

BILLINGS COUNTY SCHOOL DISTRICT #1
Minutes of Regular Meeting
June 20, 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 4:03 p.m. MT, Wednesday, June 20, 2018, at the DeMores School in Medora. Present were board members Joey Kessel, Mike Klatt, and Julie Reis. Absent board members were Lynn Arthaud and Stacey Kessel. 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, Clarence Sitter, Jessie Berger, Roger Malkowski, Kathy Malkowski, Rita Ennen, Eric Bock, and Anita Adams.

Reis moved, Klatt seconded, to approve the consent agenda, which included the Minutes from the May 15 regular meeting, the attached check list, and the addition of one agenda item. All in favor.

One sealed bid was received for bus transportation for Route #4 (north Highway 85 high school route). Joey Kessel opened the bid from Kathy Malkowski for \$2.75 per mile for a diesel bus. Simnioniw informed the board and Malkowskis that the gasoline rate as of June 20 was \$2.999 and \$3.199 for diesel and asked if this would be acceptable as the established base rate. All concurred. Klatt moved, Reis seconded, to award the contract for bus route #4 to Kathy Malkowski at \$2.75/mile with a base rate of \$3.199 for diesel. Roll call vote with all in favor.

Rita Ennen, Dickinson Area Public Library Librarian, was in attendance to present a proposed 2018-19 library service contract. The proposal increased the 2018-19 contract from the current amount of \$46,758.55 to \$47,760. The increase was primarily for a 2% wage increase for staff who provide services to the school. Reis moved, Klatt seconded, to approve the 2018-19 contract in the amount of \$47,760 as presented. Roll call vote with all in favor.

Dan Schaff from KLJ was unable to attend the meeting. O'Brien presented a list of questions to the board posed by Schaff regarding the Prairie Expansion project design. O'Brien requested that the board allow staff to make minor decisions regarding construction and design rather than require holding a board meeting for any small decisions needed. It was the consensus of the board to allow this.

The Village Employee Assistant Program Agreement was up for renewal. Discussion was held on the benefits of continuing this agreement. Reis moved, Klatt seconded, to approve continuing the contract in the amount of \$900 for the 2018-19 fiscal year. Roll call vote with all in favor.

Thomas provided the board with a written report on maintenance activities for the past month. Thomas also informed the board that he received advice that, before doing any further mudjacking on the exterior areas of the building, major landscaping should be done to mitigate further settling. This will likely need engineering services to design this project. A decision on hiring an engineer was tabled until next meeting and it was consensus of board not to do exterior mudjacking until landscaping was addressed. Thomas also presented information on bulk fuel tanks for Prairie and DeMores. A decision was tabled until July meeting.

Thomas reported that Jackie Wolf, the Prairie Cook, was interested in working summers as custodian if a nine-month employee for custodian could be found for months school is in session. Reis moved, Joey Kessel seconded, to advertise the custodial position as a 9-month position at \$14.50 per hour. Roll call vote with all in favor.

Peplinski and O'Brien reported on training obtained by staff over the summer months. O'Brien has agreed to take on the lead tech coordinator for the District. Stacie Stecker, Pre-school aide for DeMores, has agreed to take on the assistant tech coordinator role with primary responsibilities at DeMores at her hourly rate. Peplinski has agreed to continue as Special Education Coordinator for the District. Reis moved, Klatt seconded, to approve an addendum to Daniel O'Brien's contract for lead technology coordinator with a stipend of \$4,000 for the 2018-19 school year. Roll call vote with all in favor. Reis moved, Klatt seconded, to approve an addendum to Shae Peplinski's contract for Special Education Coordinator with a stipend of \$6,000 for the 2018-19 school year. Roll call vote with all in favor.

Peplinski discussed the School Resource Officer position. There are training opportunities this summer and the board was asked whether Thomas should attend since there was not yet a definite decision as to creation of this position. Thomas informed the board that the Billings County Sheriff's Department will cover training costs for this. It was the consensus of the board to have Thomas attend the summer training and a final decision on the SRO position will be tabled to a future meeting.

O'Brien informed the board that there were low enrollment numbers for Prairie pre-school for the 2018-19 school year and requested that pre-school and Kindergarten be combined with additional compensation being provided to the Kindergarten teacher for teaching the two levels. The board agreed to combine Pre-K and Kindergarten at Prairie but tabled a decision for additional compensation for the dual classroom responsibilities.

The board was provided the 2017-18 District Pupil Membership Report. Reis moved, Klatt seconded, to approve the report. Roll call vote with all in favor.

The board was provided the 2017-18 District Transportation Report and detailed family transportation report. Klatt moved, Reis seconded, to approve these reports. Roll call vote with all in favor.

Simnioniw informed the board that James Wosepka, CPA, had issued a contract for auditing services for the fiscal year ending June 30, 2018. Reis moved, Klatt seconded, to approve the contract. Roll call vote with all in favor.

The board was provided the report from Valuations identifying current building and grounds values for Prairie and DeMores. Simnioniw asked if the board was interested in obtaining a quote from Valuations to do a complete inventory with replacement value costs for contents for each school. The board expressed interest in receiving this service. A quote will be obtained and presented at a future meeting.

Hot lunch rates were reviewed and discussed. Reis moved, Klatt seconded, to keep rates at the current level for the 2018-19 school year (\$2.50 for student meals; \$3.15 for adult meals; \$0.25 for milk). Roll call vote with all in favor.

Simnioniw provided a report on high school and special education tuition paid to other school districts.

Simnioniw requested approval to pay end of fiscal year bills out of the 2017-18 budget with bills paid being presented at the July meeting. Klatt moved, Reis seconded, to allow the business manager to pay bills prior to June 30, 2018, and present at July meeting. Roll call vote with all in favor.

Discussion was held on the establishment of a Special Reserve fund and using the General Fund for payment on some of the Prairie Expansion project. Reis moved, Joey Kessel seconded, to adopt a resolution to establish a special reserve fund and transfer funds from General Fund to the Special Reserve Fund. "For the 2017-18 fiscal year, the Billings County School District authorizes the business manager to establish a Special Reserve Fund and transfer \$278,526.42 from the General Fund into the Special Reserve Fund. The 2017-18 fiscal year budget is amended to increase revenues in the Special Reserve Fund by \$278,526.42 and to increase expenditures in the General Fund by \$278,526.42. Authorized this 20th day of June, 2018, by the Billings County Public School District #1." Roll call vote with all in favor. Use of General Funds for Prairie Expansion Project will be decided during budgeting process.

Simnioniw provided the board with the required budget schedule. She also reported that the technology lab at DeMores was receiving new computers and those computers were being placed in the classrooms at Prairie to replace obsolete ones. There are several outdated computers currently in those classrooms that have no value and SMART Computers is willing to dispose of them for us. Joey Kessel moved, Reis seconded, to dispose of the old computers as requested. Roll call vote with all in favor.

Peplinski reported that there will need to be a replacement for Stacey Kessel on the RESP board. A decision on this was tabled until new board is seated.

Several old business items were discussed. Simnioniw provided the board with General Liability insurance rates at various levels. The board is currently insured at \$2 million. Klatt moved, Reis seconded, to increase liability insurance coverage to \$5 million. Roll call vote with all in favor.

Job descriptions for Maintenance, Custodian, and Cooks were presented with revisions. Klatt moved, Reis seconded, to approve the revisions in these job descriptions noting that the Custodian job description term of employment should be changed to read “9 or 12-month position.” Roll call vote with all in favor.

O’Brien reported that there may be one patron still using the Kessel bus stop for the upcoming year. It was the consensus of the board to keep that bus stop operational. O’Brien reported that she is working on field trip and chaperoning policies and will have for review at July meeting.

Peplinski reported on follow-up from Student Council requests. Water bottle attachment on water fountains is being explored. Family Consumer Science Class—exploring an option to implement Life Skills Training curriculum at both schools. Use of Glade School by County—County is interested in taking it over when no longer in use by school. They would like to have utilities paid by school with County reimbursing for share used by them. Policy on awarding scholarship donations to students for student activities was discussed. O’Brien obtained samples from NDSBA. Tax payer dollars should not be used for this purpose. Could use student funds generated from fundraising activities.

Joey Kessel stated that Lynn Arthaud asked him to report in her absence that the Business Manager evaluation had been completed and filed with satisfactory to above satisfactory ratings.

A thank you card from Dillon Reis was read by the board.

The next regular board meeting (the annual meeting) was scheduled for Tuesday, July 17, at 5:00 p.m. at DeMores School in Medora.

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

The meeting adjourned at 6:20 p.m.

Joey Kessel, Vice President

Tammy Simnioniw, Business Manager