



# Arrowhead Elementary District No. 75

## Board of Trustees – *Special Board Meeting*

### MINUTES

Thursday, October 5, 2023

6:00pm Library

#### **TRUSTEES PRESENT**

Dustin Burns, Chair arrived 6:56pm	Zane Curry
Meghaan Bauer	Heather Nack-Culbreth
Travis Alderman	

#### **OTHERS PRESENT**

Lisa Rosberg, Co. Supt.	Cinda Self, Clerk – Via Zoom
Bianca Mar-Elia – Principal/Teacher	Amber Marks - Teacher
Tessa Murphy-Vought - Teacher	
Jillian Yasutake	Kelly Kearney
Rebecca Alderman	

#### **CALL TO ORDER**

Board Vice-Chair Mrs. Nack-Culbreth called the meeting to order at 6:11 p.m.

#### **PLEDGE OF ALLEGIANCE**

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

#### **SWEARING IN OF NEW TRUSTEE**

Mrs. Rosberg swore in newly appointed trustee Travis Alderman.

#### **ADOPT AGENDA**

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

#### **VISITOR RECOGNITION AND WELCOME**

Mrs. Nack-Culbreth thanked visitors for attending

#### **PUBLIC COMMENT – NON AGENA ITEMS**

None

#### **APPROVAL OF CONSENT AGENDA**

- Approval of Minutes
  - August 21, 2023
- Approve Financial Report and Balance of Claims
  - Payroll Direct Deposit and Warrants = #-86567 thru -86539 in the amount of \$51,892.66
  - Claim Warrants #-99647 and, #3031 thru #3065 in the amount of \$79,977.30
- Approve Student Activities Report
  - August, 2023 in the amount of \$15,682.44
  - September, 2023 in the amount of \$18,171.73

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

## COMMUNICATION

### County Superintendent Report

- Mrs. Rosberg spoke on having attended a conference and learned MT has over 1,000 current teacher vacancies. New this year will be the district needs a grad profile which is generally started in middle school. We just have to show in our board minutes that we started the process.

### Principal Report

- Mrs. Mar-Elia spoke on several grants available that they either have or will be applying for. Spoke on the fund raiser through Fan cloth for families. Informed the board about an early childhood longitude study for students to participate in and should receive \$300 just for participating. Currently looking for a High needs para and substitutes. Update on the Emergency Authorization that mailed in fingerprints on 10/6 for Katelyn, Addie, Glenna, and herself. Looking at the calendar there needed to be some changes for the crosscut ski day and Bridger bowl ski day so looking into some options for the Fridays not able to go skiing. Spoke on enrollment laws regarding kindergarten and 1<sup>st</sup>/2<sup>nd</sup> grade. Spoke about potentially changing the master schedule to accommodate strengths in our staff and lighten the load by having two staff members just teach specific course for more grade levels but keeping them separate.

### Literacy Grant Coordinator Report

- Was read by Lisa Rosberg reminding the board this is the last year of the grant. They just finished benchmarking students and will be working MTSS Team to analyze and set up goals for students and sustainability. Working on developing local literacy plan so it is easy to follow in future years.

### Kitchen Committee Report

- Mrs. Bauer shared potential plans for possibly making the current kitchen larger by extending the back wall into the library space.

## ACTION ITEMS

### Old Business

- Kitchen/Housing
  - Discussion around potential option.
- 2nd Reading Policy #3224 – Student Dress
  - Mr. Curry made a motion to approve policy #3224 – Student Dress as updated. Mrs. Bauer seconded the motion. Motion carried 5-0.
- 2nd Reading Policy #3630 – Cell Phones and other Electronic Devices
  - Mrs. Bauer made a motion to approve policy #3630 – Cell Phones and other Electronic Devices as updated. Mr. Curry seconded the motion. Motion carried 5-0.
- 2nd Reading Policy #4301 – Visitors to School
  - Mrs. Nack-Culbreth made a motion to approve policy #4301 – Visitors to School as updated. Mrs. Bauer seconded the motion. Motion carried 5-0.
- 2nd Reading Policy Policy #5430 – Volunteers-Chaperones
  - Mrs. Bauer made a motion to approve policy #5430 – Volunteers-Chaperones as updated. Mr. Curry seconded the motion. Motion carried 5-0.
- 2nd Reading Policy #5122 – Fingerprints and Criminal Background Investigations
  - Tabled.
- Contract for Audit
  - Mr. Curry made a motion to approve using Strom and Associates as our auditors. Mrs. Bauer seconded the motion. Motion carried 5-0.

### New Business

- Student Activities Account – Signature

- Mrs. Bauer made a motion to approve Bianca Mar-Elia as a signer on the student activities account at Bank of the Rockies. Mr. Curry seconded the motion. Motion carried 5-0.
- b. Student Handbook – food/drink
  - Mrs. Bauer made a motion to approve changing wording for food/drink in the student handbook to read, To minimize distraction and maintain a healthy school setting, students are not allowed to use or consume caffeinated drinks or candy on campus in classrooms, hallways, or playgrounds without the permission of their teacher. If parents or guardians include caffeinated drinks or candy in a student’s lunch brought from home, the student may only access and consume the items during the designated lunch period. Parents and guardians are encouraged to include nutritious meals for students. See Policy 2510 – Health and Wellness and Policy 3310 – Student Discipline. Mrs. Nack-Culbreth seconded the motion. Motion carried 5-0.
- c. Bus Routes
  - Mr. Curry made a motion to approve changes made to the bus route for the 2023-2024 school year. Mrs. Bauer seconded the motion. Motion carried 5-0.
- d. Facility Use – Girl Scout Troop 2565
  - Mr. Curry made a motion to approve Girl Scout troop 2565 to utilize the facilities at no cost. Mrs. Bauer seconded the motion. Discussion on who generally pays. Motion carried 5-0.
- e. Fire/General Safety
  - Tabled
- f. Reading of Policies
  - i. #7310 – Budget Implementation and Execution
  - ii. #7320 – Purchasing
  - iii. #7326 – Documentation and Approval of Claims
  - iv. #7329 – Petty Cash Funds
  - v. #7335 – Personal Reimbursements
  - vi. #7400 – Credit Card Use
  - vii. #7405 – Procurement Cards
  - viii. #7336 – Travel Allowance
    - Discussion on organizational chart needed and institutional knowledge is failing.
    - All above policies tabled
- g. Personnel
  - i. Contract Glenna Bell Orman – Secretary/Paraeducator
    - Mrs. Nack-Culbreth made a motion to hire Glenna Bell Orman as part-time Secretary and part-time paraeducator at \$18/hour for the 2023-2024 school year. Mr. Alderman seconded the motion. Motion carried 5-0.
  - ii. Extra Duty Stipends
    - i. IT Coordinator
      - Mrs. Nack-Culbreth made a motion to hire Tessa Murphy-Vought as the IT Coordinator for a \$3,600 stipend during the school year and \$20/hour during out of session hours for the 2023-2024 school year. Mrs. Bauer seconded the motion. Motion carried 5-0
    - ii. Testing Coordinator
      - Mrs. Bauer made a motion to hire Tessa Murphy-Vought as the Testing Coordinator for a \$600 stipend for the 2023-2024 school year. Mrs. Nack-Culbreth seconded the motion. Motion carried 5-0.
    - iii. Year Book
      - Mr. Curry made a motion to hire Tessa Murphy-Vought as the Co-Year Book Advisor for a \$300 stipend and Jennifer Linsted-Volk as the Co-Year Book Advisor for a \$100 stipend for the 2023-2024 school year. Mrs. Nack-Culbreth seconded the motion. Motion carried 5-0.

- iv. Student Council
  - Mrs. Bauer made a motion to hire Bianca Mar-Elia as the Student Council Advisor for at \$400 stipend for the 2023-2024 school year. Mrs. Nack-Culbreth seconded the motion. Motion carried 5-0.
- iii. Contract Bianca Mar-Elia
  - Board Chair Burns called for executive session in accordance with Montana law to discuss Bianca Mar-Elia at 8:45pm. Executive session ended at 10:27 pm. Mr. Curry made a motion to revisit current expectations at the next board meeting. Mrs. Bauer seconded the motion. Motion carried 5-0.
  - Mrs. Bauer made a motion to approve Bianca Mar-Elia as a .5 FTE principal for a 200 day contract and a .5 FTE Teacher for a 169 day contract for the 2023-2024 school year. Mrs. Nack-Culbreth seconded the motion. Motion carried 5-0.

**BOARD REPORT/FUTURE AGENDA ITEMS**

- Next Regular Board Meeting Date: October 17, 2023 at 6pm.
- Future agenda items – Grad Profile, Calendar, Master Schedule, and Policies 4330 & 4330P

**ACTION TO ADJOURN**

Mrs. Nack-Culbreth made a motion to adjourn the meeting. Mrs. Bauer seconded the motion. Motion carried 5-0.

Dustin Burns  
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 Board Chair

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 Signature

\_\_\_\_\_  
 Date

Cinda Self  
 \_\_\_\_\_  
 Printed Name District Clerk

\_\_\_\_\_  
 Signature of District Clerk

\_\_\_\_\_  
 Date