

# **Terry School District #5**

## **Board Agenda: Monday, March 23, 2020**

**MEETING AT HIGH SCHOOL...UNDER FRONT AWNING AT 5:00pm**

**ALSO AVAILABLE VIA FACEBOOK LIVE**

*The Board Chair is authorized to adjust the order of non-action agenda items to accommodate scheduling needs of interested parties.*

- I. Call to Order
  - a. Welcome
  - b. Pledge of Allegiance
- II. Consent Agenda
  - a. Minutes
  - b. Review of Claim List by Board
  - c. Activity Account
  - d. Investment Authorization
  - e. Budget Line Item Balances
- III. Public Comment - Limit of Three Minutes - No Personnel – No exceptions
- IV. Policy Review
  - a. First reading: 1005FE Proficiency Based ANB
- V. Board Member Reports
- VI. Old Business
  - a. Set the levy amount for General Fund for 20-21
- VII. New Business
  - a. (SB307) - Resolution/Notice of Intent to Increase Non-voted Levies for FY21 Budgets.
  - b. 2020-2021 Calendar
  - c. Memorandum of Understanding (MOU)
  - d. Potential Renewal of Memorandum of Understanding (MOU)
- VIII. Personnel
  - a. Resignation (1<sup>st</sup> grade teacher, effective at end of school year)
- IX. Superintendent Report
- X. Board Calendar
- XI. Adjourn

*Citizens may comment on items appearing on the agenda when invited to participate during that agenda item by the Board Chair. Citizens may comment on items related to School District business not appearing on this agenda during the public comment portion of the meeting.*

*Information about this agenda, including the Board packet and supplemental documents, is available at the School District office. Please contact the office if you have any questions.*

## **Terry School District #5**

**MINUTES; BOARD OF TRUSTEES REGULAR MEETING: Monday, February 10<sup>th</sup>, 2020**

### **I. Call To Order**

Chairperson Tusler called the meeting to order at 7:03 PM.

In addition to Chairperson Tusler, Members Meidinger, Fuhrman, Browning, and Tibbetts were present.

The Pledge was recited.

### **II. Consent Agenda**

Member Meidinger noted corrections to the minutes of 1/21/20: Personnel, the motion was not unanimous, Member Meidinger did voted Nay. Would like member votes listed in future, that time of Executive Session needed to be adjusted, and Member Tyson was referred to as Browning, and no “motion carried for the Consent Agenda.

Member Meidinger moved to accept the consent agenda with corrections noted, Member Fuhrman seconded, motion carried unanimously.

### **III. Public Comment**

Barbra Sackman commented on how scheduling worked and vacant positions available and how they were going to be filled and if they needed to be filled. Here concern was if all seven positions needed to be filled.

### **IV. Policy Review**

Member Meidinger explained that policy 3223 was updated, policy 7405 was the P-Card policy discussed at the last meeting. Policy 2168 was missed in the last round and needed second reading, and policies 2314, 2320, 2330, 2333, 2334, 2335 needed review unless any Member had corrections.

Member Fuhrman asked if three motions needed to be made; it was agreed that this was the case. Member Fuhrman made the motion for first reading of Policies 2332 and 7405, Member Browning seconded. Motion carried unanimously.

Second reading of policy 2168. Member Furhman made the motion, seconded by member Tibbetts. Motion carried unanimously.

Motion to denote as reviewed policies 2314, 2320, 2330, 2333, 2334, made my Member Fuhrman, second by member Tibbetts. Motion carried unanimously.

### **V. Board Member Reports**

Chairperson Tusler noted that there were two committees working, negotiations and superintendent review. Chairperson Tusler said of the superintendent review, of the applications received they had chosen four to interview and that those interviews would begin the next night (2/11/20) at 5:00PM. She encouraged everyone to come.

Member Browning related that the Board's negotiation letter had been delivered to the union representative and that the process was started.

## VI. Old Business

Asst. Clerk Edwards informed the Board that the District's application for the SHPO Grant to reroof the Grandey Building and passed the first review and the second part of the application was being prepared and would be ready to submit by the end of the week. Asst Clerk Edwards added that there was another grant of similar nature i.e. Historic preservation, that was a legislative grant. This grant had awards up to \$500,000. She said she and Shane Farnow were working on a priority list of items at the Grandey that needed addressing. She said the grant was much broader in scope than the SHPO grant and could include various projects under the same grant.

## VII. V. New Business

- a. Legislative Grant. Asst Clerk asked the Board if they would be interested in pursuing a legislative grant opportunity that would supplement the SHPO grant the District has already applied for and would be used modernize the Grandey's restrooms, gutters and downspouts, repair and restoration of the buildings architectural features, and an engineering study of the buildings foundation. Ms. Edwards explained that the funding would be up to \$500,000 for each grant, that the award would be made by the legislature in the next biennial session. Member Meidinger asked if there were matching funds required. Ms. Edwards replied that the grant was not dependent on matching funds. Member Meidinger made the motion to pursue the grant, second by member Tibbetts. Motion carried unanimously.
- b. Phone system. Darryl Pisk, District IT contractor explained that the current phone system was no longer supported and while the system wasn't in danger of failing tomorrow it was important to have a replacement plan. Mr. Pisk went over the a proposal from Mid-Rivers but thought it pricey and was unsure how well it would mesh with the current network. Mr. Pisk presented a proposal from another company for comparison. In any case, he explained that the solution would not be cheap with the move from analogue to digital where the cost would be per phone and not for the system as a whole. There was discussion as to options and costs and Mr. Pisk said he was still looking at other companies. Member Meidinger brought up the issue that there was a long standing need for an effective PA system and asked if the proposal that was presented would solve that, which Mr. Pisk explained was unknowable at this point, but possible depending on how the system was set up. The Board requested that they needed more information to move forward to a

discussion. Superintendent Krause interjected that with the recent phone outage that replacing the current phone system with a PA system would be a priority for the incoming Superintendent. Cahir man Tusler said that the phone issue would be put on next months agenda when there was more information.

- c. Bolin Well. Superintendent Krause said that this would be a two meeting iopic. He said he had a conversation with Maintenance Director Fuhrman and Larry Bond (Bond Drilling), and both said that the well was going. There were two proposals, on for an artesian well for \$45,000 and the other for a shallower well for \$10,500 plus and additional \$5,000 for softeners. Clerk Kalmbach explained to the Board from which funds the well would be paid from. Member Meidinger pointed out that the current well was shared with three other households and asked if the new well would be shared also. Superintendent Krause said that the old well would remain operational but that the new well would be solely for the schools use unless the Board decided differently. Member Tibbetts asked if there were other quotes for the well, Mr. Krause replied no, but would get them if the Board so directed. The consensus of the board was to get other quotes and revisit the issue at the next meeting.
- d. Modified School Week Committee. Chairman Tusler posited to form a committee to address the feasibility of the District going to a modified four days week and what that will look like for our schools. Chairman Tusler asked for volunteers to form a committee to address the issues and see if this would be a good thing for families, and students and what impact it would have on staff, that the committee would come back to the Board and make a proposal, the Board would then consider the proposal and make a decision. Chairman Tusler asked for suggestions for discussion items for the committee, Superintendent Krause said that professional development time was crucial. After discussion as what issues needed to be addressed and who would and should be on the committee, that the committee would report back to the Board for a decision. A motion was made by Member Fuhrman, seconded by member Browning to form a committee to explore a modified four-day week. Motion carried unanimously.
- e. Spring Enrollment Count. District Clerk Kalmbach reported the numbers of the Spring student count, that the data has been uploaded to OPI and those numbers will generate the schools budget data sheet at the end of the month.
- f. Resolution to call an election. District Clerk Kalmbach told the Board that a resolution to call an election for Tuesday May the 5<sup>th</sup> a poll election, the ballot items being the election of a Trustee for a three year term, the seat now held by Laura Fuhrman, approval of additional levies to operate and maintain the General Fund for fiscal year 20-21 may also be requested. If later it is found that any portion of the election is not required, the Board authorizes Cathy Kalmbach, election administrator, to cancel that portion of the election in accordance with 13-1-304 and 23-313 MCA. Election judges would be Carol Lachanmyer and Arleen Morris or any other certified election judge. Motion to approve by Member Meidinger, second Member Browning. Motion carried unanimously.

- g. School Spring Postings. After discussion it was decided to post the three certified job positions on the School Spring web site for \$650. Motion to approve Member Fuhrman, second Member Browning. Motion carried unanimously.
- VIII. Personnel
  - a. Retirement
    - a. Ms. Tusler will retire at the end of this school year.
  - b. Resignation
    - a. Molly Pehl has resigned and her resignation has been accepted. Mr. Chalmers will resign effective at the end of the year.
  - c. Recommendation to Hire.
    - 1. Laura Penrod for paraprofessional aide. Motion to approve by Chairman Tusler, second Member Meidinger. Motion carried unanimously.
    - 2. Student after school aides Bella Smith and Audrey Mintz. Motion to approve by Member Tibbitts, second Member Fuhrman. Motion carried unanimously.
    - 3. Lisa Everett to be added to the Sub list. Motion to approve made by Member Browning, second by Member Tibbetts. Motion carried unanimously.
- IX. Superintendent Report – Superintendent Krause said that he had covered everything he needed to inform the Board in the agenda discussions.
- X. Board Calendar – District Clerk Kalmbach informed the Board that next month SB-307 change in levies needs to be noticed. Next meeting of the Board, March 16<sup>th</sup>, 2020 at 7PM.
- XI. Adjourn. Motion to adjourn was made by Member Fuhrman, seconded by Member Tibbitts.

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CINDY TUSLER, BOARD CHAIRMAN

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CATHY KALMBACK, DISTRICT CLERK

**Terry Public Schools**

**Totals Report for February 2020 through February 2020**  
2019-2020

03/20/2020  
14:46:58

Checking  
Savings  
Investments

Account	Beginning	+ Receipts	- Expenditures	+ Transfers	= Ending
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1 - FOOTBALL	3,694.58	0.00	0.00	0.00	3,694.58
2 - CLOSE UP	17,615.41	0.00	0.00	0.00	17,615.41
3 - BASKETBALL	2,307.44	0.00	0.00	0.00	2,307.44
4 - VOLLEYBALL	3,750.70	0.00	0.00	0.00	3,750.70
5 - TRACK	3,341.72	0.00	0.00	0.00	3,341.72
6 - CLASS 2018	0.00	0.00	0.00	0.00	0.00
7 - KEY CLUB	-346.46	0.00	0.00	0.00	-346.46
8 - CLASS 2022	905.93	0.00	0.00	0.00	905.93
9 - MATHCOUNTS	705.38	0.00	0.00	0.00	705.38
10 - FCCLA STUDENT ACCOUNTS	654.45	0.00	0.00	0.00	654.45
11 - SPEECH/DRAMA	1,889.51	0.00	0.00	0.00	1,889.51
12 - ART CLUB	313.44	0.00	0.00	0.00	313.44
13 - BIG CHAMPS	95.77	0.00	0.00	0.00	95.77
14 - FCCLA	1,610.74	0.00	0.00	0.00	1,610.74
15 - CLEARING ACCOUNT	3.12	0.00	0.00	0.00	3.12
16 - ACTIVITY/BOOK FEES	3,352.24	0.00	0.00	0.00	3,352.24
17 - JR HIGH STUDENT COUNCIL	3,079.60	0.00	0.00	0.00	3,079.60
18 - INDUSTRIAL ARTS	0.00	0.00	0.00	0.00	0.00
19 - MUSIC	4,677.25	0.00	0.00	0.00	4,677.25
20 - YOUNG THESPIANS	398.27	0.00	0.00	0.00	398.27
21 - ANNUAL	6,545.17	0.00	0.00	0.00	6,545.17
22 - ALUMNI	477.02	0.00	0.00	0.00	477.02
23 - LETTERPERSONS	1,000.31	0.00	0.00	0.00	1,000.31
24 - SCIENCE CLUB	1,785.78	0.00	0.00	0.00	1,785.78
25 - CLASS 2020	2,356.79	0.00	0.00	0.00	2,356.79
26 - CONCESSIONS	-3,393.39	0.00	0.00	0.00	-3,393.39
27 - CLASS 2021	2,739.76	0.00	0.00	0.00	2,739.76
28 - CLASS 2019	0.02	0.00	0.00	0.00	0.02
29 - NATIONAL HONOR SOCIETY	-22.23	0.00	0.00	0.00	-22.23
30 - MATH MEET	71.09	0.00	0.00	0.00	71.09
32 - CLASS OF 2023	953.85	0.00	0.00	0.00	953.85
33 - LIFTATHON	175.53	0.00	0.00	0.00	175.53
34 - STUDENT COUNCIL	246.57	0.00	0.00	0.00	246.57
36 - FCCLA TRAVEL	166.47	0.00	0.00	0.00	166.47
43 - ACC READING	3,977.93	0.00	0.00	0.00	3,977.93
49 - THE STUDENT STORE	4,373.48	0.00	0.00	0.00	4,373.48
50 - FFA	9,144.87	0.00	0.00	0.00	9,144.87
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	78,648.11 +	0.00 -	0.00 +	0.00 =	78,648.11



## INVESTMENT AUTHORIZATION NO. 08FY20

Noell Martinson  
Prairie County Treasurer  
Terry MT 59349

Dear Mrs. Martinson,

You, the Treasurer of the County of Prairie of the State of Montana, are hereby instructed by the Board of Trustees of School District #5 to adjust our invested funds to make the investment as indicated below on the date stated.

<u>INVESTMENTS FROM</u>	<u>DATE</u>	<u>INVESTMENT TYPE</u>	<u>AMOUNT</u>
K-12 FUNDS	2/27/2020	Prairie County Investment Pool	\$ 1,000,000.00

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### WITHDRAWAL FROM INVESTED ACCOUNTS SURPLUS CASH INVESTMENT

K-12 Funds	Prairie County Investment Pool	\$ 960,000.00
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**CINDY TUSLER**  
Chairperson of the Board of Trustees

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**CATHY KALMBACK**  
Clerk of Terry School District #5

REVENUE

<u>Fund</u>	<u>Title</u>	<u>Projected</u>	<u>Received This Month</u>	<u>Received To Date</u>	<u>Balance</u>	<u>Remaining</u>
201	GENERAL	1,618,403.97	-	874,767.67	743,636.30	45.9%
210	TRANSPORTATION	130,508.22	-	65,905.13	64,603.09	49.5%
211	BUS DEPRECIATION	32,574.80	-	30,730.42	1,844.38	5.7%
213	TUITION	2,467.58	-	3,223.45	(755.87)	-30.6%
214	RETIREMENT	189,050.48	-	139,601.58	49,448.90	26.2%
217	ADULT ED	151.14	-	3,203.79	(3,052.65)	2019.7%
228	TECH ED FUND	20,100.00	-	12,999.51	7,100.49	35.3%
229	FLEX FUND	41,500.00	-	4,271.14	37,228.86	89.7%
261	BUILDING RESERVE	45,900.00	-	15,310.30	30,589.70	66.6%
		\$ 2,080,656.19	\$ -	\$ 1,150,012.99	\$ 930,643.20	\$ 44.73

EXPENDITURES

<u>Fund</u>	<u>Title</u>	<u>Budget</u>	<u>Exp this Month</u>	<u>Exp to Date</u>	<u>Remaining</u>	<u>%</u>
201	GENERAL	1,618,403.97	107,924.61	969,470.21	648,933.76	40.1%
210	TRANSPORTATION	155,023.20	18,354.78	53,131.17	101,892.03	65.7%
211	BUS DEPRECIATION	92,614.88	0	0	92,614.88	100.0%
213	TUITION	10,663.31	0	5,218.44	5,444.87	51.1%
214	RETIREMENT	215,865.00	16,283.28	117,653.20	98,211.80	45.5%
217	ADULT ED	16,383.09	0	68.1	16,314.99	99.6%
228	TECH ED FUND	44,406.50	0	39,702.34	4,704.16	10.6%
229	FLEX FUND	240,578.14	3,455.45	30,666.18	209,911.96	87.3%
261	BUILDING RESERVE	145,076.27	0	14,367.00	130,709.27	90.1%
		2,539,014.36	146,018.12	1,230,276.64	1,308,737.72	51.55



## RESOLUTION OF INTENT TO IMPOSE AN INCREASE IN LEVIES

As an essential part of its budgeting process, the Terry Board of Trustees is authorized by law to impose levies to support its budget. The Terry Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2020, using certified taxable valuations from the current school fiscal year as provided to the district:

FUND SUPPORTED	ESTIMATED CHANGE IN REVENUES *	ESTIMATED CHANGE IN MILLS *	ESTIMATED IMPACT HOME OF \$100,000 *	ESTIMATED IMPACT HOME OF \$200,000 *
Adult Education	0	0	\$0.00	\$0.00
Bus Depreciation	14,000	2.60	3.58	7.16
Transportation	7,407.79	1.38	1.90	3.79
Tuition	5,386.67	1.00	1.38	2.76
Building Reserve	5,386.67	1.00	1.38	2.76
<b>Total</b>	<b>32,181.13</b>	<b>5.98</b>	<b>8.24</b>	<b>16.47</b>

**\*Impacts above are based on current certified taxable valuations from the current school fiscal year.**

**REGARDING THE INCREASE IN THE BUILDING RESERVE LEVY referenced above, the following are school facility maintenance projects anticipated to be completed at this time:**

- 1. Roofs (all 3 buildings)**
- 2. Entry Doors**
- 3. Boilers**
- 4. Other facility repairs that are needed to ensure the safety of students and staff**

**NOTE: This notice is a requirement of SB #307.** These are the best estimates of the District as of March 19, 2020. It is impossible to determine exact numbers prior to the end of the fiscal year, so again the above numbers are only **ESTIMATES**. The Building Reserve Fund levy was new in SB307 in 2017, and the State is anticipating contributing to this fund starting in 2020.

**MODEL MEMORANDUM OF AGREEMENT BETWEEN  
TERRY SCHOOL DISTRICT  
AND THE TERRY TEACHERS ASSOCIATION**

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Given the extraordinary circumstances and challenges presented by the COVID19 pandemic, the District and Association are entering into this Memorandum of Agreement (MOA) in response to the Governor's order, dated March 15, 2020, closing all K-12 Schools for two weeks effective March 16<sup>th</sup>. If the crisis continues, the parties agree to meet and determine next steps, which may include renewal or renegotiation of this MOA.

Any/all PI/PIR days previously scheduled to occur between March 15 and March 27, 2020 shall be cancelled and replaced with the provisions herein.

All provisions contained within the labor agreement(s) governing workdays, breaks, prep periods and complaint and/or grievance timelines are hereby waived during this two-week closure. However, as much as is reasonably possible, a bargaining unit member's workday shall be of a similar length to that which is considered normal for that employee. i.e. a part time teacher would work part time etc.

During the term of this MOA (March 16 through March 27), this MOA controls all working conditions currently existing between the District and all bargaining unit members as follows:

**1. The worksite:** District and employees shall follow CDC recommendations for maintaining workplace safety (e.g. social distancing, etc.) The District shall ensure that each worksite has adequate cleaning supplies, including cleaning solutions that are shown to kill the virus, hand soap, and if available, hand sanitizer.

**2. Compensation and Benefits:** The District shall compensate and shall also maintain all health and other benefits for all bargaining unit members during the two-week closure as if bargaining unit members are on site attending to their normal and regular duties.

**3. Leave:**

A bargaining unit member who is:

- 1) directed by a health professional or agency to be quarantined for 14 calendar days, either because of close contact with a person who is symptomatic of COVID-19 or because they have tested positive for COVID-19;
- 2) at higher than normal risk in the event of contracting COVID-19 due to age or an underlying medical condition (such as heart disease, lung disease, or diabetes); or
- 3) currently living with or providing care for a member of the bargaining unit member's immediate family who is symptomatic of or has tested positive for COVID-19;

shall be entitled to paid leave during the term of this MOA. Such paid leave will be in addition to, and shall not be deducted from, any accrued personal, vacation, or sick leave. The District shall be entitled to request medical documentation of any of the above circumstances. Approved leave taken for any reason other than the above circumstances shall be deducted from the appropriate type of leave accrued by the bargaining unit member.

**4. Performance of Duties:**

A. Bargaining unit members shall stay in contact with their immediate supervisor during this period of time through email and phone.

B. During this closure, teachers are expected to work cooperatively with their grade level and/or department members to create materials for students. Teachers may be asked to plan for and implement on-line or other

digital learning and services for their students. Additionally, teachers shall work with the District to maintain connectivity to students and parents through the closure from a remote work location or from their classrooms.

C. Should the District require any bargaining unit member to return to their worksites during this period, the District shall adhere to the CDC guidelines.

**5. Extra-duty/Extra-Curricular:** All spring coaches and advisors who coach or supervise extra-curricular activities stipulated in the collective bargaining agreement shall be paid their full stipends in accordance with the collective bargaining agreement between the Board and the Association.

**6. Making up lost instructional time:** The District shall follow state and federal guidelines for waivers related to COVID-19. Should the State of Montana direct that student instructional time must be made up, the parties shall bargain over such changes to the school calendar and/or workday.

**7. State and Federal laws:** All state and federal laws, rules and regulations shall apply during this time unless specifically waived by the governing authority.

**8. Expiration and Precedent:** This Agreement shall expire effective end of day March 27, 2020 and shall not be used as precedent or cited as practice by either the Board or the Association in any proceeding whatsoever except to enforce the terms of this Memorandum of Agreement.

THIS AGREEMENT is signed and dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

*FOR THE TERRY SCHOOL DISTRICT:*

\_\_\_\_\_  
Board Chair/Cindy Tusler

\_\_\_\_\_  
Superintendent/Joe Krause

*FOR THE TERRY TEACHERS ASSOCIATION:*

\_\_\_\_\_  
President/Barb Sackman

*Add additional signature lines for other unions; i.e.  
classified and certified.*

**FINAL VERSION – MTSBA and MFPE ENDORSED  
K-12 MODEL MOU – MARCH 19, 2020**