

Anderson School District #41  
Regular School Board Meeting  
March 26, 2020

The regular meeting of the Board of Trustees, Anderson School District #41 was held via Webex, March 26, 2020, for considering business to come before the Board of Trustees.  
Board Chair Warren Bauder called the meeting to order at 6:00 p.m.

**Trustees Present** Warren Bauder, Jack Huczek, Mary Burrows, Jaime June, and Brandon Atkins

**Trustees Absent**

**Staff Present** Scott McDowell: Superintendent; Tanya Roberts: Business Manager

**Visitors Present**

**Correspondence** The Board reviewed correspondence received from the Office of Public Instruction stating that: in 2020, Anderson School was identified as Universal. Schools identified as Universal are schools that are not performing in the bottom five percent of statewide assessments and have a graduation rate above 67 percent, both school-wide and for specific student groups.

**Committee Reports** No Reports.

**Public Participation on Non-Agenda Items**

**Chair Warren Bauder reminded those in attendance that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board during this time will not be allowed to make comments about any student, staff member, or member of the general public during his/her designated time to speak. In addition, the Board will not hear comments on contested cases or other adjudicative proceedings.**

There was none.

**Superintendent's Report:**

Superintendent McDowell presented the District's COVID-19 plan of action and recapped all items that have been implemented.

**PLAN OF ACTION**

Following the Governor's declaration of school closure from March 16th-March 27th the District began planning for long-term Distance Learning (DL) in Anderson School District 41. With the advent of a global pandemic, Anderson School District is creating a plan to educate students in the event of facility closure for an extended 2-4 week time period. This long-term DL plan presents significant challenges from educating children in a classroom setting. However, it does allow students and teachers to move education forward in meaningful ways. On March 18th, 2020, the School Board took action on the following 3 items during an emergency meeting to move the District forward during this historic event:

Action Item #1: Board consideration of current circumstances related to COVID-19 for possible declaration of unforeseen emergency pursuant to 20-9-801 through 20-9-806, MCA. **Motion:** I move the board of trustees of Anderson School District declare an unforeseen emergency in accordance with Sections 20-9-801 through 20-9-806, MCA, due to the community and school health concerns related to COVID-19 and authorize the administration to take necessary steps to execute this declaration and inform the public and government agencies of this declaration. (Approved 5-0)

Action Item #2: Allow the district to identify (using district assessments) students who are proficient and to provide off site instruction to those students who are not proficient. **Motion:** I move that the superintendent is authorized to work with district staff in making determinations regarding pupils who are proficient in courses in which the pupils are enrolled without regard to the aggregate hours of instruction provided. The superintendent is directed to make a final determination of proficiency for each pupil for each enrolled course, using district assessments, including class grades at a minimum, and reporting a full-time equivalent conversion of ANB for such pupils, based on the scheduled time ordinarily provided through the aggregate hours of instruction for such courses. (Approved 5-0)

Action Item #3: Develop Offsite Instruction and Online Learning Opportunities **Motion:** I move that the superintendent is authorized to work with district staff in providing instruction for pupils of the district. Such instruction may include any method or methods identified as appropriate by the superintendent, including but not limited to offsite instruction as defined and referenced in sections 20-1-101(5); 20-1-101(14); 20-7-118; and 20-9-311(11), MCA. (Approved 5-0)

The following represents the District's REQUIRED Plan of Action to address pupil instruction, the provision of school meals for students, compliance with IEP's and 504 plans of students with disabilities, and other services the District customarily provides to students:

1. **Offsite learning instruction and structure: The District has the following structure in place to ensure off-site learning for students. The District has ensured that continuity plans for educational services can be accessed by all students, regardless of resources available at home. The strategies identified below are, of course, customized to meet the individual needs of each student.**

This time of closure requires flexibility from all stakeholders in the development, implementation, and execution of this plan. Our K-8 rural school has never before implemented school-wide Distance Learning (DL) and this plan is not intended to replace an entire school year. No matter how hard we try, our actions to teach remotely will not be able to completely replicate the incredible work of our teachers in the classroom. It is, however, an evolving plan to reach students wherever they are and help them continue to advance towards mastery of content areas. We will strive to maintain consistency in communication, instruction, flexibility, and our joy for teaching and learning. We are learning about DL in a K-8 school environment for the first time at Anderson School and ask for your patience and flexibility in our pedagogical shift to online learning! We don't want to just give "busy work". We want to provide instructional opportunities for each child to grow, practice skills, and continue to progress through each curricular area. Just like the students, we may not get it right the first time! Teachers will also be learning and we will adapt in each subject/grade.

Each teacher will put forth the time and effort necessary to ensure that we are moving forward with educational goals and attempting to meet the standards of each content area through a possible combination of some of the following: electronic devices, workbooks, worksheets, projects, videos, and other activities. Equally important, staff will also be keeping track of goals and objectives that are not met so that they can be addressed (or a plan put in place) when school resumes onsite.

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### **Initial Steps to Enact a Long-Term District 41 Distance Learning (DL) Plan:**

- **MARCH 23-27**
  - Communicate the framework of the long term plan with the Trustees.
  - Operate as emergency DL days for staff planning purposes. Certified staff will work on planning throughout the week with an estimated "ready date" of Friday, March 27th. Staff will have an opportunity to work with the technology director and technology assistants to develop online capabilities. **Instructional lessons and attendance in a Distance Learning Environment will begin Monday, March 30th, 2020 for students.**
  - The facility will be closed to everyone except for staff until further notice. Staff will continue to follow all precautions set by the CDC for COVID-19. This will include social distancing, remote virtual meetings, routine daily cleaning of the school, and proper handwashing. Staff will receive training during the week via online videos.
  - The administration will survey families during the week in regards to technology, connectability, devices, and food service options.
  - A system will be put in place for materials and device (Chromebook) pick up on Thursday, March 26 and Friday, March 27.
  - All materials for pickup will be properly handled to reduce the spread of germs and limit contact- this will include using gloves and disinfecting.
  - All 2nd-8th grade students will have their 1:1 chromebook device at home during this time of DL
  - The District will work with our K-1 families to assist with technology needs on a case to case basis.
- **WEEK 1 (March 30-April 3)** - Parents and students will receive communication prior to Monday, March 23rd, about the start of distance learning. A reasonable class plan will be posted, materials sent home, and assignments will be communicated. During the first week of DL all grade levels will focus on lessons in ELA/Reading/Writing and Math. Students will work on one "special" core elective area, such as art, music, HE, library, per day. All students are expected to meet the requirements of each specialist core content class or elective through weekly involvement in each. Students and parents will see the expectation of distance learning work/time increase for students as they go up through the grade levels (for example, the expectation of work or engagement in DL for an 8th grader may be 3 hours for the day whereas the lessons for a first grader may be 1 ½ hours.)
- **After April 3rd, 2020** - Teachers will continue to reflect on the implementation of DL for their class/grade and collaborate with colleagues. As DL progresses teachers will look to provide additional opportunities in other curriculum areas, and/or offer cross curricular opportunities, and/or increase the menu of extensions.

### Learning Experience Expectations:

- Learning target(s), assignments, and/or experiences are posted by 9:00 a.m. on each DL day or by Monday morning for the week.
- Teachers will respond in a timely manner during the normal work hours on the actual DL day.
- Teachers and school teams will collaborate and meet in regards to professional responsibilities via Google Meet.
- Students shall have 5 school days to make up learning experiences due to an absence.
- Attendance shall be tied directly to successful completion/demonstration of the learning experiences. Teachers will input student attendance data for the prior day of school based on student involvement in DL tasks. Students impacted by COVID-19 during DL learning should provide the school with documentation and those absences will be applied to their attendance record as medically excused.
- Expectations of instruction shall be:
  - Certified Staff will be providing instruction to students. Each teacher will put forth the time and effort necessary (on-site at the school or teleworking off-site) to ensure that we are moving forward with educational goals and attempting to meet the standards of each content area through a possible combination of some of the following:
    - Electronic devices
    - Google Classroom
    - On-line courses/programs
    - Recorded videos
    - Video chats/tutoring
    - Virtual Meetings
    - Hard copy packets of materials
    - Textbook guides
    - workbooks
    - worksheets
    - projects
  - Students all work at different rates. Teachers planning for students' different abilities and necessary accommodations. Teachers will be conservative in their estimates. Teachers will communicate their planned class/course workflow with the classes, so that students and parents can help to plan accordingly. We are looking for ways to provide instructional opportunities for each child to grow, practice skills, and continue to progress through each curriculum.
  - Authentic learning directly connected to the curriculum.
  - Ability to demonstrate or provide evidence that learning occurred.
  - A product is not required for evidence of learning to occur, nor for attendance purposes.
  - Equally important, staff will also be keeping track of goals and objectives that are not met so that they can be addressed (or a plan put in place) when school resumes onsite.

### Technology

Though Distance Learning (DL) is new to our K-8 school district, Anderson School District 41 is in a unique position to move education forward during this historical emergency situation requiring a long-term building closure. Due to several years of successful technology planning and implementation through grades K-8, we stand ready to assist families with technology device access at home. Our replacement of devices and management of technology applications/programs has provided us with consistency of use among students and staff. Also, the District is fortunate that the majority of families have internet access- though many do not have broadband and the capability of some neighborhoods or homes is something for all staff to consider in their planning. The District will work with all families to assist with accessibility or the implementation of alternative learning plans to meet the needs of their child.

Additionally, the District will be adhering to the new law recently adopted in the state of Montana, The Montana Online Personal Information Protection Act (Board Policy 3650), for all online instruction and programming. The law is one reason that you will see us utilize familiar Google Suite programs with students such as Google Meet as opposed to other platforms. We also want students to see consistency in programs they are already accustomed to using at school in an effort to reduce the stress and anxiety as we begin a whole new way of learning.

### **Student Attendance**

Student attendance and monitoring will take place through the Infinite Campus portal. As with on-campus attendance, attempts at work—and/or teacher interaction—during the long-term DL experience will constitute positive student attendance. Parents should utilize normal procedures for absences if their children are ill or unable to perform class activities (an email to both the homeroom teacher and front desk or a phone call to school). Teachers will input student attendance data for the prior day of school based on student involvement in DL tasks. Students impacted by COVID-19 during DL learning should provide the school with documentation and those absences will be applied to their attendance record as medically excused.

### **Gifted and Talented Program**

The student coordinator will be continuing to provide services during DL. This could be through collaboration with classroom teachers or through the continuation of lessons/groups/projects identified in a student's plan. The coordinator will be communicating with students/families as distance learning progresses through the first week.

### **State & Local Testing**

In the event that a long-term school closure affects local and state standardized testing, we will work with the Montana Office of Public Instruction to reschedule or provide alternative methods to determine proficiency. We await the final decision of OPI and the federal government in regards to the requested waiver for high stakes testing required for all states each spring.

- 2. School meals, consistent with what the District regularly provides: The District has implemented the following strategies to ensure that our students are continuing to receive nutritional meals, the same as if the District was open for pupil instruction.**

Anderson will provide meals to any family qualifying for free or reduced lunches during a school closure. The school will reach out to each family prior to March 23rd. The School District will continue to reach out to those families each week. Anderson School only has 1% qualifying free and reduced families as of March 1, 2020. Our District has never had a summer lunch program to offer. As a part of the larger Bozeman, Montana, community our students are able to take part in the summer lunch program offered by BSD7 each summer. With the early opening of the summer program this week for BSD7, we have communicated with all our families that they have access to meals through BSD7. This information informs parents that all kids under the age of 18 are welcome to take advantage of the early summer lunch program that has been put in place at Bozeman School District. We ask that anyone needing assistance further reach out to us for assistance at [schooloffice@andersonmt.org](mailto:schooloffice@andersonmt.org) or 406-587-1305. We will be surveying our families the week of 3/23/2020 to determine more interest in school lunches during our school closure from our own kitchen. Our free and reduced application is available on our website. Access to information about school lunches during a closure is here <https://www.bsd7.org/cms/one.aspx?pageId=676691> and further information is on this link <https://www.kbzk.com/news/local-news/bozeman-school-district-free-student-meals-available-for-pickup-starting-monday>

- 3. Services for students with disability: The District has implemented the following strategies to ensure that each student who is on an IEP or 504 Plan continue to receive the educational and related services to make progress towards their individual goals. The strategies identified below are customized and differentiated to meet the individual needs of each IDEA and 504 students.**

Students will be afforded all reasonable accommodations and modifications outlined in their IEP, 504, and/or support plan(s). Teachers will be available during the hours of instruction to provide additional assistance to students. Students with other needs will have minutes made up over the course of the school year. Reasonable accommodations will be made for students with IEPs, and attempts to maintain services from home will be made.

Examples may include:

- The District is providing a Free and Appropriate Education for students with disabilities.
- The District is conducting IDEA and 504 meetings via electronic means and/or meeting in person, but complying with CDC Guidelines, State Guidelines and/or local health guidelines;
- The District is providing educational and related services, in collaboration with parents and staff, through all means available, including
  - Alternative learning sites (when allowed by health officials and/or Governor)
  - On-line learning
  - Video chats/tutoring
  - Phone conference calls
  - Hard copy packets of materials
  - Textbook guides

Special Education Teacher/Student Services Staff Responsibilities:

1. A teacher should create the modules with the individual student in mind. These modules may include PDFs, podcasts, presentations, multimedia, Google Docs, and any combination of the above.
2. If the student typically receives intensive support throughout the school day or one-on-one adult support, the same level of support should be available through direct and indirect special education services, and may include, but is not limited to, the following: telephone contact, synchronous classrooms, instant messenger, Google docs, or through contracted providers.
3. Our plan is to ask for individuals to be available on DL days, via email, to answer student and parent questions regarding the modules.

**4. Other services customarily provided to students: The District has implemented the following strategies to ensure that our students receive service that we provide the same as if pupils were being educated on-site.**

The District is providing guidance counseling instruction, supports, and services through a .6FTE counselor, Charlotte Dickson. The counselor is providing social and emotional supports for students, families, and staff members. The counselor also facilitates 504 meetings and will be working with teachers to ensure distance learning continues to meet their individual needs and educational plans.

Medical guidance continues to be provided as the District has on staff a nurse, Dr. Julie Ruff, who continues to be a resource for the District and Anderson families. Julie provides a bridge in communication with the GCHD as well. Julie has flexible hours during the week to address changes and new concerns. She also works with families and maintains communications with families that have a student that is at higher risk.

Additionally, Diane Cashell, Retired BSD#7 School Administrator, is the Liaison between Gallatin County Health and COVID-19 IMT (Incident Management Team) and Gallatin County School Superintendents. The mission is to communicate and discriminate the latest information on COVID-19. This best possible, up to date, accurate, information will be transmitted to the School Superintendents to be discriminated to individual schools.

**Gallatin County Health Department Call Center**

**The GCCHD has established a Call Center to respond to questions from the public.**

The GCCHD Public Call Center will field questions from Gallatin County residents and refer them to appropriate health department staff as needed. The Call Center number is (406) 548-0123 and you are encouraged to share this with parents, staff, and members of the community. The Call Center will be staffed daily during business hours and will provide responses to the public while relieving key health officials of the overwhelming volume of calls and emails. Local information can also be accessed online at <https://www.healthygallatin.org/coronavirus-covid-19/>.

### **Community Information and Documents**

A FAQ Sheet has been created for Distance Learning at Anderson School [https://docs.google.com/document/d/1u\\_Jl0dsloFdBuqiXbbLpNT5UQW21f3NWxhnX\\_on\\_lmg/edit?usp=sharing](https://docs.google.com/document/d/1u_Jl0dsloFdBuqiXbbLpNT5UQW21f3NWxhnX_on_lmg/edit?usp=sharing)

The Anderson Website is up to date with COVID-19 links and parent letters <https://andersonmt.org/covid19/>

COVID-19 Shared Document For Direct Links [https://docs.google.com/document/d/1Cd-LvJvuOVBi\\_eB8VRgKl5ra4YmKkUWpXO8CQUYXhvM/edit?usp=sharing](https://docs.google.com/document/d/1Cd-LvJvuOVBi_eB8VRgKl5ra4YmKkUWpXO8CQUYXhvM/edit?usp=sharing)

### **Contact information**

Anderson School Phone: 406-587-1305  
Anderson Office Email: [schooloffice@andersonmt.org](mailto:schooloffice@andersonmt.org)  
School Nurse Email: [jruff@andersonmt.org](mailto:jruff@andersonmt.org)  
Superintendent: [smcdowell@andersonmt.org](mailto:smcdowell@andersonmt.org)  
Business Manager and Clerk: [troberts@andersonmt.org](mailto:troberts@andersonmt.org)

## **CHECKLIST**

**During the planning and implementation of the District's Plan of Action, we have implemented the following processes/mechanisms to ensure compliance with the Governor's March 19, 2020 Directive, ongoing collaboration with all stakeholders and effective communications with our community, staff, parents and students:**

Check all that apply:

- On 3/18/2020, the Board of Trustees made a Declaration of Unforeseen Emergency pursuant to 20-9-801 through 20-9-806, MCA
- At a properly noticed meeting, the Board of Trustees reviewed this Plan of Action, engaged in dialogue and deliberation regarding the same, and prior to approving this Plan, the public had an opportunity to provide input regarding the Plan.
- Our administrative staff have taken the lead in coordinating meetings with parents, certified and classified staff while maintaining the social-distancing, self-isolation and other guidance of the CDC, the State and local health officials.
- Our certified and classified staff participated in the development and implementation of this Plan. *(Virtual Meetings 3/23/2020 and Collaboration over Google Docs)*
- All parents/guardians of our students have been informed of our Plan for the continuity of educational and other services to their children. *(Parent Letters Sent 3/16/2020, 3/20/2020, and the approved plan will be shared via email and our website)*
- We have maintained regular contact with our community during this time of uncertainty to provide our community that we are providing for the needs of students and families and doing our part to minimize the impact of COVID-19 on our community, staff, parents and students. *(Parent letters, website updates, social media, links/resources, phone calls, emails)*
- The District has adopted the Model Policy 3650 Pupil Online Personal Information Protection. *(Approved 11/14/2019)*
- The District has taken measures to ensure that all communications relating to the provision of programs and services for students and families are accessible to individuals with disabilities. This includes ensuring that all messages are available in both audio and visual formats. *(All critical)*

*information to the District, program, and services is available on our website that is ADA compliant and provides assistance to those needing audio or visual formats. All meetings are hosted through Google Meet or WebEx which provide both services as well)*

- The District leadership has reviewed COVID-19 basic information provided by the CDC.
- The District has established a point of contact with local and state health authorities to discuss the impact of COVID-19 on their community. *(School Nurse Julie Ruff and GCHD liaison to schools Diane Casbell)*
- The District has provided students, staff, and parents with COVID-19 fact sheets from the CDC available at <https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf>.
- The District has conducted a training for staff and students on common preventative measures for COVID-19 prevention including:
  - Washing hands with soap for at least 20 seconds
  - Avoiding touching eyes, nose, and mouth
  - Covering coughs and sneezes with tissues and throwing away tissues
  - Avoiding contact with others when sick*(Ongoing via weblinks and online videos)*
- The District has and will continue to comply with FERPA in reference to any student who may be identified as having COVID-19
- The District has and will continue to comply with HIPAA Privacy laws in reference to any staff member who may be identified as having COVID-19.
- The District has taken safety measures to comply with CDC guidelines on social distancing (6-feet of distance between individuals), limiting large groups of individuals from being together, and provided disinfectant wipes, etc. to regularly sanitize surfaces within the school, including but not limited to: door handles/knobs, restrooms, surfaces and electronic devices shared by staff and others, etc.
- The District has adequately equipped maintenance and cleaning staff with personal protective equipment gloves and gowns that are appropriate for the cleaning products used and to minimize having contact with potentially contaminated surfaces.
- The District has a cleaning schedule that is updated daily. *(Elite Cleaning Company and daily maintenance staff)*
- The District has educated all staff to recognize the symptoms of COVID-19 in case they become exposed to the virus themselves. (Multiple emails, community letters, and links)
- The District has cancelled school sponsored events/travel of students and staff. *(Following 3/23/2020 School Board Meeting)*
- The District has a process in place for regular review of and refinement of this Plan to ensure it continues to meet the needs of our students.
- The Board of Trustees will review and when necessary approve any updates to this Plan for submission to the Governor's Office.

### **Old Business**

Annual Agenda

#### April Agenda:

- Approve Out of District Applications
- Review Non-Tenure Teachers
- Policy Review
- Contract Negotiations
- Review District Insurance

### **New Business**

#### **Discussion/Report**

Facility Project

Monthly Report

The Board reviewed the monthly report prepared by Owner's Representative, Karen Hedglin. The report covered the following topics:

- The State has issued the building permit
- Project is out for bid as of 3/23 with bids opening 4/21
- Discuss “finishes board” process
- Guaranteed Maximum Price at special April board meeting (the last week of the month) for contract approval
- Construction start in June (Summer 2020 will include work in kitchen, gym at firewall, music room and bleacher addition if budget allows, to prepare for Summer 2021 work.
- Recommend proceeding with Commissioning contract with Elkhorn Commissioning for \$30,550
- Discussion on reduced E-Rate funds for FY 2020-only \$8,000 available. Will need to bid out the technology equipment/work.

Facility Renovation

Commissioning Authority

Contract

Motion to move this action item up on the agenda while Karen Hedglin was in attendance:

Motion: Trustee Huczek

Seconded: Trustee Atkins—passed unanimously.

Owner’s Representative Karen Hedglin reviewed the results of the two RFQ responses, 1. McKinstry 2. Elkhorn Commissioning. Based on the summaries and reference checks, Curtis Smith from Consulting Design Solutions recommended Elkhorn Commissioning for the Anderson School Project.

Motion to approve Facility Renovation Commissioning Authority Contract with Elkhorn Commissioning:

Motion: Trustee Huczek

Seconded: Trustee June—passed unanimously.

1<sup>st</sup> Reading of revised  
Policy 1400-Board  
Meetings

The Board had a 1<sup>st</sup> reading of revised Policy 1400- Board Meetings, with changing the regular Board meeting time to 6pm instead of 7pm on the 2<sup>nd</sup> Thursday of each month.

May 5, 2020 School  
Election Update

Business Manager Roberts reported that Jaime June and Brandon Atkins had filed for the open Trustee positions, with today being the filing deadline. They will be elected by acclamation. Because the candidate write-in deadline is April 3<sup>rd</sup> their names will still appear on the Bozeman High School ballot.

YTD Budget Report

Business Manager Roberts presented the Budget Reports as of 2/29/2020.

2020-21 Preliminary  
Budgets/anticipated  
Staffing

Business Manager Roberts presented the following report:

**General Fund Budget:** Our General Fund maximum budget is decreasing due to a drop in ANB, our ANB for the current budget year is 220, the ANB to fund next year’s budget is at 214. Both of these numbers are based on 3 year averages. My initial calculation was that we would receive an approximate \$6,000 reduction from this year’s budget,

but because of the reduction of special education students from last year, SPED funding was also cut, these figures were released the end of February from OPI. This was after we filed the resolution calling for the school election and choosing to not run a general fund levy.

Following are the two scenarios we now have:

Have one Kindergarten Class: General Fund Budget reduction of \$21,367

Have two Kindergarten Classes: Taking in approximately 17 out of district applications for additional funding and reducing the deficit to \$9,367. This will also boost our ANB so we don't keep moving forward in a downward trend for funding.

**Transportation Budget:** Initial recommendation is to keep this budget at \$45,000 for 2020-21. We maybe able to levy less than what is projected on the intent to levy notice based on funds re-appropriated at year end.

**Bus Depreciation Budget:** The increased levy is to depreciate for the new bus, I'm putting this in at the full depreciation amount, but we may want to slightly lower this when we look at overall mills in August.

**Tuition Budget:** By law this amount needs to be reduced due to a reduction in Special Education services.

**Technology Budget:** Perpetual levy set by voters, does not change.

**Debt Service Budget:** New 2019 series bonds, debt service payment for FY 21: \$513,223.33

**Building Reserve-Permissive Budget:** The Permissive Building Reserve levies and associated funding will be used for the purpose of properly maintaining, equipping, furnishing, remodeling and retro-fitting the **current** buildings and grounds for the District.

**2020/21 anticipated staffing:** Superintendent McDowell recommended, that due to a potential \$10,000-\$30,000 general fund budget shortfall for 2020/21, using Title IV funds to pay a portion of the Student Coordinator/Interventionist role.

## Action

Approve intent to raise/  
lower 2020-21  
permissive levies

Motion to approve the intent to raise/lower 2020-21 permissive levies notice as prepared by Business Manager Roberts:

Motion: Trustee Huczek

Seconded: Trustee June—passed unanimously.

2<sup>nd</sup> Reading of revised  
Policy 5120P-Fingerprinting  
Background Handling  
Procedures

Motion to approve revised Policy 5120P-Fingerprinting Background Handling Procedures:

Motion: Trustee Huczek

Seconded: Trustee June—passed unanimously.

2020-8<sup>th</sup> grade  
DC/NY Trip

Superintendent McDowell stated that the 8<sup>th</sup> grade trip to Washington DC and New York City scheduled for May 4<sup>th</sup>-9<sup>th</sup>, 2020 had been postponed by Global Travel due to the COVID-19 pandemic. The two options the District has is to reschedule the trip to a later date, either late summer or next fall, or to cancel the trip within 31 days, by April 3<sup>rd</sup>, to receive half of the money back. Superintendent McDowell stated that his recommendation to the Board would be to cancel the trip so that parents could receive all or most of the money they had paid for the trip, minus the \$150 deposit. The portion that Global Travel would keep would be mostly student fundraising dollars. Superintendent McDowell stated that he contacted Montana School Boards Association for guidance, and they recommended, that although

none of these were good options, to cancel within the 31 days was the best decision. Trustee Bauder stated that he had sent an email to 8<sup>th</sup> grade parents to explain the situation and solicit feedback, and that there were differing ideas. He stated that since he is also an 8<sup>th</sup> grade parent he would abstain from voting on this matter.

Motion to cancel the May 4<sup>th</sup>-9<sup>th</sup>, 2020 8<sup>th</sup> grade trip to Washington DC and New York City:

Motion: Trustee June

Seconded: Trustee Huczek–Trustee Bauder-abstained; approved 4-0.

Consideration and action  
on the District’s COVID-  
19 plan of action for  
Submission to the  
Governor’s Office

Motion to approve the District’s COVID-19 plan of action for Submission to the Governor’s Office:

Motion: Trustee June

Seconded: Trustee Huczek–passed unanimously.

**Consent Agenda**

Motion to approve the February 20, 2020 regular meeting minutes, March 11, 2020 special meeting minutes, March 16, 2020 special meeting minutes, March 18, 2020 special meeting minutes; claim warrants 42973-43045; ach payroll claims 85390-85340; payroll warrants 4994-5014:

Motion: Trustee Huczek

Seconded: Trustee June–passed unanimously.

**Future Agenda Items**

- Approve Out of District Applications
- Review Non-Tenure Teachers
- Policy Review
- Contract Negotiations
- Review District Insurance

The next Regular Board Meeting is scheduled for Thursday, April 9, 2020 at 6 pm via Webex.

**Adjournment**

No objection to adjournment of meeting at 7:36 p.m.

Submitted by: \_\_\_\_\_  
District Clerk

\_\_\_\_\_ Date  
Board Chair