

**HAMILTON SCHOOL DISTRICT #3  
REGULAR SCHOOL BOARD MEETING**

**District Board Room**

**Monday – July 9, 2007**

**Building and Grounds Committee – 5:30 P.M.**

**Regular Board Meeting AGENDA – 6:30 P.M.**

1. Call to order:
  - 1.1. Pledge of Allegiance
2. Minutes, financial reports, and bills
3. Public comment on any public matter not on the agenda
4. Special presentations, requests, reports and correspondence:
  - 4.1. Higher Education Center/U of M and C.O.T. – Mr. Frank Laurence
5. Board Action:
  - 5.1. Recommendation to hire or offer contracts:
    - 5.1.1. Tobias Stack – Assistant Principal and Activities Director
    - 5.1.2. Laurie Dunbar - .5 F.T.E. Teacher / High School
    - 5.1.3. Abigail Miller - Teacher / High School
    - 5.1.4. Rhonda Williams - Teacher / High School
    - 5.1.5. Molly Kohler – .5 F.T.E. Teacher / Middle School
    - 5.1.6. Dee Hallock – Summer School Teacher
    - 5.1.7. Mike Foss - Summer School Paraprofessional
    - 5.1.8. Heather Williams - Summer School Paraprofessional
    - 5.1.9. Denise Shoemaker – Administrative Assistant
    - 5.1.10. Janel Myers – 21<sup>st</sup> Century / Summer Program Instructor
    - 5.1.11. Connie Rollins – Summer School Teacher / Title I
    - 5.1.12. Cindy Ledford – Special Education Secretary
    - 5.1.13. Mary Cochran – Night Custodian
    - 5.1.14. Joy Yoakam – Teacher / Daly Elementary
    - 5.1.15. Kristie Crow – Middle School Secretary
  - 5.2. 2007-2008 Middle School Coaches:
    - 5.2.1. Emily Doyle – Middle School Cross Country Coach
  - 5.3. 2007/2008 Wages, Salaries, and Contracts:
    - 5.3.1. Administrative Staff
    - 5.3.2. Maintenance Director
    - 5.3.3. Technology Director
    - 5.3.4. Specialists
    - 5.3.5. District Office Staff
  - 5.4. Accept Staff Resignations:
    - 5.4.1. David Cluff – Assistant Principal / Middle School
    - 5.4.2. Michael Haines – Teacher / High School
    - 5.4.3. Tiffany Hobbs – Teacher / Daly
    - 5.4.4. Valerie Addis – Director of Food Services
  - 5.5. Memorandum of Understanding with UMCOT – Dual Enrollment with Dual Credit
  - 5.6. Request and Authorization for Records Disposal/Destruction – Following Schedule #7
6. Discussion and possible action:
  - 6.1. Literacy Bitterroot – ABE/GED Program
  - 6.2. Buildings and Grounds Committee
    1. Daly Elementary – Control System for the HVAC
  - 6.3. School Wellness Committee
    1. Next meeting – July 19th
7. Building Reports
8. Superintendent's Report / Information
  - 8.1. Full Time Kindergarten
  - 8.2. Board Retreat
  - 8.3. 2007-2008 Budget
  - 8.4 Other
9. Adjourn

***The next Regular Meeting and Final Budget Hearing will be held on August 13, 2007.***

1. **Call to order** – Chair Mr. Al Mitchell called the Regular Meeting of the Board of Trustees to order at 6:30 p.m. on July 9, 2007, in the District Office Board Room. Trustees present included: Mrs. Corrine Gantt, Mr. Nick Hallett, Mrs. Lori Holley, Mrs. Tamis LaSalle, Mr. Dan Moerkerke and Mr. Tom Pool. Administrators present included: Superintendent Mr. Duby Santee, Superintendent Dr. John Matt; Principals Mr. Kevin Conwell, Mrs. Kathleen Dent, and Mrs. Barbara Solomon; Head of Maintenance Ms. Judy Hake; Activities Director Mr. Darrell Holland, and District Clerk Ms. Cathy Binando.

1.1. Pledge of Allegiance – Mr. Pool led the meeting with the pledge.

2. **Minutes, financial reports, and bills** – The Board reviewed the minutes from the Regular Meeting held on June 11<sup>th</sup> and the claim details for the month of June. Mr. Hallett reported that for the 2006-2007 school year, the district had over extended the Retirement Fund budget by \$82,476.77. There are fund reserves to cover this overage, but it will be listed as an audit exception.

*Mrs. Holley moved to accept the minutes of June 11<sup>th</sup> as presented. Mrs. Gantt seconded and the motion carried 6-0. (Mrs. LaSalle was not present when this vote was taken).*

*Mr. Hallett moved to accept the bills and the financial reports for the month of June, 2007. Mrs. LaSalle seconded and the motion carried 7-0.*

2. **Public Comment:**  
None.

4. **Special presentations, requests, reports and correspondence:**

4.1. **Higher Education Center/U of M and C.O.T. – Mr. Frank Laurence reported on the following:** Mr. Laurence called to report that there was no new information at this time and he would not be attending the meeting.

5. **Board Action:**

5.1. **Recommendation to Hire or Offer Contracts:**

- 5.1.1. Tobias Stack – Assistant Principal and Activities Director
- 5.1.2. Laurie Dunbar - .5 F.T.E. Teacher / High School
- 5.1.3. Abigail Miller – Teacher / High School
- 5.1.4. Rhonda Williams – Teacher / High School
- 5.1.5. Molly Kohler - .5 F.T.E. Teacher / Middle School
- 5.1.6. Dee Hallock – Summer School Teacher
- 5.1.7. Mike Foss – Summer School Paraprofessional
- 5.1.8. Heather Williams – Summer School Paraprofessional
- 5.1.9. Denise Shoemaker – Administrative Assistant
- 5.1.10. Janel Myers – 21<sup>st</sup> Century / Summer Program Instructor
- 5.1.11. Connie Rollins – Summer School Teacher / Title I
- 5.1.12. Cindy Ledford – Special Education Secretary
- 5.1.13. Mary Cochran - Night Custodian
- 5.1.14. Joy Yoakam – Teacher / Daly
- 5.1.15. Kristi Crow – Middle School Secretary

**Mrs. Gantt moved to hire or offer contracts to the individuals listed in 5.1.1. to 5.1.15. Mr. Hallett seconded. It was questioned if Mr. Stack would be able to coach and act as activity director at the same time. It was noted that Ms. Kohler was hired to teach Spanish and she does not have a Spanish endorsement. The applicants and their positions were discussed. The Board then voted on Mrs. Gantt's motion which carried 7-0.**

**5.2. 2007-2008 Middle School Coach – Mrs. Barbara Solomon recommended the following:**

5.2.1. Emily Doyle – Middle School Cross County Coach

**Mr. Hallett moved to hire Ms. Doyle as the cross country coach. Mrs. Holley seconded. It was noted that this is the second year of this program and the high school coach was contacted in regards to this coach. The Board then voted in favor of Mr. Hallett's motion by a vote of 7-0.**

**5.3. 2007-2008 Wages, Salaries, and Contracts:**

- 5.3.1. Administrative Staff
- 5.3.2. Maintenance Director
- 5.3.3. Technology Director
- 5.3.4. Specialists
- 5.3.5. District Office Staff

Mr. Santee and Dr. Matt recommended the following increases for the 2007-2008 school year:

Position	Person	06/07 Wage	Proposed Increase	2007/2008 Schedule	2007-2008 Proposed Wage
H.S. Principal	K. Conwell	\$68,821	\$2,042		\$70,863
H.S. Asst. Principal	J. Stuber	\$55,743	\$2,042		\$57,785
M.S. Principal	B. Solomon	\$60,000	\$2,042		\$62,042
Daly Principal	K. Benson	\$62,000	\$2,042		\$64,042
G.D. Principal	K. Dent	\$50,000	\$8,000		\$58,000
Washington Principal	B. Henson	N/A	N/A		\$58,000
H.S. A/D	D. Holland	\$9,660		5 yrs @ 11% x 3	
M.S. Asst. Principal	T. Stack	N/A	N/A		\$3,000
M.S. A/D	T. Stack	N/A	N/A		\$3,000
Asst. Principal Washington	S. Schlechten	\$1,171		5 yrs @ 4%	
Maintenance Director	J. Hake	\$38,000	\$2,042		\$40,042
Transportation Director	D. Holland	N/A	N/A		\$3,000
Technology Director	R. Lawrence	\$40,000	\$5,000	+\$3,000 Safety	\$48,000
Technology Specialist	S. Heil	\$12.00/hr	\$.75/hr		\$12.75/hr
Science Specialist	S. Berdecio	\$13.51/hr	\$.75/hr		\$14.26/hr
Art Specialist	M. Clark	\$13.51/hr	\$.75/hr		\$14.26/hr
Sp. Ed. Coordinator	B. Andra	\$4,522		4 yrs @ 8%	
PAC Coordinator	M. Grable	\$12.60/hr	\$1.00		\$13.60/hr
S.T.W. Specialist	B. Brough	\$13.51/hr	\$1.00		\$14.51/hr
Business Manager	C. Binando	\$47,000	\$2,042		\$49,042
Accounts Payable	C. Cook	\$11.27/hr	\$.98		\$12.25/hr
Payroll	P. Hill	\$12.52/hr	\$.98		\$13.50/hr
Admin. Assistant	D. Shoemaker	\$ 9.32/hr			\$ 9.32/hr
Drivers' Education	L. Turner	\$146.50/std	\$5.86/student		\$152.36/sd

The Board asked questions and discussed the proposed increases. It was noted that there would be a re-assigning of duties and Mr. Henson would be working as the Principal at Washington and as the Title I and Special Education Coordinator. Mrs. Dent would be working as the Principal for Grantsdale, Indian Education for All Coordinator, and Curriculum Director. It was also noted that Mr. Holland would not be teaching in the classroom, but would still be receiving a teaching contract in addition to the above stated stipends. This is known as a "teacher on special assignment" and would be the same for the assistant principals listed for the Middle School and Washington. Mr. Lawrence will be heading the Safety Committee and working with all schools and staff to increase safety awareness in the schools.

Mr. Santee also recommended that the administrative staff (to include principals, the assistant principal at the high school and the business manager) receive an increase in insurance benefits equal to the total group insurance cost of full family medical, dental, and vision. It was asked if the business manager had been included for this increase in the past, and it was determined that this is what was done last year.

***Mr. Hallett moved to accept the recommendations as stated for 2007-2008. Mr. Pool seconded and the motion carried 5-0.***

**5.4. Accept Staff Resignations:**

- 5.4.1. David Cluff – Assistant Principal / Middle School
- 5.4.2. Michael Haines – Teacher / High School
- 5.4.3. Tiffany Hobbs – Teacher / Daly
- 5.4.4. Valerie Addis – Director of Food Services

Mr. Santee noted that interviews for a replacement for the Food Service Director will be taking place on Thursday.

***Mr. Hallett moved to accept the resignations as listed in 5.4.1. through 5.4.4. Mr. Pool seconded and the motion carried 7-0.***

**5.5. Memorandum of Understanding with UMCOT – Dual Enrollment with Dual Credit:**

The Board reviewed a Memorandum of Understanding (M.O.U.) with the University of Montana College of Technology (UMCOT). With this agreement, students will be able to take a class at Hamilton High School and receive credits towards high school graduation as well as college credits. The students will be charged \$37.00/credit and they must purchase the textbook which will cost approximately \$130.00. Professors at the University must meet with teachers at the High School to discuss curriculum and make sure that each class has a similar syllabus. The first class to have dual credit offered will be pre-calculus. Classes to be worked on for the future include English, business, computer applications, and carpentry. Questions discussed included transferability of the credits, different books, and scheduling difficulties. If approved, Mr. Conwell stated that a letter would be sent home to the students advising them of this opportunity. It was noted that the MOU provided by UMCOT was in effect for the "Fall semester of the academic year 2007-2008." The Board decided that this should read one full year and the agreement needed to be amended.

**Mr. Hallett moved to authorize the "Dual Enrollment with Dual Credit Memorandum of Understanding" with the University of Montana College of Technology with the modification that the agreement is for the entire 2007-2008 school year. Mr. Pool seconded and the motion carried 7-0.**

**5.6. Request and Authorization for Records Disposal/Destruction – Following Schedule #7:**

Ms. Binando requested the Board's permission to dispose or destroy the following records in accordance with Schedule #7 – School District Records Schedule, as provided by the Montana Local Government Records Committee. The records that are being asked to be destroyed have met or exceeded their required retention dates.

Record	Date	Retention Period
Precinct Register	May, 2002	4 years
Voted Ballots and Stubs	May, 2002	1 year
Talley books/Absentee Records	May, 2002	4 years
Precinct Register	May, 2003	4 Years
Voted ballots and stubs	May, 2003	1 year
Absentee Records	May, 2003	4 years
Voted Ballots, stubs, unused ballots	May, 2005	1 year
Voted Ballots, stubs, unused ballots	May, 2006	1 year
Employment Applications (not hired)	2003-2004 School Year	3 years
Accounts Payable Records	1997-1998 School Year	8 years
Accounts Payable Records	1998-1999 School Year	8 years

**Mr. Pool moved to approve the request and authorize the disposal and destruction of the records according to Schedule #7. Mrs. LaSalle seconded. It was questioned if a company would be hired to destroy the records, but the shredding will be done at the district office. The Board then voted in favor of Mr. Pool's motion by a vote of 7-0.**

**6. Discussion and possible action:**

**6.1. Literacy Bitterroot – ABE/GED Program:**

Mrs. Dixie Stark, Executive Director for Literacy Bitterroot, spoke to the Board about the program and the school district's history with the program since the first official memorandum of understanding in 2000. Earlier this year, Mrs. Stark received notification from Dr. Matt that the district would be conducting their own program and would not use the services of Literacy Bitterroot. Mrs. Stark stated that she had questions on why the district is not using their program; questions on other programs that Literacy Bitterroot offers and on the use of the room at Westview. Mr. Santee stated that he knew that there had been disagreements in the past between the two parties on how the program was to run. Mrs. Stark stated that there had been problems in the past with the GED program. Mr. Santee also stated that no one had approached him to discuss this issue. The Board directed Mr. Santee to open up a dialog with Literacy Bitterroot and work with them on space at Westview.

**6.2. Building and Grounds Committee - Mr. Moerkerke and Mrs. Holley reported on the following:**

**a. Daly Elementary – Control System for the HVAC.**

The committee recommended that the Board approve the purchase of a control system for the HVAC system at Daly Elementary for the older section of the building. This will help with temperature control and venting of air. This will cost approximately

\$25,000.00 and be paid from the one time only maintenance money.

***Mr. Hallett moved to accept the recommendation from the Building and Grounds Committee to install a new control system for the HVAC in the old part of the building at Daly Elementary. Mrs. Gantt seconded and the motion carried 7-0.***

b. The committee met with City officials on water issues and their request to donate land at Kiwanis Park. The committee is trying to work on a trade. The committee also had an individual discuss the donation of an all weather track and stadium. Work continues with the short-term and long-term facility needs of the district. All day kindergarten will also affect the facility needs. Mr. Holland stated that repairs needed to be made at Haynes Field. Next meeting will be held July 23rd.

6.3. School Wellness Committee – Mrs. Gantt reported on the following:

a. Due to a scheduling conflict, the date for the next meeting had changed. The meeting will now be held July 26<sup>th</sup>. At this meeting, students will prepare and serve healthy snacks with produce from the community garden.

**7. Building Reports:**

**High School - Mr. Conwell reported on the following:**

- a. Mr. Conwell reported that summer school was in session at the High School. This is a credit recovery program that costs the students \$140.00. Mrs. Dee Hallock is in charge of the program and she has two paraprofessionals working with her. The College of Technology is holding sessions for the public at the High School. Enrollment has been low in these sessions. Mr. Conwell thanked Ms. Hake and her staff for the cleaning they are doing. Mr. Conwell noted that there have been more open positions this year due to retirements and staff leaving the district. He conducted the last interview today for the final open position and he has been very pleased with the new staff.
- b. Mr. Holland reported that there are 30 students taking drivers' education this summer. The State of Montana now has a graduated driver licensing. All of the head coaches have been hired and the assistant coaching positions will be filled at the next Board Meeting.

**Middle School – Mrs. Barbara Solomon reported on the following:**

- a. Mrs. Solomon wanted to publicly thank Mr. David Cluff for his work at the Middle School and wished him well in his new position. There are new sidewalks at the Middle School due to a grant that was received in conjunction with the City. There has been vandalism at the Middle School in the form of a burned garbage can, beer cans, skate boarders on the roof and a bicycle on the roof also broke a sky light. Mrs. Solomon discussed the MBI workshop that several staff members in the district attended. Mrs. Solomon will be taking six staff members to a workshop in Colorado. Reading teacher interviews will be held on Wednesday. The Middle School is working on a school wide Title I program. Terry Vore received notification of a \$2,000.00 art/artist into the schools grant.

**Grantsdale Elementary School – Mrs. Kathleen Dent reported on the following:**

a. Mrs. Dent also reported on the MBI conference and gave the Board handouts. Teachers in grades 2 – 5 have been working on the new reading program. The Curriculum Consortium will be meeting to discuss communication arts. This involves the schools of Darby, Hamilton, Stevensville, Victor, and Lone Rock. Mrs. Dent is advertising for the open positions at Grantsdale and will be conducting interviews shortly.

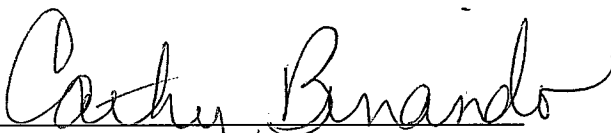
**8. Superintendent's Report / Information :**

- 8.1. Full Time Kindergarten – Mr. Santee reported that if full time kindergarten was instituted for the 2007-2008 school year, a minimum of two additional classrooms would be needed. At the earliest, the district would look at implementing this program for the second semester. Mr. Santee would like to establish a committee made up of Board Members, teachers, staff and community members to look at and research all aspects and implications of adding full time kindergarten. He would also like to have a community forum to gain public input. The addition of full time kindergarten will also affect the long term planning of the district. Mrs. Gantt and Mrs. Holley volunteered for this committee.
- 8.2. Board Retreat – Due to many scheduling conflicts, the date for the retreat was not set and will be discussed at a later date.
- 8.3. 2007-2008 Budget - Mr. Santee is working with Dr. Matt on the budget. Funding for full-time kindergarten and how that will affect the budget is being considered.
- 8.4. Other – Dr. Matt was given a plaque in recognition and appreciation of his work as Superintendent for the Hamilton School District. Mr. Mitchell also presented Dr. Matt with a historical Lewis and Clark blanket, mugs, and hot chocolate.

**9. Adjourn – Mr. Mitchell adjourned the meeting at 8:15 p.m.**

Approved:

  
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Al Mitchell, Chair

  
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Cathy Binando, District Clerk