

**HARLEM PUBLIC SCHOOLS**  
**Regular Board Meeting**  
**July 25, 2016**

**ROLL CALL/CALL TO ORDER**

Board Chair Kathleen Adams called the meeting to order at 6:14 PM. Trustees present were Kathleen Adams, Kristie Crazy, Donald Horn, Valerie Blackcrow and Michele Brockie. Shawn Smith, Superintendent and Teresa Cornell, Business Manager/Clerk were also present. Five guests attended the meeting.

**A. GUESTS AND DELEGATIONS**

None.

**B. UNANIMOUS CONSENT AGENDA**

Blanket motion by Michele Brockie to approve:

1. Minutes of the June 21, 2016 regular and June 30, 2016 special Board meetings.
2. Travel - NAFIS Fall Conf. – Sept. 25-27 – Wash. D.C. - \$3,000 est. per person (Shawn, Kathleen, and maybe Val)
3. Payroll Warrant number 74601 – 74684 in the amount of \$358,991.98
4. Claim Warrant number 16795 – 16870 in the amount of \$331,199.45 and void warrant numbers 16740, 16786 and 16848
5. Student Account check number 20881 – 20889 in the amount of \$33,221.23 and void check number 20888
6. Purchase Orders over \$10,000:
  - a. PO#60068 - MT Schools Property and Liability Insurance Plan (MSPLIP) administered by Western States School Program – \$83,605 - 2016-2017 Property, Liability, and vehicle fleet insurance
  - b. PO#60114 – Bear Paw Co-op - \$17,675.00 - 2016-2017 Cooperative Retirement Contribution
  - c. PO#60020 – Bear Paw Co-op - \$10,199.23 - Related Services Block Grant Match for 2016-2017
  - d. PO#60069 - NW Energy -\$119,385.64 – Electric and Gas – ongoing all year
  - e. PO#60028 – Ezzie’s Wholesale \$27,404.13 – Fuel – ongoing all year
  - f. PO#60095 – First Bank of Montana - \$46,269.89 - Capital Lease payment for JCI Performance Contract due April 1, 2017
  - g. PO#60096 – First Bank of Montana - \$46,269.88 - Capital Lease Payment for JCI Performance Contract due October 1, 2016
  - h. PO#60102 – Shell Energy – Natural Gas for HS Building - \$34,662.24 – ongoing all year
  - i. PO#60025 – City of Harlem – \$25,638.01 - Water & Sewer – ongoing all year
  - j. PO#60030 – WIPFLI LLP - \$19,500.00 – 2015-16 fiscal audit
  - k. PO#60023 – Blaine County Treasurer - \$30,975.21 – Garbage, landfill, mosquito, irrigation, weed, streets, lights, etc.
  - l. PO#60152 – Houghton Mifflin Harcourt - \$13,948.20 – Junior High world geography and civics textbooks curriculum adoption
  - m. Vehicle to replace Acadia - \$25,000

Second by Donald Horn and motion carried 5 for.

**C. PROGRAM REPORTS**

Shawn Smith reported on test scores. Shawn has accepted the resignation of Sue Lynn Brown as K-6 Teacher. Teresa Cornell was also present to go over her report.

**D. 2016-17 STUDENT ATTENDANCE AGREEMENTS**

Motion by Michele Brockie to approve the following out-of-district student attendance agreement for SY 2016-17, whose district of choice is Harlem and whose district of residence is Dodson: EB, TB and Hays Lodge Pole: TAS, TCS. Second by Valerie Blackcrow and motion carried 5 for.

Motion by Michele Brockie to disapprove the following out-of-district student attendance agreements for SY 2016-17, whose district of choice is Chinook: AA and Turner: EB, SB, TB, CC, BC, KC, WH, BH, NR, HR, PL, MT, ET, BZ, and CZ and whose district of residence is Harlem. Second by Valerie Blackcrow and motion carried 5 for.

**E. FEASIBILITY STUDY FOR PROPERTY PURCHASE/BUS BARN AND HOUSING DEMOLITION BID/PROPOSAL**

Motion by Michele Brockie to approve the housing demolition process for the old rock house for approximately \$25,000 and approve the feasibility study and/or bid process to build a new bus barn at a cost of approximately \$250,000. Second by Kristie Crazy and motion carried 5 for.

**F. ESTABLISH 2016-17 PETTY CASH ACCOUNT**

Motion by Michele Brockie to approve the establishment of a petty cash fund in the amount of \$5,000 to use for approved staff development, approved travel, registrations, COD's, postage, fees, deposits, payroll taxes and approved memberships and dues. Second by Valerie Blackcrow and motion carried 5 for.

**G. REQUEST FROM TURNER FOR ENTRANCE INTO OUR DISTRICT**

Motion by Valerie Blackcrow to deny request from Turner Schools for bus entrance in Harlem School District #12 for the 2016-17 school year. Second by Kristie Crazy and motion carried 5 for.

**H. SET FINAL BUDGET MEETING DATE**

Motion by Valerie Blackcrow to set August 16, 2016 as the Final Budget meeting at 6:00 PM with the Regular Board meeting immediately following. Second by Michele Brockie and motion carried 5 for.

**I. SUB TEACHER PAY RATE**

Motion by Michele Brockie to set the substitute teacher pay rate for 2016-17 at the Paraprofessional I beginning rate on the classified scale for actual hours worked with no lunch time deducted. Second by Valerie Blackcrow and motion carried 5 for.

**J. HIRE 2016-17 CERTIFIED STAFF AND AMEND TEACHER CONTRACT**

Motion by Michele Brockie to amend John Stiffarm's contract to full-time Gros Ventre Language teacher to serve in Elementary and Jr/Sr High schools as the language/cultural teacher for 2016-17 S.Y). Second by Kristie Crazy and motion carried 5 for.

Executive session from 6:57 – 7:51 pm with 5 Board, Shawn Smith and Teresa Cornell present.

Motion by Michele Brockie to advertivse for an Elementary teacher for school year 2016-17. Second by Donald Horn and motion carried 5 for.

**K. HIRE 2016-17 CLASSIFIED STAFF**

Motion by Valerie Blackcrow to hire Alisha Murphy as the Elementary Cooks Asst. for 2016-17 school year as per the CBA. Second by Michele Brockie and motion carried 5 for.

**L. PERSONNEL CHANGES**

Motion by Donald Horn to approve MOU with the Ft. Belknap Tribal Council for ½ Time Truancy Officer, Geno LeValdo, for 2016-17 S.Y. with the district reserving the right to withdraw the offer based upon the results of the background check. Second by Michele Brockie and motion carried 5 for.

Motion by Michele Brockie to approve Briayan Flores as the Transportation Director for 2016-17 S.Y. for 205 days and a stipend of \$10,000. Second by Kristie Crazy and motion carried 5 for.

Motion by Michele Brockie to approve a .1 FTE (1 period) buyout of Debra Ferris’s planning period for Jr/Sr High Special Ed. Director. Second by Valerie Blackcrow and motion carried 5 for.

**M. HIRE 2016-17 COACHES/EXTRA CURRICULAR POSITIONS/COACHING POOL**

Motion by Michele Brockie to hire the following coaches for 2016-17 SY, per the CBA:

- Kim Faulkinberry as HS Track Asst.
- Lyle Faulkinberry as JH Track
- Kerry Johnson as HS Tennis Asst.
- Shawn Smith as JH and HS Fall and Winter Cheerleading Advisor and to be pro-rated with Jennifer Mills when Shawn is absent.

Second by Donald Horn and motion carried 5 for.

**N. SUB/EXTRA HELP LIST APPROVAL**

Motion by Donald Horn to approve the sub/extra help/volunteer list of applicants below pending approved background check with the district reserving the right to withdraw the offer based upon the result of the background check and age requirements:

Nanette Mount	Sub Custodian	\$13.50
	Sub Bus Driver	\$15.58

Second by Kristie Crazy and motion carried 5 for.

**O. APPROVE CLASSIFIED AND ADMINISTRATIVE/SUPPORT STAFF MOU**

Motion by Michele Brockie to approve the MOU with Classified staff for the 2016-17 CBA for a 2.5% increase to wages effective 7/1/16, \$50/month increase to insurance contribution starting 9/1/16, update all sections with new Montana Code Annotated wherever referenced and change all needed dates and/or year to reflect the new CBA. Second by Donald Horn and motion carried 5 for.

Motion by Valerie Blackcrow to approve amended 2016-17 contracts for Teresa Cornell, Marty Dirden, Brigitte Hagen, Hilary Handy, Michelle Sears and Shiloh Seymour to increase the 1.5% increase already received to a 2.5% increase effective 7/1/16 and the \$50/month increase to insurance if applicable. Second by Michele Brockie and motion carried 5 for.

**P. 1<sup>ST</sup> AND FINAL READING OF MTSBA POLICY UPDATES**

Tabled.

**Q. BOARD GOALS**

Motion to approve Superintendent/Board Goals.

**R. EXECUTIVE SESSION – MCA 2-3-203**

None.

**S. ADJOURNMENT**

Motion by Donald Horn to adjourn at 9:00 PM. Second by Michele Brockie and motion carried 5 for.

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Kathleen Adams, Chairperson

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Teresa Cornell, Clerk