1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:
The meeting was called to order by Chairman, Kevin Mackey, at 6:00 pm and opened with the Pledge of Allegiance.

2. APPROVAL OF MINUTES:
   A. Regular Board Meeting:
      Motion – Sherry Lynn Dow, seconded – Randall Kelley, passed unanimously to approve the October 15, 2019 board minutes.

3. APPROVAL OF WARRANTS:
   A. November Warrants: Mrs. Kohut explained the reason for the reissued checks.
      Motion – Sherry Lynn Dow, seconded – Todd Seymanski, passed unanimously to approve the October warrants as attached.

4. CORRESPONDENCE: None

5. PERSONNEL:
   A. Resignation – Evening Custodian: Superintendent McGee recommended the board move to accept Stephen Jeffrey’s resignation as presented.
      Motion – Sherry Lynn Dow, seconded – Erik Ingman, passed unanimously to accept Stephen Jeffrey’s resignation as presented.
   B. Open – Evening Custodian: Superintendent McGee recommended the board move to open the evening custodian position for the 2019-2020 school year.
      Motion – Sherry Lynn Dow, seconded – Todd Seymanski, passed unanimously to open the evening custodian position for the 2019-2020 school year.
   C. Hire – Evening Custodian: Superintendent McGee recommended the board move to hire Brian Olson as a full time custodian for the 2019-2020 school year.
      Motion – Todd Seymanski, seconded – Randall Kelley, passed unanimously to hire Brian Olson as a full time custodian for the 2019-2020 school year.
   D. Resignation – Music Teacher: Superintendent McGee recommended the board move to accept Jennifer Hotz’s resignation as a Music Teacher effective at the end of the 2019-2020 school year.
      Motion – Erik Ingman, seconded – Randall Kelley, passed unanimously to accept Jennifer Hotz’s resignation as a Music Teacher effective at the end of the 2019-2020 school year.
   E. Open – Music Teacher Position 2020-2021: Superintendent McGee recommended the board move to open the EK-12 Music Teacher position for the 2020-2021 school year.
      Motion Sherry Lynn Dow, seconded – Randall Kelley, passed unanimously to open the EK-12 Music Teacher position for the 2020-2021 school year.
F. **Hire – Assistant High School Girls’ Basketball Coach:** Superintendent McGee recommended the board move to hire Jay Davison as an Assistant High School Girls’ Basketball Coach for the 2019-2020 season. The board had questions regarding who would perform the evaluation. Superintendent McGee shared he would perform the evaluation.

   Motion – Todd Seymansi, seconded – Erik Ingman, passed unanimously to hire Jay Davison as an Assistant High School Girls’ Basketball Coach for the 2019-2020 season.

G. **Open – Assistant Junior High Track Coach:** Superintendent McGee stated the Allen Heisler did not sign the contract offered for the track position and recommended the board move to open the Assistant Junior High Track Coaching position for the 2020 season.

   Motion – Randall Kelley, seconded – Erik Ingman, passed unanimously to open the Assistant Junior High Track Coach for the 2020 season.

H. **Superintendent Evaluation Form:** Superintendent McGee shared the current evaluation form and asked the board if they wanted to make any changes. The board held discussion about the tool and did not wish to make any changes. Superintendent McGee recommended the board move to adopt the evaluation tool as presented.

   Motion – Randall Kelley, seconded – Sherry Lynn Dow, passed unanimously to adopt the evaluation tool as presented.

6. **POLICY:**

   A. 1015FE – Personalized Learning Opportunities – This model policy is available to districts as part of the MTSBA Flexibility and Efficiency Policy Series to assist in compliance with the Advanced Opportunity Act and Transformational Learning Grant legislation.

   B. 1116FE – Independent Investment Accounts – This model policy has been revised and renumbered to ensure districts are aware of the expanded authority to control school district resources operate from county treasurer as authorized in Montana law.

   C. 3650 – Montana Pupil Online Personal Information Protection Act – This model policy is required to ensure school districts comply with the new law governing contracts with vendors and providers to ensure student data remains securely stored and used for educational purposes. A model form 3650F will also be available for districts to use when contracting with vendors to ensure the vendor is accountable to the law requiring protection of student data.

   D. 3550 – Student Clubs – This model policy is available to districts to provide a framework for the approval and recognition of student clubs while outlining the rights of students to gather in unrecognized groups.

   E. 7215 – Obligations and Loans – This model policy is available to districts to document the authority to secure loans for building and equipment necessary to complete school district operations.

   F. 8550 – Cyber Incident Response – This model policy is available to districts to provide a framework for the district to outline the responsibilities of staff and procedures to follow when handling a cyber incident or breach.

   G. 1005FE – Proficiency Based Learning – This model policy has been revised to provide a definition of proficiency as required by the Transformational Learning Grant legislation.

   H. 1006FE – Transfers for School Safety – This model policy has been revised to reflect the expanded opportunity to use transferred funds for maintenance of safety measures, safety and security programs, and school security or resource officers.

   I. 1009FE – Educator Recruitment and Retention – This model policy has been revised to include educator requirement and retention by clarifying the flexible educator licensing provisions as updated by legislative action and including the provisions in law regarding educator student loan repayment options.
J. 1014FE – Intent to Increase Non-Voted Levy – This model policy has been revised to include reference to the Flexibility Fund for purposes of transformational learning in accordance with legislative action.

K. 1014FE-F1 - Notice of Intent to Impose an Increase in Levies Form – This model form has been revised to reflect the options now included on the new 1014FE.

L. 1110 – Taking Office – This model policy has been revised to reflect the new 25-day deadline to provide certificates of election in accordance with legislative action.

M. 1120 – Annual Organizational Meeting - This model policy has been revised to reflect the new 25-day deadline to provide certificates of election in accordance with legislative action.

N. 1402 - School Board Use of Email and Mobile Messaging – This model policy has been revised to include mobile messaging to ensure trustees are mindful of responsibilities that apply when using technology-based communication.

O. 1420 – School Board Meeting Procedure – This model policy has been revised to remove language about creation and destruction of verbatim transcripts that is inconsistent with aspects of Montana law.

P. 1420F – Notice Regarding Public Comment – This model form has been completely rewritten to ensure compliance with the latest interpretation of the public comment statute by Montana courts.

Q. 1441 – Audience Participation – This model policy has been revised to ensure consistency with Policy 1420F and Montana law.

R. 1512 – Conflicts of Interest - This model policy has been revised to reflect inconsistency between the nepotism law and the Montana Wrongful Discharge Act by including reference to completing nepotism for annually renewed employment contracts.

S. 1700 – Uniform Complaint Procedure – This model policy has been revised to specifically guide complainants who may have a complaint about the lead administrator in the school district.

Motion – Sherry Lynn Dow, seconded – Randall Kelley, passed unanimously to accept new School Board Policies 1015FE, 1116FE, 3650, 3550, 7215 and 8550 as presented as first reading.

Motion – Randall Kelley, seconded – Todd Seymansi, passed unanimously to accept revisions to School Board Policies 1005FE, 1006FE, 1009FE, 1014FE-F1, 1110, 1120, 1402, 1420, 1420F, 1441, 1512 and 1700 as presented on first reading.

7. ADMINISTRATIVE REPORTS:
   A. Principal Report:
      • Mrs. Burton presented to the board that the LEAP Art Auction/Quilt Raffle did very well with a gross profit of $8,000.
      • Centerville Food Bank is putting together the annual Thanksgiving Baskets with the Student Council for 20 families. The Centerville Food Bank would like community members in need to know that the pantry is open and available.
      • Holiday Concerts: Dec. 16th-JH/HS Band 6:30 pm, Dec. 17th-Elem Concert 6:30 pm, Dec. 18th-Hill Top 10:00 am, Big Stone 2:00 pm, Dec. 19th-Grass Land Colony 10:00 am.
B. Superintendent Report:
- Building Task Force is working with LPW and DA Davidson on financials. The next task force meeting will be held after Thanksgiving.
- Building Project meeting November 6th at 6:00 pm.
- Department of Commerce Grants have not been awarded yet.
- Funding component of SB107 from the 2017 legislative session allotted monies if revenues were sufficient to those who were permissively milling into their Building Reserve Fund. It was recommended to the board that Centerville not participate in levying for those permissive mils but did just recently missed out on the state payment.

8. OLD BUSINESS:
A. **MCEF 2019**: (Information Only) Superintendent McGee wanted to recognize Sherry Lynn Dow as a Bronze level certified Trustee by MTSBA.

9. NEW BUSINESS:
A. **Proclamation for a Budget Amendment Due to an Unanticipated Enrollment Increase**: Superintendent McGee stated that the school district’s enrollment has increased above 4% over last year which allows the district access to additional state funding though a budget amendment process. Superintendent McGee recommended the board move to proclaim the need for a budget amendment as presented in the attached document.

   Motion – Randall Kelley, seconded – Todd Seymansi, unanimously passed the following proclamation: At a Regular meeting of the board of trustees of School District #5, Cascade County, Montana, held November 19, 2019 at 6:00 pm at the Centerville School, the following resolution was introduced: WHEREAS, the trustees of School District #5, Cascade County, Montana, have made a determination that as a result of an unanticipated enrollment increase, the district’s budget for the general fund does not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year. WHEREAS, the trustees have determined that an amendment to the Centerville Elementary School General fund budget in the amount of $21,398.11 is necessary under the provision of 20-9-161, subsection 1, MCA; the district’s budget for the elementary general fund does not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year. WHEREAS, the anticipated source of financing the budget amendment expenditures shall be additional state assistance. THEREFORE BE IT RESOLVED that the Board of Trustees of School District #5, Cascade County, Montana, proclaims a need for an amendment to the Elementary General Fund budget for fiscal year 2019-2020 in the amount of $21,398.11 under Section 20-9-161, subsection 1, MCA, for the purpose identified above.

   BE IT FURTHER RESOLVED that the Board of Trustees of School District #5, Cascade County, Montana, will meet at 7:45pm at the Centerville School on December 17, 2019 for the purpose of considering and adopting the budget amendment.

B. **Petition for Permission to Adopt a Resolution for a Budget Amendment**: Superintendent McGee stated that school district needs to increase its budget as a result of an unanticipated enrollment increase and recommended the board move to Petition for Permission to Adopt a Resolution for a Budget Amendment in accordance with Section 20-9-163, MCA in the amount of $21,398.11.

   Motion – Randall Kelley, seconded – Erik Ingman, passed unanimously to Petition for Permission to Adopt a Resolution for a Budget Amendment in accordance with Section 20-9-163, MCA in the amount of $21,398.11.
C. **December Board Meeting Day**: Superintendent McGee shared that the December 17th board meeting has a conflict with the Christmas Concert. The board held discussion and agreed that the board meeting would be held on December 17th at 7:45 pm in the Art Room.

Motion – Sherry Lynn Dow, seconded – Todd Seymansi, passed unanimously change the December 17th board meeting time to 7:45 pm and the location to the Art Room.

10. **PUBLIC COMMENT**: Stacy Isakson introduced herself as a representative for the PTA and shared that they are working to be more involved with the school. The board thanked Mrs. Isakson. Clarissa Shaffer shared that the Grass Land Colony concert is the 19th at 10:00 am and invited administration and the board to attend.

11. **ADJOURNMENT**:

Motion – Sherry Lynn Dow, seconded – Randall Kelley, passed unanimously to adjourn the November 19, 2019 meeting at 7:00 pm.

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KEVIN MACKAY, BOARD CHAIR

LYNDA KOHUT, DISTRICT CLERK