

Regular Board Minutes (Draft)
Wednesday, July 27, 2022 @ 5:00 p.m.
Administration Conference Room

Present: Brian Gallup-Chair, Donna Yellow Owl, Kristy Bullshoe, Rae TallWhiteman. Virtual: James Running Fisher, Steve Conway. Absent: Mistee RidesAtTheDoor, James Evans.

Mr. Gallup called the meeting to order at 5:10 P.M.

Approval of Minutes: Motion by Ms. Yellow Owl to approve the July 12, 2022 regular board minutes with no changes. Second by Ms. Bullshoe. Motion passed.

Approval of Agenda: Motion by Mr. Conway to approve the board agenda with no changes. Second by Ms. TallWhiteman. Motion passed.

ITEMS OF INFORMATION

Building Reports: Mr. Gallup acknowledged the following building reports: Child Nutrition-Copy Center-Warehouse-Lynne Keenan; Spookinapi (Good Health) Project-Cinnamon Crawford; 21st Century Tutoring Program-Heidi Bullcalf; Athletic Report - Tony Wagner; Technology Department-Everett Holm; Transportation-Francis Bullcalf and Maintenance/Facilities/Security/Construction-Reid Reagan. *Discussion:* Ms. Yellow Owl asked Cinnamon Crawford if she would give an update to the school board following her meeting with IHS.

Superintendent's Report

Reconciliation and Budget Update: Gwyn Andersen has been working with Crystal Tailfeathers, business office, on reconciling of bank statements. Ms. Andersen stated that most schools have 2 accounts, the county and local banks, but BPS has 13 accounts and is organized into 5 cash accounts which creates a complicated reconciliation process. Ms. Andersen is reconciling monthly and noted that Stacy Edwards had reconciled within \$20,000 before she left district, then an auditing firm came in once a year to reconcile and assist with budget but they did not put any data information into the software and staff could not reconcile with no data and entry in the software. Ms. Andersen felt that she could reconcile this past year from July but could not as there is so much data not dealt with. Ms. Andersen stated she went back to January 2020 and reconciled 10 of the 13 accounts and still has 5 accounts to go through. In reconciling with US Bank accounts, that received impact aid and was supposed to hold bond payments in their bank, and after 24 hours send to Browning Schools account four that they were putting HS into EL and EL into HS account and they have been holding money for 20 days when their contract says the turn-around time is 20 hours and last year they did not make the bond payment and Ms. Andersen noted that they have not taken care of the Browning School account. When Ms. Andersen contacted them, they said they need to straighten it out and they just say that BPS "has the money" and it is not straightened out. Ms. Andersen stated they have to straighten it out, and it is a major undertaking because they mixed the money. Ms. Andersen spoke with Dan Simmons who has sold BPS school bonds in the past and her and Brandon from US Bank and herself went over the whole account and they have not been good stewards of the BPS account. They have funds available to make the final HS payment and has sent a letter to release payment to BPS. Elementary will pass through them and they cannot co-mingle the funds. BPS will hold them to the 20-hour turnaround or there will be legal consequences and they are sitting on 8 million and they will get the investment earnings. Dan Simmons says it depends on how much is on his desk to get this straightened out and Ms. Andersen stated she told him that BPS is holding them to the dates and also told them to give back \$20,000 from last year to take care of the accounts and he has agreed to do that. One account was in the negative \$500,000 and should have been red flagged, but they never called BPS. Ms. Andersen stated that BPS has good skilled people in the office but they need more training. She has written the process out and tested and will pass it onto BPS and continue to work with the business office on reconciling. Ms. Andersen is working with Ms. Tailfeathers for the budget meeting next week and can reconcile to the end of this year and will be able to move forward. Ms. Andersen will work on the setaside when reconciling is completed and noted that there is plenty of money to accommodate the setaside, but the number should be clear back to when it started and she will work with Ms. Tailfeathers on marking and

tracking the setaside. Mr. Conway asked if BPS needs to look at a different bank. Ms. Andersen stated that US bank is the premium bond holder and the only choice. The payment is out of bond proceeds and has to be used for final payment or BPS will be in violation of law. Ms. Andersen made it clear to Brandon, US Bank, to make a final payment with those dollars then pull-out the balance from what is needed. An email has been sent to Ms. Tailfeathers today stating that BPS is an important client and they will make sure these issues will be resolved. Ms. Yellow Owl asked that these mistakes be cleared up and be held against BPS rating scores. Ms. Andersen stated that this should not be a problem; there may have to be an explanation of what happened. Mr. Gallup stated the district only has the EL account to take care of with the HS account paid. Superintendent Hall stated that Ms. Tailfeathers reported to her that the EL and the HS monies have been distributed in reverse; Ms. Andersen stated she did discuss this with DA Davidson and OPI. Ms. Andersen will attend the budget meeting on August 2. Superintendent Hall stated MTSBA will be here until 12:30 pm and a budget review is scheduled to begin at 1:00 pm.

Reconciliation and Budget Update: Crystal Tailfeathers stated that the reports are attached and there will be an update on 8/2/22 at the board work session. Ms. Yellow Owl asked about the issues with payroll and direct deposits not happening on time and felt that by staff not getting their deposits they have late fees charged and stated this is not acceptable. Ms. Tailfeathers stated that there is a lot of interruption with staff coming in unexpected and wanting things such as copies of timesheets, wage stubs, etc. She has sent an email out to staff to setup an appointment time so they can get help with their requests. Also, Ms. Tailfeathers noted that Ms. Baker was getting ready for payroll and Administration held a staff meeting that took a couple hours away from her getting payroll finished; Another issue was calculating retro-pay for an employee that took time away from getting the payroll finished; When Ms. Baker was finalizing payroll at 4:50 p.m., her computer kept freezing up. When she was able to finalize payroll, she missed the deadline by 3 minutes. Ms. TallWhiteman stated her concern that this has happened twice and felt that if they are aware of issues, they can run paper checks for that payroll; there is no specific time to release payroll for on payday. Ms. Tailfeathers stated that checks are not released until 2 pm to the secretaries at which time most banks release the funds. Ms. Tailfeathers apologized and stated this is a concern for her too, and they are working on different ways to get help with payroll and have it completed on Tuesday or Wednesday and to staff on Friday. Ms. Yellow Owl stated the district is obligated by contract to pay on a certain date, and time, and if we need to know in advance if there is a problem. Ms. Yellow Owl stated she has not known of this to happen in the past and asked if training is needed. Ms. Tailfeathers stated that she did send out notice to staff the day before and let them know when they would receive payroll. Also, staff will have to be told they won't be paid if their timesheets are not turned in on time. Ms. Baker has a specific timeline to meet for reporting the payroll taxes and finalize payroll reports; staff will need to have some timelines. John Salois stated the payroll calendar shows that payday is on Fridays and he did speak to the Great Falls Union Representative and found that there is no violation of the contract; people are upset, but there is no violation. Mr. Gallup stated it sounds like it is a matter of following timelines. Ms. TallWhiteman stated this is the worst the business office has ever run and felt that finance should be operating better with all the new procedures and adding two more positions and also felt that if payday is Friday, then have someone on staff Friday to take care of issues. Ms. TallWhiteman stated that we have lot of new people and if they need training then get them training and if needed, compensate Jess and Tracy to help with training. Ms. TallWhiteman wants Gwyn Andersen to look at student activities and scholarships. Superintendent Hall stated that Ms. Andersen told her that student activities is good and she will also have her look at scholarships. Ms. TallWhiteman suggested looking at Foundation stuff too. Ms. Bullshoe felt that the district should get staff training if needed so that these issues do not continue to happen. Lynne Keenan stated this has never happened before and people always bring in their timesheets late, but if they don't get it turned in on time, her staff doesn't get paid. Ms. Keenan stated there are condition and reasons why the timesheets are not turned in at 12 pm on Tuesdays. Mr. Gallup stated that all staff need to meet the timelines regardless. Superintendent Hall stated the whole department does not have their checks held back, i.e. coaching checks timesheets are not turned in; student worker checks for programs, etc., and yes, Directors have timelines they need to meet but there are emergencies and nothing is set in stone.

HR Status Update: Mr. Salois reviewed transfers of teachers, counselors, Tas, secretaries, and teaching staff has a lot of positions to fill. Larry Bearmedicine, custodian, requested retirement earlier but has asked for an extension

to keep working (the position has been advertised), and bus drivers have been hired, food service secretary is hired. The High school has 2 iTutor contracts for Sped and social studies on the agenda tonight and 5 emergency hires; some have been working for the district already and they have been working on certification and did not get completed last year. Mr. Salois stated he has met with Jennifer Wagner in June and will meet with all principals on in house transfers that will affect positions; staff will be distributed and it will make a difference.

Coaching Season Update: No discussion.

Resignations: Superintendent Hall accepted the following resignations: Nathan Stone, Track Coach-BHS, Effective 4-12-2022; Alannah Blackgoat, Elementary Teacher-Napi, Effective 6-3-2022; Amy Grant, Teacher Assistant-BES, Effective 6-3-2022; Lester Johnson IV, Math Teacher-BHS, Effective 06-03-2022; Sheila Rutherford, Counselor-BMS, Effective 06-03-2022; Everett Armstrong, Activities Director-Student Support Specialist, Effective 7-14-22 and Rosetta Bird Rattler, Head Secretary-KW Vina, Effective 7-14-22.

ITEMS OF ACTION

Hiring: Motion by Ms. Yellow Owl to approve the following hiring pending successful background check/drug test: Joshua Shooter-Specialist Teacher-KW Vina 2022-2023 (\$40,966.00); Tristan BirdRattler, 1st Grade Teacher-KW Vina 2022-2023 (\$42,664.00); Carlissa No Runner, Teacher Assistant - KW Vina; Cydnie Saddleback, Elementary Teacher-BES 2022-2023 (\$40,966.00); MiShayla CalfBossRibs, 3rd Grade Teacher-BES 2022-2023 (\$42,664.00); Rebecca Craig, Elementary Teacher-BES 2022-2023 (\$46,054.00); Earl Tail, Napi Athletic Coordinator 2022-2023 (\$6,120.00); Raelynn CalfBossRibs, Elementary Teacher-Napi 2022-2023 (\$40,966.00); Adrien Wagner, BMS Activities Choir Director 2022-2023 (\$860.00) and June Matt, BMS Activities Band Director 2022-2023 (\$1,058.00). Second by Ms. Bullshoe. No public participation. No board discussion. Motion passed with Brian Gallup, Donna Yellow Owl, Kristy Bullshoe, Rae TallWhiteman, James Running Fisher, Steve Conway voting for.

Motion by Ms. TallWhiteman to approve the following hiring pending successful background check/drug test: Adrien Wagner, BHS Activities Choir Director 2022-2023 (\$2,945.00); June Matt, BHS Activities Band Director 2022-2023 (\$3,853.00); Calvin Lang, Assistant Football Coach-BHS 2022-2023 (\$2,105.00); Whitney Lucke, Assistant Volleyball Coach-BHS 2022-2023 (\$2,105.00); Zebah Burdeau, Head Girls Soccer Coach-BHS 2022-2023 (\$3,096.00) and Colin Sibbersen, BHS Social Studies Teacher 2022-2023 (\$40,966.00). Second by Ms. Yellow Owl. No public participation. No board discussion. Motion passed with Brian Gallup, Donna Yellow Owl, Kristy Bullshoe, Rae TallWhiteman, James Running Fisher, Steve Conway voting for.

Motion by Ms. Yellow Owl to approve the following hiring pending successful background check/drug test: Judy Smith, 9-Month Bus Driver; Crystal Augare Child Care Aide II and Lanell Arnoux Child Care Aide I. Second by Ms. Bullshoe. No public participation. No board discussion. Motion passed with Brian Gallup, Donna Yellow Owl, Kristy Bullshoe, Rae TallWhiteman, James Running Fisher, Steve Conway voting for.

Contract Service Agreements: None

Out of State Travel: None

In State Travel: None

Approvals: Motion by Ms. TallWhiteman to approve the following items: Contract Amendment-Jennifer Ehlers-Tatsey, KW Vina Counselor 2022-2023 (\$4,602.00); Contract Amendment-William Huesbch, KW Vina Assistant Principal 2022-2023; Extended Contract-Dawn Gilroy, SBE Week-BMS 2022-2023 (\$1,327.00) and Lane Change-Samantha Linke, Certified Teacher-Napi 2022-2023 (\$4,939.00). Second by Ms. Yellow Owl. No public participation. No board discussion. Motion passed with Brian Gallup, Donna Yellow Owl, Kristy Bullshoe, Rae TallWhiteman, James Running Fisher, Steve Conway voting for.

Motion by Ms. TallWhiteman to approve the following items: Lane Change-Abigail Marshall, Certified Teacher-BHS 2022-2023 (\$5,162.00) and Lane Change-Lucy Muragin, Certified Teacher-BHS 2022-2023 (\$8,255.00). Second by Ms. Bullshoe. No public participation. No board discussion. Motion passed with Brian Gallup, Donna Yellow Owl, Kristy Bullshoe, Rae TallWhiteman, James Running Fisher, Steve Conway voting for.

Motion by Ms. Yellow Owl to approve the following items: Extended Contract-Kylie Rutherford, Community Health COVID Support 2022-2023 (\$3,091.00); Extended Contracts Child Find 2022-2023 (\$14,803.00); Extended Contracts-Blackfoot Language Teaching Methods 2022-2023 (\$17,115.00); Extended Contracts-Certified Teachers, Instructional Planning 2022-2023 (\$37,102.00); Extended Contracts-Certified Teachers, Leadership Week 2022-2023 (\$44,562.00); Extended Contracts-Coaches' Planning, Training 2022-2023 (\$2,447.00); Salary Increase-Robert Hall, NAS-Blackfeet Language Coordinator 2022-2023 (\$5,000.00); Request to Waive Penalty for Early Release from 2022-2023 Activities Director Contract: Everett Armstrong (\$1,302.10); Request to Waive Penalty for Early Release from 2022-2023 Student Support Contract: Everett Armstrong (\$2,295.00); Substitute Eligibility List 2022-2023; Handbooks, SOPS, Procedures 2022-2023; Custom Education Consulting w-Mary Buck, Math Consulting 2022-2023 (\$70,000.00); Side-By-Side Consulting w-Marci Parks 2022-2023 (\$17,500.00); ESSER II (consolidated) ARC ESSER III Update 2022-2023; Amend Policy 7335, Personal Reimbursements to \$100.00; NIISA Membership 2022-2023 (\$3,000.00); Direct Deposit Change; Service Calls; Increase Fuel Costs 2022-2023; Purchases Over \$10,000.00; District Claims Check #435947 - #436069 (\$960,151.36); Student Activities Claims Check #704966 (\$750.00) and Additional Pays/Payroll. Second by Ms. TallWhiteman. *Public participation/Board discussion:* Superintendent Hall reviewed items for ESSER III and Impact Aid Reserves. Final changes projection: Install KW Vina Showers; New HVAC/Roof at KW Vina; Install Windows at KW Vina; Install showers at BHA; Install restroom/BES kitchen; Build new food service building; purchase Wellness outdoor equipment; Add classrooms at BHS; Install windows and new HVAC at Administration and new HVAC at childcare. Total ESSER cost \$8,121,250 and Total Project Cost \$13,561,810. ESSER I is complete. ESSER II is \$2.8 million for KW Vina and Napi cafeteria; will need capital expenditure plan and scale back on the KW Vina breezeway; \$2 million for buildings and \$1 million for walkway. Will meet and discuss at the 8/11 facilities meeting. HVAC and boilers in the district are priorities and need to be upgraded to same as the other HVACs and are budgeted. Mr. Gallup stated he does not see how the board could accept 3 bids for certain amount of money and everything goes up 40% and wants to cover this in the facilities meeting. Reid Reagan noted that some of the prices that were bid, are from over 2 years ago. The cost for cutbacks is on this agenda for approval. Ms. Yellow Owl supported replacing Boilers/HVAC/Roofs, Windows/Roofs. Superintendent Hall will submit the request to OPI and bring it back for board review and if necessary, can be amended and resubmitted. Mr. Gallup wants to review all of these changes at the facilities meeting. Dixie Guardipee stated that there were no contract amounts approved with Sletten yet, only a proposal until they get their plans and specs. Mr. Conway asked if ESSER funds need to be expended by 2024. Superintendent Hall stated they will be changing the date to 2026. Mr. Salois noted that he submitted the HR SOPs but not the handbook and this needs to be changed. Mr. Running Fisher felt that the board should look at the costs on what is needed on the ESSER monies and what is not needed before sending new costs to OPI and asked to table the ESSER budget. Superintendent Hall stated that we are eight months out on HVAC and they need to start now or the projects will not get completed in time; asked the board to approve the budget now. Ms. TallWhiteman felt the board should look at the highest needs first at the facilities meeting and make a decision on Thursday for a final say. Mr. Gallup reminded the board that Tuesday, August 2 is the MTSBA training and budget review. *No further discussion.* Motion passed with Brian Gallup, Donna Yellow Owl, Kristy Bullshoe, Rae TallWhiteman, James Running Fisher, Steve Conway voting for.

There were no Personnel or Legal Issues.

Motion by Ms. Yellow Owl to adjourn at 6:18 p.m. Second by Ms. Bullshoe. Motion passed.

Respectfully submitted:

Carlene Adamson, Board Secretary

Brian Gallup, Board Chairperson

Crystal Tailfeathers, District Clerk