

REGULAR MEETING

August 13, 2019

6:00 PM

The regular meeting of the Baker School Board was called to order by Vice-Chairperson Johnna Koenig at 6pm in the Boardroom of Baker High School. Trustees Klint Flint, Mike Gunderson, and Quentin Burdick were in attendance; Chairperson Gye Varner was absent. Also present were Superintendent Aaron Skogen, Principals Bo Lingle and David Breitbach, Vice-Principal Jacob Gion, District Clerk Jennifer Mettler, Technology Director Scott Anderson, and Head Custodian Mardi Brown. Guests were Darby Waldbillig, Dena Kirschten, Amanda Tunby, Jay Rost and Tim Robinson.

Consent Items:

The bills, investment report, activity account report, journal adjustments, and minutes were reviewed by the trustees; claim checks 55455 to 55576 and payroll checks 974 to 1151 were reviewed and approved. There being no objections, Vice-Chairperson Koenig approves the consent items as presented.

PUBLIC COMMENT

None

OLD BUSINESS

ADULT ED WAGE AGREEMENT – ANGIE RABBITT, REC DEPT

Angie Rabbitt informed Mrs. Mettler today there is not a request for increase in wage agreement with the District at this time and she would like to continue with the same reimbursement and usage as in previous years.

NEW BUSINESS

BUS ROUTE CHANGE – ROUTE #3

Mr. Jay Rost addresses the board to re-instate the stop at their place on route #3. Discussion followed. Superintendent Skogen stated the board has already informally denied a stop request this school year and would recommend the board re-evaluate the routes in April for next school year. Discussion followed. Quentin Burdick moved to deny the request to change Bus Route #3. Klint Flint seconded the motion; motion carried unanimously.

GRANT WRITING POLICY BP5220 – 1ST READING

Mr. Skogen presents to the board a new policy that will address the interest of staff to apply for grants for the District. It is a MTSBA model policy that has been adapted to fit the needs of the District and gives the staff member the proper channels to apply for grants. Board accepts policy for 1st reading and Vice-Chairperson Koenig requests the policy be added to next month's agenda.

SOCIAL MEDIA – DISTRICT FACEBOOK PAGE

Mr. Skogen and Mr. Anderson address the board with the potential of starting a District Facebook page; it has been discussed in the past, but with social media becoming more of the norm, it is the request of the administration to start moving in the direction of information sharing. Mr. Skogen stated the only individuals responsible for managing and posting information will be Mr. Anderson, Mr. Skogen and any other individuals the Superintendent approves. Discussion followed.

Klint Flint moved to approve a districtwide Facebook page for the purpose of sharing district information through social media platform. Quentin Burdick seconded the motion; motion carried unanimously.

MTSBA POLICY REVISIONS

Mr. Skogen presented to the board a list of policy revisions from MTSBA. The following are a list of policies with required revisions, recommended revisions and new policies.

REQUIRED REVISIONS

[1112 – Resignation](#) – This model policy has been revised in accordance with statutory changes. The revisions remove the 72-hour period to withdraw a resignation and insert the requirement to have a letter of resignation submitted in writing with a stipulated effective date.

[1113 – Vacancies](#) – This model policy has been revised in accordance with statutory changes. The revision clarifies the resignation procedure to require the resignation to be in writing and stipulate and effective date.

[1425 – Abstentions from Voting](#) – This model policy has been revised to comply with applicable statutes. Montana law does not permit boards of trustees to consider contracts in which a trustee has a pecuniary interest, transactions in which trustee would be an agent or solicitor, or when a trustee may have an economic benefit or relationship with the transaction. These provisions have been removed from the policy to avoid confusion and ensure compliance with the law.

[1512 – Conflict of Interest](#) – This model policy has been revised to comply with applicable statutes. Trustees, as elected officials, are expected to comply with ethics statutes governing Montana public officials. The policy includes two additional provisions to comply with those ethical requirements.

[1700 – Uniform Complaint Procedure](#) – This model policy has been revised to ensure the complaint procedure is accessible to those who seek to have matters heard and reviewed by the school district.

[2100 – School Year Calendar and Day](#) – This model policy has been revised to comply with applicable statutes. The school fiscal year is required to recognize a pupil demonstrating proficiency.

[2160 – Title I Parent and Family Engagement](#) - This model policy has been revised in accordance with statutory changes. The Every Student Succeeds Act requires school districts to expand parental involvement plans under Title I to include family members, community stakeholders and an advisory board.

[2167 – Correspondence Courses](#) – This model policy has been revised to recognize the Distance Education Accrediting Commission.

[2168 – Distance, Online, and Technology-Delivered Learning](#) – This model policy has been revised to comply with applicable statutes. The school fiscal year is required to recognize a pupil demonstrating proficiency.

[3110 - Entrance, Placement, and Transfer](#) – This model policy has been revised to reflect the efforts required by districts on behalf of homeless students and students in foster care.

[3125 – Education of Homeless Children](#) – This model policy has been revised to accurately reflect the complaint process available in accordance with Policy 3125F.

[3225 – Sexual Harassment, Sexual Intimidation, and Sexual Misconduct](#) – This model policy has been revised to clarify prohibited conduct and broaden the enforcement options available to district officials in the event sexual misconduct of any kind is proven to have occurred.

[4301 – Visitors to Schools](#) – This model policy has been revised to place additional conduct responsibilities on visitors to schools.

[4315 – Visitor and Spectator Conduct](#) – This model policy has been revised to broaden the scope of the policy beyond activity events and correspond to the conduct responsibilities outlined in the revised Policy 4301.

[4340 – Public Access to District Records](#) – This model policy has been revised to include the exception to the public records statute that authorizes school districts to preserve the confidentiality of records related to school safety and security.

[4410 – Relations with Law Enforcement and Child Protective Agencies](#) – This model policy has been revised to include specific guidance related to the County Interdisciplinary Child Information and School Safety Team as outlined in statute.

[5012 - Sexual Harassment, Sexual Intimidation, and Sexual Misconduct in the Workplace](#) – This model policy has been revised to clarify prohibited conduct and broaden the enforcement options available to district officials in the event sexual misconduct of any kind is proven to have occurred.

[5223 – Personal Conduct](#) – This model policy has been revised to specifically apply the prohibition on weapons and violence in the school building to district employees.

[5256 – Reduction in Force](#) – This model policy has been revised to cover all employees of the district and expand the factors considered during a reduction in force process.

[8225 – Tobacco Free Policy](#) – This model policy has been revised to broaden the definition of nicotine delivery devices covered by the policy.

[8425](#) and [8425P – Service Animals](#) – This [model policy](#) and [accompanying procedure](#) have been revised to ensure compliance with Section 504 of the Rehabilitation Act and decisions from the Office of Civil Rights of the U.S. Department of Education related to the presence of service animals in public schools.

RECOMMENDED REVISIONS

[1610 – Annual Goals and Objectives](#) – This model policy has been revised to clarify the process by which the board reviews the district's goals and objectives.

[2410P – High School Graduation Requirements](#) – This model policy has been revised to resolve discrepancies between the grading scale used by instructors when a student is pursuing dual credit. Added to section Dual Credit “As noted in the Student Handbook, the District will assign the grade given by the course instructor to the student’s report card”.

NEW RECOMMENDED POLICIES

[5120P – Fingerprint Background Handling Procedure](#) – This model procedure is available to guide districts in the proper handling of fingerprint and background check information in accordance with State of Montana standards, with Option 2 selected to be included in the policy revision.

DELETED POLICIES

8425F – Service Animal Form – This form has been overruled by the Office of Civil Rights of the U.S. Department of Education. The request for a service animal should be directed through the Section 504 procedure in accordance with the updated Policy 8425 noted above. The form should be deleted from all policy manuals.

Mike Gunderson moved to approve the required board policy revisions, the recommended board policy revisions and the new recommended board policy as presented. Quentin Burdick seconded the motion; motion carried unanimously.

PARAPROFESSIONAL RESIGNATION

Mr. Skogen presents to the board the resignation of Erin Rehm; Mrs. Rehm was an Elementary Paraprofessional.

Klint Flint moved to accept the resignation of Erin Rehm and wish her the best in her future endeavors.

Mike Gunderson seconded the motion; motion carried unanimously.

Mr. Skogen added it is the desire of the administration to open the position and will leave the position open until filled to get the right candidate to fill the position. Board agrees and gives Mr. Skogen to post the job until filled.

CLASSIFIED HIRE – PART-TIME COOK

Mrs. Mettler presents to the board a part-time cook contract; the interviews were done in June and the applicant has successfully passed a physical and background check and it is the recommendation of Sonya Davis, Head Cook, to offer the position to Loveden Uecker for the 2019-20 school year.

Mike Gunderson moved to offer a part-time contract to Loveden Uecker for the 2019-20 school year.

Quentin Burdick seconded the motion; motion carried unanimously.

CLASSIFIED SALARY SCHEDULE REVISION

Mrs. Mettler presents to the board a revision to the classified salary schedule. Over the last few years substitutes have been hired for classified positions and we currently do not have a set amount to pay those fill-ins. Therefore, it is presented to add substitute positions in the Food Service, Secretary, Custodial and Paraprofessional onto the salary schedule. Discussion followed.

Quentin Burdick moved to approve the changes to the salary schedule for substitute classified hourly positions as presented. Klint Flint seconded the motion; motion carried unanimously.

STUDENT ATTENDANCE AGREEMENTS

Mrs. Mettler presents to the board the list for students attending our District from other school districts. The attendance agreements on the agenda tonight are for 14 students that live in Plevna, 8 students that live in Marmarth, ND, and 3 students from Wibaux, all of which wish to attend Baker Public Schools; 23 students that live in Baker that wish to attend Plevna Public Schools.

Klint Flint moved Baker Public School District #12 approve the 2019-20 attendance agreements for the following students from Plevna District to attend Baker High School:

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|-----------------|------------------|----------------|
| Macee Hadley | Walker Hadley | Alissa Bohle |
| Anika Ploeger | Caleb Ploeger | Mya Hadley |
| Kayl Hadley | Kyal Hadley | Taylor Bertsch |
| Cooper O’Connor | Madison O’Connor | Miles O’Connor |
| Avery O’Connor | Emma O’Connor | |

The following students from Marmarth, ND wish to attend Baker Public Schools:

Maddie Mastel	Ethan Reichenberg	Halle Brown
Cadence Brown	Mason Brown	Clyde Brown
Colton Turbiville	Aubryn Brown	

The following students from Wibaux, MT wish to attend Baker Public Schools:

Gabriella Qualley	O'Connell Qualley	Rebecca Qualley
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The following students from Baker wish to attend Plevna Public Schools:

Kalob Bollinger	Kinly Bollinger	Blaine Buerkle
Dacy Buerkle	Nicholas Buerkle	Weston Buerkle
Madison Butori	Jaiden Dulin	Kali Dulin
Lily Hoeger	Eden Kilsdonk	Jaelle Kilsdonk
Felicia Li	Ruilin Li	Billie Miller
John Miller	Shiloh Pinkey	Tiana Pinkey
Dakota Steen	Danika Steen	Abagayel Stonebrink
Alan Wiedmer	Maile Wright	

Quentin Burdick seconded the motion; motion carried unanimously.

OPI AUTHORIZED REPRESENTATIVE

Mrs. Mettler states OPI requires board action to assign an Authorized Representative to the District with the change in Superintendent; this will give Mr. Skogen the access he needs to do OPI reports.

Quentin Burdick moved to appoint Aaron Skogen, Superintendent as the Authorized Representative for Baker Public Schools. Mike Gunderson seconded the motion; motion carried unanimously.

2017-18 AUDIT REPORT

Mrs. Mettler presents to the board the finished audit report form 2017-18 done by Wipfli, LLP; the audit produced 5 findings and responses by the District personnel are in the report as well.

Klint Flint moved to accept the 2018 Financial Statements for Baker Public Schools as presented. Mike Gunderson seconded the motion; motion carried unanimously.

AUDIT CONTRACT – WIPFLI, LLP

Mrs. Mettler presents a 3 year contract for audit services to be performed by Wipfli, LLP.

Quentin Burdick moved to approve the contract with Wipfli, LLP for the audit of the 2019, 2020, and 2021 financials. Mike Gunderson seconded the motion; motion carried unanimously.

OIL AND GAS ALLOCATION – 1ST QTR 2019

Mrs. Mettler presents to the board the oil and gas allocation for this quarter of \$609,694.69. Also, with the 2019 Legislative Session, SB12 passed and dissolved the Oil and Gas Impact funds at the State level and therefore, our District received a small portion of that dissolution and it amounted to \$660.21. This amount of revenue is above and beyond what we receive in quarterly revenue and does not go against our limit to obtain from the Department of Revenue.

Klint Flint moved to reallocate the oil and gas revenue on or about August 1, 2019 to the General Fund \$609,694.69, reserving the right to reallocate the future payments when received and further move to allocate the SB12 revenue to the General Fund as well. Mike Gunderson seconded the motion; motion carried unanimously.

2019-20 BUDGETS

Mrs. Mettler presents to the board the 2019-20 Budgets. The taxable valuation for 2019-20 is \$29,768,781.

Baker Public Schools will need to levy mills this year to support our General Fund BASE budget due declining Oil and Gas revenues. The Transportation Fund will be assessing permissive mills on the taxpayers to pay for yellow bus costs. The General Fund amount is the maximum allowed by the State, including new monies from the legislature.

General Fund	\$4,124,898.98
Transportation	\$425,000.00
Bus Depreciation	\$10,000.00
Tuition	\$93,000.00
Retirement	\$850,000.00
Adult Education	\$150,000.00
Technology	\$700,000.00
Flexibility	\$2,500,000.00

Debt Service	\$5,000.00
Building Reserve	\$3,000,000.00

Quentin Burdick moved to approve the budgets as presented for the 2019-20 school year. Mike Gunderson seconded the motion; motion carried unanimously.

COMPLEX MANAGER REPORT, DARBY WALDBILLIG

Almost 300 kids went through swim lessons this summer and starting Monday they will start school open hours and will have some closures during fair as well. Also looking at doing some lifeguard in-service and WSI training this fall.

MAINTENANCE REPORT, MARDI BROWN

Track striper is here and track will be done before practice starts. Storage unit at the lunchroom is done and siding will be done by the first day of school and all the projects with McKinstry is going great.

TECHNOLOGY DIRECTOR, SCOTT ANDERSON

The projector at Longfellow stage is getting faded and looking into solutions to get it fixed. The school website is up and going and if there are some missing items please let him know. Also acknowledges Mrs. Tunby and Mrs. Josi Hadley for doing Tech Times at their schools which helps staff to use the technology in their classrooms. He also wants to know, going forward, the opinions and the board to consider a policy on allowing the chromebooks to go home with students.

PRINCIPAL'S REPORT

ELEMENTARY PRINCIPAL, BO LINGLE

Denbury had their annual safety meeting at the Longfellow gym today and staff PIR days will be August 20th and 21st with back to school night on August 27th; class rosters for elementary will be posted on Thursday this week.

HIGH SCHOOL PRINCIPAL/AD, DAVID BREITBACH

No more to report than Mr. Lingle.

VICE PRINCIPAL, JACOB GION

Practices for fall sports are gearing up to start; another activity camera is being installed at the football field so all our activities can be live streamed via NFHS, just like the high school gym.

SUPERINTENDENT'S REPORT

SUPERINTENDENT, AARON SKOGEN

Back to school staff barbeque will be on August 19th at 5:30, staff breakfast will be August 20th at 8am and all the board is welcome to attend. MTSBA runs a service to aide in some strategic planning in Districts and it works very well and will get some information out to the board to review. Vice Chairperson Koenig stated she would like the District to look into bottle filling stations and the cost associated to see if it would be feasible to add those stations to the existing drinking fountains and add to the project list.

Next scheduled meeting will be September 12, 2019 at 6pm.

There being no other business, meeting adjourned at 7:23 pm.

Clerk

Chairman