

BOARD MINUTES

December 21, 2022

A regular meeting of the Board of Trustees for Shepherd School District #37 was held Wednesday, December 21, 2022 in the Board Room of the New Addition. Chairman, Carl Openshaw called the meeting to order at 6:30pm.

Pledge of allegiance was recited.

Members present: Jeff Branson, Shane Flowers, Julie Hinkle, Carl Openshaw, Justin Peterson, Shane Rekdal, and Shayne Vandivort

Members excused: None.

Superintendent – Drea O’Donnell, Clerk – Kinsey Szillat, Middle School Principal – Rich Hash, High School Principal – KJ Poepping, and AD - Tina Downing were present for the entire meeting.

CONSENT AGENDA

An Elementary motion was made by Julie Hinkle, seconded by Shane Flowers, to approve the Elementary business claims and accounts, to include November claims 131945-132028.

A High School/Joint motion was made by Shayne Vandivort, seconded by Julie Hinkle, to approve the High School business claims and accounts, to include November claims 131945 – 132028 and the approval of the November regular meeting minutes.

Both motions passed unanimously.

HEARING OF THE PUBLIC

None.

COMMUNICATIONS

None.

INFORMATIONAL

- 1) Building use requests: As posted in the agenda.
- 2) Water Report
- 3) Nurse’s Report
- 4) Resignations:
Zachary Rupe – Head Middle School Football Coach
- 5) Missing Children
- 6) Donation:
A community member, Pat Radden, donated handmade scarves to the elementary students.

- 7) TFS Code Change:
Innovative Tax Credit donation received in January was placed into revenue code 1920. OPI has now opened a new revenue code specific to these donations and requested we revise our TFS to move the donation into revenue code 1925.

No Action

OLD BUSINESS

Building Project Update

None.

Solar Panel Information

The District received quotes for solar panels from one company. We are still waiting on a quote from one other company. Provided as information only. No action necessary.

Review of Safe Schools Plan and ARP ESSER Plan

A survey was sent out to our stakeholders in November and asked for feedback on what areas were priorities for them. The plan will be updated on the school's website.

A High School/Joint motion was made by Shayne Vandivort, seconded by Julie Hinkle, to approve the update to the Safe Return to School and Continuity of Services Plan, the Shepherd ARP ESSER Plan, and the Shepherd Schools 2022-2023 Plan as presented.

The motion passed unanimously.

Replacement of Shop Heaters

Three new quotes for shop heaters were presented. The most cost effective quote at this time is Allied at \$36,600.00 and includes electrical. There is a federal grant opportunity we can apply for to pay for these heaters. All quotes provided as information only at this time. No action necessary.

NEW BUSINESS

Human Resources

Sub list as attached

A High School/Joint motion was made by Shane Flowers, seconded by Justin Peterson to approve hiring the substitutes as attached.

The motion passed unanimously.

Out-of-District Students

A High School motion was made by Justin Peterson, seconded by Jeff Branson, to approve the out-of-district student for the 2022-2023 school year.

The motion passed unanimously.

2023-2024 School Year

A High School/Joint motion was made by Shane Rekdal, seconded by Julie Hinkle, to approve the 2023-2024 school calendar.

The motion passed unanimously.

Classified Handbook Changes

It was recommended to make a couple of changes to the classified employee handbook. The first change is to allow more than 3 days of sick leave to be used during the winter break without a medical note. The second change is to allow classified staff the ability to carry over up to 5 days (40 hours) vacation leave into the next school year provided they have received a contract for the upcoming year.

A High School/Joint motion was made by Shane Rekdal, seconded by Shane Flowers, to approve the changes to the Classified Handbook for the 22-23 school year.

The motion passed unanimously.

Second Reading of Policies 1000, 1100, 1102, 1112, 1113, 1113P, 1114, 1120P, 1130, 1130P, 1220, 1230, 1312, 1320, 1320P, 1332, 1336, 1400P, 1410P, 1240A, 1532 and 1700

A High School/Joint motion was made by Julie Hinkle, seconded by Shane Rekdal, to approve Policies 1000, 1100, 1102, 1112, 1113, 1113P, 1114, 1120P, 1130, 1130P, 1220, 1230, 1312, 1320, 1320P, 1332, 1336, 1400P, 1410P, 1240A, 1532 and 1700 for the second reading.

The motion passed unanimously.

Surplus Items – Disposal

We have surplus items that have been replaced over the past few years from our old kitchen. The items need to be disposed of because they are no longer in use. We currently have an upright refrigerator that we can sell for \$200.00.

A High School/Joint motion was made by Justin Peterson, seconded by Julie Hinkle, to approve selling or disposing of the old kitchen equipment.

The motion passed unanimously.

MOU Montana State University – Billings

A High School/Joint motion was made by Jeff Branson, seconded by Shayne Vandivort, to approve the MOU with Montana State University – Billings for dual enrollment courses for the 2022-2023 school year.

The motion passed unanimously.

Superintendent’s Evaluation Tool

The tool used for the evaluation of the Superintendent was shared with the Board. If no changes are needed it will be sent out to the Board members for completion.

STANDING COMMITTEE REPORTS

- Insurance Committee – The insurance committee met on December 19th. Shawn Samuelson with Leavitt Group listened to the committee’s concerns with the current health insurance plans and what we’d like to see in the future. More information will be gathered and given to Shawn to determine what our best options are going forward. The committee will continue to meet throughout the next few months.
- Safety Committee – The safety committee met this fall. The District now has a new app E3 in place and training was provided to staff on how to use it in the event of an emergency.
- Policy Committee – The policy committee met on December 6th and will continue to meet and bring policies to the Board that need to be reviewed.

ADMINISTRATION REPORTS

The Administrators recapped their reports.

EXECUTIVE SESSION

None

OPEN SESSION TOPICS FOR NEXT MEETING

None

EXECUTIVE SESSION TOPICS FOR NEXT MEETING

None

ANNOUNCEMENTS

None

ADJOURNMENT

Time of adjournment: 7:05 pm.

