

Canyon Creek School District #4
Yellowstone County, Billings, MT
6:30 p.m. – Library

Call To Order

April 8, 2021

Chair Amy Sironi called the Regular Meeting of the Board of Trustees to order at 6:30 p.m. by leading those present in the Pledge of Allegiance. The following trustees and officers were present: Amy Sironi, Chair, Amy Gibbons, Vice-Chair, Amanda Agyeman-Budu, Trustee, Kelly Hickey, Trustee. Brent Lipp, Superintendent and Seara Stovall, Business Manager/District Clerk were also present.

Additional guests present: Haley Morales, Dean of Students, Carey See, Teacher, Karen Meick, Teacher

Public Comment

None submitted.

Consent Agenda

Amy Gibbons moved to approve the Consent Agenda as presented. Amanda Agyeman-Budu seconded the motion. The motion passed unanimously.

Correspondence

1. RiverStone Health School Nurse Report – The trustees reviewed Nurse Rock’s monthly report. Amy Gibbons reminded Superintendent Lipp of the 7th grade class needing to make up the missed growth and development training. He will follow up with the nurse.
2. Letter of Resignation – Michelle Herman – Superintendent Lipp recognized Michelle for her efforts.
Amanda Agyeman-Budu moved to accept the Letter of Resignation for Michelle Herman as presented. Amy Gibbons seconded the motion. The motion passed unanimously.
3. Letter of Resignation – Jacob Burd - Superintendent Lipp recognized Jacob for his efforts.
Amanda Agyeman-Budu moved to accept the Letter of Resignation for Jacob Burd as presented. Amy Gibbons seconded the motion. The motion passed unanimously.
4. Letter of Resignation – Karen Meick - Superintendent Lipp recognized Karen for her efforts. The District will be losing a fabulous teacher and person. Everyone thanked her for her dedication and wished her well in her retirement.
Amanda Agyeman-Budu moved to accept the Letter of Resignation for Karen Meick as presented. Amy Gibbons seconded the motion. The motion passed unanimously.

Administrative Report

- Superintendent’s Report–
 1. Workload – Superintendent Lipp shared that there is an immense amount of significant items being worked on.

2. 8th Grade Promotion – Superintendent Lipp shared that he recently put out a letter to the 8th grade families about promotion. He plans to keep the promotion open to the public with the requirement of masks in place for attendance.
 3. Garden – The District is planting a garden in collaboration with Mrs. Lose and multiple classrooms. This is a collaborative effort with a high level of excitement.
- Dean of Student’s Report –
 1. Conduct Reports – January was a rough month. Most reports are defiance, insubordination and non-compliance. Superintendent Lipp has been handling the majority of disciplinary issues.
 2. SPED – Mrs. Morales reported that the SPED department is very busy. Most efforts are being spent on lesson planning, IEP’s, and meetings. There has been two new students in the last week. There is a requirement of an 8 hour, alternative test per kid that is required to be given to 6 kids. Mrs. Morales must first complete training to meet the requirements to give the tests.
 3. CBEE SPED Co-Op Kindergarten Readiness Program – Mrs. Morales reported that there are nine students on the radar. These students will be turning three between now and June. Currently all testing for these kids has been completed. During the monthly meeting, the FY22 budget was discussed and a draft was approved by all Districts.
 4. Special Olympics – Mrs. Morales reported that Special Olympics bowling went well with all athletes receiving a medal. The athletes have just recently started track practice.

Old Business

- A. SPED Certified Teacher position recruitment status update was given. Superintendent Lipp shared that there is consideration to utilize a Class 5 Provisional Licensed individual as an option. There has recently been a couple applications received.
- B. Open Board Trustee Position recruitment status update was given. Ms. Stovall reported that no additional trustee filings were received prior to the March 25th election deadline. There is currently an unexpired one-year term still vacant. Kelly Hickey was elected by acclamation for a three-year term and the oath of office, reorganization of the board and board clerk appointment will be completed during the May meeting.

New Business

- A. Levy Election Timeline/Update – Discussion was held. Superintendent Lipp shared that there has been several communications sent out via mail and social media. Amy Larson, Paraprofessional was recognized for her efforts to help with the design of the mailings. She was a former graphic designer and her insight has been very beneficial to these efforts. The staff assisted in distributing approximately 75 yard signs. Superintendent Lipp has reached out to a Billings Gazette representative to complete an article in support of the school levy. There was an evaluation of the registered voter list and only approximately ten in-district, additional parents were not registered. They were followed up with to see if they were

interested in getting registered to vote. Amanda also requested that the personal phone calls to reach out still take place.

- B. Staff Appreciation Event Planning – Discussion was held. Historically, gift cards and a thank you have been given. The Board of Trustees will discuss externally, as there were teachers in attendance at the board meeting. Later in the meeting, after the audience had left, the trustees readdressed this item. They noted that a food/drink truck with order options would be received well. Berry Bowl'd, Big Sky Bowl'd or The Local Berry and Espresso Break were discussed for an option for breakfast the first week of May.
- C. Out of District Attendance Agreements – Discussion was held. Currently there are eighty-one out of district student attendance agreements year to date. The additional two would make our annual total 83 out of district students enrolled in the school.
Amy Gibbons moved to accept the Out of District Attendance Agreements for FY21 as presented. Amanda Agyeman-Budu seconded the motion. The motion passed unanimously.
- D. Yellowstone-West Cooperative Interlocal Agreement - Discussion was held. Superintendent Lipp noted that this is the Co-op for SPED related services (physical therapy, occupational therapy, speech, etc.). We are required to continue to provide the SPED related services to our students. A portion of the retirement for SPED related service employees will be paid by each District that participates. Superintendent Lipp does have continued concern about the three-year term commitment.
Amy Gibbons moved to approve the Yellowstone-West Cooperative Interlocal Agreement as presented. Amanda Agyeman-Budu seconded the motion. The motion passed unanimously.
- E. Bradford Roofing Contract – Discussion was held. Superintendent Lipp shared that the provided quote is for the third and final section of roof repairs/replacement to the elementary wing. Ms. Stovall shared that the funding for this will come out of the Building Reserve fund.
Amanda Agyeman-Budu moved to accept the Bradford Roof Management quote for the third and final section of roof repairs/replacement to the elementary wing, in the amount of \$79,760.00 as presented. Amy Gibbons seconded the motion. The motion passed unanimously.
- F. MTSBA Policy Services – Discussion was held. The service options and cost were reviewed. The cost to the District for these services, based on current enrollment, is \$3,500. Superintendent Lipp and the Trustees were leaning towards Option 3, as it is a clean slate to start with the MTSBA model manual that will be customized to the district.
Amy Gibbons moved to accept the proposal from MTSBA to update and review the District policies via Option 3, for the amount of \$3,500.00 as presented. Amanda Agyeman-Budu seconded the motion. The motion passed unanimously.
- G. Dr. Redburn – Consensus Process Contract – Superintendent Lipp shared the details of the proposal to train and guide the Canyon Creek School District with the Canyon Creek Education Association in a consensus training and bargaining session for a total cost of \$4,000.00. He

shared that two tentative date ranges have been proposed to Dr. Redburn, May 14-15, 17 or June 1-3. Three full 8 hour days with the possibility of a 4th day to finalize everything is estimated.

Amanda Agyeman-Budu moved to accept the proposal from Dr. Redburn, to train and guide the Canyon Creek School District with the Canyon Creek Education Association in a consensus training and bargaining session for a total cost of \$4,000.00, as presented. Amy Gibbons seconded the motion. The motion passed unanimously.

- H. Certified Staff Intent to Change Salary Lanes – Ms. Stovall shared that per the current Master Agreement, Certified Staff are bound to written notification to the Board of Trustees by April 1st if they intend to change salary lanes. None were received. The certified staff salary increases will result in steps-only increases.
- I. PayneWest – Benefit Advisor Market Review – Ms. Stovall shared that PayneWest provides a benefit advisor market review that is a build-in service to our current insurance premium rates with MUST. The services provided include insurance marketing, employee communication and open enrollment education. Superintendent Lipp and Ms. Stovall met with Matthew Hardy, PayneWest representative, to discuss in detail the provided services, the district needs for insurance proposals with improved coverage and rate options. Currently, PayneWest is compiling the requested information based off of employee health surveys that were completed in March. Ms. Stovall anticipates having options to bring to the negotiations table.
- J. Indirect Cost Rate FY21 and FY22 – Ms. Stovall shared that during a recent MASBO training she was educated on the option of applying for an OPI calculated, certified indirect cost rate to be applied to Federal Grant awards. Within the constraints of the application, FY21's certified indirect cost rate was approved at 7.05% and FY22's certified indirect cost rate was approved at 7.27%. This finance option has not been utilized historically as the qualifying Federal Funds, Title IA and REAP monies received have been used in full to support the salary and benefits of the Certified Title Teacher. The application certification of indirect cost rates for FY21 and FY22 are applicable to the ESSER I, ESSER II and ESSER III funds.
- K. Dean of Students Renewal – Superintendent Lipp recommended to the Board of Trustees renewing Mrs. Morales as Dean of Students for the 2021-2022 school year with contractual terms and conditions to be decided in May.
Amanda Agyeman-Budu made a motion to renew Dean of Students, Haley Morales for the 2021-2022 school year as presented. Amy Gibbons seconded the motion. The motion passed unanimously.
- L. Certified Staff Renewals – Tenured Staff
- *Amy Gibbons made a motion to renew Lynette Brug at 1.0 FTE for the 2021-2022 school year as presented. Amanda Agyeman-Budu seconded the motion. The motion passed unanimously.*
 - *Amanda Agyeman-Budu made a motion to renew Loni Fox at 1.0 FTE for the 2021-2022*

school year as presented. Amy Gibbons seconded the motion. The motion passed unanimously.

- *Amy Gibbons made a motion to renew Katie Kading at 1.0 FTE for the 2021-2022 school year as presented. Kelly Hickey seconded the motion. The motion passed unanimously.*
- *Amy Gibbons made a motion to renew Jess Shade at 1.0 FTE for the 2021-2022 school year as presented. Kelly Hickey seconded the motion. The motion passed unanimously.*
- *Amanda Agyeman-Budu made a motion to renew Kim Tennant at 1.0 FTE for the 2021-2022 school year as presented. Kelly Hickey seconded the motion. The motion passed unanimously.*
- *Amy Gibbons made a motion to renew Ashley Vogel at 1.0 FTE for the 2021-2022 school year as presented. Amanda Agyeman-Budu seconded the motion. The motion passed unanimously.*

M. Certified Staff Renewals – Non-tenured Staff

- *Amanda Agyeman-Budu made a motion to renew Daron Asleson at 1.0 FTE for the 2021-2022 school year as presented. Amy Gibbons seconded the motion. The motion passed unanimously.*
- *Amy Gibbons made a motion to renew Miranda Hayes at 1.0 FTE for the 2021-2022 school year as presented. Kelly Hickey seconded the motion. The motion passed unanimously.*
- *Amanda Agyeman-Budu made a motion to renew Ali Helgeson at 1.0 FTE for the 2021-2022 school year as presented. Kelly Hickey seconded the motion. The motion passed unanimously.*
- *Amy Gibbons made a motion to renew Delaney Johnson at 1.0 FTE for the 2021-2022 school year as presented. Kelly Hickey seconded the motion. The motion passed unanimously.*
- *Amanda Agyeman-Budu made a motion to renew Emily Stevens at 1.0 FTE for the 2021-2022 school year as presented. Kelly Hickey seconded the motion. The motion passed unanimously.*
- *Amy Gibbons made a motion to renew Christina Stormer at 1.0 FTE for the 2021-2022 school year as presented. Amanda Agyeman-Budu seconded the motion. The motion passed unanimously.*

N. Certified Staff Renewals – Non-tenured Staff for tenure – Endreah Burnham.

Amy Gibbons made a motion to renew non-tenured teacher Endreah Burnham for tenure at 1.0 FTE for the 2021-2022 school year as presented. Kelly Hickey seconded the motion. The motion passed unanimously.

O. Certified Staff Renewals – Non-tenured Staff for tenure – Sheena Mallo.

Amanda Agyeman-Budu made a motion to renew non-tenured teacher KH for tenure at 1.0 FTE for the 2021-2022 school year as presented. Amy Gibbons seconded the motion. The motion passed unanimously.

- P. Certified Staff Renewals – Non-tenured Staff for tenure – Silvia Matt.
Amy Gibbons made a motion to renew non-tenured teacher Silvia Matt for tenure at 1.0 FTE for the 2021-2022 school year as presented. Kelly Hickey seconded the motion. The motion passed unanimously.
- Q. Certified Staff Renewals – Non-tenured Staff for tenure – Carey See.
Amanda Agyeman-Budu made a motion to renew non-tenured teacher Carey See for tenure at 1.0 FTE for the 2021-2022 school year as presented. Kelly Hickey seconded the motion. The motion passed unanimously.
- R. Certified Staff Renewals – Non-tenured Staff for tenure – Rachel Swoboda.
Amy Gibbons made a motion to renew non-tenured teacher Rachel Swoboda for tenure at 1.0 FTE for the 2021-2022 school year as presented. Kelly Hickey seconded the motion. The motion passed unanimously.
- S. New Hire – Michelle Herman – Cook’s Helper, Part Time. Discussion was held. This will be a 2 hours per day, Monday through Friday assignment.
Amanda Agyeman-Budu made a motion to hire Michelle Herman, as Part Time Cook’s Helper as presented. Amy Gibbons seconded the motion. The motion passed unanimously.
- T. Covid / School Health Report – Discussion was held. Superintendent Lipp shared that with the open opportunity for school staff to get vaccinated, it has resulted in several individuals taking advantage of the opportunity. The recent report showed 12 current cases of Covid in Yellowstone county. The school is healthy in reference to Covid. There is however a stomach bug going around and a couple cases of strep throat are surfacing.
Superintendent Lipp shared that the field track day is a go and those that choose not to participate will go on a field hike. Amanda inquired if forming a track and field co-op with Laurel would be a possibility. Superintendent Lipp shared that he would look into it.
- U. Business Manager / District Clerk Evaluation – Chair, Amy Sironi closed the open meeting to conduct the Business Manager / District Clerk Evaluation in Executive Session at 7:51 p.m.
Amy Gibbons made a motion to close the open meeting and move to executive session. Amanda Agyeman-Budu seconded the motion.
The open meeting was reopened at 8:48 p.m. by Chair, Amy Sironi.
- V. Business Manager Contract Renewal - with contractual terms and conditions to be decided in May.
Amanda Agyeman-Budu made a motion to renew Seara Stovall, Business Manager for the 2021-2022 school year as presented. Amy Gibbons seconded the motion. The motion passed unanimously.

Agenda Items for the Next Regular Meeting – May 13th

- A. Certification of General Fund Election Results
- B. Classified Staff Renewals
- C. Classified Staff wage increase
- D. Trustee Election by Acclimation
 - a. Oath of Office – Kelly Hickey
- E. Reorganization of the Board
- F. Appoint Clerk of the District
- G. Administrative Contract Approvals
- H. RiverStone Health – Contract for School Nurse Services FY21/22
- I. MUST Health Insurance Contract FY22 Renewal – unable to sign until contract is ratified
- J. Audit Summary
- K. Covid / School Health Report

Adjournment

The next Regular Meeting will be held Thursday, May 13, 2021 at 6:30 p.m. in the Canyon Creek School District Library.

Amanda Agyeman-Budu moved to adjourn the meeting at 9:00 p.m. Amy Gibbons seconded the motion. The motion passed unanimously.

Amy Sironi, Chair

Seara Stovall, Business Manager/Clerk