

SAVAGE SCHOOL DISTRICT #7,7J,&2
DAWSON/RICHLAND COUNTIES
SAVAGE, MONTANA

NOTICE OF SPECIAL SCHOOL BOARD MEETING

Monday, April 29, 2024: 7:30 PM

Location: Boardroom

Board of Trustees

Chair: Shawn Conradsen
Vice Chair: Charles Thiel
Trustee: Wayne Quinell
Trustee: Connie Smith
Trustee: Chandí Tombre

Standing Committees

Negotiations and Classified Salary: Shawn Conradsen and Wayne Quinell
Building/Housing: Charles Thiel and Wayne Quinell
Interview: Connie Smith and Charles Thiel
Calendar/Professional Development: Chandí Tombre

Pledge of Allegiance

(Items listed on the agenda do not necessarily indicate the order in which they will be addressed.)

1. ROLL CALL

01.1 Action: Establish Quorum

02. RECOGNITION OF VISITORS

02.1 Action: Recognize Visitors

03. AGENDA

03.1 Action: Consider Agenda

04. PUBLIC COMMENT FOR AGENDA ITEMS

- The Savage School Board of Trustees, would like to encourage public comment on any agenda item during the time that it is presented.
- If any visitor has any particular agenda item or items on which to comment, we would ask that you please state your name and indicate your intentions at that time.
- Visitor Sign In Sheet for Agenda Items is located at the door and indicates that you wish to comment on agenda items.
- Comments cannot be directed toward individual staff members or students due to privacy rights guaranteed by the Montana State Constitution.

05. NEW BUSINESS

05.1 Action: Consider the Superintendent's recommendation for the 2024-2025, 6-12 science teacher position. The name will be brought forward after the Interview Committee completes the interview process on April 29, 2024 at 5:00 pm.

- Applicant to be interviewed: Bailey Funk

05.2 Action: Consider hiring the following coaching personnel for the 2024-2025 sport season of Varsity Girls' Basketball. Interview(s) will be held April 29, 2024 at 5:30 PM. The Superintendent will make a recommendation to the Board.

- Applicant for Varsity Head Girls' Basketball Coach: Keri Jorgensen
- Possible Applicant for Assistant Varsity Girls' Basketball Coach: Jeff Jorgensen

05.3 Action: Consider the Memorandum of Agreement between the Savage School District and Yellowstone Valley Concrete to accept a donation from Yellowstone Valley Concrete to replace the outdoor basketball court behind the bus barn. This legal document was prepared by our legal consultant, Tony Koenig, MTSBA. To receive the donation both parties must sign the Memorandum of Agreement.

- The amount of the replacement is less than \$80K, so it does not fall under the bidding process.
- The estimated donation amount is \$53,105.00 for the following features:
 - Materials, labor, and equipment for an 85'X55" basketball court
 - Concrete, Class 5 Gravel, Rebar
 - B-Ball Goals, Striping, Bleachers
 - Lighting

05.4 Action: Consider the Job Description for Website Manager.

- This is a new extra-curricular position in our approved Collective Bargaining Agreement.

06. PUBLIC COMMENT FOR NON-AGENDA ITEMS

- The public comment section is intended to inform the trustees of concerns of the citizens.

- The trustees may not take action on any matter discussed unless specific notice of that matter is included on an agenda and public comment has been allowed on that matter. (MCA, 2-3-103)
- Public comment received at a meeting must be incorporated into the official minutes of the meeting.
- Comments must follow the student and employee privacy laws, as set forth in the privacy rights guaranteed by the Montana State Constitution.
- Public Comment Sign-In Sheet for Non-Agenda Items is located at the door.

07. DATE/TIME FOR NEXT REGULARLY SCHEDULED MEETING:

07.1 No Action: May 20, 2024 @ 7:00 PM regular monthly board meeting will be held in the Boardroom.

08. ADJOURNMENT

08.1 Consider adjournment and record the time.

SAVAGE SCHOOL DISTRICT #7,7J,&2

DAWSON/RICHLAND COUNTIES

SAVAGE, MONTANA

SPECIAL BOARD AGENDA FACT SHEET

MEETING DATE: April 29, 2024

Procedure:

- Ask for a motion
- Ask for a second to the motion
- Discussion
- Vote

CALL TO ORDER: 7:00 PM Pledge of Allegiance

❖ **AGENDA ITEM# and TITLE: 01. ROLL CALL and ESTABLISH QUORUM**

01.1 Action: Roll Call and Establish Quorum

	Motion	Second	Yes	No	Abstain
Shawn Conradsen					
Charles (Chuck) Thiel					
Wayne Quinnell					
Connie Smith					
Chandi Tombre					

❖ **AGENDA ITEM# and TITLE: 02. RECOGNITION OF VISITORS**

02.1 Action: Recognize Visitors

- | | | |
|----|----|-----|
| 1. | 5. | 9. |
| 2. | 6. | 10. |
| 3. | 7. | 11. |
| 4. | 8. | 12. |

❖ **AGENDA ITEM# and TITLE: 03. AGENDA**

03.1 Action: Consider Agenda

SUMMARY: Review agenda.

RECOMMENDATION: Consider agenda.

AGENDA ITEM: 03.1 AGENDA

03.1 Action: Consider the Agenda of April 29, 2024 Special Meeting.

	Motion	Second	Yes	No	Abstain
Shawn Conradsen					
Charles (Chuck) Thiel					
Wayne Quinnell					
Connie Smith					
Chandi Tombre					

SAVAGE SCHOOL DISTRICT #7,7J,&2

DAWSON/RICHLAND COUNTIES

SAVAGE, MONTANA

SPECIAL BOARD AGENDA FACT SHEET

MEETING DATE: April 29, 2024

Procedure:

- Ask for a motion
- Ask for a second to the motion
- Discussion
- Vote

❖ **AGENDA ITEM# and TITLE: 05. NEW BUSINESS**

05.2 Action: Consider hiring the following coaching personnel for the 2024-2025 sport season of Varsity Girls' Basketball. Interview(s) will be held April 29, 2024 at 5:30 PM. The Superintendent will make a recommendation to the Board.

- Applicant for Varsity Head Girls' Basketball Coach: Keri Jorgensen
- Possible Applicant for Assistant Varsity Girls' Basketball Coach: Jeff Jorgensen

SUMMARY:

- Keri's coaching experience is as follows:
 - Varsity Girls' Basketball Head Coach: 2019-2020
 - Varsity Girls' Basketball Assistant Coach: 2003-2007
 - JH Girls' Basketball Coach: 2017-2020
 - EL Girls' Basketball Coach: 2017-2020
 - Varsity Assistant Volleyball Coach: 2021-present
 - JH Girls' Volleyball Coach: 2017-2020
- Jeff has many years of coaching and volunteering experience in basketball.

RECOMMENDATION:

- Consider the superintendent's recommendation brought forward after the Interview Committee meeting.

AGENDA ITEM: 05. NEW BUSINESS

05.2 Action: Consider hiring the following coaching personnel for the 2024-2025 sport season of Varsity Girls' Basketball. Interview(s) will be held April 29, 2024 at 5:30 PM. The Superintendent will make a recommendation to the Board.

- Applicant for Varsity Head Girls' Basketball Coach: Keri Jorgensen
- Possible Applicant for Assistant Varsity Girls' Basketball Coach: Jeff Jorgensen

	Motion	Second	Yes	No	Abstain
Shawn Conradsen					
Charles (Chuck) Thiel					
Wayne Quinnell					
Connie Smith					
Chandi Tombre					

SAVAGE SCHOOL DISTRICT #7,7J,&2

DAWSON/RICHLAND COUNTIES

SAVAGE, MONTANA

SPECIAL BOARD AGENDA FACT SHEET

MEETING DATE: April 29, 2024

Procedure:

- Ask for a motion
- Ask for a second to the motion
- Discussion
- Vote

❖ AGENDA ITEM# and TITLE: 05. NEW BUSINESS

05.3 Action: Consider the Memorandum of Agreement between the Savage School District and Yellowstone Valley Concrete to accept a donation from Yellowstone Valley Concrete to replace the outdoor basketball court behind the bus barn. This legal document was prepared by our legal consultant, Tony Koenig, MTSBA. To receive the donation both parties must sign the Memorandum of Agreement.

- The amount of the replacement is less than \$80K, so it does not fall under the bidding process.
- The estimated donation amount is \$53,105.00.

SUMMARY:

- See attachments.
- This is a very generous and much needed donation, should both parties sign the document.

RECOMMENDATION:

- Consider the Memorandum of Agreement.

AGENDA ITEM: 05. NEW BUSINESS

05.3 Action: Consider the Memorandum of Agreement between the Savage School District and Yellowstone Valley Concrete to accept a donation from Yellowstone Valley Concrete to replace the outdoor basketball court behind the bus barn. This legal document was prepared by our legal consultant, Tony Koenig, MTSBA. To receive the donation both parties must sign the Memorandum of Agreement.

- The amount of the replacement is less than \$80K, so it does not fall under the bidding process.
- The estimated donation amount is \$53,105.00 for the following features:
 - Materials, labor, and equipment for an 85'X55" basketball court
 - Concrete, Class 5 Gravel, Rebar
 - B-Ball Goals, Striping, Bleachers
 - Lighting

	Motion	Second	Yes	No	Abstain
Shawn Conradsen					
Charles (Chuck) Thiel					
Wayne Quinnell					
Connie Smith					
Chandi Tombre					

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into by and between the Board of Trustees of the Savage School District and Yellowstone Valley Concrete and Construction (hereinafter "Yellowstone") with the intent of setting forth the parameters of the donation to the District described and referenced below.

WHEREAS, Yellowstone has expressed an intent to make a donation of goods and services to the District as described herein; and

WHEREAS, the District intends to accept the donation in accordance with the terms and conditions set forth herein;

NOW, THEREFORE, the parties agree as follows:

1. Yellowstone will donate to the District all goods and services necessary to remove the basketball court located on District property at Block 3, Lots 1, 2, 3 Savage, Montana and to replace the same with a new basketball court, as described in the attached document entitled "estimate" at no cost to the District.

2. The Board of Trustees hereby accepts the donation described above under the following terms and conditions:

(a) During removal of the old basketball court and construction of the new basketball court by Yellowstone, Yellowstone shall bear all responsibility and liability for any and all injury to any person or damage to any property arising from or related to the project, and Yellowstone warrants and agrees that it shall maintain sufficient insurance coverage to defend and indemnify the District in the event of litigation against the District arising from or directly related to the project.

(b) Upon completion of the project, ownership of all fixtures and appurtenances installed as a part of the project will transfer to the District, and Yellowstone shall bear no further responsibility or liability regarding injury to any person or damage to any property occurring after the date of project completion.

DATED this ____ day of _____, 2024.

SAVAGE SCHOOL DISTRICT

YELLOWSTONE VALLEY CONCRETE AND CONSTRUCTION

ESTIMATE

Yellowstone Valley Concrete and
Construction
711 E Main
Sidney, MT 59270

yvccinc.sidney@gmail.com
+1 (406) 433-1220



Savage Public School

Bill to
Savage Public School
368 Mesa South
Savage, MT 59262

Ship to
Savage Public School
368 Mesa South
Savage, MT 59262

Estimate details

Estimate no.: 1057
Estimate date: 04/09/2024
Expiration date: 05/09/2024

Project Location: Savage Montana
PO/A/E: Savage Basketball Court
Scope of Work: Basketball Court

#	Date	Product or service	Description	Qty	Rate	Amount
1.	04/09/2024	Proposal	Savage Basketball Court: Price includes all materials, labor and equipment to complete an 85' x 55' basketball court. Concrete \$8883.00 Class 5 Gravel \$3000.00 Rebar \$2240.00 B-Ball Goals \$5298.00 Striping \$1000.00 Bleachers \$1664.00 Lighting \$ 2500.00 Labor and Equipment \$28520.00	1	\$53,105.00	\$53,105.00
Total						\$53,105.00
					Expiry date	05/09/2024

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- Ask for a motion
- Ask for a second to the motion
- Discussion
- Vote

❖ AGENDA ITEM# and TITLE: 05. NEW BUSINESS

05.4 Action: Consider the Job Description for Website Manager.

- This is a new extra-curricular position in our approved Collective Bargaining Agreement.

SUMMARY:

- A job description is a tool to lay out expectations and qualifications.
- See attached.

RECOMMENDATION:

- Consider the Website Manager job description.

AGENDA ITEM: 05. NEW BUSINESS

05.4 Action: Consider the Job Description for Website Manager.

- This is a new extra-curricular position in our approved Collective Bargaining Agreement.

	Motion	Second	Yes	No	Abstain
Shawn Conradsen					
Charles (Chuck) Thiel					
Wayne Quinnell					
Connie Smith					
Chandi Tombre					

❖ AGENDA ITEM# and Title: 06. PUBLIC COMMENT FOR NON-AGENDA ITEMS

Summary: Open for citizens' comments.

- The public comment section is intended to inform the trustees of concerns of the citizens.
- The trustees may not take action on any matter discussed unless specific notice of that matter is included on an agenda and public comment has been allowed on that matter. (MCA, 2-3-103)
- Public comment received at a meeting must be incorporated into the official minutes of the meeting.
- Comments must follow the student and employee privacy laws, as set forth in the privacy rights guaranteed by the Montana State Constitution.
- Public Comment Sign-In Sheet for Non-Agenda Items is located at the door.

Recommendation: Listen to citizens' comments. Board members are simply to hear the comments and there are no actions taken at this time. We can add to future agendas if desired.

WEBSITE MANAGER

REPORTS TO: Superintendent

FLSA Designation: Exempt

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions and undertake all duties in alignment with the District's Policies and the Integrated Strategic Action Plan.

JOB DESCRIPTION

Maintains and creates content for the Savage Public School website, with responsibilities for technological aspects as well as site content. Additional responsibilities include ongoing web strategy and overseeing website operation, with particular attention to design, content and site maintenance. Updates website content, including information, images, calendar content, schedules, graphics, etc., according to the changing needs of Savage Public School. Works with Administration and Tech personnel, as well as website designers and providers, to plan, maintain and improve online presence, initiating new ways to enhance and develop Savage Public School's website presence.

ESSENTIAL FUNCTIONS:

The following list of essential functions is to provide clarification and expectations of your professional duties:

- Maintains confidentiality of all professional interactions and conversations in relationship to school matters, staff, and parents at all times.
- Maintains, updates and oversees website operation and content.
- Acts as liaison between the school and the website company chosen by the District.
- Maintains proficiency in website products.
- Keeps informed and up-to-date on website technology and products provided by the chosen website company.
- Has working knowledge of HTML, word processing, spreadsheets, and other programs that feed information to the school's site.
- Has working knowledge of Photoshop or other image-processing software.
- Updates information contained on the site. Some content is updated yearly (staff, handbooks, images, other static content); other content is updated daily, weekly, or bi-weekly (blogs, videos, menus, news stories, photo galleries, etc.)
- Updates general content as requested by administration.
- Troubleshoots any problems with the website.

- Demonstrates the ability to maintain confidentiality of employment and student matters.
- Demonstrates the ability to establish and maintain effective working relationships with students, staff, and the community.
- Be able to work independently as well as with a team.
- Be able to meet strict deadlines and commitments.
- Be able to adapt and pick up new skills.

Only minimum duties are listed. Other functions may be required as given or assigned by administration.

DESIRED MINIMUM QUALIFICATIONS:

- Excellent communication and writing skills, including spelling, grammar, punctuation as well as composition, editing and proofing.
- Proficiency in Microsoft Office and Photoshop (or similar software).
- Proficiency in website design and website maintenance.
- Ability to effectively manage time and responsibilities.
- Understanding of HTML, CSS etc., as needed.
- Process web writing and design skills.

KEY SKILLS

- Interpersonal/collaboration skills.
- Communication skills.
- Time management skills.
- Problem solving skills.
- Quality of work skills.
- Information technology skills.

EQUIPMENT USED:

A variety of electronic and technology devices, copier, telephone/voice mail, fax, and other school related equipment and materials.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside but may be assigned to outside activities. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, depth perception, peripheral vision, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly used/required on the job.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

History

Approved on: pending 04/29/2024

Revised on:

New

04/29/2024

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SPECIAL BOARD AGENDA FACT SHEET

MEETING DATE: April 29, 2024

Procedure:

- Ask for a motion
- Ask for a second to the motion
- Discussion
- Vote

❖ **AGENDA ITEM# and Title: 07. DATE/TIME FOR NEXT REGULAR BOARD MEETING**

07.1 No Action: May 20, 2024 @ 7:00 PM regular monthly board meeting will be held in the Boardroom.

❖ **AGENDA ITEM# and Title: 08. ADJOURNMENT**

08.1 Consider adjournment and record the time. _____

	Motion	Second	Yes	No	Abstain
Shawn Conradsen					
Charles (Chuck) Thiel					
Wayne Quinnell					
Connie Smith					
Chandi Tombre					