

HARLEM PUBLIC SCHOOLS
Regular Board Meeting
December 21, 2021

ROLL CALL/CALL TO ORDER

Chairperson Johnathan Walker called the meeting to order at 6:01 PM.

Trustees present were Johnathan Walker, Kathleen Adams, Valerie Blackcrow, Michael King, and John Young. Dr. Arlene Bigby, Superintendent, Cassie Handran, Business Manager/Clerk, Teresa Cornell, Interim Business Manager/Clerk, and 3 guests were also present.

A. GUESTS AND DELEGATIONS

None.

B. UNANIMOUS CONSENT AGENDA

Motion by Valerie Blackcrow to approve:

1. Minutes of the November 16th, Regular and December 2nd, Special/Working Board Meeting.
2. Payroll Warrant number 79022 – 79086 in the amount of \$928,149.11.
3. Claim Warrant numbers 19126 - 19159 in the amount of \$167,303.00.
4. Student Account check number 22154 – 22178 in the amount of \$13,329.43.
5. Purchase Orders over \$10,000:
 - Harlow’s Bus Sales - \$75,437.47 – 2023 Integrated CE S Route Bus (DEQ Grant will pay \$22,500 of the original amount of \$97,937.47)

Second by Mike King and motion carried 5 for.

C. PROGRAM REPORTS

- Dr. Arlene Bigby, Cassie Handran/Teresa Cornell, and Evelyn Bigby reviewed their written reports.
- Dr. Bigby reported she had received a letter of resignation from Amy Main, Jr/Sr High Paraprofessional, effective November 23rd, 2021.
- A Working Board meeting was set for January 5th, 2022, at 6:00 PM.
- Superintendent Evaluation forms were handed out to each Trustee. Board Chair, Johnathan Walker, asked that each Trustee hand in their completed evaluation to Board Clerk, Cassie Handran, by Friday, January 14th, 2022.

D. REVIEW REOPENING PLAN

The Board reviewed the Reopening Plan. The plan had been revised to clean up repetitions, but no major changes were made.

Motion by Valerie Blackcrow to approve the Reopening Plan as revised for December 2021.

Second by Kathleen Adams and motion carried 5 for.

E. REVIEW ESSER PLAN

Dr. Arlene Bigby reviewed the ESSER Plan Survey which included getting stakeholder feedback via Facebook and hard copies that were available to fill out at the December 16th Meet and Greet. The Board discussed current results but would like more feedback from students. No motion was made until further survey results have been received.

Recess 6:58PM-7:01PM

F. DISCUSS FACILITIES PLANS

No motion was made.

G. STUDENT HANDBOOKS UPDATE

Administrators were asked to reconcile three areas of the handbook regarding cell phone use. No motion was made until Student Handbook is updated.

H. PROPERTY DISPOSAL RESOLUTION

The Montana Department of Environmental Quality's grant, Clean School Bus Program, will fund up to 25% or \$22,500 towards a new, cleaner bus. Harlem Public Schools has been awarded \$22,500 towards replacing one of our older busses.

Motion by Valerie Blackcrow to approve the Property Disposal Resolution to scrap/recycle the 2006 International 71 Passenger Bus according to EPA & DEQ standards. Second by Kathleen Adams and motion carried 5 for.

PROPERTY DISPOSAL RESOLUTION

A Resolution to authorize the Board of Trustees of School District No. 12, Harlem, Montana to dispose of abandoned, obsolete, and undesirable property through the sale or other means, as provided by section 20-6-604, MCA.

***WHEREAS**, it has been determined that, because the Montana Department of Environmental Quality has approved partial funding to replace one older diesel school bus with a new, cleaner school bus, through the Montana Clean School Bus Replacement Project; the following property has become undesirable by School District No. 12: 2006 International 71 Passenger Bus – VIN # 4DRBUAAN66B298351, Asset # 60619*

***THEREFORE, BE IT RESOLVED**, the Board of Trustees will dispose of this property through scrapping/recycling according to EPA & DEQ Guidelines.*

Scrapping/recycling of the property will take place after the Clean School Bus Replacement Project contract from the Montana Department of Environmental Quality has been received.

I. MOU WITH STATE OF MONTANA FOR CSCT SERVICES

Motion by Valerie Blackcrow to approve the MOU with the State of Montana for the Intergovernmental Agreement related to CSCT. Second by John Young and motion carried 5 for.

J. CONSIDERATION FOR ISSUANCE OF CONTRACT FOR 2021-22 COACHES/EXTRA-CURRICULAR/CLASS SPONSOR POSITIONS

1. The Board would like to re-advertise the SY 2022-23 Fall Coaching positions and schedule hiring for March.
2. Motion by John Young to follow the recommendation of the Activities Director to hire the following for SY 2021-22:
 - Jon Baker as JH Wrestling Coach
 - William Blackcrow as the JH Wrestling Coach
 Second by Valerie Blackcrow and motion carried 5 for.
3. Motion by Valerie Blackcrow to follow the recommendation of the Activities Director to hire the following for SY 2021-22:
 - Eric Murri, Kylee Urie, and Heidi Harris as 2021-22 Junior Class Sponsors
 Second by Kathleen Adams and motion carried 5 for.

K. CONSIDERATION FOR ISSUANCE OF CONTRACT FOR 2021-22 ADMINISTRATIVE SUPPORT STAFF

Motion by Valerie Blackcrow to extend the contract with Teresa Cornell as Interim Business Manager/Clerk of School District No.12. from January 1 – June 30, 2022, for \$36,400. Second by John Young and motion carried 5 for.

L. CONSIDERATION FOR ISSUANCE OF CONTRACT FOR 2021-22 CLASSIFIED STAFF

Due to one of the interviewees being related to a Board member, the Board will wait to take action on that position to allow time for the required nepotism posting.

Motion by Valerie Blackcrow to hire Pamela McGee and Gail Show as Part-Time Para-Professional at the Jr High for SY 2021-22, per the CBA, with the district reserving the right to withdraw the offer based upon the results of the background check. Second by Kathleen Adams and motion carried 5 for.

Gail Show was present and declined the offer until a Full-time position is available at the Elementary School.

M. RETENTION PAY FOR ESSENTIAL WORKERS

\$220,000 was approved for retention pay for essential workers in the ESSER II grant. This will provide up to \$2000 per contracted classified, certified, administration, and administrative support staff over a two-year period.

Motion by John Young to approve Retention Pay for Essential Workers paid out over a two-year span. Second by Mike King and motion carried 5 for.

COVID Retention Pay for Essential Workers

Full-time Employees:

- \$1,000 paid on 01/04/2022
- \$500 paid on 09/01/2022
- \$500 paid on 01/04/2023

Classified Part-time Employees:

Retention pay will be pro-rated based on the average number of hours that particular employee worked over a typical two-week period.

Certified/Salaried Part-time Employees:

Retention pay will be pro-rated based on the FTE in each individual's contract.

Employees who have been hired after the start of the 2021-2022 school year will be given a pro-rated amount based on their start date.

Employees who receive a retention check and resign before the next pay period will have a pro-rated amount of the retention pay deducted from their final paycheck.

Any employees retiring or resigning during the year will only receive retention payments paid at the time of employment.

Retention pay will only be available for full-time and part-time employees contracted to work during a 12 or 9 month period (Certified, Classified, Administration, & Administrative Support Staff). Coaches and Extracurricular staff will not receive retention pay.

The COVID Retention Pay will be a one-time payment series funded through the ESSER II grant.

N. SUB/EXTRA HELP LIST APPROVAL

Motion by Kathleen Adams to approve the sub/extra help/volunteer list of applicants below with the district reserving the right to withdraw the offer based upon the results of the background check and age requirement.

- Jalen Brockie Substitute Custodian \$15.95/hr.
- Lynda Brown Volunteer Elem. Sub

Second by Mike King and motion carried 5 for.

O. POLICY REVIEW PROCEDURES

The Board will continue to review the policies and procedures.

P. ADJOURN

A Working Board meeting was set for January 5th, 2021, at 6:00 PM.

Motion by Valerie Blackcrow to adjourn at 7:33 PM. Second by John Young and motion carried 5 for.