

**SUNBURST SCHOOL DISTRICT #2
REGULAR MEETING**

BOARD MINUTES

June 21, 2016

CALL TO ORDER: The regularly scheduled meeting of the Board of Trustees was called to order following the building walk-through which began at 5:30pm by the Chairman, Lisa Kearns with the *pledge to our flag*. The School District No. 2. Trustees present to constitute a quorum were:

Lisa Kearns, Chairman

Scott Griffin, Trustee

Jonette Johannsen, Trustee

James Nagy, Trustee

Lisa Samsal, Trustee

Guests and staff in attendance were:

Tim Tharp, Superintendent

District Staff – See attached list

Peggy Tobin, Business Manager

Dan Nau, Elem Principal

BUSINESS MANAGER REPORT: Minutes from the May 17th Regular Board Meeting were discussed. Jonette made a motion to approve the minutes from the Regular meeting of May 17th meeting as written. Lisa S. seconded the motion. All voted in favor and the motion carried unanimously.

Bills, warrants, the electronic payment to Bank of Montreal Purchasing Card and payroll processed since the last meeting were discussed. Peggy explained that three additional payroll check runs (checks 28180-28244) were processed at the end of May. They were for the track/golf coaches and the June & July payments per the certified contracts. In addition, Brian Hansen's direct deposit was returned because he closed the bank account. That payment has been processed on check 28262. Jonette moved to approve warrants 21698 through 21707, the electronic payment for the P-Cards and all payroll transactions (including checks 28180-28262). Jim seconded the motion. All voted in favor and the motion carried unanimously.

Peggy provided each trustee a copy of her letter dated 6/21/16 requesting authorization to destroy records following the records retention policy 20-1-212 MCA. Jim moved to approve the records destruction described in 20-1-212 MCA per Peggy's letter of June 21, 2016. Lisa S. seconded the motion and it passed unanimously.

May Extracurricular reports were reviewed and discussed. May Financial Reports were reviewed and discussed.

Tim shared a history of the Federal Funding received by Sunburst Public Schools (see attached report).

PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA: Lisa thanked Christina Barbachano & her husband Alex for attending the meeting.

ELEMENTARY PRINCIPAL/TECHNOLOGY REPORT: (See attached report). Dan also reported that the Lions Club was asked by the Reunion Committee to serve breakfast and Dan gave them permission pending tonight's meeting. Lisa confirmed that a motion wasn't required but that the trustees were fine with the use of the kitchen by the Lions Club. Christina asked what the anticipated Kindergarten class was. Dan reported that it was between 13 and 15.

SUPERINTENDENT'S REPORT:

a) Athletics/Activities

i) Two athletes received All-State for scoring points at the state meet. Ulan Omdahl in the high jump and Chance Morgan in the 200.

ii) Football Camp in Butte has occurred, basketball camp with MSU-N is June 21-23 in the high school gym.

b) Maintenance Update—things seem to be progressing well.

c) All-Class Reunion—Shannon thanked the board for their support of the reunion.

d) Superintendent out-of-district calendar—tomorrow will be Tim's final day in the office.

AGENDA ITEMS

a) Personnel Report

- i. Resignation—Brian Hansen - Tim reported that he received Brian Hansen’s resignation via email but couldn’t open the file. He recommended that Brian’s resignation be accepted. Jim moved to accept Brian Hansen’s resignation. Lisa S. seconded the motion and it carried with Scott opposed.
- ii. Tim reported that we still need the following positions for next year:
 - 1. Middle School Teacher to replace Brian Hanson. Peggy reported that she has not received any applications at this time.
 - 2. Concessions Manager
 - 3. Assistant HSVB Coach

Lisa confirmed with Tim that all of the positions are still posted.

b) Board Policy Revisions

- i. 3920—Revisions of Academic Eligibility as recommended by staff. Tim summarized that the policy tightens up the requirements and includes the eligibility lunch that was implemented during the last school year. Lisa asked about traveling with the team when ineligible. Nate responded that they are not allowed to travel to the team. Discussion followed. The board made the following change to the third paragraph: “For athletes – any student not eligible will be expected to attend all team practices but will not be allowed to travel, “dress out” or sit with the team”. Jonette moved to accept policy 3920 with the stated revision. Jim seconded the motion and it passed unanimously
- ii. 5322—Military Leave – The 2nd Reading for new policy was completed. Jim moved to accept policy 5322 Military Leave as written. Scott seconded the motion and it passed unanimously on the second reading.

c) Toole County Transportation Committee Meeting—Thursday, June 23 at 9:00 AM—Tim reported that Vince indicated that he will be there. Lisa will attend the meeting for Jonette.

d) Schedule Surplus Property Sale—Tim reported that we have a number of surplus items that need to be made available to the patrons to purchase before we can dispose of them. The law 20-6-604 MCA provides a process for having the surplus property sale. The process requires that the board pass a resolution to declare surplus property and make it available for sale. Christina asked that the sale be held on August 2nd. Jonette moved to pass a resolution to hold the Surplus Sale on August 2nd from 8am to noon. Scott seconded the motion and it passed unanimously.

e) Work Session – the board set a work session for Tuesday, July 12th at 7:00pm. Peg will post the meeting.

Next Regular Board Meeting—July 19, 2016 at 7:00 PM

Items on next month’s agenda include approving the individual transportation contracts and student attendance agreements for out of district students.
Review and approve memberships for 2016-17.

ADJOURN

Jonette moved to adjourn the meeting at 8:15pm. The motion was seconded by Jim and passed unanimously.



LISA KEARNS, CHAIRMAN



PEGGY TOBIN, CLERK

DATE: 7/19/16

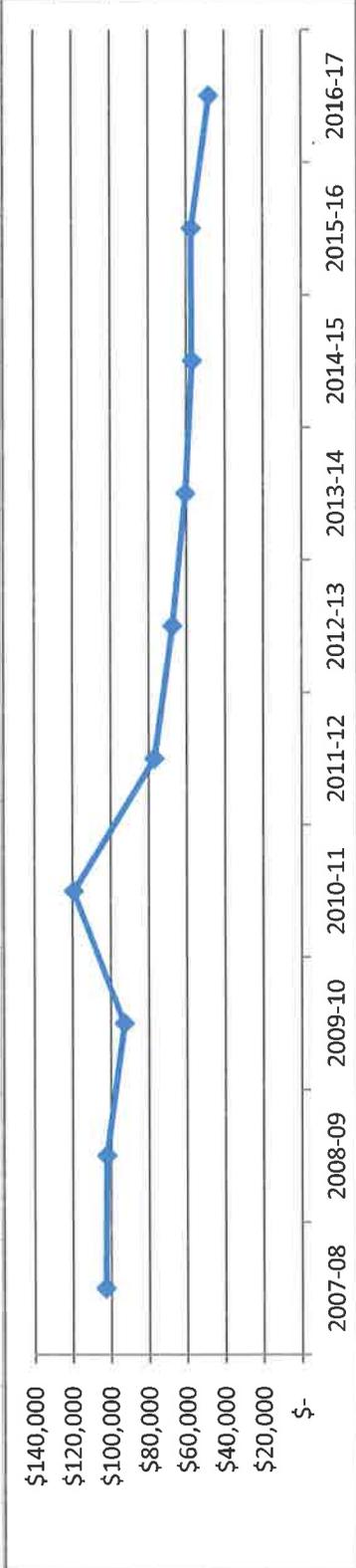
DATE: 7/19/16

School Board
Elementary Principal Report
June 21, 2016

1. End of year enrollment: 76 in K-8: 11 at Hillside, 13 at Rimrock
2. Tech – computer systems have been updated and migrated – new wireless at elementary – new phones installed. Most things are working very well, but we have some small kinks to still work out.
3. Congrats to Mrs. Pace – she again won a grant from MT Wild which gives our 5th/6th the opportunity to go to Helena again this coming year
4. Congrats to our Special Olympic Athletes – they did extremely well at the state games and had, according to them all, the best times of their lives.
5. D.A.R.E. trip and graduation took place on May 18 & 19. Thanks to the Toole County Sheriff's Office and Deputy Rivera for their efforts put into DARE. DARE is a great program that piggyback's on much of what we are teaching about making good choices. DARE graduation was held on May 19th and all students and parents showed up for this fun event.
6. May 19th – thanks to the PTO, the Art Mobile of MT was visiting. She had two different art talks in the morning which were well received by the students. In the afternoon, she worked with three different students on a fun art project.
7. May 20th – 1st/2nd grade went to Egg Mountain – it was reported that they had a great time! May 20th was also shadow day for our 6th grade kids. They spent the entire day at the high school getting acclimated, getting to know teachers, and getting ready for the next year. They all said they had a fun time. Thanks to Mrs. Kerfoot for helping to arrange this important day.
8. May 24th – the spring music programs went very well. The 5th/6th started and performed very well with their 50s flashback. The K-4 then brought the bugs out. Thanks to Mrs. Hauschulz for her time and efforts put into the program. Also – thanks to Mrs. Hout and Mrs. Robins – they made some incredible bug costumes.
9. May 25th was Play Day – inside. Thanks to Mrs. Ryan and all of her helpers for making this a fun afternoon for our kids.
10. May 26th – colony graduation took place. We had two graduates at both schools.
11. May 26th – kindergarten took their annual train trip and 3rd/4th went to the museum in Cut Bank.
12. On May 27th, we had our end of the school year assembly. We first honored our Special Olympics athletes. Each member, and their coach, Mrs. Griffin, got up and shared their experiences and their medals. It was awesome when they received a standing ovation – a proud moment for our school. We followed up with Elks Awards, Poppy Posters, Americanism Essays, class awards, individual awards, AR awards, and attendance awards. We mixed in a lot of music and fun and a great time was had by all. We also honored our retiring staff member, Mrs. Dunk. Lastly, we started a new tradition, the 6th grade walk at the end of the day. As a special way to honor them, all other students lined the hallway and cheered and gave them high fives as they made their way up the hallway and met Mrs. Bergstrom who welcomed them to 7th grade.
13. Summer work is going well. ACs are in the building and waiting to be installed. The bleachers have been painted, gym walls painted, 4th grade room painted, and many rooms being cleaned and scrubbed. Julie and Lynn do a great job.
14. No Upcoming events:

Federal Funds History--Sunburst Public Schools

Title Program	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Title I Part A	\$ 71,783	\$ 71,757	\$ 64,585	\$ 83,631	\$ 53,165	\$ 45,674	\$ 41,107	\$ 36,996	\$ 33,296	\$ 31,631
Title II, Part A	\$ 20,328	\$ 19,450	\$ 18,925	\$ 17,538	\$ 15,294	\$ 14,420	\$ 13,280	\$ 13,243	\$ 13,187	\$ 13,371
Title II, Part D	\$ 1,347	\$ 1,079	\$ 952	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Title III, Part A--ESL	\$ 2,176	\$ 2,791	\$ 746	\$ 7,547	\$ 2,334	\$ 2,133	\$ 1,896	\$ 2,367	\$ 3,329	\$ -
Title IV, Part A--drug free	\$ 2,128	\$ 2,418	\$ 1,848	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Perkins	\$ 5,269	\$ 4,811	\$ 4,161	\$ 4,077	\$ 4,649	\$ 3,300	\$ 2,448	\$ 2,091	\$ 2,180	\$ 3,122
Gifted & Talented	\$ -	\$ -	\$ 1,718	\$ 1,746	\$ 1,727	\$ 2,047	\$ 1,923	\$ 2,290	\$ 5,460	\$ -
TOTAL	\$ 103,031	\$ 102,306	\$ 92,935	\$ 119,539	\$ 77,169	\$ 67,574	\$ 60,654	\$ 56,987	\$ 57,452	\$ 48,124
\$ Change	n/a	\$ (725)	\$ (9,371)	\$ 26,604	\$ (42,370)	\$ (9,595)	\$ (6,920)	\$ (3,667)	\$ 465	\$ (9,328)
% Change	n/a	-0.7%	-9.2%	28.6%	-35.4%	-12.4%	-10.2%	-6.0%	0.8%	-16.2%
General Fund	\$ 1,843,244.50	\$ 1,843,244.50	\$ 1,843,790.51	\$ 1,843,790.51	\$ 1,923,509.08	\$ 2,058,664.52	\$ 2,037,877.77	\$ 2,001,446.59	\$ 1,962,727.51	\$ 1,967,448.78
\$ Change	n/a	\$ -	\$ 546	\$ -	\$ 79,719	\$ 135,155	\$ (20,787)	\$ (36,431)	\$ (38,719)	\$ 4,721
% Change	n/a	0.0%	0.03%	0.0%	4.3%	7.0%	-1.0%	-1.8%	-1.9%	0.2%



2010-11 Title I increase was ARRA funding & Title IV was a separate competitive grant

2015-16 & 2016-17 G&T was funded over the biennium and all spent in 2015



SUNBURST SCHOOL DISTRICT #2

P.O. BOX 710
SUNBURST, MONTANA 59482

June 21, 2016

Board of Trustees
Sunburst School District #2

Dear Trustees:

This letter is to request authorization for the disposal of the following records under the provisions contained in 20-1-212 MCA. Records are for the 2007-2008 school year unless noted below. The disposal will be done utilizing the shredding services of The Paper Shredders out of Great Falls.

Bus and individual transportation contracts (some are 5 years retention cycle for 2010-2011)
Bus driver lists/Ridership count lists (some are 5 years retention cycle for 2010-2011)
School bus inspection reports
District transportation forms TR-1, TR-5, and TR-6
Field trip permission requests
Transportation drug and alcohol test results
Federal projects/Grant records for Title I/Consolidated, Carl Perkins, Vocational-Ed, REAP
Absentee ballot logs
Ballots (These are on a one year schedule so would be through May, 2015)
Petitions/ Poll and tally books/ Precinct registers/Registers of Candidates
Building and ground maintenance reports
Bid letting and acceptance records
Claims paid records
County Treasurer's monthly statements and reconcilements
Disbursement and Receipt Journal
Food Service records
Insurance Records/Policies
Monthly Reports
Payroll Records and reports for WCRRP, unemployment, TRS, MPERA, State & Federal withholdings
Payroll Records and reports for Social Security, Medicare, and deduction authorizations
Extracurricular Funds Records, Bank Records, Student activity disbursements and receipts
Teachers' class records and grades after transfer to students' permanent files.

Thank you for your consideration of this matter.

Peggy Tobin
Business Manager/District Clerk

Sunburst School District

STUDENTS

3920

Extracurricular Academic Eligibility

It is the intention of Sunburst Public Schools that all participants in extracurricular activities first of all be successful students. To that end, any student in grades 7-12 9-12 who participates in extracurricular events including, but not limited to, volleyball, football, basketball, track, music, cheerleading, dance/drill team, speech & drama, FCCLA, student council, any academic competitions, senior trip, prom, or any other event that may take them away from school for participation, will satisfy the following academic standards.

Eligibility will be determined on a weekly basis. A “failing list” will be pulled by the superintendent on Tuesday morning; the list will be compiled and distributed to all staff. Any student who appears for the first time for failing a class/subject will be on “probationary” status. They will be able to participate fully, but if they are failing the same class/subject **or another class** the following week, they will not be eligible for extracurricular participation for that week. **Any student who is currently earning two failing grades will immediately become ineligible with no probationary period. The week of eligibility runs from** Wednesday AM to Tuesday PM.

For athletes—any student not eligible will be expected to attend all team practices and travel with the team, but will not be allowed to “dress out” for the competition.

For all other activities—any student not eligible will not be allowed to travel to any events that would require them to miss school.

ANY student considered ‘ineligible’, whether they are in an activity or not, will attend Ineligibility Lunch on Wednesday through Monday where they will be provided an opportunity to spend lunch with a teacher to help them get their grades up.

It will be the responsibility of the Principal to contact coaches/sponsors/advisors to let them know which students are not eligible each week. The Principal will also send a letter home to parents each Wednesday morning to alert them to this status.

Policy History:

Adopted on: October 19, 2010

Revised on: June 21, 2016

see changes

Sunburst Public Schools

PERSONNEL

5322

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Montana Military Service Employment Rights, the Superintendent shall grant military leave to employees for voluntary or involuntary service in the uniformed services of the United States, upon receipt of the required notice. Benefits shall be maintained for these employees as required by law and/or collective bargaining agreements. A service member who returns to the District for work following a period of active duty must be reinstated to the same or similar position and at the same rate of pay unless otherwise provided by law.

Time spent in active military service shall be counted in the same manner as regular employment for purposes of seniority or District service unless otherwise provided in a collective bargaining agreement.

The District will not discriminate in hiring, reemployment, promotion, or benefits based upon membership or service in the uniformed services.

All requests for military leave will be submitted to the Superintendent, in writing, accompanied by copies of the proper documentation showing the necessity for the military leave request.

When possible, all requests for military leave will be submitted at least one (1) full month in advance of the date military service is to begin.

Persons returning from military leave are asked to give the Superintendent notice of intent to return, in writing, as least one (1) full month in advance of the return date.

The District shall post notice of the rights, benefits, and obligations of the District and employees in the customary place for notices.

Legal Reference:	38 U.S.C. §§ 4301-4334	The Uniformed Services Employment and Reemployment Act of 1994
	§10-1-1004, MCA	Rights under federal law
	§10-1-1005, MCA	Prohibition against employment discrimination
	§10-1-1006, MCA	Entitlement to leave of absence
	§10-1-1007, MCA	Right to return to employment without loss of benefits – exceptions – definition
	§10-1-1009, MCA	Paid military leave for public employees

Policy History:

Adopted on: May 17, 2016