

REGULAR MEETING, AUGUST 16, 2022

The trustees of Manhattan School District No. 3, high school and elementary districts, met in regular session, August 16, 2022, at 7:00 p.m. in the High School Activities Room. Chairman Brownell called the meeting to order.

Members Present: Rob Brownell, Mike Swan, Brand Robinson, Matt White, Bryan Petersen, and Ethan Severson.

Superintendent Brian Ayers, High School Principal Miranda Howells, 5-8 Principal Eric Fisher, K-4 Principal Neil Harvey, Clerk Ann Heisler, Executive Assistant Jamie Heaps and Athletic Director Brad Ballantyne 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.

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 July 12, 2022; July 2022 Payroll Warrants 3140356-3140373, \$108,265.63; July 2022 Claims Warrants 3080620-3080640, \$164,301.04; Current Substitute Teacher and Volunteer list; Steve Whitney rescind letter of retirement at the end of the 2022-2023 school year; Mikal Jones discretionary leave request from 11/28/2022-12/6/2022 (7 days); Resignation from Shawna Longie as Food Services Manager effective 7/15/2022; Resignation from Jessica Thomas as Special Education Paraprofessional effective 7/11/2022; Resignation from Jenn Smith as Special Education Paraprofessional effective 7/25/2022; Resignation from Ben Kane as Special Education Paraprofessional effective 8/4/2022. The motion was seconded by Mike Swan and it carried with no dissenting votes. The approved substitute teacher and volunteer list, and the approved warrant and check listings are attached to these Minutes and made a part hereof.

BOARD ACTION ITEMS

EMPLOYMENT 2022-2023

Mike Swan moved to approve an employment contract for the 2022-2023 school year, pending a successful fingerprint/background check, with Sheryl Gunsch as K-4 Special Education Teacher. Matt White seconded the motion, which carried unanimously.

Bryan Petersen moved to approve an employment contract for the 2022-2023 school year, pending a successful fingerprint/background check, with Jaclyn Machado as a K-4 Sped Paraprofessional. Brand Robinson seconded the motion, which carried unanimously.

Brand Robinson moved to approve an employment contract for the 2022-2023 school year, pending a successful fingerprint/background check, with Jodi Schuelke as a K-4 Sped Paraprofessional. Matt White seconded the motion, which carried unanimously.

Bryan Petersen moved to approve an employment contract for the 2022-2023 school year with Wes Kragt from HS Health Enhancement Teacher to 5-8 Health Enhancement Teacher. Brand Robinson seconded the motion and it carried unanimously.

Mike Swan moved to approve an employment contract for the 2022-2023 school year, pending a successful fingerprint/background check, with Morgan Barber as 5-8 Counselor at .4 FTE. Matt White seconded the motion and it carried unanimously.

Mike Swan moved to approve an employment contract for the 2022-2023 school year with Matt Toner from JH Assistant Football Coach to JH Head Football Coach. Bryan Petersen seconded the motion and it carried unanimously.

Bryan Petersen moved to approve an employment contract for the 2022-2023 school year with Jenn Smith as JH Head Volleyball Coach. Mike Swan seconded the motion and it carried unanimously.

Matt White moved to approve Torger Sikveland's move from 6th Grade Teacher to JH Social Studies Teacher for the 2022-2023 school year and Maggie Davis' move from K-4 Instructional Paraprofessional to 6th Grade Teacher. Brand Robinson seconded the motion and it carried unanimously.

Mike Swan moved to approve an employment contract for the 2022-2023 school year with Becki Latimer as 5-8 Sped Paraprofessional. Matt White seconded the motion and it carried unanimously.

Ethan Severson moved to approve an employment contract for the 2022-2023 school year with Tori Bates as HS Physical Education Teacher at .71 FTE. Brand Robinson seconded the motion and it carried unanimously.

Brand Robinson moved to approve an employment contract for the 2022-2023 school year, pending a successful fingerprint/background check, with Kyle Hotvedt as HS Assistant Football Coach. Ethan Severson seconded the motion and it carried unanimously.

Mike Swan moved to approve an employment contract for the 2022-2023 school year, pending a successful fingerprint/background check, with Tianna Carlson as HS Assistant Volleyball Coach. Ethan Severson seconded the motion and it carried unanimously.

Ethan Severson moved to approve an employment contract for the 2022-2023 school year, pending a successful fingerprint/background check, with Mike Deming as HS Head Boys Basketball Coach. Brand Robinson seconded the motion and it carried unanimously.

Mike Swan made a motion to approve an employment contract for the 2022-2023 school year with Brandon Bailey as HS Assistant Football Coach. Brand Robinson seconded the motion and it carried unanimously.

Bryan Petersen made a motion to approve an employment contract for the 2022-2023 school year with Laura Sandidge as Daytime Custodian. Matt White seconded the motion and it carried unanimously.

Brand Robinson made a motion to approve an employment contract for the 2022-2023 school year, pending a successful fingerprint/background check, with Jill Thomas as Food Service Manager/Head Cook. Matt White seconded the motion and it carried unanimously.

FY2021-22 TFS AND FY2022-23 FINAL BUDGETS

Superintendent Ayers and Clerk Ann Heisler reviewed the Elementary School Trustee's Financial Summary (TFS) for FY2021-22 and the Elementary School Budget for FY2022-23.

Brand Robinson made a motion to approve the Elementary School TFS for FY2021-22. Mike Swan seconded the motion and it carried unanimously.

Matt White made a motion to approve the FY2022-23 Elementary School Final Budgets as follows: General Fund - \$3,936,307.04; Transportation Fund - \$290,279.30; Tuition Fund - \$124,969.44; Retirement Fund - \$583,000.00; Technology Fund - \$46,698.77; Flexibility Fund - \$6,931.97; Building Reserve Fund - \$351,106.08; Debt Service Fund - \$593,250.00. Total Budgeted Elementary Funds = \$5,932,542.60. Bryan Petersen seconded the motion and it carried with no dissenting votes.

Superintendent Ayers and Clerk Ann Heisler reviewed the High School Trustee's Financial Summary (TFS) for FY2021-22 and the High School Budget for FY2022-23.

Ethan Severson made a motion to approve the High School TFS for FY2021-22. Brand Robinson seconded the motion and it carried unanimously.

Mike Swan made a motion to approve the 2022-2023FY High School Final Budgets as follows: General Fund - \$2,452,035.16; Transportation Fund - \$195,549.77; Bus Depreciation Fund - \$59,986.32; Tuition Fund - \$21,882.77; Retirement Fund - \$421,250.00; Adult Education Fund - \$19,678.25; Technology Fund - \$62,276.68; Flexibility Fund - \$9,914.15; Building Reserve Fund - \$149,593.19; Debt Service Fund - \$909,750.00. Total Budgeted High School Funds = \$4,301,916.29. Matt White seconded the motion and it carried with no dissenting votes.

The FY2022-23 Proposed Final Budget spreadsheet comparisons over the previous year for the Elementary and High School are attached to these Minutes and made a part hereof

2022-2023 HANDBOOKS

K-4 Principal Neil Harvey reviewed the changes made to the K-4 Staff and Student Handbooks for the 2022-23 school year. Mike Swan made a motion to approve the K-4 Staff Handbook as presented. Bryan Petersen seconded the motion and it carried unanimously. Bryan Petersen made a motion to approve the K-4 Student Handbook as presented. Brand Robinson seconded the motion and it carried unanimously.

5-8 Principal Eric Fisher reviewed the changes made to the 5-8 Staff and Student Handbooks for the 2022-23 school year. Brand Robinson made a motion to approve the 5-8 Staff Handbook as presented. Bryan Petersen seconded the motion and it carried unanimously. Matt White made a motion to approved the 5-8 Student Handbook as presented. Mike Swan seconded the motion and it carried unanimously.

High School Principal Miranda Howells reviewed the changes made to the High School Staff and Student Handbooks for the 2022-23 school year. Mike Swan made a motion to approve the HS Staff Handbook as presented. Matt White seconded the motion and it carried unanimously. Bryan Petersen made a motion to approve the HS Student Handbook as presented. Brand Robinson seconded the motion and it carried unanimously.

Superintendent Ayers reviewed the changes made to the Certified, Classified, and Substitute Employee Handbooks for the 2022-2023 school year. Athletic Director Brad Ballantyne presented the 2022-2023 Coaches Handbook.

After discussion, Bryan Petersen made a motion to approve the 2022-2023 Certified Employee Handbook after amending the Athletic Tournament Rule language to read that certified employees do not need to use discretionary leave during their contracted school

hours but will not get paid as an athletic worker until after school hours. Mike Swan seconded the motion and it carried unanimously.

Ethan Severson made a motion to approve the proposed 2022-2023 Classified Employee Handbook as presented. Brand Robinson seconded the motion and it carried unanimously.

Mike Swan made a motion to approve the proposed 2022-2023 Substitute Employee Handbook as presented. Matt White seconded the motion and it carried unanimously.

Ethan Severson made a motion to approve the proposed 2022-2023 Coaches Handbook as presented. Brand Robinson seconded the motion and it carried unanimously.

FP-14 STUDENT ATTENDANCE AGREEMENTS

Bryan Petersen made a motion to acknowledge receipt of the FP-14 Student Attendance Agreement for 5th grade student Haydyn Shumway attending Belgrade School District for the 2022-2023 school year. Matt White seconded the motion and it carried unanimously.

Brand Robinson made a motion to acknowledge receipt of the FP-14 Student Attendance Agreement for Kindergarten student Braelynn Dawe attending Amsterdam School District for the 2022-2023 school year. Matt White seconded the motion and it carried unanimously.

The Student Attendance Agreements are attached to these Minutes and made a part hereof.

BOARD POLICY UPDATES

The Board held a 2nd Reading on the following policy updates: **3305** Use of Restraint, Seclusion, and Aversive Techniques for Students; **3612, 3612F, 3612P** District-Provided Access to Electronic Information, Services, Equipment, and Networks; **4330, 4330P** Community Use of District Facilities; **5314** Substitutes; **5321, 5321P** Leaves of Absence; **5334P** Vacations; **5450, 5450F, 5450P** Employee use of Electronic Mail, Internet, Networks and District Equipment; **8300** Risk Management; **2510** School Wellness; **8025** Meal Charge Policy; **8210** Procurement Policy for School Food Purchases. Ethan Severson made a motion to approve the 17 aforementioned policies on 2nd Reading. Matt White seconded the motion and it carried with no dissenting votes. The approved policy updates are attached to these Minutes and made a part hereof.

BOARD INFORMATION ITEMS

STUDENT DISCIPLINE PROCEDURE UPDATES

Superintendent Ayers summarized the three student discipline procedures, **3310P1, 3310P2,** and **3310P3**. Procedures 2 and 3 will appear in student handbooks to make parents aware of the new discipline procedures. These procedures do not require Board approval per Board Policy 1310. The updated student discipline procedures are attached to these Minutes and made a part hereof.

PRINCIPALS' REPORT

K-4 Principal Neil Harvey shared that he has met with the new PTO President Katie Ball, and is excited to work with her throughout the 2022-2023 school year. Mr. Harvey also reminded the Board and community about the Open House on Wednesday, August 23.

5-8 Principal Eric Fisher shared information regarding the new teaching structure for 5th and 6th grade students for the 2022-2023 school year. Mr. Fisher also gave an update on junior high athletics, and mentioned the new recess before lunch which will be implemented this school year.

High School Principal Miranda Howells shared with the Board that registration for high school students has wrapped up and that the first senior parking spot paint day is Wednesday, August 17. Mrs. Howells also shared that she is working with the Booster Club to get an online store set up for tiger apparel.

SUPERINTENDENT'S REPORT

Superintendent Ayers shared information about the upcoming Flex days on August 18-19 and beginning of year PIR days scheduled on August 22-23. Mr. Ayers also provided information on the softball field and other maintenance/custodial work. Superintendent Ayers invited the Board to the morning staff assembly and BBQ luncheon scheduled on August 22.

CLAIMS

Vouchered claims for the month of August 2022 were examined and approved for payment.

No further business appearing before the Board, Chairman Brownell adjourned the meeting at 9:57 p.m.

Robert Brownell, Chairman

ATTEST: _____
Ann Heisler, District Clerk

Board Approved 9/13/2022