

**MINUTES  
LAMOTTE SCHOOL DISTRICT 43  
BOARD OF TRUSTEES REGULAR MEETING  
APRIL 18 2012  
4:00 p.m.**

The regular meeting of the Board of Trustees, LaMotte School District #43 was held on April 18, 2012 for the purpose of considering business to come before the Board of Trustees. Chair Amy Allen presided.

Chair Allen called the meeting to order at 4:04 p.m.

**Trustees Present:** Amy Allen, Ken Miller, Mike Hedegaard, Stacey Etchart,  
Elisa Eshbaugh (arrive 4:36),

**Staff Present:** LeeAnn Burke, Principal; Sue Becker, Business Manager

**Public Present:** Karen Sipes

**Pledge of Allegiance**

**Presiding Trustees Explanation of Procedures**

*The LaMotte Board of Trustees welcomes public comment on issues and concerns. Members of the community are given an opportunity to make brief comments to the board on any matter not included in the agenda. Comments on agenda items will be accepted when that item comes up during the meeting. Interested persons may also submit views in written form to the Clerk prior to the meeting, and those comments will be brought to the attention of the Board during the meeting.*

**Minutes of Previous Meeting**

**March 21, 2012 Regular Meeting**

Board Discussion: Trustees did not call for changes in the draft version of the minutes.

Motion to approve the minutes from March 21, 2012.

Motion: Trustee Miller

Second: Chair Allen

Public Comment: None

Motion passed unanimously.

**Staff Discussion & Reports**

**Principal's Report**

**In her report to the trustees Principal Burke presented to the Board:**

- Projected enrollment numbers for School Year 2012-2013.
- She will be teaching a class at MSU April 23-27.
- Mid-term progress reports will go out Monday, April 30.
- May School Events.
- She is currently working on two grants: 1) Montana Fish, Wildlife and Parks program "Montana Wild" which will cover transportation costs to a State park; and 2) Quality Schools Grant, which is an extensive grant application. There are several projects currently being considered-an air exchange project; rebuilding the front of the building to bring up to code; covered walkway between buildings (safety issue in walking between buildings on icy conditions).
- She discussed summer lawn care maintenance. Joe Vradenburg will mow and spray. Chair Allen asked the Principal to see if Mr. Vradenburg could also maintain the irrigation system.
- Playground equipment set-up-Chair Allen and Trustee Etchart are working on parent volunteers for this project.

## **Clerk Report**

### **In her report to the trustees Clerk Birkelo presented to the Board:**

- MASBO Conference-Business Manager Becker will attend the MASBO Conference in June due to classes being focused on financial and business management.

## **Trustee Discussion and Reports**

- Trustee Election by Acclamation-Election by Acclamation was declared on April 13, 2012. Trustee-elect Karen Sipes will be sworn in by County Superintendent Fitzgerald on May 23, prior to the Board meeting.
- Short Term Goals-Principal Burke presented an updated LaMotte School District Goals 2011-2013. Staff training (through Small Schools Alliance and/or RESA4U) was discussed due to the new Montana Common Core Standards requirements. This document will be placed behind Policy 1610 in the LaMotte School District Policy Manual.
- Staff Survey-The Board realizes it is difficult to create a survey for all position types due to the small number of certified/classified employees in the district. The Board would like Clerk Birkelo to distribute this survey to all employees with the intent of receiving the completed surveys in time to summarize for the next board meeting.

## **Financial Update**

### **Approval of warrant report # 1811-1823 and warrants # 17317-17358 and ACH payments**

Board Discussion: Trustees requested additional information for several warrant charges.

Motion to approve warrant report # 1811-1823 and warrants # 17317-17358 and ACH payments.

Motion: Trustee Eshbaugh

Second: Trustee Etchart

Public Comment: None

Motion passed unanimously.

### **2012-2013 Budget Update**

Principal Burke presented an update to the 2012/2013 budget information which was presented at the March 21, 2012 meeting. Special Education needs are still unknown at this time. She anticipates at least a .50 FTE reduction in instructional aide time, possibly a 1.0 FTE instructional aide reduction due to an anticipated decrease in enrollment.

## **Agenda Action Items**

### **1. Staff Resignation**

Board Discussion: None

Motion to accept resignation of Rebekka Eichelberger.

Motion: Trustee Miller

Second: Trustee Eshbaugh

Public comment: None

Motion passed unanimously.

### **2. Certified Salary review**

Principal Burke stressed the Board's goal of staff retention/attracting highly qualified new hires and discussed LaMotte's certified salary schedule's base rate in comparison to other schools in the county. She is recommending an increase of \$1,000 on base for FY13 and presented information on how this increase is incorporated in the FY13 budget.

Board Discussion: Trustees discussed other options available in providing certified salary increases such as reviewing the salary schedule matrix steps/lanes increases or placing new hires in the middle of the schedule. These are options to consider for future salary schedules/budgets. Motion to approve increase in certified salary base by \$1,000 for FY13 (FY13 Certified Base: \$27,270)

Motion: Trustee Eshbaugh  
Second: Trustee Miller  
Public comment: None  
Motion passed unanimously.

### **3. Classified Wages review**

Principal Burke recommended an increase in classified staff wages (those returning) by 5%, excluding the Clerk who will negotiate her own wage/benefit package.

Board Discussion: None

Motion to approve the 5% hourly wage increase for returning classified staff excluding the Clerk.

Motion: Trustee Eshbaugh  
Second: Trustee Etchart  
Public comment: None  
Motion passed unanimously.

### **4. Medical Benefit Review**

The FY13 increases to the insurance costs are minimal (MUST increase is less than 5%). Employees are satisfied with the MUST insurance package. Principal Burke recommended maintaining the current employer contribution level of \$445.00/month for full-time certified employees (pro-rated based on FTE, must work 20 hours or more to qualify). If the eligible certified employee does not elect the insurance, they receive \$165.00/month (pro-rated based on FTE) to apply toward a flex medical or flex dependent contribution. No action needed since employer contribution will remain the same.

### **5. Approval of 2012-2013 Calendar**

Principal Burke conveyed that the staff did not want a 2 week winter break.

Board Discussion: None

Motion to approve 2012-2013 calendar as presented.

Motion: Trustee Miller  
Second: Trustee Etchart  
Public comment: None  
Motion passed unanimously.

## **Policy**

### **5321 Leave of Absence**

Board Discussion: None

Motion to approve policy 5321 as presented.

Motion: Trustee Eshbaugh  
Second: Trustee Miller  
Public comment: None  
Motion passed unanimously.

### **7335 Personal Reimbursements**

Page 3 of 4

Regular Meeting April 18, 2012

Board Discussion: None  
Motion to approve policy 7335 as presented.  
Motion: Trustee Eshbaugh  
Second: Trustee Miller  
Public comment: None  
Motion passed unanimously.

**7336 Travel Allowances and Expenses**

Board Discussion: None  
Motion to approve policy 7336 as presented.  
Motion: Trustee Eshbaugh  
Second: Trustee Miller  
Public comment: None  
Motion passed unanimously.

**7400 Credit Card Use**

Board Discussion: None  
Motion to approve policy 7400 as presented.  
Motion: Trustee Eshbaugh  
Second: Trustee Miller  
Public comment: None  
Motion passed unanimously.

**7405 Procurement Card**

Board Discussion: None  
Motion to approve policy 7405 as presented.  
Motion: Trustee Eshbaugh  
Second: Trustee Miller  
Public comment: None  
Motion passed unanimously.

**7000 series**

Board Discussion: Trustees reviewed the 7000 series without change or revision.  
No action was taken.

**8000 series**

Board Discussion: Trustees reviewed the 8000 series without change or revision.  
No action was taken.

**The next regular meeting is May 23, 2012 at 4:00 p.m.**

**Adjournment**

Motion to adjourn at 5:47 p.m.  
Motion: Trustee Hedegaard  
Second: Trustee Miller  
Public Comment: None  
Motion passed unanimously.

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Amy Allen, Board Chair

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Sue Becker, Business Manager