- Next Regular Board Meeting Date: January 16, 2023 at 6pm. No December meeting unless needed.

**ACTION TO ADJOURN**

Mr. Burns made a motion to adjourn the meeting at 10:46pm. Mr. Curry seconded the motion. Motion carried 4-0.

Zane Curry  
Board Chair

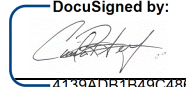
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Date

Cinda Self  
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1/23/2024

Date