



Arrowhead Elementary District No. 75

Board of Trustees – Regular Board Meeting

MINUTES

Wednesday, October 18, 2023

6:00pm Library

TRUSTEES PRESENT

~~Dustin Burns, Chair~~
Meghaan Bauer
Travis Alderman

Zane Curry
Heather Nack-Culbreth

OTHERS PRESENT

Lisa Rosberg, Co. Supt.
Bianca Mar-Elia – Principal/Teacher
Tessa Murphy-Vought - Teacher
Jillian Yasutake – Community member

Cinda Self, Clerk
Laura Coolack – Bus Driver
Amber Marks – Teacher
Kelly Kearney – Community member

CALL TO ORDER

Board Vice-Chair Mrs. Nack-Culbreth called the meeting to order at 6:16 p.m.

ELECTION OF CHAIRPERSON

Mrs. Nack-Culbreth nominated Zane Curry for board chair. No objections, mutual consensus. Board voted 4-0 to make Zane Curry the new board chairperson.

PLEDGE OF ALLEGIANCE

Mrs. Nack-Culbreth led in the Pledge of Allegiance.

ADOPT AGENDA

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

VISITOR RECOGNITION AND WELCOME

Thank you to visitors for attending

PUBLIC COMMENT – NON AGENA ITEMS

Jillian Yasutake presented to the board they are getting the PTO going again. They organized a bake sale & concessions during the theatre week. The bake sale did better than the concessions did but overall it was a good fund raiser. They are considering doing the clothes drive again in the near future and they extended the raffle till October 30th with the drawing being held on October 31st the student council will be in charge of this. They are holding a PTO meeting on October 25 at 6pm at the school.

APPROVAL OF CONSENT AGENDA

- Approval of Minutes
 - October 5, 2023
- Approve Financial Report and Balance of Claims
 - Payroll Direct Deposit and Warrants = #-86585 thru -86568 in the amount of \$15,841.85
 - Claim Warrants #3023 thru #3030 in the amount of \$12,224.80
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- Approve Student Activities Report
 - August, 2023 in the amount of \$15,682.44

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

COMMUNICATION

County Superintendent Report

- Mrs. Rosberg spoke on accreditation process through OPI. High School profile will need to begin in Middle School and will be brought up at the next board meeting.

Principal Report

- Mrs. Mar-Elia gave an overview of items still needed for doing all the Emergency Authorizations for certification. We had a new 5th grader enroll and a couple previous students will be reenrolling in January. We will get a new 5K student by the end of the month but had a student withdraw so we are still at 1 spot available to stay within guidelines. 1st/2nd grade was talked about with students coming in at end of month will be at max. Still looking for a high needs paraeducator, went to Bozeman inspiring educators and put up flyers. Informed board of need to find a long term sub for when KG teacher is out due to originally planned use of Audrey is no longer available.

Literacy Grant Coordinator Report

- None.

Kitchen Committee Report

- Mrs. Bauer reported due to the lack of blue prints for the kitchen area they had to make educated guesses. They want to put small holes in the walls in order to see what is behind the wall then they can move forward. They would like to extend the kitchen into the library adding an additional 160 sqft to the kitchen; Byron was willing to make blue prints so we could get quotes.

ACTION ITEMS

Some items moved up due to timing

- Old Business - Personnel
 - Contract Bianca Mar-Elia
 - Discussion around placement on salary schedule was not correct should be column E. With the .5 FTE being less suggestion to move amount to Principal portion to keep pay at what was originally stated.
 - Mrs. Bauer made a motion to put Bianca Mar-Elia in the proper teaching column of E and moving the difference in funds to the Principal stipend and to be clearer with what counts towards column units in the future. Mr. Curry seconded the motion. Motion carried 4-0.
- New Business – Calendar – Nov 7th KG
 - Discussion on Nov. 7th being an unexpected activity day, MSU days, for the upper grades and questions surrounded if KG needed to do be in attendance and do something at the school.
 - Mrs. Bauer made a motion to have no school for KG on November 7, 2023. Mrs. Nack-Culbreth seconded the motion. Motion carried 4-0.
- New Business – Master Schedule
 - Discussion around new schedule, determining consensus from all staff involved with only some concerns from Billi Taylor that were addressed. The new schedule should open up time for extra interventions.
 - Mrs. Nack-Culbreth made a motion to approve master schedule as prepared. Mrs. Bauer seconded the motion. Motion carried 4-0.

d. New Business – Potential Staffing

- Discussion around high needs para position and what else may be needed. Miss Mar-Elia provided a list of positions she would like to post. Board didn't feel any harm in getting word out and would determine if position was actually needed later.
- Mrs. Bauer made a motion to put job titles out to the public. Mrs. Nack-Culbreth seconded the motion. Motion carried 4-0

OLD BUSINESS

a. Kitchen/Housing

- Tabled

b. 2nd Reading Policies

i. #5122 – Fingerprints and Criminal Background Investigations

- Mrs. Bauer made a motion to accept as presented. Mrs. Nack-Culbreth seconded the motion. Motion carried 4-0.

c. 1st Reading Policies;

i. *Policy #7310 – Budget Implementation and Execution*

- Mrs. Bauer made a motion to approve policy #7310 with minor wording changes. Mr. Alderman seconded the motion. Motion carried 4-0.

ii. *Policy #7320 - Purchasing*

- Discussion on amounts to use.
- Mrs. Bauer made a motion to change amount in policy #7320. Mr. Curry seconded the motion. Motion carried 4-0.

iii. *Policy #7326 – Documentation and Approval of Claims*

- Discussion on policy doesn't need to specify procedures we can make another document for that.
- Mrs. Nack-Culbreth made a motion to approve policy #7326 with no changes. Mr. Bauer seconded the motion. Motion carried 4-0.

iv. *Policy #7329 – Petty Cash Funds*

- Discussion on wording.
- Mrs. Nack-Culbreth made a motion to change some wording in policy #7329. Mrs. Bauer seconded the motion. Motion carried 4-0.

v. *Policy #7335 – Personal Reimbursements*

- Tabled

vi. *Policy #7400 – Credit Card use*

- Discussion on wording and amounts
- Mrs. Bauer made a motion to approve policy #7400 with changes in amounts. Mrs. Nack-Culbreth seconded the motion. Motion carried 4-0.

vii. *Policy #7405 – Procurement Cards*

- Discussion on amounts
- Mrs. Bauer made a motion to approve policy #7405 with changes in amounts. Mrs. Nack-Culbreth seconded the motion. Motion carried 4-0.

viii. *Policy #7336 – Travel Allowance*

- Discussion on wording and per diem amounts.
- Mrs. Bauer made a motion to change wording and per diem amounts of policy #7336. Mrs. Nack-Culbreth seconded the motion. Motion carried 4-0.

d. Fire/General Safety

- Tabled

NEW BUSINESS

a. Student Activities Account – Signature

- Mrs. Nack-Culbreth made a motion to approve Zane Curry as a signer on the student activities account. Mrs. Bauer seconded the motion. Motion carried 4-0.

b. Black Mountain Account – Signature

- Mrs. Nack-Culbreth made a motion to remove Dustin Burns and add Zane Curry as the signer on the accounts payable and payroll warrants from Black Mountain. Mr. Alderman seconded the motion. Motion carried 4-0.

c. P-Cards

- Mrs. Bauer made a motion to approve getting p-cards for the following staff; Bianca Mar-Elia, Jennifer Linsted-Volk, Amber Marks, Johanna Lowy, Kaitlyn McClure, Billi Taylor, Adelain Weber, and Laura Coolack. Mr. Alderman seconded the motion. Motion carried 4-0.

BOARD REPORT/FUTURE AGENDA ITEMS

- Next Regular Board Meeting Date: November 21, 2023 at 6pm.

ACTION TO ADJOURN

Mrs. Nack-Culbreth made a motion to adjourn the meeting at 9:14pm. Mrs. Bauer seconded the motion. Motion carried 4-0.

Zane Curry

Board Chair

Signature

Date

Cinda Self

Printed Name District Clerk

Signature of District Clerk

Date