

BILLINGS COUNTY SCHOOL DISTRICT #1
Minutes of Regular Meeting
May 15, 2018
UNOFFICIAL MINUTES
(Subject to review and revision by the board)

The regular monthly meeting of the Billings County School Board was called to order at 1:05 p.m. MT, Tuesday, May 15, 2018, at the Prairie School in Fairfield. Present were board members Lynn Arthaud, Joey Kessel, Stacey Kessel, Mike Klatt and Julie Reis. Also present for all or part of the meeting were Principal Shae Peplinski, Assistant Principal Danielle O'Brien, Business Manager Tammy Simnioniw, Maintenance Shawn Thomas, John Marten, Dennis O'Brien, Rick Olson, Roger Malkowski, Pete Oderamn, Anita Adams, and Erika Honeyman.

The board, Principals, and Business Manager were given a tour of the facility and grounds by Shawn Thomas. Recommended improvements were presented.

Klatt moved, Joey Kessel seconded, to approve the consent agenda, which included the Minutes from the April 17 regular meeting and the April 30 special meeting, the attached check list, and the addition of ten items to the agenda. All in favor. The board reviewed job description committee meeting Minutes from April 19, April 23, April 25, and April 30.

Dennis O'Brien asked the board to consider changing some of the language in the proposed bus contract. Discussion was held on the proposed language changes and the board and bus contractors in attendance came to agreement on the language in question.

Sealed bids for the bus routes were opened and awarded as follows:

- Route 1: Three bids were submitted by Gary Meduna for diesel bus at \$2.51/mile; Olson Service, LLC, gasoline bus at \$2.64/mile; Pete Odermann gasoline bus at \$2.40/mile.
- Route 2: One bid was submitted by Pete Odermann at \$2.45/mile for gasoline bus.
- Route 3: One bid was submitted by Dennis O'Brien at \$2.61/mile for diesel bus with a base bid of \$3.15.
- Route 4: One bid was submitted by Kathy Malkowski at \$3.06/mile for diesel bus.
- Route 5: Discontinued
- Route 6: One bid was submitted by Dennis O'Brien at \$2.51/mile for gasoline bus with a base bid of \$2.79.

Klatt moved, Joey Kessel seconded, to award the bid for Route 6 to Dennis O'Brien at \$2.51/mile with a base bid of \$2.79. Roll call vote with all in favor. Stacey Kessel moved, Joey Kessel seconded, to reject the bid from Kathy Malkowski at \$3.06/mile. Roll call vote with all in favor. Joey Kessel moved, Klatt seconded, to award the bid for Route 3 to Dennis O'Brien at \$2.61/mile with a base bid of \$3.15/mile. Roll call vote with all in favor. Reis moved, Stacey Kessel seconded, to award the bid for Route 2 to Pete Odermann at \$2.45/mile. Roll call vote with all in favor. The board determined that Pete Odermann had bid both Route 1 and Route 2 with the same bus and drivers. Therefore, his bid for Route 1 was rejected. Klatt moved, Stacey Kessel seconded, to award the bid for Route 1 to Gary Meduna at \$2.51/mile. Roll call vote with Arthaud, Joey Kessel, Stacey Kessel, and Klatt voting in favor and Reis against. Motion carried. Routes 1 and 2 will be at the base price established on May 15, 2018, at \$2.789 for gasoline and \$3.199 for diesel. Klatt moved, Stacey Kessel seconded, to rebid Route 4. Roll call vote with all in favor.

Mr. John Marten withdrew his request for scholarship funds for student attendance at the International Peace Garden arts and music camps. Arthaud asked the Principals to look into current District policy and bring to the board any recommended changes for these types of requests.

Thomas reported on facility management and several issues for consideration by board. Stacey Kessel moved, Klatt seconded, to approve ordering signage per Thomas' recommendation for the DeMores playground to address liability concerns. Roll call vote with all in favor. The board also concurred with Thomas that the water tank inside the mechanical room at Prairie, once used for well water, could be disposed of as it was now obsolete and would need to be dismantled in order to remove from the facility.

Thomas reported that Gloria Pflapsen had resigned her position as custodian at Prairie. The board extended their gratitude to Pflapsen for her service to the District.

Thomas informed the board that new walk-in freezers for both Prairie and DeMores Schools were purchased and will be installed. They will replace old freezers currently used at both schools. New zero till mowers were also purchased, one for each school. Thomas requested that four freezers and a Troybuilt mower (starter needs to be replaced) be put out as excess property. Reis moved, Joey Kessel seconded, to accept this excess property listing. Roll call vote with all in favor. The board asked that the property be listed for bids on the website and the school update.

Reis requested that the job descriptions for Maintenance, Custodian, and Cooks be revisited at the June meeting as a few revisions were made to each.

SMART Computers submitted a continuing contract for \$36,000 for managed IT services for the 2018-19 school year. Joey Kessel moved, Reis seconded to approve extension of the contract another year. Roll call vote with all in favor.

Mrs. Erika Honeyman presented the 2018-19 technology budget proposal (managed IT services included). Joey Kessel moved, Arthaud seconded, to approve the first draft of the technology budget for the 2018-19 fiscal year for \$155,200. Roll call vote with all in favor. Honeyman informed the board that some items would be purchased this summer to be ready for the school year. The board concurred.

Principals reported that a letter had been provided by Farmers Union insurance regarding liability coverage for School Resource Officer; a grant from OneOke in the amount of \$2,625 had been received to be used for curriculum; Title IIA funds for 2018-19 will be approximately \$7,000 which can be used for professional development; two grants for loan forgiveness were awarded to the District which will be distributed to a teacher from each school. Eligible names will be drawn from to determine who receives the grant at their respective school.

Connor Honeyman, a DeMores third grader, won the Doodles for Googles contest for North Dakota and is now in the running at the national level. If he wins national, his school is awarded \$50,000 for technology and Connor wins a \$35,000 college scholarship.

Graduation is scheduled for Thursday, May 24 at Prairie School with a supper at 6:00 p.m. for families and staff with the graduation to follow at 7:00 p.m.

An interview committee consisting of Joey Kessel, Julie Reis, Principal Peplinski, and Assistant Principal O'Brien provided hiring recommendations to the board. Per their recommendations, Joey Kessel moved, Reis seconded, to hire Marina Redig at \$18 per hour for the Interventionist position at Prairie School. Roll call vote with all in favor. Klatt moved, Joey Kessel seconded, to hire Stacey Stecker at \$14.35 per hour for Para-professional position at DeMores School. Roll call vote with all in favor. Klatt moved, Joey Kessel seconded, to hire Chantel Fulton as a long term substitute teacher at \$200 per day for the fifth/sixth grade classroom at DeMores under the supervision of Ms. Markie Toso. Roll Call vote with all in favor. Joey Kessel moved, Reis seconded, to hire Logan Culk as a long term substitute teacher at \$200 per day for the first/second grade classroom at Prairie School under the supervision of Mrs. Jennifer Kessel. Roll call vote with all in favor.

It was reported that Mr. Marten will teach art, music, drama, and keyboarding at both schools. Technology will be taught by the homeroom classroom teachers.

A resignation letter from Erika Honeyman, fifth/sixth/seventh grade teacher and technology coordinator at DeMores, was read. Klatt moved, Joey Kessel seconded, to accept the resignation effective as of June 30, 2018. Roll call vote with all in favor. The board expressed their appreciation for Mrs. Honeyman's service and dedication.

Simnioniw reported that federal regulations are becoming stricter on how food service purchases are awarded to vendors. If purchases in excess of \$25,000 from a single vendor are made, a formal bid process must be completed. An attempt was made to partner with the North Dakota Educators Service Cooperative who conducted a formal bid process for schools in ND. However, they require a weekly minimum food order of 15 cases. Each of our schools only orders around four or five cases a week. Each school only purchases around \$25,000 so Simnioniw is looking into the possibility of using the only two companies who service these locations and eliminating the need for a formal bid process. Klatt moved, Joey Kessel seconded, to call for formal bids if two separate companies cannot be used and it is determined that a formal bidding process is required. Roll call vote with all in favor.

Simnioniw reported on a training conducted by DPI fiscal staff regarding changes in accounting coding.

Federal regulations under the new ESSA laws will require schools to break expenditures out per school and this information will be made public on the ND Insights website. The new coding requirement will be effective for the 2018-19 fiscal year, but new code mapping hasn't been completed yet by DPI. We can opt out of certain areas that could be an identifier for special populations such as special education, speech therapy, etc. and lump both schools together for these types of expenditures.

Correspondence from NDSBA was provided to the board. Reis moved, Joey Kessel seconded, to pay dues of \$2,810.03 for fiscal year 2018-19. Roll call vote with all in favor.

Reis moved, Joey Kessel seconded, to approve the second reading to amend Bus and Family Transportation Policy IEAC. Roll call vote with all in favor.

The board was informed that insurance limits for auto and general liability can be increased from a maximum of \$2 million to \$10 million. The board requested that Simnioniw obtain quotes on the various levels and bring back to board at June meeting.

Simnioniw provided the board with a report on the credit card expenditures for the past year and informed them that a \$4,105.62 rebate was earned on purchases made over this period.

Stacey Kessel gave the RESP report. She stated that with her going off the BCSD board, this will create a vacancy on the RESP board which she served on. They would like to see her replacement be from a small school district, so Kessel asked that the board consider sending a replacement from the BCSD. No action taken at this time.

Thank you notes were read from Beach and Killdeer post prom committees and from Marie Kremers for plant sent by BCSD for her husband's funeral.

Klatt expressed concern regarding adding bus stops along Highway 85 without eliminating any. Assistant Principal O'Brien will look into whether the Kessel bus turnaround will be used next school year and report back to board at June meeting.

Klatt also inquired about field trips, the number of rooms being rented, and policy regarding having both male and female chaperones on field trips when both genders are participants. Chaperoning procedures were discussed and Assistant Principal O'Brien will research policy and bring back to the board any recommendations at the June meeting.

Stacey Kessel asked for update on status of four-day school week committee. Klatt has volunteered to be on the committee representing the school board. The board will need to appoint another member once new board members are seated in July. The Principals are asked to obtain additional committee membership consisting of bus contractors, classified and certified staff, and parents.

Stacey Kessel asked that an Old Business category be included on each agenda. Arthaud explained that it has been included in categories rather than specifically under an "Old Business" heading, but future agendas can list it separately. Kessel asked for follow-up on June agenda regarding Student Council requests made at previous board meetings and the status of the use of the Glade School building once the expansion is completed.

Stacey Kessel asked when Business Manager evaluation would be presented to board. Arthaud stated that it is slated for the June meeting.

Due to scheduling conflicts, the June regular meeting was changed to Wednesday, June 20, 2018, at 4:00 p.m. at DeMores School in Medora.

Joey Kessel moved, Klatt seconded, to adjourn. All in favor.

The meeting adjourned at 5:55 p.m.

Lynn Arthaud, President

Tammy Simnioniw, Business Manager