



# Arrowhead Elementary District No. 75

## Board of Trustees – *Regular Meeting*

### MINUTES

**Tuesday, April 21, 2020**

**Zoom Meeting – 6:00 pm**

#### **TRUSTEES PRESENT**

Tina Poncin, Chair  
Dustin Burns  
~~Josh Wells~~

Robert Scott, Vice Chair  
Andrew Doolittle

#### **OTHERS PRESENT**

Susie Hedalen, Superintendent  
Mollie Waldum, County Supt.  
Erin Baer, Supervising Teacher  
Cinda Self, Clerk

Maria Rose  
Shannon Baukol  
Tessa Vought  
Theresa Watts  
1 Community Member

#### **CALL TO ORDER**

Board Chair Mrs. Poncin called the meeting to order at 6:02 pm

#### **PLEDGE OF ALLEGIANCE**

Mrs. Poncin led in the Pledge of Allegiance.

#### **ADOPT AGENDA**

Mr. Doolittle made a motion to approve the agenda with one change of moving action item “d” to before the Consent Agenda. Mr. Burns seconded the motion. No comments. Motion carried 4-0.

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

Board recognized staff and community and welcome them to the meeting.

#### **PUBLIC COMMENT – NON AGENDA ITEMS**

None

#### **ACTION ITEMS**

- d. Consideration of continuing school closure and distance learning till June 5<sup>th</sup>.
  - Mrs. Hedalen informed the board she there was no indication which direction the governor would take at his press conference to be held on April 22, 2020.
  - Mr. Burns made a motion to extend school closure due to COVID-19 till May 8, 2020. Mr. Doolittle seconded the motion. No comments. Motion carried 4-0.

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

- a. Approval of Minutes
  - April 2, 2020
- b. Approve Financial Report and Balance of Claims
  - Payroll Direct Deposit and Warrants #-87947 thru -87917 and #889 thru #891 in the amount of \$47,390.43

- Claim Warrants #-99760 thru -99759 and #2087 thru 2107 in the amount of \$26,770.32

Mr. Burns made a motion to approve consent agenda. Mr. Scott seconded the motion. No comments. Motion carried 4-0.

## COMMUNICATION

### c. Superintendent Report

Mrs. Hedalen informed the Board the Literacy Grant paperwork has been submitted but we probably won't hear back on the results till sometime in June. Jenny Malloy and others worked on a Mental Health Grant for the area and were awarded the grant. Mrs. Hedalen met with staff via zoom and email to go over evaluations and staff performances she was pleased to report she had no complaints with the staff and felt they were all doing an outstanding job.

## ACTION ITEMS

### d. Moved up above

### e. Maintenance Projects ~ Call for Bid

- Mr. Burns made a motion to call for bids for the light pole in the school parking lot and windows along the classroom side of the building. Mr. Doolittle seconded the motion. No comments. Motion carried 4-0.

### f. 2020-2021 School Calendar

- Mrs. Bear informed the Board that three calendars were presented to the staff and they chose the one submitted beginning on August 31, 2020 and Ending on June 4, 2020 including a spring break.
- Mr. Doolittle made a motion to accept the 2020-2021 School Calendar as submitted. Mr. Scott seconded the motion. No comments. Motion carried 4-0.

### g. 2020-2021 Certified Employment Contracts/Assignments

- Mr. Burns made a motion to issue certified contracts as follows; Erin Baer \$41,627, Shannon Baukol \$36,058, Macey McClennen \$30,592, Maria Rose \$34,737, Tessa Murphy-Vought \$33,390, Catherine Sorensen \$7,797 and Theresa Watts \$32,664 for the 2020-2021 School Year. Mr. Doolittle seconded the motion. No comments. Motion carried 4-0.

### h. 2020-2021 Extra Duty Stipends

- Mr. Scott made a motion to issue extra duty stipends as follows; Erin Bear \$5,200 Admin Assistant for min. 125 min/day and \$3,600 for summer admin duties and \$400 Student Council Stipend, Tessa Murphy-Vought \$200 Year Book and \$600 Testing Coordinator stipend, Shannon Baukol \$3,600 during school year and \$20/hour outside of school year for IT Coordinator for the 2020-2021 School Year. Mr. Doolittle seconded the motion. No comments. Motion carried 4-0.

### i. 2020-2021 Classified Employment Contracts

- Mr. Burns made a motion to issue classified employment contracts as follows; Laura Coolack \$18/hour Bus Driver, Sam Duffy \$15/hour Food Service, Kim Newhouse \$13.50/hour for 20 hours/week instructional/Para Aide, Julia Reichert \$13.50/hour for 40 hours/week instructional Aide, and Hannah Sukut \$14.50/hour for instructional Aide/PEAK Coordinator for the 2020-2021 School Year. Mr. Doolittle seconded the motion. No comments. Motion carried 4-0.

### j. 2020-2021 Substitute Salaries/List of Subs

- Mr. Doolittle made a motion to leave the substitute rate at \$12.50/hour and approve the list of subs for the 2020-2021 school year. Mr. Burns seconded the motion. No comments. Motion carried 4-0.

### k. 2020-2021 Food Service Manager Contract

- Mr. Burns made a motion to issue Glenda Roberts a Food Service Contract in the amount of \$32,300 for 170 days for the 2020-2021 school year. Mr. Scott seconded the motion. No comments. Motion carried 4-0.

### l. 2020-2021 Business Manager Contract

- Mr. Doolittle made a motion to issue Cinda Self a Business Manager contract in the amount of

\$41,600 for the 2020-2021 school year. Mr. Burns seconded the motion. No comments. Motion carried 4-0.

m. Trustee Election by Acclamation

- Mr. Burns was sworn in for a three year term.

n. MSSA Letter of Agreement

- Mr. Doolittle made continue using MSSA for their services. Mr. Scott seconded the motion. No comments. Motion carried 4-0.

**ACTION: Other**

- None

**BOARD REPORT/FUTURE AGENDA ITEMS**

- Next Special Board Meeting Date: May 7, 2020 at 6:00 pm.

**ACTION TO ADJOURN**

- Mr. Scott made a motion to adjourn the meeting at 6:55 pm. Mr. Burns seconded the motion. No comments. Motion carried 4-0.

Tina Poncin

Printed Name Board Chair

Signature of Board Chair

Date

Cinda Self

Printed Name District Clerk

Signature of District Clerk

Date