

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF SD #4

The trustees met in regular session Monday, December 17, 2012 at 6:30 p.m. in the library. Those present throughout the meeting were Chair Manny Zuniga, trustees Mark Berg, Charlene Severson, Crystal Gust, Superintendent Brent Lipp, and Business Manager Suzie Zentz. Rhonda Hogstad was absent. There were two visitors (list attached).

The chair called the meeting to order and led the group in the pledge of allegiance.

There were no adjustments to the agenda.

**AGENDA ADJ**

*Mark Berg made a motion to approve the consent agenda as presented; Charlene Severson seconded the motion. There was no discussion. All voted in favor of the motion.*

**CONSENT AGENDA**

There was no correspondence.

**CORRESPONDENCE**

### ADMINISTRATIVE REPORT

Superintendent Brent Lipp recapped his administrative report:

**ADMIN REPORT**

- Jim Staab and our staff have finished the math assessments! We will have a math in-service on January 21<sup>st</sup> and start working on language in February with three separate groups. Our goal is to have the standards broken down and understood by the end of the year. We will complete the assessments next year. Also, we are going to be a pilot school for "Smarter Balance" assessment materials.
- We met with the Special Ed Coop—psychologists, occupational therapists, physical therapists, speech, etc. to conduct our first Functional Behavior Assessment. It was a very productive session. We will be implementing the strategies in the near future.
- We had two terrific, well-attended concerts—a big thanks to Mrs. Murphy.
- My evaluation is coming up next month. Please communicate your concerns to me.
- Brent reflected on the tragic events in Newtown, Connecticut. Students, parents and staff were very affected by this tragedy. Brent wrote letters to our staff and parents. We intend to visit with and reassure our students as needed. Brent expressed his pride in our staff for the way they handled this difficult matter.

There were no committee reports.

**COMMITTEE REPORTS**

### OLD BUSINESS

*Charlene Severson made a motion to approve the 2011-12 Audit; Crystal Gust seconded the motion. Suzie Zentz explained the audit process and noted the*

**2011-12 AUDIT  
REPORT**

“Schedule of Findings” at the end of the audit. Both findings (Financial Statement Preparation and Segregation of Duties) are related to the district’s small size and limited resources. All in all, it is a good audit. There was no discussion. *All voted in favor of the motion.*

**NEW BUSINESS**

*Charlene Severson made a motion to hire Mattie Clark as a paraprofessional for the remainder of the 2012-13 school year for 6.5 hrs/day at \$9.00/hr; Mark Berg seconded the motion.* Brent noted that Mattie has worked as a sub for us for a few years. We have a paraprofessional opening and Mattie will be the replacement. We are going to overlap a bit so that we have a smooth transition for the child. *All voted in favor of the motion.*

**NEW HIRE**

The trustees reviewed the following proposed policies:

Board Policy 5120—Hiring Process and Criteria Suzie noted that this policy needs to be updated because it coordinates with Policy 5122.

**POLICY 5120**

Board Policy 5122—Fingerprints and Criminal Background Investigations Suzie explained that we had a Department of Justice audit of our fingerprint/background process that was very helpful. We are doing very well, but we did need to update our policy. This is the update recommended by MTSBA.

**POLICY 5122**

Manny distributed the Superintendent Evaluation forms to the trustees. He asked that they be returned to the board box by January 9<sup>th</sup>. He reminded the trustees that this is confidential information. A signed composite of all five forms is created and used for the evaluation. The Superintendent gets the five original forms and a copy of the composite. A copy of the signed composite goes in the personnel file.

**SUPERINTENDENT  
EVALUATION  
INSTRUCTIONS**

Brent updated the trustees regarding the school zone flashing lights. He explained that the vendor has both solar and hard wired units. In our location, he thought we would need the more expensive solar panel; but depending on the cost of installation, we might find the hard-wired model more cost effective in the long run. The units can be programmed...turned off at night, etc. We will talk to the Coop about the availability of power for the units. Charlene is trying to get some funding from some other sources.

**SCHOOL ZONE LIGHTS  
UPDATE**

**PUBLIC COMMENT**

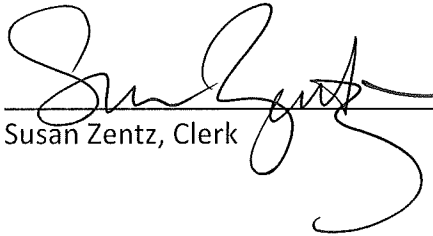
There was no public comment.

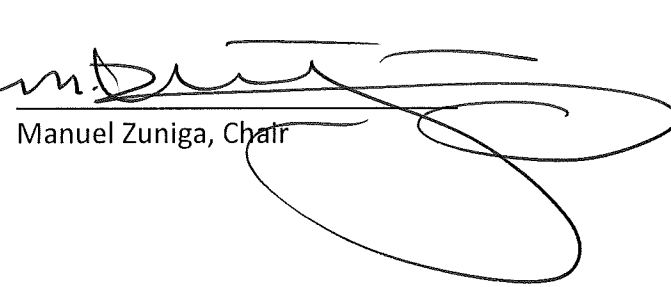
**AGENDA ITEMS FOR THE NEXT REGULAR MEETING**

Superintendent's Evaluation  
Policy 5120 & 5122 second reading  
Budget planning

*There being no further business, Charlene Severson made a motion to adjourn at 7:18 p.m.*

Respectfully submitted,

  
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Susan Zentz, Clerk

  
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Manuel Zuniga, Chair