

**Canyon Creek School District #4**  
**Yellowstone County, Billings, MT**  
**6:30 p.m. - Regular Meeting via Zoom**

**Call To Order**

**March 24, 2020**

Chairman Joel Junso called the Regular Meeting of the Board of Trustees, held via Zoom, to order at 6:44 p.m. by leading those present in the Pledge of Allegiance. The following trustees and officers were present: Joel Junso, Chair, Amy Sironi, Vice-Chair, Amanda Agyeman-Budu, Trustee, Amy Gibbons, Trustee and Jason Ascherman, Trustee. Brent Lipp, Superintendent and Seara Stovall, Business Manager/District Clerk were also present.

Additional guests present via Zoom: Haley Morales, Dean of Students, Becca Sedlacek, and Ali Helgeson

**Public Comment**

None submitted.

**Consent Agenda**

*Amy S. moved to approve the Consent Agenda as presented. Amanda seconded the motion. The motion passed unanimously.*

**Administrative Report**

A. Superintendent's Report–

1. 8<sup>th</sup> Grade Trip – Prior to changes due to Covid-19, the trip was going as planned with 5 or 6 students planning to participate in the trip to Washington D.C. Mrs. Matt has received notice that due to Covid-19 a Summer trip may be a possibility. If any students choose not to go, they will get a refund. Two students have already disclosed that they will not be attending.  
Regardless of the indecisiveness of the trip happening, Superintendent Lipp wants to hold a promotion celebration for the 8<sup>th</sup> grade class.
2. Staffing – For these two weeks, funds are in place. Looking for ways to reassign the Classified Staff to keep them working. As long as the funding is secured, we should be able to keep them busy. If not, filing for unemployment is an option. Summer work may be an option, filing, purging of files, etc.
3. Science Curriculum – Superintendent Lipp notes getting the curriculum purchased this year is a priority. Currently he is unsure of how much can be purchased with our current

budget.

4. TRS Audit – Per a TRS audit finding, employer contributions of \$517.12, plus years of interest of \$5,511.65, for a total amount of \$6,028.77 were due to TRS. The initial contribution amount was not submitted by Canyon Creek School District. The total amount was paid to TRS.
5. Football – Canyon Creek School District does have interest in resuming the football co-op program with Elysian and there are several kids showing interest. Jason asked if we have funding for the football program. It is funded through the Activities Account. The only General Fund dollars expended are for coaching salaries and those are split with Elysian. We also have an Athletic Fee in place that helps supplement the expenses incurred.
6. Pre-Kindergarten – Program development is currently on pause. Information from Superintendent Lipp to the attorney is required to move forward. The Certified Teaching position has been posted and one application has been received.
7. Budget / Levy – Voted-levy is required to meet General Fund needs to help maintain current staffing.
8. Board Committee – A committee will be required to assist with educating our community and gaining support for the voted-levy. More participation by all is desired. If the Board approves, we will need to work hard to try and reach our community and gain their support to pass the General Fund Levy.
9. Insurance Claim / Boiler – Boiler was removed for manufacturer review to determine the warranty coverage. An insurance claim was filed for any expense incurred that can be covered on top of the warranty expense.

## **New Business**

- A. Approval of FY2020-21 School Calendar – Discussion was held. Seventy-eight responses from the community and staff survey were received. It was predicted that the feedback would be that we would be following the School District #2 calendar, which included a Spring Break. Superintendent Lipp reviewed the calendar survey results in detail. Superintendent Lipp entered three days in August prior to school starting for PIR days. One additional PIR day was for CPR and First Aide training for all staff. Amanda noted that there were a lot of comments on the early out days and asked Superintendent Lipp for clarification. Superintendent Lipp noted that the early out days are for the benefit of the teaching staff. This is time for learning continuation and professional development days for teachers working with standards and curriculum requirements. There is currently one per month scheduled. Superintendent Lipp asked for the Boards input. Joel noted that he understood the inconvenience to the parents, as far as getting child care for early out days. Amy G. thought the schedule of once per month was very reasonable. Amanda thought the schedule was also reasonable and commented that some of the feedback was to merge those half days into full days to reduce the impact to parents. Superintendent Lipp noted that the spread of days is helpful, as the work is time sensitive and impactful with the continuation of curriculum and standards based instruction. Superintendent

Lipp noted the early outs are productive and meaningful.

Jason inquired if the teachers filled out the survey as well. Superintendent Lipp noted that they did.

*Amy G. moved to accept the FY2020-21 School Calendar as presented. Amanda seconded the motion. The motion passed unanimously.*

- B. Acceptance of Aimee Konzen Letter of Resignation – Discussion was held. Aimee was thanked for her efforts and we look forward to working with her at the State level, as she will be employed with the Office of Public Instruction.

*Amanda moved to accept the Letter of Resignation from Aimee Konzen as presented. Amy S. seconded the motion. The motion passed unanimously.*

- C. Certified Staff Intent to Change Salary Lanes – Discussion was held. Review of FY20-21 Certified, Administrative, Classified Salaries & Benefits spreadsheet. Two certified staff members provided notification of their intent to change salary lanes.

- D. Budget / Payroll / School Nutrition Update – Discussion was held. Review of FY21 General Fund Budget spreadsheet. There was discussion on current budget numbers in comparison to the coming year's budget.

- E. Life Insurance – Discussion was held.

*Amy G. moved to approve the recommendation from Superintendent Lipp to continue to offer the employer paid life insurance benefit to all employees as currently provided; all current employees will be grandfathered in. From April 1, 2020 forward, no new classified employees will receive the employer paid life insurance benefit as presented. Amy S. seconded the motion. The motion passed unanimously.*

- F. Resolution for Permissive Levy – Discussion was held. Review of Resolution Spreadsheet FY2021 Budget. Permissive Levies are standard for all school districts. The Board agreed that they did not feel that they had a choice and are in agreement that the Permissive Levy amounts are acceptable and supported as presented.

*Amy G. moved to accept the Resolution for Permissive Levy as presented. Amy S. seconded the motion. The motion passed unanimously.*

- G. Resolution for Voted-levy – General Fund – Discussion was held. Superintendent Lipp supports this General Fund Voted-levy. If this is voted in favor by the Board of Trustees, the first step would be to form a board committee and really approach this as a team, in full support, to gain community support. Amy S. shared that at the Canyon Creek Task Force meeting, when the history of the inability to pass Voted Levies was shared, those in attendance were in shock. Superintendent Lipp and Amy S. felt that the Canyon Creek Task Force is going to be an asset in gaining community support. Superintendent Lipp stated that staff cuts are not the answer. Amanda also mentioned that COVID-19 will most likely play a negative part on the success in passing an additional levy at this point. Joel stated that he didn't feel we had much of a choice. Superintendent Lipp noted that the board needs to know that there are minor costs to the District when running a voted levy, i.e. mailings, online informative sessions, signage.

*Amy G. moved to accept the Resolution for Voted –levy – General Fund in the amount of \$104,572.51 as presented. Amanda seconded the motion. The motion passed unanimously.*

- H. RiverStone Contract for School Health Services FY20/21 – Discussion was held. Superintendent Lipp noted that we receive a great service and our current nurse, Mrs. Rock, is meeting our

needs and is a great addition. She has split her full day of service into two half-days and it is working great for the District.

*Amy S. moved to approve the RiverStone Contract for School Health Services FY20/21 as presented. Amanda seconded the motion. The motion passed unanimously.*

- I. 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.). They also help with records and give advice with IEP's. 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.

*Amanda moved to approve the Yellowstone-West Cooperative Interlocal Agreement as presented. Amy G. seconded the motion. The motion passed unanimously.*

- J. K-12 Consultants – Phase 1 Progression - Discussion was held.  
Phase 1 – Assessment and Discovery – understanding what we have. Review of current educational programs and space needs. Meet with all staff to zero down on what we have and what we need. Assessment results in a document of an Educational Vision for the school district. The planning committee would be meeting numerous times with a public forum, engaging the community in discussion and input. Public forums are hands on, brain storming sessions where ideas are compiled.

*Per the recommendation of Superintendent Lipp, Amy S. moved to table the decision to move forward with Phase 1 – Assessment and Discovery, until August. Amanda seconded the motion. The motion passed unanimously.*

- J. Notification to move Business Manager Evaluation – Discussion was held and it was agreed to move the Business Manager Evaluation to May.

## **Public Comment Follow-up**

None submitted.

## **Agenda Items for the Next Regular Meeting**

- A. Directions given to the Trustees by the Chair for completing the Business Manager/Clerk's Evaluation – Evaluation forms will be distributed at the Regular Meeting – April 20<sup>th</sup>. Evaluation will be completed during the Regular Meeting – May 18<sup>th</sup>
- B. Election – Prepare for Voted-levy Election
- C. Human Resource / Payroll Software Proposal & Quote
- D. Plan Staff appreciation gesture from trustees (certified & classified staff)

## **Adjournment**

The next Board of Trustees meeting, Emergency Meeting via Zoom, will be held Wednesday, March 25, 2020 at 7:00 p.m.

The next Regular Meeting will be held Monday, April 20, 2020 at 6:30 p.m. in the Canyon Creek School District Library, unless lawful restrictions for public meetings are still in place. If the public is still under restrictions, the meeting will be held via Zoom at the same date and time.

*Amanda moved to adjourn the meeting at 8:46 p.m. Amy S. seconded the motion. The motion passed unanimously.*

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Joel Junso, Chairman

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Seara Stovall, Business Manager/Clerk