

### **Board of Trustees Regular Meeting – July 29, 2013**

The Board of Trustees of Joliet School District No. 7 held a Regular meeting on July 29, 2013, at 7:00 p.m. in the Joliet School Library Room. Board members present were Melvin Stene, Justin Oswald, Dawn Blain, Sharon Songstad, and Clinton Kramer. Absent were Corie Mydland and Brad Stephenson. Also present were Jeff Bermes, Superintendent, and Jeanne Carroll, District Clerk/Business Manager.

Melvin Stene, Board Chairman, called the meeting to order at 7:04 p.m. Justin Oswald made a motion to accept the Consent Agenda. Clinton Kramer seconded the motion. It was unanimously carried.

Melvin Stene explained and asked for public comment. Marla Moody from the Town Council is looking for a place for a well. She said DEQ said the town needs storage for water for firefighting for two hours. Current requirements imply that Joliet can fight a fire for an hour. She would like to suggest putting storage tanks on school property for 250,000 gallons with irrigation water and a fire hydrant to meet the school's needs. She feels the city and the school ought to work together.

#### Reports

##### Item #1 Town of Joliet Well

Gary of the J Bar and Marla Moody, both of the town council, met with Steinmetz's about a well. He said the best well area is the bus barn area or the school area. She talked about aquifers. The other location that would be ideal, the property owners wouldn't allow. The second option is the school parking lot because it needs to be 100 feet from the sewer. The Board said no. The city building a new fire station, and she would like for both entities to work together in the future. She said they may be able to bargain for a parking area later on. The only other place is right beside the highway. Melvin Stene asked if this happened, what about liability. Marla said a building would be put over it. Melvin Stene feels this would have to be covered by our insurance. Marla Moody said that is down the road away. Melvin suggested buying the old bus barn area, saying the school would sell it. He also asked about the Rock Creek well. Gary said the city would have to drill a new well. Marla said that well is not a high producer anyway at 300 feet it is only 30 gpm. Sharon Songstad asked if the town would pay. Marla said the town would have to get a loan. This well would be for city drinking water. The irrigation water she's referring to would be a fire hydrant for 100,000 plus 150,000 of the town wells. Melvin Stene asked that when they get more information to bring it back to the Superintendent and it will go to the Building and Grounds committee. Possible well locations were discussed. Justin Oswald said he doesn't see the advantage to a storage tank other than when it is winter, then it would be necessary to keep it heated. The Burmeister subdivision was discussed. The Board thanked the town council members for coming to the meeting.

Doug Ferdahl, a process server, served legal lawsuit papers to Mr. Bermes and Mr. Stene at 7:29 p.m.

##### Item #2 Dual Credits for College

Colette Webber would like to talk about dual credits. She has a sophomore coming in and he is very driven for college classes. She said it is \$50/credit for Bozeman or MSU-B this way. It is \$6,000 for college for tuition and is \$250.00 per credit. This would save them time and money. She had a list of classes that Billings participates in. She said the kids can take them in the library or computer lab and Mrs. Priest said she would be happy to be a mentor. It would have to be a class that can't be taken here. Mr. Bermes said classes and how they count for the GPA

would be a question. He said it would have to count for college, but not for class rank. He said he thinks it is a wonderful program. The credits would go on the transcript. Mr. Bermes said he fully supports this. He said study hall or Mr. Burke or Mr. Bermes are suggestions to mentor or monitor. The Board asked questions. Options were discussed. Mr. Bermes said offering this would promote the school for high school students. Mrs. Webber said the application has to be signed off on by an administrator or counselor saying that the student is capable of the classes. Justin Oswald and the rest of the Board suggested running it for a year as a pilot program. Mr. Bermes said he will double-check the policy to see the number of classes, just for the Webbers to be aware they can only count one class toward class rank. He will have it on the next agenda for modification, so the student can go ahead and start the first semester, if its already okay according to policy. Mrs. Webber said her senior would also like to take one class.

### Item #3 Summer Projects Update

Mr. Bermes gave an update on the projects we are completing around the school.

Roof: Roofers start 7/25. Mr. Bermes said they completed the area over the stairwell. The roof should be done within a week.

The carpet is done in the English room. The entry ways will be completed before school starts.

New Doors and Locks -- The Gym entrance is completed. Doors have been moved out and new walls constructed. The locks and new doors for the elementary wing are scheduled to be installed the first week of August. The doors are primer only and we might need to replace the rear door with one with a window in it.

Storage shed --- I have bids for the lean to and will present those to you during the old business part of the meeting.

Painting of multi-purpose room-- We are about half way done with the painting. We need more paint and will have done by start of school.

Cleaning - We have only a couple rooms left in the elementary and middle school, one room in the high school and the new wing and the bathrooms to go.

Gym floors - The gyms will be closed from August 3<sup>rd</sup> to the start of football practice on the 16<sup>th</sup> to refinish the floors.

Transportation -- I have been looking for a used bus and van for the school. I have a couple of leads on a couple of vans for the school and the bus will be here for you to inspect.

### Correspondence

#### Item #1 MSGIA FY14 Food Service Workplace Safety Initiative

Mr. Bermes explained that this letter from Montana School Services Workers Compensation Plan is letting us know they are going to be providing free safety shoes to the kitchen staff in hopes of preventing slips and falls in the kitchen.

### Unfinished Business

#### Item #1 Approval of Second and Final Reading of the Student Handbook

The Board agreed to table adding dual credits for college and new surveillance cameras on the buses. The second and final reading of the student handbook is complete.

Item #2 Approval of Pole Barn Addition Contract

Mr. Bermes has a couple of bids to present to the board for approval for the construction of a heated lean-to on the existing pole barn located near the elementary wing to offer storage for our canned food and other items. He said he has one for heated storage for food products, etc. He said we asked for cemented 16 x 40 foot building inclusive of the dirt work. The one from DPS included that for a 12 x #^ building for \$34,800. Schwend's engineered trusses bid is for a 16 x 40 building for \$35,400 which includes heat, wiring, dirt work, insulation and sheetrock with three doors which are a 6x6 rollup door, a sidewalk 8 x 8 door for pallets, etc. or a walk-in door. Mr. Bermes recommends Schwend Construction. Sharon Songstad made a motion to approve the contract with Schwend Construction. Clinton Kramer seconded the motion. It was unanimously carried. Mr. Bermes said it will be in before it freezes. He said he has moved stuff to the stage for now. The classroom that was being used for storage, in now needed as a classroom.

Item #3 Fire Department Right-of-Way Update

The Right-of- Way between the district and the fire department has been signed by all parties. The drawing of the Right-of- Way and the official filing documentation are enclosed for your review.

Item #4 Approval of Used Bus Purchase

Mr. Bermes would like to discuss the board's thoughts on purchasing the Blue Bird upon inspection. If the bus is what we are looking for he would like to purchase the bus in order to have it here for the start of school.

The bus, which is here for Board inspection, is from Melstone and was used on a route. They are trading it in because they can't get anyone for warranty work. Mr. Bermes said there are a couple of issues with this bus. It is leaking antifreeze and is only a 53 passenger bus. We will lose reimbursement for the size. Mr. Bermes feels it would work well on Amber's route. It doesn't have a motorized engine heater. It has a Cummins engine, with 36,000 miles on it. It was on a highway and gravel route both. Two windows need to be replaced by Harlow and they will put out lettering on it. The bus is from Harlow Bus Sales and they want \$58,000 for it. I-State does have a 2012 stock conventional 66 passenger bus with a Cummins with wheelchair access that seats only 53. If the lift is removed, it would seat 65 passengers. They would deliver it for \$84,000 and it has 4,000 miles on it. Mr. Bermes said if we bought the newer bus, it would wipe out our bus depreciation funds. If we buy the older bus, we'd be able to depreciate it out for two years. The smaller bus could also be used for activities. Mr. Bermes said we could run our big one and keep this one for a spare. Mr. Bermes would like Riverside Repair to look it over. He recommends purchasing it for no more than \$55,000 contingent on Riverside's inspection. Justin Oswald made a motion to purchase the used 53 passenger bus from Harlows, contingent on on Riverside's inspection for no more than \$55,000. This is to be 50/50 coding from bus depreciation funds. Dawn Blain seconded the motion. It was unanimously carried.

New Business

Item #1 Approval of Olness and Associates Audit Contract

Mrs. Carroll and Mr. Bermes recommend that the board accept the audit contract bid from Olness & Associates for the upcoming school year. This is a three year audit contract, with the

first year at \$7,250.00, the second year at \$7,500 and the third year (2014-15) at \$7,750.00. Sharon Songstad made a motion to approve the three year audit contract with Olness and Associates. Justin Oswald seconded the motion. It was unanimously carried.

Item #2 Notification of Lawsuit

Mr. Bermes said that the papers that were served are for the School District, Mrs. Vukonich and himself, have been named in a lawsuit brought against us by Mr. Matt Anthony regarding the circumstances surrounding his departure from the district. Our insurance provider has been notified of the lawsuit, and Mr. Bermes is working with Jeff Weldon on the actions of the district. Mr. Bermes said everything from here on out is to be confidential.

Item #3 Approval of Hirings/Resignations

Mr. Bermes first recommended to the board that we accept the resignation of Coach Jessop as the assistant football coach. Justin Oswald made a motion to approve Coach Jessop's resignation. Clinton Kramer seconded it. It was unanimously carried.

Coach Warburton has asked that we move Hal Ward to the high school assistant and open up the junior high assistant. Mr. Bermes said he is struggling with whether or not we even need to have a second assistant for the high school program. In order to comply with the collective bargaining agreement he will need to only open the high school assistant if we chose to keep a second assistant. If Hal is then hired for that position then we will have to open the middle school. The Board agreed not to fill that position.

Mr. Bermes also recommended that we split the AD this upcoming year in two parts:

- 1) Administrator --- This position will be to conduct evaluations of coaching staff, schedule games, and over see the other ADs. He would recommend this position pay \$1500.
- 2) Two individuals to conduct the organization – ( find workers, ticket takers, set up, take down, attend all games, supervision of areas, deliver cash boxes and return cash boxes, open and close gym) \$2200 each.

He has three individuals that have expressed interest if it is split. Mr. Warburton, Mrs. Bergum, and Mrs. Spoklie-Luoma.

He recommends that he take the Administrator position, and that Mr. Warburton and Mrs. Bergum be given the two individuals responsible for game organization.

Mr. Bermes \$1500  
Mrs. Bergum \$2200  
Mr. Warburton \$2200  
Total \$5900

Sharon Songstad made a motion to approve the above hirings for the Athletic Director positions as stated above. Justin Oswald seconded the motion. It was unanimously carried.

Mr. Bermes recommends that the board accept the resignation of Patty Rushton. He said Patty notified him on July 16, 2013, that she would not be able to perform the duties of her job position and resigned. Justin Oswald made a motion to accept Patty Rushton's resignation. Sharon Songstad seconded the motion. It was unanimously carried.

Mr. Bermes recommended to the board that we look at increasing our pay rates for our teacher aides and kitchen help. He said these jobs are hard to fill and we need to make our pay more attractive to retain and attract quality workers. He feels that each position is unique in terms of qualifications and experience and needs to be adjusted accordingly. Also, given the fact that minimum wage has increased over the past couple of years, he feels that we need to keep our wages above those standards to maintain our workforce.

Recommended pay rates for the following aides:

Belinda Sheely - \$9.50 @ 900 hours \$ 8550 Special Education/Elementary  
Wanda McGregor \$9.25 @ 1350 hours \$12,488 Special Education/Elementary  
Diane Manis \$9.25 @ 1350 hours \$12,488 (hold a para-professional license) Special Education/HS  
Diane Brooks \$9.00 @ 1350 hours \$12,150 Special Education/Elementary

Justin Oswald made a motion to increase the pay rates for the above aides at the listed amounts for the upcoming school year. Clinton Kramer seconded the motion. It was unanimously carried.

Recommended pay rates for kitchen:

Linda Mickle - Head Cook \$13.50 @ 1456 hours (no insurance) \$19,656  
Helen Biorn – Asst. Cook \$ 10.75 @ 1260 hours with 80% of the 12 month premium for the plan 3000/1000 (492.58/month) \$18,274  
Kelly Songstad - Kitchen Helper \$9.75 @ 1080 hours \$10,530  
4<sup>th</sup> - Kitchen helper \$9.75 with experience \$9.50 without for 900 hours.

Mr. Bermes said that Helen Biorn was offered the position as Head Cook but she was not comfortable with being new here. Although it is in Board policy that the District can require pre-employment physicals, the Board does not feel it is necessary at this time. Clinton Kramer made a motion to hire the above kitchen staff at the listed pay rates and positions. Dawn Blain seconded the motion. It was unanimously carried. It was decided to wait and see on the fourth position.

#### Item #4 Early Enrollment Report

Mr. Bermes has been asked to enroll a student into kindergarten. This student misses the cutoff day by a couple of weeks. This student has passed all of our tests that help determine readiness for enrollment. He said he has no reservations about letting this student come to school early. He recommends that the district allow this child of Russ and Allison Evertz early enrollment. Sharon Songstad made a motion to allow the Evertz child to attend kindergarten. Clinton Kramer seconded the motion. It was unanimously carried. Mr. Bermes said the high school enrollment is now in the 125 to 126 mark.

#### Item #5 Approval of 2012 Audit Findings Letter

This item was missed and will be brought to a later Board meeting for approval.

#### Superintendent's/Principal's/AD's/Business Manager's Reports

Mr. Bermes discussed our AYP scores. He said he has informed the public that we did not make AYP this year in any of our schools. He said he knew that it would be tough to make the new marks of 94.5% in reading and 90% in math for any school. The part he is not happy with

is the lack of improvement in our school regarding our level of proficiency in math. We are not showing any improvement in math. Therefore, we will be doing a couple of things this school year to focus on our math scores. First, instead of Walking to Reading everyday from 9:15 to 10 am we will be Walk to Math. This time slot will be used to improve skills for all levels of our students in skill groups. Second, we will be spending a large portion of our time in the elementary working on how we are going to address our weakness in math. The high school will be spending a large portion of their first two days working on a universal writing program for every class. He said Columbus didn't make it either. He said some of our classes were too big. This will be addressed as a team. The Board discussed it further.

He said he will also start working to coordinate our Gifted and Talented committee meeting after the first of August as discussed in our June meeting. He will notify board members of the meeting times.

There are no changes in the bus routes.

Mrs. Carroll said the audit started today and invited everyone to come in and see the process or be a part of it.

Items for the Next Agenda – August 12 , 2013 at 7 PM—Regular Meeting

- Item #1
- Item #2
- Item #3
- Item #4

The next Regular Board meeting will be held on August 12, 2013 at 7 p.m. in the Library.

Dawn Blain made a motion to adjourn at 8:48 p.m. Sharon Songstad seconded the motion. It was unanimously carried.

Approved \_\_\_\_\_

Clerk \_\_\_\_\_

Chairman \_\_\_\_\_