

CUSTER PUBLIC SCHOOL DISTRICT 15
Board of Trustees Meeting Minutes
Date: Wednesday, September 10, 2025
Time: 7:00 PM
Location: Gym Lobby

Attendance

Members of the Board

- Chairman: Toby Abel
- Vice-Chairman: Bryan Buller
- Anna Hein
- Kasey Keith
- Sara Stieg

Custer Schools Business Office

- Superintendent: Lance Olson
- District Clerk/Business Manager: Adriana Mayorga

Visitors

- Brady (JH/HS Football Coach)
- Adam Tunnell (AD)

1. Call to Order & Quorum

The meeting was called to order by Chairman Abel at 7:03 PM. A quorum was established.

Pledge of Allegiance

All attendees participated in the Pledge of Allegiance.

2. Public Comment

Brady presented his new Google Sheet scheduling system for junior high and high school football, designed to improve communication between coaches, parents, and administrators. He explained that the sheet is a live document, updated in real time, and includes departure times, bus driver assignments, and notes for each of the three towns. Brady described how parents can access the document by link, receive updates via email, and be notified of major schedule changes through a group text if necessary.

He also reported that he is developing similar systems for basketball and volleyball and hopes to train parents to use the live schedule consistently. A brief discussion followed about placing links on the district website and exploring a paid subscription for QR codes after the free trial expired.

3. Correspondence

The board reviewed and acknowledged a thank-you note from Monty Myhre

4. Consent Agenda (Action)

- a. Approval of the August 13, 2025 budget board meeting minutes
- b. Approval of the continuation budget board meeting minutes from August 22, 2025
- c. Approval of district claims
- d. Approval of activity claims

Mrs. Hein made the motion to approve the consent agenda as presented. Mrs. Stieg seconded the motion. Motion carried unanimously.

5. Reports

a. Superintendent Report (Information)

District Clerk/Business Manager Adriana Mayorga presented the monthly financial report. She explained that August spending was slightly elevated due to annual one-time costs, including Microsoft licensing and CNC accounting software, but emphasized this is normal for the start of the school year. She committed to providing a revised forecasted fund balance once August County numbers are available and noted that if the district continues spending at August's pace, the budget may need to be adjusted to avoid a year-end deficit.

Superintendent Olson reported that academics are off to a strong start, with reading and writing activities observed across all classrooms. Third-grade students are on track for grade-level proficiency, and targeted interventions are in place for incoming students below grade level. The district continues to meet ACT benchmarks, with several students enrolled in dual-credit and work-study programs. Building culture improvements were noted, including consistent dress code enforcement and better student compliance in common areas.

Facilities updates included completion of concession stand cleaning, new parking lot lines, and early planning for a bus barn to protect the vehicle fleet during winter months. Mr. Dooley is commended for his hard work and perseverance when faced with building challenges.

b. Athletic Director Report (Information)

AD Adam Tunnell reported that fall sports scheduling and transportation have been challenging, requiring multiple adjustments due to cancellations and facility conflicts. He shared that the cruiser is undergoing electrical repairs and that the district may need to use multiple vehicles for some events to reduce long travel days for junior high athletes. The board also discussed football field lighting failures and potential future LED upgrades.

6. Personnel

- a. Resignation: The board acknowledged the upcoming resignation of Debbie Myhre from her positions as bus driver and cook, anticipated around Thanksgiving break. At this time, the Business office is waiting for the official notice to be put in. Superintendent Olson will follow up with Mrs. Myhre.
- b. Hiring: Superintendent Olson recommended that Custer hire Christie Hoff and Shelby Fox as route and activity bus drivers to expand coverage.

Mr. Buller made the Motion to approve the new hires. Mr. Keith seconded. Motion carried unanimously.

7. Policy

- a. Superintendent Spending Limit – Policy 7320 (Action)
The board discussed raising the superintendent's single-purchase authority from \$3,000 to \$5,000 to reflect inflation and improve operational efficiency. Superintendent Olson agreed to highlight any purchase near the limit in his monthly report to maintain transparency.

Mrs. Hein made the motion to approve the increase to \$5000. Mrs. Stieg seconded. Motion carried unanimously.

- b. Policy Updates (Action)

Mrs. Hein made the motion that the board adopt the following policies as presented, with correction of Policy 3655 to 3665:

- Policy 3665 – Student Safety & Fingerprinting
- Policy 8560 – Display of Flags
- Policy 5123, 5120P, 5122 – Employee & Volunteer Background Checks
- Policy 5430NF – Volunteer/Chaperone Guidelines
- Policy 3416 – Emergency Medications
- Policy 3650 – Student Online Safety
- Policy 3224 – Dress and Appearance
- Policy 8301 – Temporary Locking Devices
- Religious Instruction – Elective Credit

The motion was seconded by Mrs. Stieg. Motion carried unanimously.

c. Policy 1700 (Discussion)

The Board held a discussion on complaint and grievance procedures, emphasizing the importance of following the informal step first by addressing issues directly with the person involved. Staff were reminded that they may bring a head teacher, CTA president, or another neutral person to a meeting if desired. No policy changes were made at this time.

8. Good of the Order

The board expressed appreciation for staff efforts during the busy start of the school year. Discussion was held about possibly moving board meetings later in the month to better align with county financial reports, but no action was taken.

9. Adjournment

The meeting adjourned at approximately 9:00pm.

Next Regular Meeting: October 8, 2025

Board Chair

Date

District Clerk

Date