

Regular Board Minutes (Draft)
Wednesday, June 28, 2023 @ 5:00 p.m.
Administration Conference Room

Present: Brian Gallup-Chair, Donna YellowOwl, James RunningFisher, Lockley Bremner, Rae TallWhiteman, Steve Conway. Via Telephone: James Evans. Absent: Michael Hoyt.

Mr. Gallup called the meeting to order at 5:04 p.m.

Approval of Minutes: Motion by Ms. YellowOwl to approve the Regular Board Minutes of 6/13/23 with no changes. Second by Mr. RunningFisher. Motion passed with Brian Gallup, Donna YellowOwl, James RunningFisher, Lockley Bremner, Rae TallWhiteman, Steve Conway, James Evans voting for.

Approval of Agenda: Motion by Mr. Conway to approve the board agenda with the following items removed due to not having 100% of board members present to hire board member relations: June Matt, BMS Activities Band Director & BHS Activities Band Director; William Whitegrass, BMS GBB coach; Gwyn Andersen, Assist Finance Director; Richard Hagberg, BHA Summer Instruction & BHA Instructional Leader; Taylor Crawford and Cody Lucke from SBE Committee. All will be advertised for the next board meeting. Second by Ms. YellowOwl. Motion passed with Brian Gallup, Donna YellowOwl, James RunningFisher, Lockley Bremner, Rae TallWhiteman, Steve Conway, James Evans voting for.

Public Comment: Mr. Gallup stated this meeting is subject to the provisions of the Montana Open Meeting Law under Section 2-3-103 and read procedures that would be followed in accordance with Browning School Policy #1441 for Public Participation at Board Meetings. Lester Johnson stated that he attended the board's training a couple weeks ago and noted that during the discussion the board members agreed to read the mission statement before each board meeting and asked where the board is on that decision. Mr. Gallup stated that the board should not respond to questions during public comment however he will put the board's ground rules back in when they are ready. Mr. Johnson stated that the attorney recommended to read the mission statement from OPI to clarify what BPS is doing. Mr. Gallup stated that he will look into this and get back to Mr. Johnson and also noted that the mission/vision is tied to the BPS strategic plan.

Heidi Crawford presented board members with a letter of resignation.

ITEMS OF INFORMATION

Building Reports: Mr. Gallup acknowledged the following building reports: Child Nutrition-Copy Center-Warehouse (*No report submitted*); Curriculum and Instruction - Rebecca Rappold; Parent, Community Outreach, FIT - Irene Augare; Childcare-Rose Racine; Blackfeet Language/Native American Studies - Robert Hall; GEAR UP Report (*No report submitted*); Spookinapi (Good Health) Project - Cinnamon Salway; Athletic Department Report - Tony Wagner; Student Activities Department - Heidi Bullcalf; Technology Department (*No report submitted*); Transportation-Francis Bullcalf and Maintenance-Facilities-Security-Construction: Reid Reagan. *Discussion:* Board members agreed that all reports should be on agenda as they were scheduled to be and not listed as "no report submitted". Mr. Gallup will check into this.

Superintendent's Report

Superintendent Update: Superintendent Hall reviewed BNAS Department summer sessions and noted they are making gains in the Blackfoot Language; Wellness Committee is in the community coordinating activities with Tribal Health. It was noted that Mr. Conway and Ms. TallWhiteman attended the BNAS Immersion class. Matthew Johnson is working on restorative practices and will be training all administrators in July. BPS provides Steam activities districtwide during project-based learning and in the community.

Rae TallWhiteman entered meeting at 5:14 p.m.

Superintendent Hall noted that Dennis Juneau will be supporting the BMS principal position and Ms. Heavy Runner will become the Assistant Principal. Mr. Juneau will be earning an additional wage. Lynne Keenan, Food Service Director is resigning and Superintendent Hall will bring a CSA to the next board meeting, for approval, for Ms. Keenan to train new the person when they are on board and to assist with OPI the monitoring and reporting in July. Mr. Salois will be in the HR office until August 15, and interviews were held and a recommendation will be brought forward following background check and drug testing.

Schedule Policy Review: Following discussion, special meeting was scheduled for August 2, 2023 at 5:00 p.m.

Assistant Superintendent Update: Dennis Juneau stated his role in supporting programs, systems and campuses to a point of successful sustainability, as well as his role as Babb Elementary Principal. Mr. Juneau supports the Wellness team and their commitment to staff and students and works with the Attendance committee who have helped implement framework that supports the district attendance policy and remote learning. Mr. Juneau evaluates all building principals, handles Title IX evaluations, student/family complaints, and he is the summer school administrator. Mr. Juneau handed out information on 504s. Mr. Juneau emphasized BPS growing its own leadership and he will be doing summer training. Mr. Gallup noted that Dennis Juneau and Rebecca Rappold have pushed others to reach out and look at all positions to help with the process of BPS growing its own leaders.

MSGIA Property Insurance 2023-2024: Matt Komak stated there is a large increase of 17.1 in premiums of liability and property. BPS has been a member since 2008 for this and since 1991 for Workmens Comp and noted that Browning Schools is on the low end of the spectrum compared to others.

Steve Conway entered meeting at 5:21 p.m.

The price to build has almost doubled in the last 3 years and they have to keep bumping up costs. BPS has full blanket replacement coverage and stays close to the amount in the agreement. The district is already 7.5% behind in coverage, exposure changes, and has 10 additional autos. The reinsurance market is in a really hard state right now and continues to go up. BPS has 5 open claims, i.e. old roof, slip and fall, 2 auto claims, hail damage from last summer, etc. The hail damage has a loss ratio of 94%. They collected \$1.7 premium and paid out \$1.6 million in building repairs; contractor availability is slow. Because of performance on comp side BPS has credit of \$64,000 that can be applied to liability which helps with liability increase. Risk management on cyber side will be target attack surfaces and they will provide recommendations to district, ex. mail fishing campaign called loadstone with sample email to employees. Mr. Komak stated the number one risk is employees getting click happy on outside emails. If there is a valid ransomware attack BPS would be covered. MSGIA has coverage for the Hartford steam boiler where the Internet or Ethernet connections that put out information on water or heat in buildings where the alert will trigger at certain a threshold. This is implemented as risk management. Mr. Komak noted that BPS was a pilot program and there has been preventive losses. MSGIA benefits offers 2-hour legal training through Shawn Bubb from MTSBA, at no cost, schools choice of topic.

Budget Progress Report: Gwyn Andersen gave update on reconciliation process noting that she started in January 2020 when BPS moved into their own bank accounts which created all of the extra bank reports. The district struggled going from the County handling the accounts to BPS handling them. Ms. Andersen stated that she is trying to work with the treasurer; he will issue a statement where the ending of the statement is different from the beginning of the next statement and money appears or disappears between statements. Ms. Andersen has reconciled 2021-2022. She tries to breakdown the differences which are generally taxes. The treasurer does not breakdown the dollar amounts so that BPS knows whether the money is elementary or high school; she has not received a statement for June yet, bus Ms. Andersen stated she does have a fair handle on Glacier County. She is working on reconciling payroll and claims clearing accounts, and when she figures this out, she can make progress on reconciliation. The last column on the 2022-2023 report shows money market and investments, US bank account, etc. the ones highlighted in green, Crystal Tailfeathers has picked these up but she does still need assistance. Payroll and claims are not reconciled yet for 2022-2023. There are no funds reconciled for April, May, June yet. The blue highlights are student activity accounts and Ms. Tailfeathers does the reconciliation monthly.

The two main accounts have not been reconciled for last year at all and will need to get done before filing the Trustee Summary by September. Because of changes in staff over last couple year the payroll processes have been broken down; Ms. Andersen helped on the final tech pay with the 2 new clerks and they did run two payrolls by themselves. Staff will work over the weekend on payroll, reconciliation and give finance director assistance on the financial summary and budget; Ms. Tailfeathers has not filed the Trustee report by herself over the last 3-years. Mr. Running Fisher asked if anyone is working with the Treasurer on the county reports. Ms. Andersen stated that last year Ms. Tailfeathers tried to work with the treasurer and he is angry that BPS took their money from the County and saying BPS needs to figure it out; she cannot figure out how to make him respond with statements changing from one day to the next. Ms. Andersen stated is an elected official and is not responsible to anyone on any of this. Board suggested sending a letter to the county officials. Mr. Running Fisher stated that he talked to the treasurer and he says it is the BPS staff that is making all the mistakes over the last 3-years. Superintendent Hall will write a letter to the County Commissioners and see what can be done. Ms. Andersen stated the November statement shows where the money changed suddenly and can be used as example and the letter received today. In response to the IA revenue accounts being straightened out, Ms. Andersen stated they have been straightened out from a year ago and reminded the board that they were putting money in wrong accounts and holding the money for 20-30 days so she called the bond attorney and he talked with them and the May statements were correct and money is turning over within a day for browning (money has to be turned over within 24 hours). Mr. Bremner asked if it is common for BPS to be behind in the books. Superintendent Hall stated it is since BPS took over the books. Mr. Gallup stated the books were 4 years behind; this is the treasurers second term; his actions are unacceptable and he can't say he doesn't have to be accountable to anyone. Mr. Gallup stated the county does not owe BPS but the reports have money being moved and not balancing monthly and the law says every county has to balance. Mr. Conway stated there was rumor that the county used school money when they were in trouble; 6-7 years ago, different treasurer, the commissioners tried to get them to do their work and the treasurer said they are elected; commissioners can't make them do anything. Ms TallWhiteman stated that closing out the year-end is a lot of work and they are not getting time to roll over into a new year and asked about the payroll calendar changed and having a payroll on Friday and another again on July 3 using the new budget; how will this be fixed for the new year and fix where they are working smarter not harder. Ms. TallWhiteman asked who is getting paid on July 3. Superintendent Hall stated there are 25 people being paid. Ms. TallWhiteman stated the payroll was screwed up, make sure the books are closed in adequate and effective form even if have to go back through the payroll calendar and make changes and put in the contracts. BPS has 4 payrolls now we have 2 each month and have more people and more hands-on deck. Ms. TallWhiteman stated she understands the roll over and having new people but the board concerns should be taken seriously; there were teachers paid that never showed up for first day of work. Ms. TallWhiteman asked if BPS got the money back or did BPS take a loss and some got paid for 88 hours and they only worked for 80 hours. Ms. TallWhiteman stated she is hearing both sides and wants to know that finance is doing what they should be doing. Ms. TallWhiteman stated that the board does not know what the pay calendar is unless they are told. Superintendent stated the calendar was worked on 3-4 months ago when Mr. Salois brought the problem with the number of weeks paid to the boards attention that there needs to be 27 pays; if these were not paid on July 3, they would not get paid until July 13, a whole month later. Mr. Salois stated the first payroll in July will be the second week in July by going to 27 pay periods. Superintendent will bring the payroll calendar to the board for review. *No further discussion.*

Budget Report Update: Mr. Conway asked if the board will ever get to see the set-aside money. Superintendent Hall stated yes, when the reconciliation is done.

Staff Recognition: Lynne Keenan was recognized by Superintendent Hall and board members retiring with 22 years of service to the Browning School District students and staff. Superintendent Hall stated that Ms. Keenan gave her heart and soul to Browning Public Schools during this time and was commended for her work and for providing over 2000 students each year with meals.

Resignations: The following resignations were approved by the Superintendent for Lynne Keenan, Food Service/Child Nutrition Director, Effective 6-30-2023 and Ram Wells, PCA, Napi Elementary, Effective 6-30-2023.

ITEMS OF ACTION

Hiring: Motion by Mr. Conway to approve the following hires pending successful background checks/drug tests: Jennifer Tatsey, Elementary Teacher Renewal-Nonrenewal-KW Vina 2023-2024; Alysa ArrowTop, Library Media Teacher-BMS 2023-2024 (\$49,827.00); Adrien Wagner, BMS Activities Choir Director 2023-2024 (\$3,027.00). *Board discussion:* Mr. Bremner asked why Alysa ArrowTop will be paid less than. Mr. Salois stated the pay is determined by the lane their credentials put them in. Motion passed with Motion passed with Brian Gallup, Donna YellowOwl, James RunningFisher, Lockley Bremner, Rae TallWhiteman, Steve Conway, James Evans voting for. *Board discussion:* Mr. Gallup noted that several staff were removed from the agenda and are being advertised as they are board member relations and suggested having a special meeting to hire. Ms. TallWhiteman suggested a noon meeting and noted that she is not able to attend the next scheduled meeting of July 11. Following board discussion, it was agreed to change the next regular board meeting to July 10 @ 5:00 p.m. Motion by Ms. YellowOwl to approve the following hires pending successful background checks/drug tests: Adrien Wagner, BMS Activities Choir Director 2023-2024 (\$3,027.00); BHS Assistant Baseball Coaches (Frances Lazy Boy, BHS Assistant Baseball Coach, \$2,105.00 (Exp. 1) and Terry Whitcomb, BHS Assistant Baseball Coach, \$2,105.00 (Exp. 1) 2023-2024; BHS Assistant Track Coaches Ross DeRoche, BHS Assistant Track Coach, \$2,105.00 (Exp. 1); Roy McNabb, BHS Assistant Track Coach, \$2,270.00 (Exp. 4); Leo Bullchild, BHS Assistant Track Coach, \$2,436.00 (Exp. 6) 2023-2024 (\$6,811.00); BHS Winter Cheer Assistant Coaches Katherine Nomee, BHS Assistant Winter Cheerleading Coach \$2,147.00 (Exp. 2); Domaneek Hall, BHS Assistant Winter Cheerleading Coach \$2,105.00 (Exp. 1) 2023-2024 (\$4,252.00) and Jake ArrowTop, English Language Arts Teacher – BHA 2023-2024 (\$50,927.00). *No public participation. No board discussion.* Motion passed with Brian Gallup, Donna YellowOwl, James RunningFisher, Lockley Bremner, Rae TallWhiteman, Steve Conway, James Evans voting for.

Motion by Ms. YellowOwl to approve hiring Sandra Rivas, Temporary Grant Funded ESSER Project Manager & Facilities Secretary 2023-2024. Second by Ms. TallWhiteman. *Board discussion:* It was noted that Sandra Rivas is in a temporary grant funded position and when the parttime position ends she will be the facilities secretary fulltime. Motion passed with Brian Gallup, Donna YellowOwl, James RunningFisher, Lockley Bremner, Rae TallWhiteman, Steve Conway, James Evans voting for.

Contract Service Agreements: Motion by Mr. Conway to approve the following contract service agreements pending successful background checks: Lea Whitford, Grant Writing 2023-2024 (\$2,836.00); Dixie Guardipee, Human Resources & Facilities Dept. Support 2023-2024 (\$17,940.00) and Robin Tachetti, Physical Therapy Services 2023-2024 (\$79,900.00). *Board discussion:* Ms. YellowOwl asked why Dixie Guardipee is recommended for hire when Sandra Rivas was just hired for facilities secretary and HR. Superintendent Hall stated that Dixie will be training the new facilities secretary and give the HR secretary support because she has not had any training and there is a lot of filing and a lot procedures to be learned. Ms. YellowOwl asked how the selection was made to hire Dixie. Superintendent Hall stated this is for a CSA and is parttime; Dixie will work as needed during the time of the contract. Mr. Bremner stated that he knows a director for the school took over 3 departments and was never offered any assistance and was never paid for writing grants and was never told she could be paid for the grants she wrote. Mr. Bremner stated that he sees a lot of grant writing for the district and asked why they are hiring people that need assistance and not hiring people that already know what they are doing. Mr. Conway stated that they still have to learn the procedures. Mr. RunningFisher repeated question on why hire people that don't know what they are doing; do we just pick someone out of a hat. Superintendent Hall stated that Dixie has done all of this work and was the support person for HR secretary before. Carlene Adamson stated that she asked to bring Dixie in as support person because of the enormous amount of paperwork and filing in the HR office and when hiring a person anywhere a person needs to learn the procedures. The new HR secretary needs the time to learn the procedures/duties in that department and will need someone to come in and cleanup the filing that was not completed by the past two secretaries and also noted that the administration office assistant secretary position was changed to a fulltime payroll clerk which leaves that department with no support to help with all of the filing and paperwork that has accumulated from unskilled staff plus all of the additional staff that has been hired over the past few years. Reid Reagan stated that he needs her assistance with contracts and other issues that need to be dealt with in facilities and Dixie can help with, and teach, someone those things. Superintendent Hall stated that

Dixie will be parttime and will only come in as needed, and noted that the office needs the assistance in both departments. Mr. Conway asked if the CSA for the finance department/budgets was already extended before. Superintendent Hall stated that the CSA was extended in June and this is for July. *No further discussion:* Motion passed with Brian Gallup, Donna YellowOwl, James RunningFisher, Lockley Bremner, Rae TallWhiteman, Steve Conway, James Evans voting for all. James RunningFisher, Lockley Bremner, Rae TallWhiteman voted for Lea Whitford-Grant Writing and Robin Tachetti-PT and opposed approval of a CSA for Dixie Guardipee-HR/Facilities Support.

Out of State Travel: None.

In State Travel: None.

Approvals: Motion by Ms. YellowOwl to approve Mechanical Solutions, Change Order #1-Babb Elementary Boiler Project (\$11,778.72) and Extended Contracts-MBI Cultural Committee Meetings-BMS 2022-2023 (\$864.00). Second by Mr. Conway. *No public participation. No board discussion.* Motion passed with Brian Gallup, Donna YellowOwl, James RunningFisher, Lockley Bremner, Rae TallWhiteman, Steve Conway, James Evans voting for.

Motion by Mr. Conway to approve the Extended Contract-Michael ComesAtNight, BHS Summer Credit Recovery 2022- 2023 & 2023-2024 (\$9,251.00) and Extended Contract-Certified Teachers, BHA Summer Program Instruction 2023- 2024 (\$5,190.00). Second by Mr. Evans. *No public participation. No board discussion.* Motion passed with Brian Gallup, Donna YellowOwl, James RunningFisher, Lockley Bremner, Rae TallWhiteman, Steve Conway, James Evans voting for.

Motion by Ms. YellowOwl to approve John E Salois, 215 Day Contract BHS Assistant Principal/Babb Principal 2023-2024 (-\$10,097.00); Extended Contract-Colleen Nolan, SpEd Administrative Assistant Duties 2022-2023 & 2023-2024 (\$381.00) and Extended Contract-Kylie Rutherford, Special Services File Review & Equipment Inventory 2023-2024 (\$3,654.00). Second by Mr. Conway. *Board discussion:* Mr. Bremner asked why John Salois is going to make less when he transfers. Superintendent Hall stated he will be paid from union agreement as assistant at BHS and Babb Elementary Principal. *No further discussion.* Motion passed with Brian Gallup, Donna YellowOwl, James RunningFisher, Lockley Bremner, Rae TallWhiteman, Steve Conway, James Evans voting for.

Motion Mr. Conway to approve the following: Extended Contract-Rebecca Rappold, SpEd Director Duties 2022-2023 & 2023-2024 (\$2,256.00); Extended Contract-Robert Hall, Build Blackfoot Language Kit-Grant Writing 2022- 2023 & 2023-2024 (\$2,600.00); Extended Contract-Rosalyn Racine, Innovation Grant, Update Childcare Application (\$2,841.00); Extended Contracts-BNAS Analyze, Interpret, Collect Data, Assessments (Lea Whitford, Samantha Grant, Shaylea Tatsey, Willamina Tailfeathers 2023-2024 (\$14,944.00); Extended Contracts-Standards Based Education Brent StillSmoking, Jake ArrowTop, Masala Prellwitz, Dan Connelly, Alyssa ArrowTop, Earl Tail, Sydney St. Goddard 2022-2023 (\$10,494.00); 2023-2024 Handbooks: KW Vina Student HB, BES Student/Parent HB, Napi Student/Parent & Staff HB, BHS Student/Parent HB, BPS Student/Parent HB, BPS Staff HB and HR SOPs. Second by Mr. Evans. *No public participation. No board discussion:* Motion passed with Brian Gallup, Donna YellowOwl, James RunningFisher, Lockley Bremner, Rae TallWhiteman, Steve Conway, James Evans voting for. Mr. Gallup noted that Taylor Crawford and Cody Lucke will be removed from the SBE list until advertised.

Motion by Mr. Conway to approve the following items: MSGIA Property and Liability Insurance 2023-2024 (\$528,000.00); Nafis Membership Dues 2023-2024 (\$17,114.41); School Board Calendar 2022-2023; District Claims #95025-#95003 & #438635-#438750 (\$336,753.33); Student Activity Claims #705464-#705467 (\$3,665.89) and Additional Pays/Payroll. Second by Mr. Evans. *No public participation. No board discussion.* Motion passed with Brian Gallup, Donna YellowOwl, James RunningFisher, Lockley Bremner, Rae TallWhiteman, Steve Conway, James Evans voting for.

Motion by Ms. YellowOwl to adjourn at 6:20 p.m. Second by Mr. Evans. Motion passed with Brian Gallup, Donna YellowOwl, James RunningFisher, Lockley Bremner, Rae TallWhiteman, Steve Conway, James Evans voting for.

Respectfully submitted:

_____ Carlene Adamson, Board Secretary

_____ Brian Gallup, Board Chairperson

_____ Crystal Tailfeathers, District Clerk