

BILLINGS COUNTY SCHOOL DISTRICT #1
Minutes of Special Meeting
April 30, 2018
OFFICIAL

A special meeting of the Billings County School Board was called to order at 4:00 p.m. MT, Monday, April 30, 2018, at DeMores School in Medora, North Dakota. Present were Lynn Arthaud, Joey Kessel, Stacey Kessel, Mike Klatt, Julie Reis, Principal Shae Peplinski, Assistant Principal Danielle O'Brien, and Business Manager Tammy Simnioniw. Also present for all or part of the meeting were Eric Bock, Lynn Peterson, Liz Odermann, and Jessie Berger.

The purpose of the meeting was to consider revisions for Business Manager, District Secretary, Office Assistant, District Principal, and Assistant Principal job descriptions, negotiate Principal contracts, and consider revisions of policies.

The District Principal job description revision was presented and discussed.

Reis moved, Stacey Kessel seconded, to follow guidelines recommended by ND School Board Association in utilizing their standard checks and balances and working with them to make adjustments accordingly. Roll call vote with Reis and Stacey Kessel in favor and Joey Kessel, Klatt, and Arthaud against. Motion failed.

Arthaud asked if anyone wanted to make a motion to approve the proposed District Principal job description. No motion made for change; current job description will remain in place.

Arthaud asked if anyone wanted to make a motion to approve the proposed Assistant Principal job description. No motion made for change; current job description will remain in place.

Business Manager's proposed job description was discussed. Stacey Kessel moved, Reis seconded, to change language in Business Manager's job description to be solely responsible for payroll, accounts receivable, and bill pay. Roll call vote with Reis, Joey Kessel, and Stacey Kessel in favor and Klatt and Arthaud against. Motion carried.

Further discussion ensued on the logistics and quality of internal control procedures with this directive. Arthaud stated that since the motion passed, regardless of differences in support for the motion, it was now to be considered a board decision. The next step was to give direction to the Business Manager on how to manage with sole responsibility of these duties. After discussing the logistics of this action, Joey Kessel moved, Arthaud seconded, to amend the previous motion removing the word "solely." Roll call vote with Joey Kessel, Stacey Kessel, Klatt, and Arthaud in favor and Reis against. Motion carried.

Question was raised regarding supervisory change for Maintenance Supervisor and DeMores Head Cook positions in those job descriptions. Those job descriptions were previously revised to move supervision from Business Manager to District Principal. Joey Kessel moved, Klatt seconded, to revise the District Principal job description to include supervision of Maintenance Supervisor and DeMores Head Cook. Roll call vote with all in favor.

Arthaud asked if anyone wanted to make a motion to approve the proposed District Secretary job description. Joey Kessel moved, Reis seconded, to approve the proposed job description as presented. Roll call vote with all in favor. It was noted that the status of the expected number of months was not determined in the proposed job description just approved. Arthaud moved, Klatt seconded, to identify the District Secretary position as a 12-month position. Roll call vote with all in favor.

Arthaud asked if anyone wanted to make a motion to approve the proposed Office Assistant job description. No motion made for change; current job description will remain in place.

Negotiations ensued with District Principal and Assistant Principal for fiscal year 2018-19 contracts. The Principals proposed going from a 215 day contract (current) to a 210 day contract with annual salary remaining the same as in current contract. In addition, keep sick leave days at 13 and add two more personal leave days, going from four days to six, with any accumulated personal leave over six days at end of each fiscal year paid out at daily rate. Board asked if the rate paid out for accumulated sick leave when

leaving the District could be changed from paying out 50% of daily contract rate to a flat rate of \$75. Principals countered with \$150 flat rate.

Joey Kessel needed to be excused from meeting at this point (6:45 p.m.) as he had prior commitment.

Stacey Kessel moved, Klatt seconded, to approve the changes as follows for District Principal and Assistant Principal contracts: 210 day contract with annual salary remaining the same as current contract; 13 days sick leave with maximum accumulation of 95 days and payout for accumulated sick leave when leaving the District at a rate of \$150 per day; 6 personal leave days with payout at end of each fiscal year for any accumulated personal leave days over 6 days paid out at daily contract rate. Roll call vote with Arthaud, Stacey Kessel, Klatt, and Reis in favor (Joey Kessel absent). Motion carried.

Reis and Stacey Kessel had prepared several policies for review. Due to length of meeting, review of policies was tabled for a future meeting. Reis and Kessel advised that several policies were outdated according to ND School Board Association templates.

Reis moved, Klatt seconded, to adjourn. All in favor.

The meeting adjourned at 6:50 p.m.

Lynn Arthaud, President

Tammy Simnioniw, Business Manager