

Nashua School Board Regular Meeting
Tuesday, September 8, 2015
Nashua School Library
6:00 PM

1. Call to order and Pledge: Board Chair Dale Pugh called the meeting to order at 6:00 pm and led the Pledge of Allegiance.
 2. Roll call: Joe Laumeyer, Cole Sibley, Greg Nybakken, Joel Novak, Dale Pugh, Mrs. Cunningham, Linda Parpart.
 3. Approve/Revise/Amend Agenda:
 - Motion by Joe to approve the agenda as written.
 - Second by Greg. Vote: 5 - 0 Passed
 4. Approval of Minutes for 08-11-15 Regular Meeting:
 - Motion by Cole to approve the minutes as written.
 - Second by Joel. Vote: 5 - 0 Passed
 5. Approval of Expenditures – District Bills and Activity Accounting:
 - Motion by Cole to approve the district expenditures and activity accounting.
 - Second by Greg. Vote: 5 - 0 Passed
 6. Correspondence to the Board: Dale stated he received a letter but did not realize it needed to be signed and submitted to Linda for inclusion in the packet. He will follow the protocol and have it for next meeting.
 7. Public Comment: none
 8. Old Business: none
 9. New Business:
 - a. Personnel Hires/Resignations:**
 - Mrs. Cunningham recommended hiring Vicki Tolzien as Head Cook at a salary of \$13.00 per hour, retroactive to August 24.
 - Motion by Joe to hire Vicki Tolzien as Head Cook at a salary of \$13.00 per hour, retroactive to August 24.
 - Second by Greg. Vote: 5 - 0 Passed
 - Mrs. Cunningham recommended hiring Patti Sibley as Assistant Cook at a salary of \$10.75 per hour, pending background check.
 - Motion by Joel to hire Patti Sibley as Assistant Cook at a salary of \$10.75 per hour, pending background check.
 - Second by Joe. Vote: 5 - 0 Passed
 - Mrs. Cunningham recommended hiring Mari Vandersloot as a substitute, pending background check.
 - Motion by Cole to hire Mari Vandersloot as a substitute, pending background check.
 - Second by Joel. Vote: 5 - 0 Passed
 - Mrs. Cunningham recommended hiring Kirk Sibley as Head Boys Basketball Coach.
 - Motion by Joe to hire Kirk Sibley as Head Boys Basketball Coach.
 - Second by Greg. Vote: 5 - 0 Passed
- Cole asked about the procedure for hiring assistant coaches. He stated that in the past the head coach chose the assistant and wondered if we are not doing this anymore. Mrs. Cunningham reported that it has been done that way in the past and in recent years we have offered first to in-house staff. She would like to have the board develop a procedure for consistency. Kirk Sibley

stated he assumed he would select the assistant coach and has his own recommendation. Since there is also a staff member interested, it was decided to have both candidates complete an application and interview for the position.

Motion by Joe to table this item.

Second by Joel.

Vote: 5 - 0 Passed

Mrs. Cunningham stated that no one stepped forward to do concessions so she recommended hiring herself and Ms. Nagy for Concessions sponsors. They will place orders and maintain stock, clubs/classes will sign up to staff events.

Motion by Joe to hire Mrs. Cunningham and Ms. Nagy as Concessions sponsors.

Second by Greg.

Vote: 5 - 0 Passed

Mrs. Cunningham recommended hiring Tess Fahlgren as Art Club sponsor.

Motion by Cole to hire Ms. Fahlgren as Art Club sponsor.

Second by Greg.

Vote: 5 - 0 Passed

Mrs. Cunningham recommended hiring Janice Rorvik as Honor Society/Student Council sponsor.

Motion by Joe to hire Janice Rorvik as Honor Society/Student Council sponsor.

Second by Cole.

Vote: 5 - 0 Passed

Mrs. Cunningham recommended hiring herself for Music Ensembles and Pep Band.

Motion by Cole to hire Mrs. Cunningham for Music Ensembles and Pep Band.

Second by Greg.

Vote: 5 - 0 Passed

Mrs. Cunningham recommended hiring Gregg Fromdahl as TSA sponsor.

Motion by Joel to hire Gregg Fromdahl as TSA sponsor.

Second by Greg.

Vote: 5 - 0 Passed

Mrs. Cunningham recommended hiring Kayla Rorvik as Yearbook sponsor.

Motion by Cole to hire Kayla Rorvik as Yearbook sponsor.

Second by Joel.

Vote: 5 - 0 Passed

Mrs. Cunningham recommended hiring the following extracurricular sponsors:

Junior Class Sponsors

A.J. Allen and Gregg Fromdahl

Senior Class Sponsor

Janice Rorvik

Lego League

Lizzie Hoeksema and Suzie Flint

Motion by Joe to accept Mrs. Cunningham's recommendation.

Second by Greg.

Vote: 5 - 0 Passed

Mrs. Cunningham recommended offering a contract to probationary employee Kayla Rorvik as School Secretary starting October 1 through June 30 at a salary of \$13.25 per hour.

Motion by Joel to hire Kayla Rorvik as School Secretary starting October 1 through June 30 at a salary of \$13.25 per hour.

Second by Greg.

Vote: 5 - 0 Passed

b. Compensation for Music Teacher and Special Education Teacher Duties:

Mrs. Cunningham reported we have not found the Music or Special Education teachers. Ms. Rorvik has taken on the additional duty of the SPED teacher and Mrs. Cunningham has taken on the additional duty of the Music teacher. The duties are equivalent to a quarter-time teacher so Mrs. Cunningham recommended additional pay of \$10,050 each as per the 2015-16 Salary Schedule.

Motion by Joe to pay Mrs. Cunningham and Ms. Rorvik each \$10,050 for the additional duties.

Second by Cole.

Vote: 5 - 0 Passed

c. Review of Classified Salaries:

Mrs. Cunningham reported that several classified staff have approached her regarding making the classified salaries more equitable. She recommended the board conduct a work session with classified staff to work together to accomplish this.

Thelma Riffin read a statement detailing her employment history for the past 13 years. She would like to see a salary matrix put in place and feels that her salary should be increased to \$12/hour.

Jane Collins commented that she would like to see a fairer wage.

Vicki Tolzien stated that the Head Cook position has had a lot of responsibility added to it in recent years.

Dale acknowledged that what we have been doing in the past for classified salaries has not been working. We need to address this.

Motion by Joe to table this item until we can schedule a work session.

Second by Cole.

Vote: 5 - 0 Passed

d. Approve Out-of-District Enrollment Applications:

Mrs. Cunningham recommended accepting Student A.

Motion by Joe to accept Student A.

Second by Joel.

Vote: 5 - 0 Passed

e. Fort Peck Bus Route Change:

Mrs. Cunningham reminded the board that we shortened the Fort Peck route at the last meeting so that it did not go beyond the town of Fort Peck. We forgot that there is one stop at the Sky Park and she recommended that stop be added back in.

Motion by Cole to extend the Fort Peck route out to the Sky Park.

Second by Joel.

Vote: 5 - 0 Passed

f. Approve 2015-16 Bus Route Forms (OPI TR-1 form):

The TR-1 forms must be submitted to the OPI in order to receive our state and county reimbursement.

Motion by Cole to approve the TR-1 Bus Route forms.

Second by Joel.

Vote: 5 - 0 Passed

g. Nashua Civic Center Usage Agreement:

Mrs. Cunningham recommended the board approve the Civic Center Usage Agreement under the same terms as last year.

Motion by Joe to approve the Civic Center Usage Agreement.

Second by Greg.

Vote: 5 - 0 Passed

h. 2015-16 General Fund and Transportation Line Item Budgets:

Mrs. Cunningham stated the General Fund budget is very similar to last year. Increases in salaries, benefits, and food services took up the budget increase. The Transportation Fund budget was adjusted to account for the decrease in the total budget due the excess remaining last year.

Motion by Cole to approve the 2015-16 General Fund and Transportation Fund line item budgets.

Second by Joe.

Vote: 5 - 0 Passed

i. Annual Report of Procurement Card Users:

Per policy, the list of procurement card users must be provided to the board at the September meeting. Mrs. Cunningham recommended the board approve the list of users.

Motion by Joe to approve the 2015-16 Procurement Card Users list.

Second by Joel.

Vote: 5 - 0 Passed

j. Job Descriptions Review – Superintendent and Business Manager/Clerk:

Dale explained this was his first time seeing the job descriptions. He is concerned about proper evaluations since it doesn't seem like the evaluations are aligned to the job descriptions. Dale

would like start the process of reviewing the job descriptions for accuracy and then aligning the evaluations to the revised job descriptions. He suggested this item be on the agenda each month as an on-going process.

k. Superintendent Negotiations:

Mrs. Cunningham reminded the board that previously she negotiated for the same salary increase as the certified staff. She did not negotiate for the bonus at that time since the bonus was contingent upon unfilled teacher positions at the start of the school year. Since the bonus was paid to certified staff, she would like to ask for the \$1,000 bonus and also an additional year added onto her contract, extending it to June, 2018.

Motion by Joe to pay Mrs. Cunningham the \$1,000 bonus and extend her contract to June, 2018.

Second by Cole.

Vote: 5 - 0 Passed

10. Board reports: Cole attended the County Transportation Committee meeting on Thursday, August 13. He said all schools are having a hard time finding bus drivers.

11. Superintendent's Report:

- We are looking for a North bus route driver since Roger Trang has informed Mrs. Cunningham that he can no longer drive the route; he will continue to drive activities and coach. In light of the bus driver shortage, we are looking at options for smaller buses and Mrs. Cunningham will have information at the next meeting.
- A bus evacuation and a fire drill have been conducted.
- Mrs. Cunningham attended the K-12 Vision Group meeting. The group consists of superintendents, teachers, business managers, and board members having roundtable discussion about what schools should look like in 2020.
- Mrs. Cunningham asked about rescheduling the board training on October 3 since Joe cannot attend. It was agreed to look at other dates.

12. Next Regular Board Meeting: October 13th at 6:00 pm.

13. Adjournment:

Motion by Joe to adjourn the meeting.

Second by Greg.

Vote: 5 - 0 Passed

Meeting adjourned at 7:05 pm.

Chairman

Clerk

Date: _____