

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

The trustees met in regular session Thursday, July 15, 2013 at 6:30 p.m. in the library. Those present throughout the meeting were Chair Rhonda Hogstad, trustees Mark Berg and Charlene Severson, Superintendent Brent Lipp, and Business Manager Suzie Zentz. Manny Zuniga and Crystal Gust were absent. There were no visitors.

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**

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

**CONSENT AGENDA**

The trustees read a thank-you note from Joan Dean for the staff appreciation gift.

**CORRESPONDENCE**

### **ADMINISTRATIVE REPORT**

Mr. Lipp reviewed his administrative report with the trustees.

**ADMN REPORT**

- Brent said that he had enjoyed his family vacation and felt refreshed and ready to prepare for a new year.
- Our maintenance work is going well. The gym floor turned out well. New gutters will be installed later in the summer. The new toilets are installed.
- Brent is planning to attend two conferences in Helena—SAM and MTSBA.
- Brent is trying to continue work on the flashing lights for Duck Creek Road. His contact is on vacation. He also noted that there are legislative changes which may help. Suzie added that the transfer to the Building Reserve for safety expenses may be appropriate for the lights.
- We are busy getting ready for the new year. Things are in place other than hiring additional paras.

### **COMMITTEE REPORTS**

There were no committee reports.

### **OLD BUSINESS**

Brent already provided information on the flashing lights.

**STATUS OF FLASHING LIGHTS**

### **NEW BUSINESS**

*Mark Berg made a motion to establish a Building Reserve Fund for the purpose of receiving a transfer as stated which can be used for improvements to school safety and security; Charlene Severson seconded the motion. Brent mentioned cameras, wire glass, and a "buzz-in" entrance as possible uses of these funds. All voted in favor of the motion.*

**RESOLUTION—  
BUILDING RESERVE**

*Charlene Severson made a motion to approve the contract from First Student for the 2013-14 school year in the amount of \$113,081.76 plus the fuel surcharge; Mark Berg seconded the motion. Suzie noted that the contract increased 2%, which is based on the February CPI. The fuel surcharge was also adjusted slightly. We are going to run three buses again next year. All in voted in favor of the motion.*

**BUS TRANSPORTATION  
CONTRACT**

*Charlene Severson made a motion to approve the 2013-14 Student Handbook as presented; Mark Berg seconded the motion. Brent reviewed the minor changes to the handbook. In addition, he noted that there might be a change to the section that includes Policy 3310 due to a Board Policy change. He will update the handbook if that happens. All voted in favor of the motion.*

**STUDENT HANDBOOK**

The update on summer work was covered in the Administrative Report.

**SUMMER WORK**

Policy 3600 Student Records *Mark Berg made a motion to approve the revision to Policy 3600 as presented; Charlene Severson seconded the motion. Brent noted that this is a housekeeping change as a result of the legislative session. All voted in favor of the motion.*

**BOARD POLICY  
HOUSEKEEPING  
CHANGES—  
ACTION**

Policy 5231 Personnel Records *Mark Berg made a motion to approve the revision to Policy 5231 as presented; Charlene Severson seconded the motion. This is another housekeeping change as a result of the legislative session. All voted in favor of the motion.*

Policy 7320 Purchasing *Charlene Severson made a motion to change the “by contract” amount from \$50,000 to \$80,000 per the 2013 legislature; Mark Berg seconded the motion. All voted in favor of the motion.*

Policy 3300 Suspension and Expulsion Brent noted that this revision defines expulsion and suspension differently due to recent events.

**BOARD POLICY  
REVISIONS AND  
ADDITIONS—  
FIRST READING**

Policy 3311 Firearms and Weapons This is a new policy with a clear definition of a weapon. It provides a choice of options for dealing with weapons. It also contains some additional discussion regarding possession of weapons in general.

Policy 3415 Management of Sports Related Concussions This is a discussion of the issue and recommendations on concussion protocol. There is also procedure on training staff and student/athlete release forms. We are planning to provide more training for coaches and information for parents.

Policy 3416 Administering Medicines to Students This is a revision of policy which provides for emergency administration of medication for an anaphylactic reaction. The district will get a prescription to have this medication on hand through Riverstone Health.

**Policy 5232 Abused and Neglected Child Reporting** . This revision allows the DPHHS to share information with an employee who makes a report to them.

**Policy 8301 District Safety** We have already revised our Crisis Management Manual. This is a revision to our existing policy with more clarification and accountability.

**PUBLIC COMMENT**

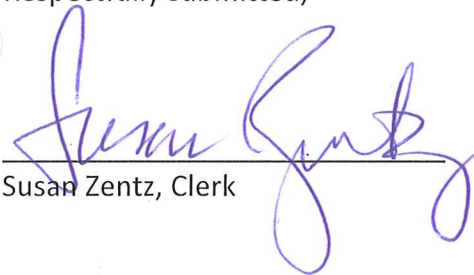
There was no public comment.

**AGENDA ITEMS FOR THE NEXT REGULAR MEETING**

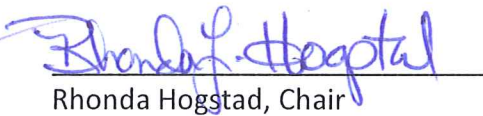
Board evaluation  
Trustees Financial Summary  
Final Budget meeting  
Out of District students  
Safety light update  
Commitment to Cooperative

*There being no further business, Rhonda Hogstad made a motion to adjourn at 7:43 p.m.*

Respectfully submitted,



Susan Zentz, Clerk



Rhonda Hogstad, Chair