

**Canyon Creek School District #4**  
**Yellowstone County, Billings, MT**  
**7:00 p.m. - Emergency Meeting via Zoom**

**Call To Order**

**March 25, 2020**

Chairman Joel Junso called the Emergency Meeting, held via Zoom, of the Board of Trustees to order at 7:02 p.m. by leading those present in the Pledge of Allegiance. The following trustees and officers were present: Joel Junso, Chair, Amy Sironi, Vice-Chair, Amanda Agyeman-Budu, Trustee, Amy Gibbons, Trustee and Jason Ascherman, Trustee. Brent Lipp, Superintendent and Seara Stovall, Business Manager/District Clerk were also present.

Additional guests present via Zoom: Haley Morales, Dean of Students joined at 7:17 p.m., Ali Helgeson joined at 7:38 p.m.

**Public Comment**

None submitted.

**New Business**

- A. Declaration of Unforeseen Emergency– Discussion was held. Everything that was added to this agenda was a result of the COVID-19 forced school closures and requirements by the Montana Governor to insure schools receive full funding.

A motion was made by Chairman Junso that the Board of Trustees of Canyon Creek School District #4 declare an unforeseen emergency in accordance with sections 20-9-801 through 20-9-806, MCA, due to the community and school health concerns related to COVID-19 and authorize the district administration to take necessary steps to execute this declaration and inform the public and government agencies of this declaration.

*Amy S. moved to approve the motion as presented. Amanda seconded the motion. The motion passed unanimously.*

- B. Off-Site Instruction & Proficiency-Based Learning – Discussion was held. Board trustees who are also parents of students gave feedback on the instructional packets and online instruction that was distributed by the District. Superintendent Lipp noted that parental input, both positive and negative will be essential in gauging the offsite learning status. SPED instruction was an area of concern for all Administrators and will be an area of major focus to make sure the needs of the students will be met. SPED related services will also continue to the best of their abilities through the Co-op specialists.

A motion was made by Chairman Junso that the Board of Trustees of Canyon Creek School District #4 authorize the Superintendent to work with district staff in providing instruction for pupils of the district. Such instruction may include any method or methods identified as appropriate by the Superintendent, including but not limited to, offsite instruction as defined and referenced in sections 20-1-101(5); 20-1-101(14); 20-7-118; and 20-9-3111(11), MCA.

*Amy S. moved to approve the motion as presented. Amy G. seconded the motion. The motion passed unanimously.*

A motion was made by Chairman Junso that the Board of Trustees of Canyon Creek School District #4 authorize the Superintendent to work with district staff in making determinations regarding pupils who are proficient in courses in which the pupils are enrolled without regard to the aggregate hours of instruction provided. The Superintendent is directed to make a final determination of proficiency for each pupil for each enrolled course, using district assessments, including class grades as a minimum, and reporting a full-time equivalent conversion of ANB for such pupils, based on the scheduled time ordinarily provided through the aggregate hours of instruction for such courses.

*Amy S. moved to approve the motion as presented. Amy G. seconded the motion. The motion passed unanimously.*

- C. Policy 3612F – Internet Access Conduct Agreement – Discussion was held.
- D. Policy 3612P – Acceptable Use of Electronic Networks – Discussion was held.
- E. Policy 3650 – Pupil Online Personal Information Protection – Discussion was held.

*Amanda moved to approve the motion as presented for Policy 3612F, Policy 3612P, and Policy 3650. Jason seconded the motion. The motion passed unanimously.*

- F. Policy 1900 – COVID-19 Emergency Measures – Discussion was held.
- G. Policy 1901 – COVID-19 Emergency Measures – Use of Transportation Funds during Periods of School Closure – Discussion was held. Superintendent Lipp shared that First Student did submit billing for the closure timeframe of March 14, 2020 – March 28, 2020. Our current Transportation contract is under legal review to determine if payment is due for services not rendered during the forced school closures. The Transportation Fund usage guidelines have been given flexibility in order to utilize those funds to support offsite learning. Specified usage is noted in the Policy.

*Jason moved to approve the motion as presented for Policy 1900 and Policy 1901. Amy G. seconded the motion. The motion passed unanimously.*

- H. COVID-19 Plan of Action for Canyon Creek School District #4 – Discussion was held. Plan of Action has been completed for offsite learning instruction and structure, school meals provided to free and reduced eligible students, services for students with disabilities and other services customarily provided to students, i.e. counseling services, Title I services. There are requirements to develop support systems for staff; plan in place.

Jason noted that insurance coverage needs to be looked at for delivery of lunches in personal staff vehicles. Superintendent Lipp will follow-up to gain clarity.

The Action Plan needs to be submitted to the Governor by Friday, March 27<sup>th</sup>. The Plan is required to be revised as needed with specified revision due dates. In addition, the Governor sent out a Survey for the District to complete. The State will gather the data and then forward it to the Federal level for state-to-state comparison.

Amanda inquired if the current working staff felt that we were safe when working in the school when bringing in outside individuals. PPE was discussed and follow-up will be completed by Superintendent Lipp. Amanda highly recommended checking temperatures upon entry to the school and documentation of the readings completed. If anyone has a temperature reading over the threshold, they will not be admitted to the school.

Amy S. also noted that the accounting world is quarantining all received documentation for five days prior to review. This is a preventative measure to let the germs die before handling the documents. This was discussed and concluded that it should be implemented on all returned school assignments.

*Amy G. moved to approve the motion as presented. Amanda seconded the motion. The motion passed unanimously.*

- I. Memorandum of Agreement between Canyon Creek School District #4 and the Canyon Creek Education Association – Discussion was held. This document is already outdated and covers everything from March 15<sup>th</sup> – March 27<sup>th</sup> but will cover the first school closure timeframe. A new MOA will be released in the near future to cover March 28<sup>th</sup> – April 10<sup>th</sup> and will be approved at a future Board of Trustees meeting.

*Amy S. moved to approve the motion as presented. Amanda seconded the motion. The motion passed unanimously.*

- J. Authorization to Pay Classified Staff in Whole – Discussion was held. The Board inquired what the monthly cost would be to keep all Classified staff whole. For fourteen FTE Classified staff and one part-time Classified Staff the total amount would be approximately \$28,152.50. There is opportunities and flexibility to reassign duties for Paraprofessionals. The Kitchen staff is meeting the needs of meals being provided to free and reduced eligible students. Additional free and reduced eligibility students may increase due to staffing cuts in all industries. The Custodial staff is working on disinfecting the entire school, top to bottom. If the building is disinfected prior to April 10<sup>th</sup>, the Custodial staff will expand their efforts to outside cleanup.

Joel inquired for a status update on Cole's Pantry. The pantry is still currently stocked and distributing as normal.

Superintendent Lipp did share that the Staff will be doing a staff parade through the students neighborhoods on Friday, March 27<sup>th</sup>.

*Jason moved to approve the motion as presented to pay Classified Staff in whole. Amy S. seconded the motion. The motion passed unanimously.*

## **Adjournment**

The next Regular Meeting will be held Monday, April 20, 2020 at 6:30 p.m. in the Canyon Creek School District Library, unless lawful restrictions for public meetings are still in place. If the public is still under restrictions, the meeting will be held via Zoom at the same date and time.

*Amy S. moved to adjourn the meeting at 8:44 p.m. Amy G. seconded the motion. The motion passed unanimously.*

---

Joel Junso, Chairman

---

Seara Stovall, Business Manager/Clerk