

Canyon Creek School District #4
Yellowstone County, Billings, MT
6:30 p.m. - Regular Meeting via Zoom

Call To Order

May 18, 2020

Vice-chair Amy Sironi called the Regular Meeting of the Board of Trustees, held via Zoom, to order at 6:30 p.m. by leading those present in the Pledge of Allegiance. The following trustees and officers were present: Amy Sironi, Vice-Chair, Amanda Agyeman-Budu, Trustee, and Amy Gibbons, Trustee. Jason Ascheman, Trustee absent. Brent Lipp, Superintendent and Seara Stovall, Business Manager/District Clerk were also present.

Additional guests present via Zoom: Haley Morales, Dean of Students, Ashley Vogl, Teacher, Karen Meick, Teacher, Loni Fox, Teacher, Lynette Brug, Teacher

Public Comment

None submitted.

Consent Agenda

Amy G. noted that from the April 20, 2020 Regular meeting in Section A, Item 1 under the Administrative Report there was a typo in which Phase (2) should be corrected to Phase (1).

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

Correspondence

- A. Letter of Resignation – Shae Anderson – Discussion was held. Superintendent Lipp thanked Shae for her efforts and wished her the best with her family.

Amy G. moved to accept the Letter of Resignation from Shae Anderson as presented. Amanda seconded the motion. The motion passed unanimously.

- B. Letter of Resignation – Erin Cozzens – Discussion was held. Superintendent Lipp thanked Erin for her flexibility in duties and efforts while at Canyon Creek School.

Amanda moved to accept the Letter of Resignation from Erin Cozzens as presented. Amy G. seconded the motion. The motion passed unanimously.

Administrative Report

A. Superintendent's Report–

1. 8th Grade Promotion – In order to adhere to the Canyon Creek School Board COVID-19 Declaration of Emergency, it was decided to hold the ceremony outside. Per discussions with teachers and staff, it was decided to use a parade format on Thursday, May 28th. The staff will line the parking lot and it will be decorated for a procession. The ceremony includes baskets to be given to each student. The baskets include several sincere items celebrating their promotion. Pictures will be taken with staff and the vehicles consisting of the student and their families.
2. Interviews – Administration completed a series of interviews totaling 8 of 17 candidates. Included in documentation Superintendent Lipp distributed to board trustees, there are three candidate resumes. Those three have been offered positions and all three have verbally accepted. Superintendent Lipp noted that until we know the results of the voted levy, we will not be filling the fourth grade position due to budget constraints.
3. Maintenance – Boiler replacement is complete other than an installation of a thermometer. Our insurance is awaiting a certificate of replacement from the boiler manufacturer. Once received we will know the expense that is covered. Superintendent Lipp wanted to recognize the efforts of the Custodial Staff and their efforts of continually sanitizing the building. They have shampooed a lot of the carpets, sanded the gym floor down and started or already finished several summer projects. It was noted that the campus looks very well right now.
4. Testing – Under consideration is next year's status of in-school session. If we are in-school session, the plan is to test in September. This is to evaluate any losses the students have incurred due to the school closures during this school year. Typically, we only test two times per year. The intention is to increase that to three times.
5. Kindergarten (16) – Currently the incoming Kindergarten numbers are equivalent to the number of outgoing 8th grade students. These numbers are tentative and we anticipate more prior to the next school year starting.
6. End of Year – We have eight days remaining in our school year. The next two weeks are extremely busy. It is noted that patience will be needed for packet pick-up tomorrow, as it will be very busy. The teachers have cleaned out their classrooms.
7. Grades – Some districts are averaging semester one and two grades to create end of year grades. Superintendent Lipp does not feel this is the way to go. Report cards should be an assessment of where one is at, at a certain point and if they have mastered specific standards. Superintendent Lipp noted that the majority of the students have done very well with the distance learning.
8. COVID-19 – Superintendent Lipp is considering options for next year, pending if school is held in the school building or if it will be continued on-line. He will share his thoughts at a later date. He advised putting together a committee to discuss options and requirements such as aggregate hours. This is a plan of effort for his summer schedule. Having multiple options, pending phases, is a reality. If session is held within the school building, a process will need to be in place for individuals coming in and out of the

building.

9. Election update – Sherry Long notified Superintendent Lipp and Ms. Stovall that she has concerns about the election even taking place. For it to take place, the Governor must lift the state of emergency that the state is currently under. If it is not lifted, the election will not take place July 7th as tentatively planned, unless other directives are given. If the election does not take place, we will have to work under the base budget.

Committee Report

General Fund Levy discussion was held. The committee reported out on the status of efforts and where things stand. Amy G. shared that the committee has ordered and received spirit signs. There are additional signs and banners being ordered, specific to our levy. The signs include our motto, “Stand up for Canyon Creek Students” and another banner including the date of the proposed election to vote. Fact sheets have been sent home with parents during packet pick-up days. There is intention to continue spreading information via mailings of post cards, hoping to reach district voters that are not affiliated with the school. The first mailings will go out this week to all registered voters within the voting district. Additional information is being shared on the school webpage and Facebook page. Amanda noted that she felt the different approach of utilizing public signs and the online presence will hopefully assist in our efforts. She also welcomed others to join in the Levy Committee meetings as they are public meetings and advertised. Another idea was to include a small picture or card from students to send out to voters that ties the vote back to the students.

New Business

- A. Certified Staff Renewals – Tenured Staff. Discussion was held.
 - *Amy G. made a motion to renew Karen Meick at 1.0 FTE for the 2020-2021 school year as presented. Amanda seconded the motion. The motion passed unanimously.*
 - *Amanda made a motion to renew Kim Tennant at 1.0 FTE for the 2020-2021 school year as presented. Amy G. seconded the motion. The motion passed unanimously.*
 - *Amy G. made a motion to renew Lynette Brug at 1.0 FTE for the 2020-2021 school year as presented. Amanda seconded the motion. The motion passed unanimously.*
 - *Amanda made a motion to renew Jess Shade at 1.0 FTE for the 2020-2021 school year as presented. Amy G. seconded the motion. The motion passed unanimously.*
 - *Amy G. made a motion to renew Ashley Vogel at 1.0 FTE for the 2020-2021 school year as presented. Amanda seconded the motion. The motion passed unanimously.*
- B. Certified Staff Renewals – Non-tenured Staff. Discussion was held.
 - *Amanda made a motion to renew Daron Asleson at 1.0 FTE for the 2020-2021 school year as presented. Amy G. seconded the motion. The motion passed unanimously.*
 - *Amy G. made a motion to renew Endreah Burnham at 1.0 FTE for the 2020-2021 school year as presented. Amanda seconded the motion. The motion passed unanimously.*
 - *Amanda made a motion to renew Jennifer Hammonds at 1.0 FTE for the 2020-2021*

- school year as presented. Amy G. seconded the motion. The motion passed unanimously.*
- *Amy G. made a motion to renew Miranda Hayes at 1.0 FTE for the 2020-2021 school year as presented. Amanda seconded the motion. The motion passed unanimously.*
 - *Amanda made a motion to renew Ali Helgeson at 1.0 FTE for the 2020-2021 school year as presented. Amy G. seconded the motion. The motion passed unanimously.*
 - *Amy G. made a motion to renew Sheena Mallo at 1.0 FTE for the 2020-2021 school year as presented. Amanda seconded the motion. The motion passed unanimously.*
 - *Amanda made a motion to renew Silvia Matt at 1.0 FTE for the 2020-2021 school year as presented. Amy G. seconded the motion. The motion passed unanimously.*
 - *Amy G. made a motion to renew Carey See at 1.0 FTE for the 2020-2021 school year as presented. Amanda seconded the motion. The motion passed unanimously.*
 - *Amanda made a motion to renew Rachel Swoboda at 1.0 FTE for the 2020-2021 school year as presented. Amy G. seconded the motion. The motion passed unanimously.*
- C. Certified Staff Renewals – Non-tenured Staff for tenure – Loni Fox. Discussion was held. Superintendent Lipp commended Loni on her efforts and recommended her for tenure. *Amy G. made a motion to renew non-tenured teacher Loni Fox for tenure at 1.0 FTE for the 2020-2021 school year as presented. Amanda seconded the motion. The motion passed unanimously.*
- D. Certified Staff Renewals – Non-tenured Staff for tenure – Katie Kading. Discussion was held. Superintendent Lipp commended Katie on her efforts and recommended her for tenure. *Amanda made a motion to renew non-tenured teacher Katie Kading for tenure at 1.0 FTE for the 2020-2021 school year as presented. Amy G. seconded the motion. The motion passed unanimously.*
- E. Classified Staff Renewals – Discussion was held. Superintendent Lipp noted that there was one open paraprofessional position that will not be refilled for the 2020-2021 school year. *Amy G. made a motion to rehire all Classified Staff as listed (Danielle Egan, Jacob Burd, Michelle Herman, Sharon Lose, Stacy Mendoza, Linda Morgan, Kelsey Menahan, Jeanne Buckley, Marilyn Skredergard, Kindra Speidel, Kasey Felder, Amy Larson, Nellie Acord, and Earl Ross). Amanda seconded the motion. The motion passed unanimously.*
- F. Classified Staff Wage Increase – Discussion was held. Superintendent Lipp noted that multiple budgets were run and felt this proposed increase keeps the Classified Staff at a competitive rate. He noted that he felt a blanket increase is appropriate, as all Classified Staff have done a fabulous job. He specifically noted that the Paraprofessionals have done an amazing job working with students during the distance learning challenges. Amanda noted that if the budget allowed, they would love to make a larger increase and felt the staff performance is well worth it. Amy S. noted the staff is very deserving and valuable to all students. Superintendent Lipp noted that the cooks and custodial staff have really done outstanding work during the school closure. *Amanda made a motion to approve the Classified Staff salaries as presented. Amy G. seconded the motion. The motion passed unanimously.*
- G. Dean of Students Renewal – Discussion was held. Superintendent Lipp noted that this has been a huge addition to the district. It was noted that the position is very expensive but well worth the cost. Superintendent Lipp noted that the roles of the position are still in revision. He noted that he definitely recommended her renewal.

Amanda made a motion to renew Dean of Students, Haley Morales for the 2020-2021 school year as presented. Amy G. seconded the motion. The motion passed unanimously.

H. New Hire – Certified Staff

I. Erin Cozzens – Junior High (temporary). Discussion was held.

Amy G. made a motion to hire Erin Cozzens as a 0.065 FTE teacher for 12 days at a BA +1.

Amanda seconded the motion. The motion passed unanimously.

II. Christina Dahl – K-8 Music. Discussion was held. Superintendent Lipp noted that she only received 7 weeks of student teaching due to COVID-19. However, her experience ranges from K-12 and orchestra. She is very involved and is the State President of the National Association for Music Educators.

Amanda made a motion to hire Christina Dahl as a 1.0 FTE teacher for the 2020-2021 school year at a BA +1. Amy G. seconded the motion. The motion passed unanimously.

III. Emily Stevens – Kindergarten. Discussion was held. Superintendent Lipp noted that she only received 7 weeks of student teaching due to COVID-19. He felt she is a perfect fit for the Kindergarten grade level.

Amy G. made a motion to hire Emily Stevens as a 1.0 FTE teacher for the 2020-2021 school year at a BA +1. Amanda seconded the motion. The motion passed unanimously.

IV. Delaney Johnson – English Language Arts 6-8. Discussion was held. Superintendent Lipp noted that Delaney is very down-to-earth, energetic and was the number one candidate for successful interviews. She will bring a wide range of cultural experiences. Her recommendations were very genuine. Superintendent Lipp noted that she wanted 4th grade initially but quickly accepted the junior high position as presented. Superintendent Lipp noted that he felt two of the three candidates that have verbally committed are here to stay. All three candidates accepted the positions without hesitation and he highly recommends them.

Amanda made a motion to hire Delaney Johnson as a 1.0 FTE teacher for the 2020-2021 school year at a BA +3. Amy G. seconded the motion. The motion passed unanimously.

- I. Trustee Election by Acclimation – Discussion was held. Amy Sirioni and Amy Gibbons were elected by acclimation and need to complete their oath of office.
- J. Declaration of Vacant Trustee Positions – Discussion was held. Superintendent Lipp and the rest of the board members thanked Jason Ascherman and Joel Junso for their time and effort while on the school board. It was noted that there is currently two open positions and notifications will be advertised on the school webpage. Leslie Raivo, the Stebbins family, and the Phillips family were discussed as being possible strong candidates to join the board. It was noted that Kevin Woods showed interest and was sent an application but nothing has been received. Amy G. shared that a note could be sent out with the parents during packet pick-up. It was shared that the trustees are not required to have children attending school. The only requirement is that they have to reside within the district.
- K. Reorganization of the Board – Discussion was held. Amanda noted her appreciation for those filling the trustee officer positions.

Amanda made a motion to discuss the reorganization of the board. Amy G. seconded the motion.

Amy G. made a motion to nominate Amy S. as Chair of the Board. Amanda seconded the motion. The motion passed unanimously.

Amanda made a motion to elect Amy G. as Vice-chair of the Board. Amy S. seconded the motion. The motion passed unanimously.

- J. TRS Audit – Discussion was held. Per a TRS audit finding, employer contributions of \$517.12, plus years of interest of \$5,511.65, for a total amount of \$6,028.77 were due to TRS. The initial contribution amount was not submitted by Canyon Creek School District. The total employer required amount was paid to TRS. Since then, the employee has contacted Superintendent Lipp requesting the school district pay for the employee’s portion of the missed contribution. Per the same TRS audit finding, employee contributions of \$491.00, plus years of interest of \$5,735.00, for a total amount of \$6,226.00 were due to TRS. Legal counsel was sought and at that time, there was a statute of limitations and the district is not legally responsible for any payment. It was also noted that some Districts have paid a portion out of good faith and what may be deemed ethically correct. Our current budget constraints were discussed and it was noted that this individual has contacted her union representative. There was discussion that we have already paid our responsible amount and the district is not in a financial position to additionally pay the employees contribution amount.

Amanda made a motion to discuss the TRS Audit and the employee’s request to pay the employee portion of the missed contribution amount to TRS. Amy G. seconded the motion.

Amanda made a motion to not pay anything further to TRS. Amy G. seconded the motion. The motion passed unanimously.

- L. Business Manager / District Clerk Evaluation – Vice-chair Amy S. closed the meeting to conduct the Business Manager’s evaluation at 8:44 p.m. The meeting was reopened at 10:01 p.m.

- M. Business Manager / District Clerk Contract Renewal

Amanda made a motion to renew Seara Stovall, Business Manager for the 2020-2021 school year as presented. Amy G. seconded the motion. The motion passed unanimously.

- N. Appoint Clerk of the District

Amy G. made a motion to appoint Seara Stovall Clerk of the District. Amanda seconded the motion. The motion passed unanimously.

Agenda Items for the Next Regular Meeting

- A. Board Chair to appoint trustees to the committees they will serve on for the coming year
- B. Renewal of Dean of Students contract
- C. COVID-19
- D. General Fund Levy Committee
- E. Distance Learning Feedback and Plan forward
- F. Projected enrollment – class size challenges
- G. Year-end Budget
- H. CARES Act ESSER allocated money

Adjournment

The next Regular Meeting will be held Monday, June 15, 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.

Amanda moved to adjourn the meeting at 10:28 p.m. Amy G. seconded the motion. The motion passed unanimously.

Amy Sironi, Chair

Seara Stovall, Business Manager/Clerk