

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF SD #4**

The trustees met in regular session Monday, April 21, 2014 at 6:30 p.m. in the library. Those present throughout the meeting were Vice-Chair Mark Berg, trustees Billie Bergstrom, Charlene Severson, Manny Zuniga, Superintendent Brent Lipp, and Business Manager Suzie Zentz. Rhonda Hogstad was absent. There was one visitor (list attached).

The chair called the meeting to order.

The only adjustment to the agenda was to move the 8<sup>th</sup> Grade Trip presentation to immediately follow Correspondence.

**AGENDA ADJ**

*Charlene Severson made a motion to approve the consent agenda as presented; Manny Zuniga seconded the motion. Mrs. Zentz noted that there were no new subs this month and that the top checks on the list are payroll checks that are not direct deposit. All voted in favor of the motion.*

**CONSENT AGENDA**

Mrs. Zentz presented the following list of certified staff members who notified the district prior to April 1, 2014 of their intent to make lane changes for the 2014-15 school year: Tierney Baffuto, Erin Buyske, Trina Halama, Karen Meick, Kalli Murphy, Theresa Smelser, Alesia Styren, Talia Super, Jill Thelen, and Jennifer Tolton.

**CORRESPONDENCE**

*Manny Zuniga made a motion to approve the 2014 8<sup>th</sup> grade trip as presented; Charlene Severson seconded the motion. Mike Rice reviewed the trip agenda. The three day trip begins the day after Memorial Day. Manny asked about chaperones. Mr. Rice said that staff members Trina Halama and Brittney Kolstad will be going on the trip along with him. The students and parents have raised more than enough to cover costs---mostly by doing two travel team tournaments. So far, all the students are going---discipline and grades are good. They have no special plans for inclement weather since they are staying in motels both nights. Manny added a reminder regarding no use of alcohol by the staff. All voted in favor of the motion.*

**8<sup>th</sup> GRADE TRIP**

Mr. Lipp reviewed his administrative report with the trustees.

**ADMN REPORT**

- Conferences went well, but 10 minutes is too short and we are going back to 20 minutes next year.
- We have 24 students signed up for Kindergarten Roundup.
- Levy Election ballots were mailed out today. Brent has spent time with different school groups working on getting the word out. He has received encouragement from members of the community.
- Our 8<sup>th</sup> graders will be registering at West High in the next few weeks.
- 8<sup>th</sup> Grade Promotion is on June 5<sup>th</sup>. Mr. Lipp needs to know which trustees will attend (Mark will not be able to). Brent will hand out diplomas.
- We need to have a meeting of the Personnel/Negotiations Committee

to discuss certified salaries/benefits and a succession plan for the Business manager.

- Brent thanked the Community Relations Committee (Charlene Severson and Billie Bergstrom) for all their work related to the community dinner. Many thanks to all the staff members, trustees, and PTO members who helped as well. It was a great success!

Charlene reported briefly on Community Dinner. They will get thank you notes put together and Suzie will send them out to sponsors and those who contributed time, etc. Suzie will also send info to Charlene and Billie regarding the number of staff members for staff appreciation purposes.

## COMMUNITY RELATIONS

### OLD BUSINESS

Brent hopes to contact the media and get something going this week. Sunday at 2:00 p.m. PTO and CCEA members are going to go door to door. Charlene offered to bring some cookies by to thank everyone. We have water!

## LEVY PLANNING

Suzie informed the trustees that Rhonda Hogstad, Manny Zuniga, and Billie Bergstrom were elected by acclimation. They will be sworn in at the reorganization meeting in May.

## ELECTION BY ACCLIMATION

*Manny Zuniga made a motion to approve the 2014-15 calendar as presented; Charlene Severson seconded the motion.* Brent explained that the calendar aligns substantially with School District #2 except for some PIR days. *All voted in favor of the motion.*

## 2014-15 CALENDAR

*Charlene Severson made a motion to approve the three-year commitment proposal (2014-17) from Western States Insurance for our liability policy as recommended; Billie Bergstrom seconded the motion.* Suzie noted that this option seems to be cost efficient based on our history. *All voted in favor of the motion.*

## INSURANCE—3 YR COMMITMENT

*Manny Zuniga made a motion to contract with Actuaries Northwest to perform our GASB 45 OBEB reporting at the end of the 2013-14 fiscal year for \$1,800.00; Billie Bergstrom seconded the motion.* Suzie explained that this reporting is required for state reporting and is a part of the Trustees Financial Statement. *All voted in favor of the motion.*

## GASB 45 VALUATION

*Charlene Severson made a motion to approve the 2012-13 Audit Report as presented; Manny Zuniga seconded the motion.* Suzie noted that the findings are the same as in past years, due to the small size of our district. She also explained the audit adjustment at the end of the letter to the board. *All voted in favor of the motion.*

## 2012-13 AUDIT

Brent reported that Yellowstone Electric intends to begin the lighting retrofit as soon as school is out. They were able to reduce our cost by \$648 since we opted to do all three phases. We will have more concrete information at the next meeting.

## LIGHTING RETROFIT

Suzie asked if any of the trustees planned to attend the MTSBA Spring workshop in Billings on May 19<sup>th</sup> in Lockwood. Billie plans to go, along with Brent and Suzie for sure.

**MTSBA WORKSHOP**

*Manny Zuniga made a motion to approve the Special Education Summer School Program as presented; Billie Bergstrom seconded the motion. Brent explained that we have a heavy load of K-2 special education students for next year. IEPs note whether or not summer school would be helpful for these students to give them a head start for school next year. We looked at the cost of sending them to the coop vs. an in-house program. It would be about the same, with the added benefit of helping students to acclimate to our school itself. The program will run three days/week, four hours/day for five weeks. All voted in favor of the motion.*

**SPECIAL EDUCATION  
SUMMER SCHOOL**

*Manny Zuniga made a motion to add a new teaching position to our intermediate grades for 2014-15; Charlene Severson seconded the motion. Brent would like to start advertising this position this week. All voted in favor of the motion.*

**NEW POSITION**

Vice-chair Mark Berg closed the meeting to conduct the Business Manager's evaluation at 7:54 p.m. The meeting was reopened at 8:04 p.m.

**BUSINESS MGR  
EVALUATION**

Suzie Zentz has informed the trustees that she intends to retire December 31, 2014. Brent suggested that the trustees advertise the position in May or June to allow for a six month training/transition period. The Personnel/Negotiations Committee will meet to discuss a succession plan.

**PUBLIC COMMENT**

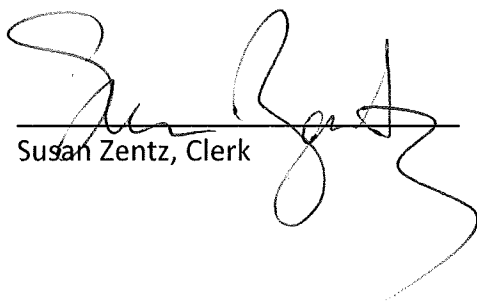
There was no public comment.

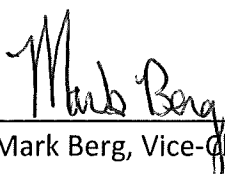
**AGENDA ITEMS FOR THE NEXT REGULAR MEETING**

Certified staff renewals  
Reorganization of the board  
New Hire  
Summer projects update  
Master Agreement

*There being no further business, Mark Berg made a motion to adjourn at 8:12 p.m.*

Respectfully submitted,

  
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Susan Zentz, Clerk

  
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Mark Berg, Vice-Chair