

## **Regular Board Meeting of June 12, 2018**

The regular meeting of the Board of Trustees of Whitehall School District 4, 47 and 2 of Madison and Jefferson Counties was held on June 12, 2018 at 7:00 p.m. in the Whitehall Middle School Library.

### **Board Members:**

Gina Ossello  
Jeff Briggs  
James Reiff  
Scott Prevost  
Bill Whitehurst

### **Administrators:**

John T. Sullivan, Superintendent  
Patti Drake, District Clerk  
Hannah Nieskens, 6-12 Principal

Visitors: Lindsey Hayes, James Schrank

## **AGENDA**

### **ITEM:**

#### **Call to Order**

The meeting was called to order at 7:04 p.m. by Chair Gina Ossello

#### **Flag Salute**

#### **Approval of Agenda**

Jeff Briggs made a motion to approve the agenda.  
James Reiff seconded the motion.  
In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst  
Opposed: None  
Motion carried

#### **Visitors**

The visitors were welcomed to the meeting and were told that a public comment period for matters of a general nature would be held later in the meeting.

#### **Minutes**

Jeff Briggs made a motion to approve the minutes of the Regular and Special Board Meetings of May 16, 2018.  
Scott Prevost seconded the motion  
In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst  
Opposed: None  
Motion carried

#### **Public Comment**

None

#### **Correspondence**

None

## **REPORTS:**

#### **Elementary Principal**

(See attached)

#### **High School Principal**

Ms. Nieskens reported that they finished the year very busy. The High School will be down 3 students because of a smaller freshman class coming in. We have already pre-enrolled 2 students for next year. The Middle School will be up 16 because of a large 6<sup>th</sup> grade class coming in. We will be holding an enrollment day on August 21<sup>st</sup> for new students. Also, there will be a rising camp for the incoming 6<sup>th</sup> graders

on August 23<sup>rd</sup> and 24<sup>th</sup>. Students will walk their schedules, learn to open their lockers and if they attend they receive free school supplies.

### **Superintendent**

(See attached) Mr. Sullivan also informed the board that the PA System in the High School has quit working. He is considering replacing the old system.

### **OLD BUSINESS**

#### **Activity Bus Tour**

Lindsey Hays and James Shrank from Harlow's brought the activity bus to the school so the board members had a chance to see it.

#### **Review Summer Projects**

Mr. Sullivan informed the board that there will be a small surplus of money at the end of the year. We will be doing some summer projects around the campus. The thermostats in the elementary will be replaced, the varsity gym floor and the Tia Kober gym floor will be refinished, a sidewalk will be poured to the weight room and staff door, some carpets will be replaced with tile in the high school and elementary, wrap the glass on the doors for safety, a new weight room fob system, painting of the parking lots, PA system in the high school, new copiers in both offices, repair the Culligan water tanks in the high school.

### **NEW BUSINESS**

#### **Board Committees**

The board looked over the current committee members and made a couple of changes. The committees will be as follows: Certified Negotiations: John Sullivan, James Reiff, Gina Ossello, Labor Relations: James Reiff, Paul Shaw, Classified/Maintenance/Safety: John Sullivan, Sharon Howard, Jeff Briggs, William Miller Children's Fund: Jeff Briggs, Bill Whitehurst, Activities/Transportation: John Sullivan, Scott Prevost, Jeff Briggs, Vocational/Technology: James Reiff, Sharon Howard, Policy/Handbooks: John Sullivan, Gina Ossello, Paul Shaw, Bill Whitehurst.

James Reiff made a motion to accept the committees as listed.  
Bill Whitehurst seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None

Motion carried

#### **Hire Certified & Classified Staff**

Mr. Sullivan asked the board to hire Zach Kozicky as the new science teacher and James Farrar as the new custodian.

James Reiff made a motion to hire Zach Kozicky and James Farrar.  
Scott Prevost seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None

Motion carried

#### **Review the Classified Salary/Hourly Matrix**

Mr. Sullivan presented to the board the proposed classified salary/hourly matrix. He informed them that we have not had anything to go by to determine these salaries. He has been giving the raises as he sees fit and would like to have something in place. We looked at

matrixes from other districts in the area that are comparable to our district. He has divided them up into different categories and starting wages are in place for each category. Every year it will be a \$.15 to \$.30 raise unless the base salary goes up and then it will be a larger raise. It was suggested that head maintenance be added to the Clerk/Business Officer category because you cannot hire a head maintenance employee for \$14.00. It was also suggested that an employee is given an increase if they are doing a good job. The board was reminded that we need to look at the budget and treat all employees fairly. Another suggestion was that the base rate be looked at the same year that we negotiate with the teachers. There was no action on the item, Mr. Sullivan will rework the matrix and present it to the board at the August meeting.

### **Summer Help**

Mr. Sullivan recommended the board hire Julie Kieckbusch as our summer help.

James Reiff made a motion to hire Julie Kieckbusch for the summer. Bill Whitehurst seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None

Motion carried

### **Hire 21<sup>st</sup> Century Summer Help**

Mr. Sullivan asked the board to hire Tamara Kidwell, Martha Farrand, Shauni Richards, Cindy Sullivan, Stephanie Fraizer, Amy Rodriguez and Jen Prevost for the 21<sup>st</sup> Century Summer Program

James Reiff made a motion to hire the 21<sup>st</sup> Century Summer help as listed.

Bill Whitehurst seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Bill Whitehurst

Opposed: None

Abstain: Scott Prevost

Motion carried

### **Hire Coaching Staff**

Mr. Sullivan recommended the following coaches for hire: Athletic Director: Dan Lacey, HS Football: Dan Lacey, Ed Simon, Brennan Hayes, MS Football: Bob Hoerauf, Chuck Buus, HS Volleyball: Sage Hengst, Kyla Simon, MS Volleyball: Malcolm Neill, Shannon Stevens, HS & MS Cross Country: Kerry Sacry, Julie Kieckbusch (Numbers based (6)), HS Boys' Basketball: Zach McLean, Levi Simon, Ferguson Gammon (Numbers based), MS Boys' Basketball: Kerry Sacry, Brennan Hayes, HS Girls' Basketball: Kelly Nieskens, Julie Kieckbusch, MS Girls' Basketball Kerry Sacry, Malcolm Neill, Wrestling: Mark Nelson, Steve Sacry, Cheer: Allysa Christensen, Bethany Cooper (Numbers based), HS Track: Dan Lacey, Brennan Hayes, Girls' Tennis: Kerry Sacry, Malcolm Neill (Numbers based(6)), Speech/Debate: Kathy Kopf (Numbers based (6)), Concessions: Cindy Sullivan & Jen Prevost.

Jeff Briggs made a motion to hire the Athletic Director and HS Football coaches as submitted.

Bill Whitehurst seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None  
Motion carried

James Reiff made a motion to hire the HS Volleyball coaches as submitted.

Jeff Briggs seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None  
Motion carried

Jeff Briggs made a motion to hire the HS/MS Cross Country coaches as submitted.

Scott Prevost seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, Scott Prevost, Bill Whitehurst

Opposed: None  
Abstained: James Reiff  
Motion carried

James Reiff made a motion to hire the HS Boys' Basketball coaches as submitted.

Bill Whitehurst seconded the motion.

In Favor: Gina Ossello, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None  
Abstained: Jeff Briggs  
Motion carried

James Reiff made a motion to hire the HS Girls' Basketball coaches as submitted.

Jeff Briggs seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None  
Motion carried

Jeff Briggs made a motion to hire the HS Wrestling coaches as submitted.

Scott Prevost seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, Scott Prevost, Bill Whitehurst

Opposed: None  
Abstained: James Reiff  
Motion carried

Jeff Briggs made a motion to hire the HS Cheer coaches as submitted.

James Reiff seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None  
Motion carried

James Reiff made a motion to hire the HS Track coaches as submitted.

Jeff Briggs seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None  
Motion carried

Jeff Briggs made a motion to hire the HS Girls' Tennis coaches as submitted.

Bill Whitehurst seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, Scott Prevost, Bill Whitehurst

Opposed: None

Abstained: James Reiff

Motion carried

James Reiff made a motion to hire the HS Speech/Debate coach as submitted.

Jeff Briggs seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None

Motion carried

James Reiff made a motion to hire the Concessions Managers as submitted.

Jeff Briggs seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Bill Whitehurst

Opposed: None

Abstained: Scott Prevost

Motion carried

### **Obsolete Sale**

Mr. Sullivan asked the board to approve the date for an obsolete sale. Anything that has a value must be offered to the public before it can be disposed of. He would like to have the sale on Wednesday, July 18<sup>th</sup>, 2019 starting at 9:00 am.

James Reiff made a motion to hold the obsolete sale on Wednesday, July 18, 2018.

Jeff Briggs seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None

Motion carried

### **School Insurance**

Mr. Sullivan asked the board to approve renewing the school insurance with Montana Schools Property and Liability Insurance (Payne West).

James Reiff made a motion to renew the school insurance with Montana Schools Property and Liability Insurance.

Scott Prevost seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None

Motion carried

### **Fund Transfer**

Mr. Sullivan asked the board to approve the transfer of any Elementary or High School General Funds left at the end of the fiscal year to the Multi-District Fund.

James Reiff made a motion to transfer funds from the Elementary or High School general funds to the Multi-District Fund.

Jeff Briggs seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst  
Opposed: None  
Motion carried

**Authorization to Pay Year End Bills**

Patti asked the board to approve the paying of bills that come in before the end of the fiscal year.

Jeff Briggs made a motion to approve paying of bills that come in before the end of the fiscal year.

James Reiff seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None

Motion carried

**Reoccurring Purchase Orders**

Patti asked the board to approve the payment of the reoccurring purchase orders for: Bausch Potatoes, Century Link, Culligan, Acadia, Food Service of America, Harlow's, Net Diverse, Northwestern Energy, Sysco, Commercial Energy

James Reiff made a motion to approve payment of the reoccurring purchase orders as submitted.

Jeff Briggs seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None

Motion carried

**Coop Agreement – Whitehall School District and Jefferson County Weed District**

Mr. Sullivan asked the board to approve the agreement between the Whitehall School District and Jefferson County Weed District. They work out of the old science lab in the Middle School.

James Reiff made a motion to approve the agreement between the Whitehall School District and Jefferson County Weed District as submitted.

Bill Whitehurst seconded the motion.

In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst

Opposed: None

Motion carried

**Approve Handbooks**

Ms. Nieskens presented the Employee Handbook, K-5 Student Handbook, Activity Handbook and Coaching Handbook to the board. She informed them that there were a few changes to the following handbooks: Employee Handbook - reference to policies was added, Activity Handbook – changes to absenteeism and tardiness, the verbiage concerning the cutoff date when a student can start an athletic program has been changed to “for fall sports you can start 2 consecutive weeks after the start of school”, Coaching Handbook – no changes, K-5 Student Handbook – no changes.

Jeff Briggs made an elementary motion to accept the K-5 Student Handbook as submitted.

James Reiff seconded the motion.  
In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost  
Opposed: None  
Motion carried

Bill Whitehurst made a joint motion to approve the Employee Handbook, Activity Handbook and Coaching Handbook.  
Scott Prevost seconded the motion.  
In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst  
Opposed: None  
Motion carried

**Claims and Accounts**

The Claim Approval list was presented to the board.

Jeff Briggs made a motion to approve payment of the high school claims for June as submitted.  
Bill Whitehurst seconded the motion.  
In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst  
Opposed: None  
Motion carried

James Reiff made a motion to approve payment of the elementary claims for June as submitted.  
Scott Prevost seconded the motion.  
In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost  
Opposed: None  
Motion carried

**Executive Session**

Gina Ossello called for the meeting to go into closed session to discuss litigation strategy – Illia Helfrich vs. Whitehall School District accordance with MCA 2-3-203, Section 4 at 8:15 pm.

**School Board Motion**

The board came out of the closed session at 8:45 pm.

James Reiff made a motion to accept the settlement regarding the Illia Helfrich vs. Whitehall School District litigation.  
Scott Prevost seconded the motion.  
In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost  
Opposed: Bill Whitehurst  
Motion carried

**ADJOURNMENT:**

James Reiff made a motion to adjourn the meeting.  
Jeff Briggs seconded the motion.  
In Favor: Gina Ossello, Jeff Briggs, James Reiff, Scott Prevost, Bill Whitehurst  
Opposed: None  
Motion carried and the meeting was adjourned at 8:50 p.m.

Signed:

ATTEST:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Clerk