REGULAR MEETING, FEBRUARY 13, 2024
The trustees of Manhattan School District No. 3, high school and elementary districts, met in regular session, February 13, 2024, at 7:00 p.m. in the High School Activities Room. Chairman Brownell called the meeting to order.

Members Present: Rob Brownell, Brand Robinson, Matt White, and Ethan Severson.

Members Absent: Mike Swan and Bryan Petersen.

Superintendent Brian Ayers, 6-12 Principal Miranda Howells, K-5 Principal Jeff Blessum, Clerk Ann Heisler, and Executive Assistant Amanda Dyksterhouse were present throughout the entire proceedings. Guests attending the meeting are on the list attached to these Minutes and made a part hereof.

PLEDGE OF ALLEGIANCE
Chairman Brownell led the Pledge of Allegiance.

RECOGNITION OF GUESTS
Chairman Brownell recognized the visitors in attendance.

New School Resource Officer Will Armstrong was introduced to the Board.

PUBLIC COMMENT
Chairman Brownell read the public comment statement, and asked for public comment on any non-agenda items. No comments were made.

CONSENT AGENDA
Brand Robinson made a motion to approve the following items on the Consent Agenda: Board Minutes – Regular January 9, 2024; Special January 23, 2024; January 2024 Payroll Warrants 3141027-3141064, $554,646.27; January 2024 Claims Warrants 3081598-3081637, $131,192.72; January 2024 Student Activities Checks 27727-27823, voids 27737, 27739, 27743, 27744, 27745, 27747, 27751, 27755, 27792, 27806, 27809, $31,931.02; the current Substitute, Volunteer, Student Worker, and Athletic Worker Lists for the 2023-2024 school year; and coaching contract renewal for Kennon Douglas as JH Assistant Track Coach. The motion was seconded by Matt White and it carried with no dissenting votes. The approved warrant and check listings, the approved substitute, volunteer, student worker, and athletic worker lists are attached to these Minutes and made a part hereof.

BOARD ACTION ITEMS
2023-2024 EMPLOYMENT
Ethan Severson made a motion to approve an employment contract with Mary Fulp as Substitute 6-12 Principal as proposed for the 2023-24 school year beginning March 4, 2024. Matt White seconded the motion and it carried unanimously.

Matt White made a motion to approve an employment contract with Jolie Shelton as Long-term Substitute Teacher 2nd Grade as proposed for the 2023-2024 school year. Brand Robinson seconded the motion, which carried unanimously.

Ethan Severson made a motion to approve an employment contract with Torger Sikveland as Head Golf Coach for the 2023-2024 school year. Matt White seconded the motion, which carried unanimously.

Ethan Severson made a motion to approve an employment contract with Makayla Rowan as Assistant Golf Coach for the 2023-2024 school year. Brand Robinson seconded the motion, which carried unanimously.

2024-2025 EMPLOYMENT
Brand Robinson made a motion to approve an employment contract with Nate Parseghian as 6-12 Activities Director for the 2024-2025 school year. Ethan Severson seconded the motion, which carried unanimously.

Matt White made a motion to approve an employment contract with Kristie Pierce as Special Education Director for the 2024-2025 school year. Ethan Severson seconded the motion, which carried unanimously.

2024-2025 ADMINISTRATION
Ethan Severson moved to approve a Principal employment contract for the 2024-2025 school year with Miranda Howells as 9-12 Principal for 207 days. Brand Robinson seconded the motion and it carried with no dissenting votes.

Principal contracts for K-5 Principal at 197 days and 6-8 Principal at 202 days were tabled until the March Board Meeting.

2023-2024 FP-14 STUDENT ATTENDANCE AGREEMENTS
Brand Robinson made a motion to approve the two additional FP-14 Amsterdam Student Attendance Agreements for the 2023-2024 school year as proposed, which includes one 7th grader and one 8th grader. Matt White seconded the motion, which carried with no dissenting votes. The approved additional FP-14 Student Attendance Agreements for Amsterdam students attending Manhattan School District are attached to these Minutes and made a part hereof.

2024-2025 SCHOOL CALENDAR
Matt White made a motion to approve the proposed school calendar for the 2024-25 school year. Brand Robinson seconded the motion and it carried unanimously. The approved 2024-2025 school calendar is attached to these Minutes and made a part hereof.

ANNUAL SCHOOL ELECTION – MAY 7, 2024
The Annual School Election will be held on Tuesday, May 7, 2024. The two Trustees who are up for re-election are Bryan Petersen and Matt White. Nominating Petitions for the open positions must be filed with the District Clerk by March 28, 2024, in order for the candidate's name to appear on the ballot.

BE IT RESOLVED, the Board of Trustees for Manhattan Elementary School District No. 3 and Manhattan High School District No. 3, Gallatin County, State of Montana, will hold the Annual Regular School Election on Tuesday, May 7, 2024, which date is not less than seventy (70) days after the passage of this resolution.

The election will be held by mail ballot conducted by the County Election Administrator with all qualified electors in Manhattan Elementary School District No. 3 and Manhattan High School District No. 3 participating.

The purpose of the election is to elect two (2) Trustees for a three-year term from Manhattan School District No. 3.

Brand Robinson moved to approve the trustee election and additional levies to operate and maintain the General Fund for FY 2024-2025 in the Elementary School. Matt White seconded the motion and it carried with no dissenting votes.

Matt White moved to approve the trustee election and additional levies to operate and maintain the General Fund for FY 2024-2025 in the High School. Ethan Severson seconded the motion and it carried with no dissenting votes.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Ann Heisler, school district election administrator, to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA.

BE IT FURTHER RESOLVED, that the clerk of Manhattan School District No. 3 is hereby directed to notify the County Election Administrator of the date of holding said election, and request the clerk to close regular registration and to prepare and furnish election materials as required by law.

The Gallatin County Election Administrator is further instructed to submit a written mail ballot plan to the office of the Montana Secretary of State in a timely manner and to publish and post notice of the election in a manner and at the times required by law, and to appoint a sufficient number of judges and to conduct the election as required by law.

BOARD POLICY RECOMMENDED UPDATES - 2ND READING
The Board held a 2nd Reading on the following Board Policy Recommended Updates from MTSBA: 1240 Duties of Individual Trustees, 1520 Board Staff Communications, 3310P5 Academic Honesty and Responsible Use of Resources, and 5231 Personnel Records. Ethan Severson moved to approve the policy updates as proposed. Brand Robinson seconded the motion and it carried unanimously. The approved policies 1240, 1520, 3310P5, and 5231 are attached to these Minutes and made a part hereof.

BOARD POLICY REQUIRED UPDATES - 1ST READING
The Board held a 1st reading on the following Board Policy Required Updates from MTSBA:

Ethan Severson made a motion to approve 1400 Board Meetings. Matt White seconded the motion and it carried with no dissenting votes.

Brand Robinson made a motion to approve 1511 Code of Ethics. Matt White seconded the motion and it carried with no dissenting votes.

Ethan Severson made a motion to approve 2151F Assumption of Risk Form. Matt White seconded the motion and it carried with no dissenting votes.

Brand Robinson made a motion to approve 2320 Field Trips and Excursions. Matt White seconded the motion and it carried with no dissenting votes.

Matt White made a motion to approve 3305 Seclusion and Restraint. Brand Robinson seconded the motion and it carried with no dissenting votes.

Ethan Severson made a motion to approve 3310P1 Risk Assessments. Matt White seconded the motion and it carried with no dissenting votes.

Brand Robinson made a motion to approve 3410 Student Health and Examinations. Ethan Severson seconded the motion and it carried with no dissenting votes.

Matt White made a motion to approve 3410F Medical Consent Form. Brand Robinson seconded the motion and it carried with no dissenting votes.

Brand Robinson made a motion to approve 3431 Emergency Treatment. Matt White seconded the motion and it carried with no dissenting votes.

Matt White made a motion to approve 3600, 3600F2, 3600P Student Records Procedures and Forms. Ethan Severson seconded the motion and it carried with no dissenting votes.

Brand Robinson made a motion to approve 5121 Applicability of Personnel Policies and Professional Development. Matt White seconded the motion and it carried with no dissenting votes.

Brand Robinson made a motion to approve 5330 Maternity and Paternity Leave with a change to the proposed wording to: The School District has determined that maternity leave shall not exceed eight (8) weeks unless mandated otherwise by the employee's physician. Employees will use accumulated leave for maternity and paternity leave and upon the expiration of accumulated leave be placed on unpaid leave. Ethan Severson seconded the motion and it carried with no dissenting votes.

Matt White made a motion to approve 7320 Purchasing, keeping capital outlay the same: $10,000. Brand Robinson seconded the motion and it carried with no dissenting votes.

Matt White made a motion to approve 8110 Bus Routes and Schedules with a change to the proposed wording: On page 2 line 6, the Board did not want to cap the maximum distance at five hundred (500) feet. So they want to end the sentence: at least three hundred (300) feet. Brand Robinson seconded the motion and it carried with no dissenting votes.

Matt White made a motion to approve 8125 School Bus Emergencies. Brand Robinson seconded the motion and it carried with no dissenting votes.

The approved policy updates are attached to these Minutes and made a part hereof.

The Board tabled the following policies and referred them to the local policy committee for further review: 1420 Board Meeting Procedure, 1610 Goals and Objectives, 8132 Activity Trips, 8210 Procurement Policy for School Food Purchases and Use of Federal Funds, and 5223 Personal Conduct. The policy committee will bring their recommendations to the Board for approval at the March meeting.

BOARD INFORMATION ITEMS

SPRING ENROLLMENT COUNT – FEBRUARY 5, 2024

On the OPI Spring Enrollment count date of February 5, 2024, the Elementary K-5 School had 260 students; the 6-8 School had 183 students; and the High School had 241 students plus two approved early graduates. Total district enrollment is 684 plus two early graduate students. The Spring Student Count for ANB Summary by School is attached to these Minutes and made a part hereof.

MEA REQUEST TO OPEN NEGOTIATIONS FOR 2024-2025

Superintendent Ayers reported to the Board that he received a letter from the Manhattan Education Association (MEA) requesting their desire to open negotiations for the Collective Gaining Agreement for the 2024-2025 school year. Negotiations are tentatively scheduled to begin in April.

RESIGNATION

Superintendent Ayers reported to the Board that he received and accepted a resignation from Bailey Grant as Paraprofessional effective January 18, 2024.

PRINCIPALS' REPORT
The K-5 Principal Jeff Blessum's report is attached to these Minutes and made a part hereof.

The 6-12 Principal Miranda Howells' report is attached to these Minutes and made a part hereof.

SUPERINTENDENT'S REPORT
Superintendent Ayers updated the Board on the committee work being done by the Facility Planning and Building committee, PIR/PD committee, and the Wellness committee. A staff wellness fair is scheduled for March 15, 2024. A four-day school week survey will be released soon.

CLAIMS
Vouchered claims for the month of February 2024 were examined and approved for payment.

No further business appearing before the Board, Chairman Brownell adjourned the meeting at 8:37 p.m.

_____ ATTEST: _____
Robert Brownell, Chairman Ann Heisler, District Clerk

Board Approved 3/12/2024