

CUSTER PUBLIC SCHOOL DISTRICT 15

Board of Trustees Meeting Minutes

Date: Wednesday, December 17, 2025

Time: 6:00 PM

Location: Gym Lobby

Attendance:

Members of the Board:

Chairman: Toby Abel

Vice-Chairman: Bryan Buller

Anna Hein

Kacey Keith

Sara Stieg

Administration:

Superintendent: Lance Olson

District Clerk/Business Manager: Adriana Mayorga

Guests:

Troy Ruff

Torie Ruff

Tiffany Iverson

Renata Reece

Shawn Strecker

Scott Ruff

Annette Ruff

Morgan Buller

Joel Strecker

Call to Order & Quorum

The regular meeting of the Board of Trustees of Custer Public School District #15 was called to order at 6:00 p.m. by the Chairman Abel. The Pledge of Allegiance was recited, and a quorum was established. The Chairman Abel noted that the agenda order could be adjusted as needed to accommodate discussion items .

Correspondence

No correspondence was presented to the Board.

Student of the Month

The Board recognized the Students of the Month as nominated by their respective teachers. Administration read nomination statements highlighting student growth, academic effort, leadership, positive peer interactions, and community involvement.

The Board congratulated the students and expressed appreciation to staff for their continued support of student achievement.

Public Comment

The Board opened the floor for public comment on items not listed on the agenda. No public comment was received.

Consent Agenda

The Board reviewed the Consent Agenda, which included the Board Meeting Minutes from November 19, 2025, changes to the agenda, district claims, and activity claims. There were no corrections requested to the minutes.

Mr. Buller made the motion to accept the consent agenda as presented. The motion was seconded by Ms. Hein and passed unanimously.

Business

Health Insurance

Administration presented the results of the staff health insurance vote and provided an overview of the proposed transition to Bridge Alliance. The Board discussed participation levels, contract terms, pharmacy transition protections, onboarding support, and exit provisions. Administration reported that all major questions raised by staff and trustees had been addressed.

Mr. Buller made the motion to approve moving forward with Bridge Alliance for district health insurance, contingent upon final confirmation of program acceptance. The motion was seconded by Ms. Hein and passed unanimously.

School Emergency Response Guidelines and Emergency Operations Procedures

Administration presented updated School Emergency Response Guidelines and Emergency Operations Procedures (EOP), noting that prior versions were outdated. The Board discussed evacuation locations, emergency preparedness supplies, staff training, and the need for annual review.

Mr. Buller made the motion to approve the School Emergency Response Guidelines and Emergency Operations Procedures as presented. The motion was seconded by Mr. Keith and passed unanimously.

Individual Transportation Contracts

Administration presented two individual transportation contracts required due to staffing and routing needs. The Board considered each contract separately. One trustee abstained from one vote due to a conflict of interest.

Mr. Buller made the motion to approve transportation contract #1. The motion was seconded by Ms. Steig abstained from Chairman Abel, and the motion passed with no opposition.

Mr. Buller made a motion to approve transportation contract #2. The motion was seconded by Mr. Keith and passed unanimously.

Waiver for Graduation Requirement

Administration requested a waiver of a graduation requirement for an individual student who transferred into the district after the freshman year. The Board reviewed the circumstances, policy criteria, and educational benefit to the student. The Board emphasized consistency with district policy and future tracking of transfer students.

Mr. Keith motion approved the graduation requirement waiver. The motion was seconded by Ms. Hein and passed unanimously.

Open Meeting Laws

The Board discussed open meeting law requirements, including public comment limitations and agenda disclosures. Administration recommended adding standard disclaimer language to future agendas to clarify permissible public comment.

The Board directed administration to bring draft language to a future meeting.

Confidentiality in School

The Board discussed confidentiality expectations in a small-school environment, including FERPA obligations, professionalism standards, and risk mitigation. Administration noted the importance of ongoing staff training and modeling appropriate information handling.

No action was taken.

Policy

MTSBA Recommended Policies

The Board reviewed the MTSBA recommended policy updates listed on the agenda. Discussion included clarifying terminology within the policy packet.

Ms. Hein made the motion to approve the MTSBA recommended policies as presented with noted clarifications. The motion was seconded by Ms. Steig and passed unanimously.

Additional Policy Updates

Administration presented additional policy option selections/clean-up items where prior versions had not clearly selected an option.

- **Policy 1210 - Board Chair Participation:** Chairperson may participate fully, including debate and voting; chairperson may not make motions but may second motions.

Mr. Keith made the motion to approve Policy 1210 option selecting “may not make a motion; may second.” The motion was seconded by Ms. Stieg and passed unanimously.

- **Policy 1400 - Board Meeting Schedule:** Change regular board meetings to the third Wednesday of each month.

Ms. Stieg made the motion to approve moving regular board meetings to the third Wednesday of each month. The motion was seconded by Chairman Abel and passed unanimously.

- **Policy 2171 - Significant Writing Program:** Select option incorporating writing throughout the curriculum (Option 2).

Ms. Hein made the motion to approve Policy 2171 Option 2. The motion was seconded by Mr. Buller and passed unanimously.

- **Policy 2421 - Grade Promotion/Retention:** Select Alternative 1: parent has final decision; school may recommend retention.

Ms. Hein made the motion to approve Policy 2421 Alternative 1. The motion was seconded by Ms. Stieg and passed unanimously.

- **Policy 3360 - Authorized to Receive DPHHS Information:** Add Superintendent, Counselor, Nurse, and Secretary.

Mr. Keith made the motion to approve updating Policy 3360 to include Superintendent, Counselor, Nurse, and Secretary as authorized recipients. The motion was seconded by Mr. Buller and passed unanimously.

- **Policy 2410 (Graduation Waiver Authority / Credit Correction):** Replace “principal” with “Board” for unusual exceptions and correct required credits from 22 to 24.

Ms. Hein made the motion to approve Policy 2410 Option 1, updating waiver authority to the Board and correcting credits to 24. The motion was seconded by Ms. Stieg and passed unanimously.

Personnel

Pay Increase for Assistant Custodian

Administration proposed an hourly wage increase for the assistant custodian when

performing custodial duties, effective with the January payroll period. The Board discussed budget impacts and workload considerations.

Ms. Hein made the motion to approve the pay increase of \$15.00/hour starting for the January Pay Period for the Assistant Custodian. The motion was seconded by Mr. Keith and passed unanimously.

Reports

Athletic Director Report

No Athletic Director report was presented.

Superintendent Report

The Superintendent provided updates on tax credit donation opportunities, building maintenance priorities, transportation and vehicle use expectations, food service feedback, and upcoming administrative availability. The Board received the report.

Good of the Order

Trustees shared general observations and comments related to district operations and community engagement.

Adjournment

There being no further business, the meeting was adjourned by motion at 7:45pm.

Next Regular Meeting: January 21, 2026

Board Chair

Date

District Clerk

Date