

## SAVAGE SCHOOL

### MARCH 20, 2023- REGULAR SCHOOL BOARD MEETING- 7:00 P.M

#### 01.1 Action: Establish Quorum

- Present: Shawn Conradsen, Wayne Quinnell, Linda Nelson, Connie Smith, Martha Potter, Superintendent, Angella Nelson, Principal and Michelle Miller, Clerk
- Absent: Chuck Thiel
- Arrival Time:

#### 02. **RECOGNITION OF VISITORS**

##### 02.1 Action: Recognize Visitors

- Chandi Tombre
- Mary Hagler
- Riley Hagler
- Cheryl Mastvelten arrived at 7:03

#### 03. **AGENDA**

##### 03.1 Action: Consider Agenda

- Linda N. made a motion to accept the agenda.
- Connie S. seconded the motion.
- Discussion: None
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

#### 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.
- NONE

#### 05. **UNFINISHED BUSINESS:**

##### 05.1 Action: Consider The Safe Return to School and Continuity of Services Plan updates in compliance with:

- Section 2001(i)(3) of the ARP Act states that a school district developed a plan for the safe return to in-person instruction and continuity of services prior to the date of enactment of the ARP Act.
- Connie S. made a motion to accept the safe return to school and continuity plan.
- Wayne Q. seconded the motion.
- Discussion: Linda wanted to know if there are any new faculty going on. Martha and Angie explained that everyone is represented and no new members volunteered.
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**06. NEW BUSINESS**

**06.1** Action: Consider directing the superintendent to have the clerk pay all monthly bills, that have late fees and finances charges, from April 1 - April 30, 2023.

- Linda N. made a motion to have the clerk pay the April bills with penalties.
- Shawn C. seconded the motion.
- Discussion: None
- Shawn C., Wayne Q., Chuck T. Linda N. and Connie S. all voted yes, motion carried.

**06.2** Action: Consider the Savage Elementary and High School Districts #7, #7J and #2 Resolution to vote on the Over Base dollar amounts for the General Fund for the May 2, 2023 School Election. The amount of dollars will be the same for the over base of the General Fund. The amount of mills may vary pending August 2023-2024 School Year Taxable Value.

**A. HS General Fund Over Base of \$0.00: 0 Mills**

- \$100,000 Home Increase: \$ 0.00
- \$200,000 Home Increase: \$0.00

**B. EL General Fund Over Base of \$6,707.97: 3.19 Mills**

- \$100,000 Home Increase: \$ 4.31
- \$200,000 Home Increase: \$ 8.61

- Wayne Q. made a motion to Consider the Savage Elementary and High School Districts #7, #7J and #2 Resolution to vote on the Over Base dollar amounts for the General Fund for the May 2, 2023 School Election.
- Linda N. seconded the motion.
- Discussion: Martha explained how the mills work. The Elementary is always a little shy because of the amount of salaries that come out of the elementary. Linda wanted to know if there was going to be a public meeting to explain to the public about the items that will be on the ballot. We have never had a great turnout when those are done and Martha will be putting out a newsletter with this information in it. It was decided that the newsletter is the best way to go.
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**06.3** Action: Consider the Savage Elementary and High School Districts #7, #7J and #2 Resolution Intent to impose an increase in Permissive Levies of the Building Reserve, Bus Depreciation, and Technology Funds. The dollar amounts will remain the same, yet mills may vary pending August 2023-2024 School Year Taxable Value.

**A. HS Building Reserve Permissive Mill of \$4,083.58: 1.16 Mills (Non-Voted Levy)**

- \$100,000 Home Increase: \$1.56
- \$200,000 Home Increase: \$3.12

**B. EL Building Reserve Permissive Mill of \$5,430.54: 2.59 Mills (Non-Voted Levy)**

- \$100,000 Home Increase: \$3.49
- \$200,000 Home Increase: \$6.98

**For the HS and EL Bus Depreciation Funds consider a 7.5 year or 10 year fund.**

**C. HS Bus Depreciation Fund 7.5 Year Permissive Mill of \$24,995.00: 7.08 Mills (Non-Voted Levy)**

- \$100,000 Home Increase: \$ 9.56
- \$200,000 Home Increase: \$19.12

**D. HS Bus Depreciation Fund 10 Year Permissive Mill of \$18,746.25:**

**5.31Mills (Non-Voted Levy)**

- \$100,000 Home Increase: \$ 7.17
- \$200,000 Home Increase: \$14.34

**E. EL Bus Depreciation Fund 7.5 Year Permissive Mill of \$24,995.00: 11.9 Mills (Non-Voted Levy)**

- \$100,000 Home Increase: \$16.07
- \$200,000 Home Increase: \$32.14

**F. EL Bus Depreciation Fund 10 Year Permissive Mill of \$18,746.25: 8.93 Mills (Non-Voted Levy)**

- \$100,000 Home Increase: \$12.05
- \$200,000 Home Increase: \$24.10

**G. HS Technology Fund Permissive Mill of \$33,600: 9.52 Mills (This non-voted levy was voted on in 2015 and can be renewed with increase in 2025 by voter approval.**

- \$100,000 Home Increase: \$12.85
- \$200,000 Home Increase: \$25.70

**H. EL Technology Fund Permissive Mill of \$14,400: 6.86 Mills (This non-voted levy was voted on in 2015 and can be renewed with increase in 2025 by voter approval.**

- \$100,000 Home Increase: \$ 9.26
- \$200,000 Home Increase: \$18.51

- Wayne Q. made a motion to consider the Savage Elementary and High School Districts #7, #7J and #2 Resolution Intent to impose an increase in Permissive Levies of the Building Reserve, (A & B, elementary and high school permissive as is) Bus Depreciation, ( C & E, elementary and high school 7.5 year) and Technology Funds (G & H, elementary and high school permissive as is).
- Shawn C. seconded the motion.
- Discussion: Martha explained the permissive mills are a decision of the board. Which means once the board has voted on a permissive mill this does not go out to the voter. The permissive part is what the state matches us. Linda N. asked on the bus depreciation would it be better for the board would rather go the 7.5 years or the 10. Discussion was the 7.5 year would be better.
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**06.4** Action: Consider the Savage Elementary and High School Districts #7, #7J and #2 Resolution Intent to impose a possible increase in permissive levies of the Tuition, Transportation, and Adult Education funds. The dollar amounts are based on our current estimated expenditures, as we have not completed the school year. The mills may also vary pending August, 2023-2024 School Year Taxable Value.

**A. HS Tuition Fund Permissive Mill of \$0.00: 0 Mills (Non-Voted Levy)**

- \$100,000 Home Increase: \$ 0.00
- \$200,000 Home Increase: \$0.00

**B. EL Tuition Fund Permissive Mill of \$0.00: (Non-Voted Levy)**

- \$100,000 Home Increase: \$ 0.00
- \$200,000 Home Increase: \$0.00

**C. HS Transportation Fund Permissive Mill of \$43,139.65: 12.22 Mills (Non-Voted Levy)**

- \$100,000 Home Increase: \$16.50
- \$200,000 Home Increase: \$33.00

**D. EL Transportation Fund Permissive Mill of \$38,000.00: 18.10 Mills (Non-Voted Levy)**

- \$100,000 Home Increase: \$24.43
- \$200,000 Home Increase: \$48.86

**E. HS Adult Education Fund Permissive Mill of \$0.00: 0 Mills (Non-Voted Levy)**

- \$100,000 Home Increase: \$ 0.00
- \$200,000 Home Increase: \$0.00

**F. EL Adult Education Fund Permissive Mill of \$0.00: 0 Mills (Non-Voted Levy)**

- \$100,000 Home Increase: \$ 0.00
- \$200,000 Home Increase: \$0.00

- Connie S. made a motion to Consider A-F, the Savage Elementary and High School Districts #7, #7J and #2 Resolution Intent to impose a possible increase in permissive levies of the Tuition, Transportation, and Adult Education funds.
- Linda N. seconded the motion.
- Discussion: The question was asked about the transportation. The figures had to be considered on the last year funds because those funds have not yet been expended. This is just a rough estimate of what the expense would be based on the bills that have already been paid.
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**06.5 Action: Consider Rebecca Dooley as the volunteer for golf during the 2022-2023 season.**

- Wayne Q. made a motion to accept Rebecca Dooley as a volunteer for the 2023 Golf season.
- Shawn c. seconded the motion.
- Discussion: None
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**06.6 Action: Consider approval of the 2023-2024 Instructional Calendar.**

- Linda N. made a motion to accept the instructional calendar.
- Wayne Q. seconded the motion.
- Discussion: Linda is concerned about the amount of hours extra that we have is not many. It is decided on by the committee that if school is missed those days would be made up on Friday's.
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**06.7 Action: Consider paying our non-certified substitutes and the dishwasher position the required minimum wage increase effective January 1, 2023.**

- The required minimum wage as of January 1st, 2023 is \$9.95.
- Connie S. made a motion to increase the pay for the non-certified subs and dishwasher positions.
- Shawn C. seconded the motion.
- Discussion: Linda wanted to know if this was retroactive. By law this has to be paid and has been taken care of. This is a technicality that the board needed to be made aware of.
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**06.8** Action: Consider the hire of a summer groundskeeper and two yard/maintenance assistants from June 1, 2023 through the end of the 2023-2024 football season.

- Applicant: Summer Groundskeeper- Wade Hagler
- Applicants: Summer Yard/Maintenance- Riley Hagler and Scott Chapdelain (When Available)
  
- Linda N. made a motion to hire Wade Hagler, Riley Hagler and Scott Chapdelain for the summer yard maintenance.
- Wayne Q. seconded the motion.
- Discussion: None
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**06.9** Action: Consider the following substitutes for the remainder of the 2022-2023 school year, whose background checks are completed:

- Stephanie Kortes  
Sabrina Dahl
  
- Connie S. made a motion to accept Stephanie Kortes and Sabrina Dahl be added to the list of substitutes.
- Shawn C. seconded the motion.
- Discussion: None
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**06.10** Action: Consider opening a 16 hour a week position for the business office payroll assistant to the clerk to begin June 1, 2023.

- This job is continually growing because of financial, legal, and federal regulations.
  
- Connie S. made a motion to open a part time position for an assistant business office position.
- Wayne Q. seconded the motion.
- Discussion: Martha explained how payroll works in the clerk's office, wages would be \$16.50 per hour, no benefits will be required because this is a part time position. Michelle commented that someone else needs to know how to do the basics of the clerks position should something unexpected happen.
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**06.11** Action: Consider technology purchases for 20 computers in the amount of \$6000.00.

- The devices operate both Microsoft software and google chrome.
- This is a cost effective purchase, as we already have Microsoft licensure.
- This will free up 20 operable, licensed chrome books for the elementary.
  
- Connie S. made a motion to purchase 20 computers.
- Linda N. seconded the motion.
- Discussion: Martha and Riley are trying to move the kids into a platform that is Microsoft friendly. Chrome books are limited in their use, we only have so many licensures, and if we add more chrome books, we have to pay for more licenses.
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**06.12** Action: Consider sending a Memorandum of Understanding (MOU) before the April, 2023 board meeting to the Savage Teacher's Union requesting them to consider 26 pay periods bi-weekly, instead of 24 pay periods on the 1st and the 15th of each month for the solution to remedy the financial issues identified in our audits in relation to the County Treasurer's documents.

- Linda N. made a motion to send a Memorandum of Understanding to the Savage Teacher's Union.
- Shawn C. seconded the motion.
- Discussion: Michelle explained how the discrepancies with the county bookkeeping and the schools bookkeeping systems track payroll. Because of when the pay periods end, this has an effect on the schools ability to balance monthly with the county. If the Teacher's Union would agree to switch to the bi-weekly pay period, this would eliminate that problem which would also eliminate the dings we are getting on the audits.
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**06.13** Action: Consider the possible hire of the 2023-2024 certified elementary position, pending the March 20, 6:00 PM interview. Other pending requirements are the background check and Montana certified licensure of the selected candidate.

- Linda N. made a motion to hire Brylee Brost for the certified elementary position for the 2023-2024 school year pending certification and background checks.
- Wayne Q. seconded the motion.
- Discussion: The interview committee was very impressed with the interview and informed the board that if they did not act on this individual she would be hired very quickly by another school and that we would be fortunate to have her work with us.
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**07. REPORTS: (Any required actions will be under Unfinished or New Business)**

**07.1** Information: Student Representative and Student Council

- The student council had a very successful Valentine's selling 480 Valentines.
- Another seat belt check is scheduled to take place. The Battle of the Belts program gave us \$600, which was used to purchase ink for the poster printer. There was notification sent out last week from the program that we will receive another \$100.00.
- Student council also made reminders of seat belt safety and hung them in the school.
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**07.2** Information: Teacher(s)

- Technology- Riley Hagler the Technology Coordinator for Savage Public Schools has a few goals that he would like have set in place by 2025...
- Constructing a committee that would oversee some of the bigger elements of our district's technology needs. This committee would hopefully bring member's insight and experience into making larger decisions.  
Endpoints (User Operated Devices): Students will receive a laptop their freshman year to use until they graduate, at that time they will be given an opportunity to purchase them at a fee determined by the school that will reflect the depreciation of the device. This would allow the district to have a repeatable pattern of purchasing updated computers for student while simultaneously phasing out aging units.
- He would like to make the computer lab that is located upstairs accessible for all students and staff. This area would allow for a better testing atmosphere.
- Staff should be on a set time-based rotation for receiving new endpoints.
- Elementary should have class sets of endpoints that the classroom teacher is responsible for them.

- Network/Firewall we are currently working with Pinecove to fine tune a solution for content filtering on student owned and managed devices.
- As a district it would be responsible for us to work on language in our policy that addresses individual's streaming services for classroom use.
- Riley would like to have a set list of allowed websites available to the staff to ensure that our students are not wasting time playing games or streaming videos during times when they could be working.
- Riley is currently working with Microsoft to figure out what our needs are for a server and trying to find out what kinds of on site server hardware we would need to be able to continue our day-to-day operations.

**07.3 Information: Activities Director**

- Myssie Sanders submitted a report for informational purposes. Volleyball, Basketball and Football schedules are all out and she is working on filling the open dates.
- 8<sup>th</sup> grade girls are moving up for track.
- There may be funds that will have to be spent for the golf team to practice at the simulator in Fairview if the weather does not cooperate with outdoor practice.
- The meeting with the new volleyball division went well and we may enjoy the changes that come with it.

**07.4 Information: Safety Committee**

- Wade submitted a report that the committee has been very busy. We are still in the process of changing a few things regarding safety.
- One of the major things we are undertaking is changing the drop off and pick up procedures for students at the school.
- A subcommittee has been formed and has been gathering input from all the stuff.
- We are also in the process of changing the rally point for our fire drills. This may not happen before the end of the year, but our goal is going to try and practice our new procedures before school is out and have them in place for the next school year.
- The vinyl letters and numbers for the school have been ordered. These will be put in place when the weather warms up.
- We continue to be on pace with our safety trainings.
- Note to the board that we will be having our annual building self-inspections soon.

**07.5 Information: Principal**

- All evaluations are complete .
- We are looking at new reading curriculum.
- Moving into the end of the year and all the ordering of supplies.

**07.6 Information: District Clerk**

- Michelle shared with the board that the books now all balance with the County Treasure. A big thank you to Jacki Young for all her work to help solve these issues. We have found in this process that there is an issue with our Payroll balancing and why we will continue to have these issues if things do not change.
- Michelle also touched on the assistant business position, and the need for this individual.

**07.7 Information: Superintendent**

- Martha reported attending the Prairie View Coop meeting and the SAM Spring conference.
- With having made it to Divisional Basketball we will make up the flex day that was taken on May 5 for grades 4-12.
- Musical "Mary Poppins" will be performed on March 24 & 25.

- Prom will take place on March 31.
- Senior Trip April 11-15.
- We received a \$5000.00 No Kids Hungry Grant.
- School safety is considering an “ALICE” (alert, lockdown, inform, counter and evacuate) training in Glendive.
- No concrete bids have been submitted yet.
- We are waiting to hear from Olson Plumbing about the next steps with the water project.
- David McGill, a FICO representative will be coming to do a “Needs Assessment” of projects that would allow us to ask for ARP funding from the state. The areas for use of this money are as follows:
  - Better Indoor Air Quality
  - Upgrades to HVAC and Mechanical systems
  - Reduction in energy consumption with enhanced Building Control
  - Security Assessment and systems
  - Ongoing Preventative Maintenance

**07.8 Information: Trustees and Requests**

- None

**08. CONSENT AGENDA**

**08.1 Meeting Minutes**

Action: Consider: Minutes from Following Meeting(s):

- February 20, 2023 (Regular Board Meeting)
- Wayne Q. made a motion to accept the minutes from the February 20, 2023 board meeting.
- Linda N. seconded the motion.
- Discussion: None
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**08.2 Finance Report**

Action: Consider: Following Finance Transactions:

- A. Warrants: #22538-22555, 22557-22570 and 22586-22589
- B. Claims: #957401-957403, #957405-957433, #957452-#957455
- C. Voided Warrant(s): NONE
- D. Voided Payroll Check(s): 39099-39105
- E. Extra-Curricular Activities Fund Balances: Checks #221599-21616 and Deposit Registers with Balances
- F. Voided Extra-Curricular Activities Check Number(s): 21608 & 21614

- Connie S. made a motion to accept the finance reports.
- Shawn C. seconded the motion.
- Discussion: Linda asked about the charges to Burns Creek,
- Shawn C., Wayne Q., Linda N. and Connie S. all voted yes, motion carried.

**09. 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.
- NONE

**10. DATE/TIME FOR NEXT REGULARLY SCHEDULED MEETING**

**10.1 Action:** Consider if any date changes are needed to the following regularly scheduled meeting: April 17, 2023 at 7:00 PM in the Boardroom.

**11. ADJOURNMENT**

**11.1** Time of adjournment: 9:07

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**Chairman of the Board**

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**District Clerk**