

## MINUTES

Boulder Elementary School District No. 7  
Regular Meeting

September 9, 2019  
Boulder Elementary School

### Board members present:

Eric Rykal      Carrie Harris      Matt Strozewski      Andrea Dolezal      Niki Conroy

### Administrators present:

Maria Pace, Superintendent/Principal  
Britton Mann, District Clerk

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Visitors: None

### CALL ELEMENTARY BOARD TO ORDER

The Elementary Board was called to order at 5:30 p.m. by Eric, who led the Pledge of Allegiance.

### AGENDA REVIEW

The posted agenda was different than agenda provided to board. Britton made new copies for the board. Testing Coordinator and Instructional Coach were left off the agenda provided to the board, however the correct agenda was provided to the paper for publication.

### APPROVAL OF MINUTES

Niki motioned to approve the regular meeting minutes for August 2019 and the special meeting minutes for August 15, 2019. Matt seconded, all present approved.

### APPROVAL OF CLAIMS

Eric asked about the vendor, International Academy of Science, and what was purchased. Ms. Pace explained that this was the Acellus program the school uses at Youth Dynamics as well as here at the school. Eric asked if the claim details report can be ran by the warrant number. Britton stated that she did not think so, but would take another look through the Black Mountain reports. Carrie motioned to approve claims and warrants with the prior month ending with warrant # 8438 and the current warrant numbers 8439-8497 in the amount of \$95,731.82. Niki seconded, all present approved.

### PUBLIC COMMENT

None

### COMMUNICATIONS

**LETTERS:** None at this time.  
**STUDENT ISSUES:** None at this time.

### COMMENDATIONS/ RECOGNITIONS

Ms. Pace wanted the board to know that the year started off great and she credit needs to go to the whole entire staff. She went on to say that Boulder Elementary has a wonderful staff.

### UNFINISHED BUSINESS

None

### COMMITTEE REPORTS

**Leadership** – Chair and Vice chair: Eric Rykal & Carrie Harris: This committee did meet.

1. Ms. Pace presented an idea she implemented this year involving staff binders that would hold important information for the whole entire staff so everyone was always on the same page. Anytime anything new is discussed or training literature is provided, staff will enter the documents into their binders. Both Carrie and Eric stated there was a lot of good information included from what they saw.
2. The new board member training will be at the High School on September 24<sup>th</sup> at 6:30. Ms. Pace encouraged the new board member to really try and attend.
3. The Acellus training is currently expanding and being used throughout the school as well as at YDI.
4. They set the agenda.
5. Current staffing was also discussed.
6. There is a meeting this upcoming Wednesday with JHS Superintendent to further discuss the Foods Contract.

Niki asked Ms. Pace what the current enrollment was in kindergarten. Currently we

have 21 students. Mr. Sullivan is helping out in the morning and there is a full time para also in the classroom to assist Mrs. Carey.

**Handbook/Policy** – Matt Strozewski & Niki Conroy: This committee did not meet.

**Budget/Finance and Negotiations/Personnel** – Carrie Harris & Eric Rykal: This committee did not meet.

**Facilities** – Matt Strozewski & Andrea Dolezal: This committee did meet.

1. They discussed the current fence surrounding the property.
2. The parking area by the primary end was also discussed and considered a critical safety area. This will be a priority project. Andrea said she would talk with the city and or county to see if there is anything they can do to help the school with this area.
3. They discussed the facilities inventory and the solar project.
4. On the 14<sup>th</sup> of October, the committee will do a detailed walk through with Dave Deskins.

**Transportation** – Andrea Dolezal & Niki Conroy: This committee did not meet.

## ADMINISTRATORS REPORT

Ms. Pace provided notes for the official minutes.

1. Ms. Pace would like to set a goal for 2 adult education classes this year.
2. Ms. Pace went over the binder idea that she implemented this year with the staff and passed around her binder for the other board members to view.

## NEW BUSINESS

### **Personnel –**

1. Para Position – Ms. Pace asked to table this topic until the next meeting. She wanted a bit more time to review each applicant. She will have interviews and a recommendation by the October meeting. The board agreed that would be fine.
2. Sub Applications – Kayla Hecht and Virginia Kraus both had applications for subbing in various positions. Ms. Pace recommended both applicants as qualified subs. Carrie motioned to approve both applicants, Matt seconded the motion. All present approved.
3. Testing Coordinator – Ms. Pace recommended Devyn Ottman as testing Coordinator for the school. This was a positions that was previously done by Assistant Principal Nichole Sullivan. Andrea motioned to approve Devyn Ottman as Testing Coordinator. Carrie seconded the motion, all present approved.
4. Instructional Coach – Ms. Pace recommended Cheryl Breker as Instructional Coach for the school. This was a positions that was previously done by Assistant Principal Nichole Sullivan. Matt motioned to approve Cheryl Breker as Instructional Coach. Andrea seconded the motion, all present approved.

**Non Resident Student Acceptance – *Standing Agenda Item*** – None at this time.

**Liquidation of School Property – *Standing Agenda Item*** – Andrea motioned to liquidate items as presented. Niki seconded, all present approved.

**Farm to School Sustainability - *Standing Agenda Item*** – Nothing to report at this time.

**TFS** – The TFS was re-submitted at this time due to some changes that needed to be made. Britton provided a copy of the Montana Code Annotated 2-7-503 Financial Reports and Audits of Local Government Entities, to let the newer board members have an explanation as to why the school does a TFS (Trusted Financial Summary)

### **School Foods –**


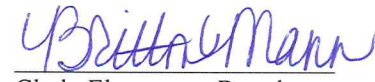
1. Contract with JHS for School Foods – This item will be tabled until October. Carrie mentioned to the board that there was an initial meeting back in July with the board administration from Jefferson High School. Carrie was frustrated that this process seems to be taking so long for the Jefferson board to get back to the BES board.

TOPICS FOR FUTURE  
AGENDAS

Audit  
JHS Food Contract  
Para Position  
Co-op with Clancy for Jr High Wrestling

ADJOURNMENT

Meeting adjourned at 6:25.

  
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Chair, Elementary Board  
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Clerk, Elementary Board