Trinity School District #4

January 14th, 2021

Board Minutes

1. Call to Order by Chairperson Jill Pritchard at 5:03pm.

Attending were trustees Alison Fitzsimmons, Connie Horder, Crissy Kelly. Tammy Burke joined the meeting at 6:10pm. Staff: Jen Kueber, Robin Clark, Megan Russell, Lisa Quisenberry, Sara Wareham, Joane Bayer. Superintendent Katrina Chaney. Public: Ashley Quigg.

1. Public Comment No public comment.
2. Agenda Approval Alison Fitzsimmons moved and Connie Horder seconded a motion to approve the agenda. The motion passed unanimously.
3. Minutes Approval Alison Fitzsimmons moved and Crissy Kelly seconded a motion to approve the November minutes with a sentence clarifying snow days. Agenda item V. C. *Options include cancelling the bus but not school or cancelling bus and school depending on weather conditions.*
4. Old Business / Action Items
5. School board elections One three year board position is up for election this year. Discussion involved public notification of election, cost, cancellation if needed, and county administration of election. Candidate filing documents may be obtained through the county elections office or the school clerk.

Connie Horder moved and Crissy Kelly seconded a resolution calling for a regular school election to be held Tuesday, May 4th, 2021 by mail ballot. The motion passed unanimously.

Crissy Kelly moved and Alison Fitzsimmons seconded a resolution calling for the Lewis & Clark County Elections office to conduct the Trinity Elementary school election. The resolution passed unanimously.

1. Ski Field Trip to Great Divide Scheduled for February 11th. Discussion, including Jen Kueber, involved if Policy 1900 allowed for field trips, masks, group rates, parental transportation or bus transportation. Alison Fitzsimmons moved and Crissy Kelly seconded a motion to have a school field trip to Great Divide with parental transportation.
2. Outside Recess Play Discussion revolved around the requirement that students stay within their own cohort even while playing outside and not mingle with siblings, health department requirements, Policy 1905 option 2. Crissy Kelly moved and Alison Fitzsimmons seconded a motion to change Policy 1905 Opt 2: Recess and use of playground during recess are permitted. Deleted ~~on an adjusted schedule to maintain appropriate student groups.~~
3. Superintendent Comments Katrina Chaney stated that the Title audit was completed and that the auditor had requested additional documentation on Title II expenditures, but other than that, it was successful. And kudos to Megan Russell for doing so well with the large kindergarten class.
4. Supervising Teacher Jen Kueber How well the first semester went considering the pandemic, that the school only had to go remote once. Kindergarten enrollment for fall is now underway. The Ottowa Lodge in Marysville donated $500 for books. Peggy and Bob Justesen donated 30 Lego sets. Half day Fridays are really beneficial for both she and Robin Clark. Matt Herrin has been a tremendous help to Megan Russell. Donna Uken apologized for inability to be onsite for Spanish, but is too uncomfortable about onsite teaching because of Covid.
5. Committee Reports

Maintenance – Connie Horder indicated the need to fix the basement railing, need for a plumber to repair water leak in basement.

Transportation- Crissy Kelly said Jason Longtine worked on the bus in December. The bus inspection is completed. There have been no parental or driver complaints, bus transportation is going well.

Technology – Crissy Kelly had no updates

Personnel – Tammy Burke and Alison Fitzsimmons had no updates.

1. Clerk Report $3700 in REAP grant money is coming, refunding $3558 back to Governor’s transportation CRF because HSD did not raise their transportation invoice by 25% as originally planned. If Board thinks school enrollment will continue to rise, may want to start thinking about financing of building addition. Connie Horder asked if Lehrkinds billed once or twice a month. Lisa Quisenberry said they billed twice monthly.

Alison Fitzsimmons moved and Crissy Kelly seconded a motion to accept November warrants totaling $5262.18. Motion passed unanimously.

Crissy Kelly moved and Tammy Burke seconded a motion to accept December warrants totaling $14778.33. Motion passed unanimously.

1. Board Chair Comments Jillian Pritchard announced the Montana Cadastral has finally been corrected and that the school does indeed own both the property and the building. She has heard lots of parental compliments regarding schooling at Trinity Elementary.
2. Public Comments Conversation about a need for a Community Building in Canyon Creek.
3. Scheduled Date of Next Board Meeting Wednesday, February 10th at 5pm.
4. Adjournment Board Chair Jill Pritchard adjourned the meeting at 6:55pm.

Trinity Elementary #4

February 10, 2021

Board Minutes

1. Call to Order via Zoom by Chairperson Jill Pritchard at 5:30pm.

Attending were trustees Alison Fitzsimmons, Connie Horder, Crissy Kelly, Tammy Burke; Staff: Jen Kueber, Robin Clark, Megan Russell, Lisa Quisenberry, Sara Wareham, Joane Bayer; Superintendent Katrina Chaney; Public: Ms. Schorer, Christina Holmes, Ashley Quigg, Katie Grady.

1. Public Comment No public comment.
2. Agenda Approval Connie Horder moved and Crissy Kelly seconded a motion to approve the agenda. The motion passed unanimously.
3. Minutes Approval Connie Horder moved and Crissy Kelly seconded a motion to approve the January minutes. The motion passed unanimously.
4. Old Business / Action Items
5. Building Expansion Committee Chairperson Jill Pritchard talked about the increasing population and number of students in the school district and the need to research school needs and potential costs. Jen Kueber predicts possibly 35 students for the 2021-2022 school year. Space is already very tight and lamented the gym being used as a kindergarten. Discussion around septic capacity, leasing modular, addition to west side of building, plumbing and electrical, construction engineer, donations and grants. Connie Horder and Crissy Kelly will take the building expansion committee leads.
6. Kindergarten Teacher for 2021-2022 School Year Trustee Alison Fitzsimmons feels Trinity Elementary will need 3 teachers for the next school year including a kindergarten teacher. Prediction of at least 8 kindergarten students next year. Further discussion tabled until March.
7. Baseball Diamond and Track The baseball diamond and track were previously approved last winter, but then the pandemic happened and no further action was taken. PTO will gather to finalize plans and costs using donated labor and sand/gravel. Project will start when weather cooperates.
8. Playground Equipment PTO will take lead in purchasing and installing playground equipment.
9. School bus updates Until very recently weather and road conditions have been non issues.
10. Superintendent Comments No comments
11. Supervising Teacher Comments The 2021-2022 school enrollment is still unknown, but Jen Kueber believes there could be about 35 students based on parent queries regarding school. The ski trip was pushed back to March 4th because of frigid temperatures. Good teacher teamwork, appreciates school board encouragement and support.
12. Committee Reports

Personnel – Need contract for snow plowing, specifying when to plow, shovel entrances, salt steps. $125 per plow. The prime time for position posting will be this spring so any open positions should be posted then.

Transportation – Crissy bought a new SD card for the bus camera and a storage box. A few bus conduct violations resulted in issuing a couple “pink slips”.

Technology – Jen Kueber will need to order 5 more iPads.

Maintenance – Both doorbells do not work, dishwasher shuts off mid cycle, install basement stair railing. Connie Horder will work on the above issues. Discussion of using the ionizer weekly vs daily.

1. Clerk Report Tammy Burke moved and Crissy Kelly seconded a motion to approve January warrants totaling $76181.51. The motion passed unanimously.
2. Board Chair Comments Jill Pritchard appreciates all the work this board puts in.
3. Public Comments Christina Holmes questioned why the bus is sometimes early in the afternoon. Katie Grady discussed using a bus GPS tracking app so parents know where the bus is at all times.
4. Next Board Meeting Date Thursday March 11, 2021 5pm
5. Adjournment Board Chair Jill Pritchard adjourned the meeting at 6:50pm

Trinity Elementary #4

March 11, 2021

Board Minutes

1. Call to Order via Zoom by Chairperson Jill Pritchard at 5:04pm.

Also attending were trustees Alison Fitzsimmons, Connie Horder, Crissy Kelly, and Tammy Burke; Staff - Sara Wareham, Jen Kueber, Robin Clark, Lisa Quisenberry, Joane Bayer; Superintendent Katrina Chaney; Public – Ashley Quigg, Katie Grady, Gina Harp.

1. Public Comment No public comment.
2. Agenda Approval Connie Horder moved and Crissy Kelly seconded a motion to approve the agenda, predicated that the Kindergarten discussion be moved to later in the meeting. The motion passed unanimously.
3. Minutes Approval Crissy Kelly moved and Connie Horder seconded a motion to approve the February minutes. The motion passed unanimously.
4. Old Business / Action Items
5. Levy Resolution – Discussion involved around the transportation budget for the 2021-2022 school year, possible additional bus for anticipated rise in enrollment, GPS; keep transportation budget at $115.7K. Connie Horder moved and Tammy Burke seconded a motion to raise the permissive budget levy amount. The motion passed unanimously. See attachment for figures.
6. Building Expansion – Tammy Burke mentioned that the Shed Center sells customized prefab buildings that may be usable as classrooms. Connie Horder’s research on temporary modular on a permanent foundation: 2 classroom, 2 bathroom on a slab would cost approximately $130-150K. A used 14’ x 76’ modular, no bathroom is available for rent at $750/month. Connie Horder also talked with 2 builders as possible contractors; addition would need to be on west side of current structure; discussion on kitchen, 2 classrooms, bathrooms; grants and donations may be available; providing lunch discussion concluded the return on investment would be poor for the district although a larger kitchen would be welcome. The septic system was replaced in 2013, septic must be at least 100’ from well head, need to speak to an environmental engineer regarding septic. Jill Pritchard reiterated that a septic system is our highest priority. $630 cost for the health department to monitor the ground water near the drain field. What size classrooms needed? Preference for no modular, permanent structure would be better. Alison Fitzsimmons mentioned we would need a consultant as Project Manager, Jill Pritchard actually has a list of consultants. Discussion of including an historical room in the school. Connie Horder would like approval to move ahead with consultant; septic should be sized for 60-80 person/usage; funding discussion; question about adequate well water; sprinkler system would be nice for grounds and students usage of; Jen Kueber, Robin Clark and Lisa Quisenberry agreed teachers could deal with the current anticipated enrollment for next year, would prefer no modular; Jen Kueber’s room is the original Wilborn school.
7. Kindergarten - Megan Russell will not return for the 2021-2022 school year so need to hire a new kindergarten teacher. Jen Kueber indicated an elementary teacher would be best and suggested flexible grade classrooms – Kindergarten and 5th graders in one class, first and second graders in another class, third and forth graders in another class. The personnel committee will discuss the pay scale. Crissy Kelly moved and Tammy Burke seconded a motion to hire a multi grade elementary teacher. The vote was unanimous.
8. Transportation – a Edulog GPS device and app is $5K to purchase this year. The app provides parents with location of school bus. Question regarding moving the GPS to another bus in future if needed. Connie Horder moved and Tammy Burke seconded a motion to purchase the Edulog GPS. The motion passed unanimously.
9. Field Trips – Crissy Kelly moved and Connie Horder seconded a motion to table this discussion until the April board meeting.
10. PTO – Approximately 10 parents will work on the school yard updates.
11. Superintendent Comments No comments
12. Supervising Teacher Comments Jen Kueber indicated that Donna Uken, the Spanish teacher, feels comfortable regarding the pandemic and would like to teach approximately 8 classes by year’s end. Contract is already signed. The ski trip to the Great Divide was a great day; the teachers will miss Megan Russell but health insurance is important; would the board consider a two story addition, but an elevator for the disabled would be problematic.
13. Committee Reports

Personnel – will check with teachers regarding lack of provided health insurance, though stipend is included for purchase. Lack of provided health insurance can be problematic.

Transportation – the school bus had an electrical issue with the lights, but a parent who is a bus mechanic was able to fix it, the electrical panel beneath the bus is exposed to the elements and road grime; fewer bus violations; Matt Herrin can ride the bus if needed.

Maintenance - Connie Horder discussed fixes to the dishwasher, foyer door latch,

basement stair railing, plumbing filter. Need to have a plumber look at the leaky

plumbing in basement.

1. Clerk Report Crissy Kelly moved and Alison Fitzsimmons seconded a motion to approve February warrants for $5747.45. Big check for C&C School Accounting annual premium. Tammy Burke indicated that Helena College has tables and chairs available. Clerk looking for items to spend down the general fund.
2. Board Chair Comments Jill Pritchard commented that the state has prioritized teachers to now be vaccinated.
3. Public Discussion No public discussion
4. Next Board Meeting Date April 8th, 2021
5. Adjournment Board Chair Jill Pritchard adjourned the meeting at 7:25pm.

Trinity Elementary #4

April 8, 2021 Board Minutes

1. Call to Order via Zoom by Chairperson Jill Pritchard at 5:03pm.

Attending were trustees Alison Fitzsimmons, Connie Horder, Crissy Kelly, and Tammy Burke; staff Jen Kueber, Superintendent Katrina Chaney, Robin Clark, Sara Wareham and Joane Bayer; public Peggy Justesen and Katie Grady.

1. Public Comments No public comments.
2. Agenda Approval Tammy Burke moved, Connie Horder seconded a motion to accept the agenda but removing the word Modules in V. B. The motion passed unanimously.
3. Minutes Approval Connie Horder moved and Alison Fitzsimmons seconded a motion to accept the March minutes. The motion passed unanimously.
4. Old Business / Action Items
5. Septic - Connie Horder met onsite with the Health Department for soil analysis, dug dry holes, placed monitor pipes; need to continue with ground water analysis till irrigation starts; Chris Coyle also came to look at septic, but school district will need RFP for septic.
6. Building – Connie Horder met with one builder to do an on site survey, thinks a slightly larger building will be needed for 2 classrooms and bathrooms. Funding for addition will need to be COVID related and OPI must approve the spending. See ESSER documentation for requirements. ESSER funds depend on Title 1 allotment; alternative project delivery – need forms and contracts, engineer and architect must OK plans. Jen Kueber suggested a need to incorporate technology and a server room in building specs.
7. Kindergarten Teacher – received three applications, but down to two interviews which are next week. Questions on how to interview for a multigrade elementary teacher, how to handle K & 5th, gymnasium is a big room, but other classrooms are tight. Room sharing grade arrangement depends on size of each class; but 1st grade is a very important learning year. Connie Horder gave a shout out to Trinity teachers – normalcy is rare this year and Trinity has been IN SESSION this year.
8. School Bus – Crissy Kelly indicated the GPS pricing is good for the remainder of this month. Price includes the Montana discount, $10.5K for the Edulog GPS for a 3 year contract. Crissy Kelly chasing all over trying to find upgraded seat belts and seats for the bus. There is a need to spend transportation dollars by June 30. No pink slips lately. Crissy Kelly will talk to Walter Wareham about returning next school year.
9. PTO Updates – The baseball diamond looks good, there will soon be a fence sign and updates to the basketball court. PTO would like to help the Birdseye family whose house burned. Is there a Trinity Fund for just such a purpose?
10. Superintendent Comments Katrina Chaney mentioned the two kindergarten teacher interviews next week, testing is the last week of April. Katrina Chaney is the recipient of the Superintendent of the Year award!
11. Supervising Teacher Comments Jen Kueber thanked the amazing PTO and mentioned the PTO has been providing a monthly lunch for kids; working on the 2021-2022 school calendar; requested book funding for next year, the standard is $600 per year; Katrina Chaney added that our REAP grant was specifically written for library funding; Tammy Burke indicated that Helena College has extra bookshelves if needed; Tammy Burke moved and Crissy Kelly seconded a motion to allow $2000 plus research time for Laura Trapp to purchase new library books. The motion passed unanimously.
12. Committee Reports

Maintenance – the doorbells have been replaced, the basement plumbing leak is fixed, a community member offered to help with maintenance if needed.

Personnel - upcoming teacher contracts within the next month.

1. Clerk Report – Alison Fitzsimmons moved and Tammy Burke seconded a motion to approve March warrants of $2750.53. The election has been cancelled by acclimation and Alison Fitzsimmons will remain a board member for a three year term. Transportation funding available to spend.
2. Board Chair Comments Jill Pritchard thanked everyone for a great job.
3. Public Discussion No public comments
4. Next Board Meeting May 13th, 2021, 5pm
5. Adjournment Board Chair Jill Pritchard adjourned the meeting at 6:04pm.

Trinity Elementary #4

May 13th, 2021 Board Minutes

1. Call to Order via Zoom by Chairperson Jill Pritchard at 5:06pm.

Attending were trustees Alison Fitzsimmons, Connie Horder, Crissy Kelly and Tammy Burke; staff Jen Kueber, Robin Clark, Sara Wareham, Joane Bayer and Superintendent Katrina Chaney. Public Kristina Holmes, Katie Grady, and Eric and Christine Schorer.

1. Public Comments No public comments
2. Agenda Approval Crissy Kelly moved and Connie Horder seconded a motion to accept the agenda. The motion passed unanimously.
3. Minutes Approval Alison Fitzsimmons moved and Tammy Burked seconded a motion to accept the April minutes. The motion passed unanimously.
4. Old Business / Action Items
5. Alison Fitzsimmons sworn in incumbent Trustee
6. Office Elections

1. Tammy Burke moved and Connie Horder seconded a motion to elect Jill Pritchard as Chairperson. The motion passed unanimously.

2. Jill Pritchard moved and Crissy Kelly seconded a motion to elect Alison Fitzsimmons as Vice Chairperson. The motion passed unanimously.

3. Committee Assignments are as follows

Personnel – Tammy Burke and Alison Fitzsimmons

Finance – Tammy Burke

Technology – Crissy Kelly

Transportation – Crissy Kelly

Maintenance and Building – Connie Horder and Tammy Burke

MTSBA/Legislature – Jill Pritchard

1. School Board Clerk Approval Tammy Burke and Connie Horder seconded a motion to approve Joane Bayer as District Clerk for the 2021-2022 school year.
2. School Calendar Approval Tammy Burke moved and Crissy Kelly seconded a motion to approve the proposed calendar, keeping the optional snow day and noting that the MTSBA recommends documenting the calendar. The motion passed unanimously.
3. Septic System and Building Expansion Updates Per Connie Horder, due to time constraints, septic upgrade is the priority with the estimate of $7K-$10K up to $50K; ESSER 2 application for funds is due by June 30th. Sizing the septic for up to 100, waiting on the County Health Department to finish monitor of ground water; options may include a sand mound integrating with the current system. Though the septic system no longer supports our school population the number of bathroom stalls still meet code.

Discussion moved to document, document, document all ESSER spending as related to PREVENTING, PREPARING FOR, RESPONDING to COVID. Jill Pritchard gave MTSBA examples of justified spending, Superintendent Katrina Chaney mentioned that our need for Chromebooks could be paid for with the 20% of ESSER funds related to learning loss.

Tammy Burke is familiar with furniture purchasing.

The discussion then moved to building expansion. Connie Horder reiterated that building materials cost have skyrocketed to approximately $300 per sq. ft., but that there is a likely hood that costs will level off within a year. Is everyone comfortable with the septic priority and hold off on the building project? Finding portables is difficult statewide; questions on plumbing and electrical for a modular. The building by Jim Darcy is $50K plus moving expense, but it is under contract to another buyer, though if that buy falls through, Trinity is next on the list. Tammy Burke voiced that the building near Jim Darcy would save considerably on plumbing though we’d still have a foundation cost. Jen Kueber voiced that any temporary building must have bathrooms.

The Board reviewed the 3 basic architectural building plans obtained by Connie Horder. A building similar in size to the Jim Darcy building would cost the school district at least $455K. Discussion moved to financing a building addition – possible grant from the Steel Reese foundation, some community donations and fund raisers.

Question to all of permanent vs temporary – Jill Pritchard and Alison Fitzsimmons prefer a permanent addition; Jen Kueber voiced that the gym can be used as the third classroom till a permanent solution is found; Christina Holmes and Katie Grady added that using the gym for the upcoming school year would be doable; Crissy Kelly reminded all that any addition must be ADA compliant.

All agreed that a school expansion would an ongoing discussion during the Board meeting because of open meeting laws; the septic system would be the priority; the school will use the gym as a classroom for the 2021-2022 school year; application for ESSER funds RESPONDING to COVID; detailed documentation regarding ESSER spending.

1. Kindergarten Teacher Updates John Chaffee has accepted the multiclass position for kindergarten and 5th grade. Mr. Chaffee has a special education background, amazing references, and the staff is excited to work with him for upcoming year.
2. Transportation Updates Crissy is receiving basic training on use of the bus GPS app. The estimate for new bus seats with belts is $8737.40, the seat belts are easy use. Jill Pritchard asked the Board to think about bus storage during the summer, Crissy Kelly talked about the need to expand the school parking lot; Joane Bayer indicated there is funding available in the Transportation budget because HSD did not raise their transportation costs as predicted.

Alison Fitzsimmons moved and Connie Horder seconded a motion to order the new bus seats and belts. The motion passed unanimously.

Alison Fitzsimmons moved and Connie Horder seconded a motion to purchase bus tires and annual bus maintenance. The motion passed unanimously.

At this point Tammy Burke lost Zoom connection.

1. Faculty and Staff Contract Crissy Kelly moved and Connie Horder seconded a motion to accept the contracts for Supervising Teacher Jen Kueber, and Teachers Robin Clark and John Chaffee and to table approval of other contracts. The motion passed unanimously.
2. Face Mask Alison Fitzsimmons moved and Crissy Kelly seconded a motion to lift student mask requirements immediately unless requested by the Special Teachers. The motion passed unanimously.
3. Superintendent Comments No new comments.
4. Supervising Teacher Comments Jen Kueber thanked the PTO for Teacher Appreciation Week and the hopscotch grid on the playground. The music and art teachers will be back in class next year. Looking forwarding to working with John Chaffee next school year.
5. Clerk Comments Because of the specific requirement to use 20% of ESSER funds for learning loss, Joane Bayer had questions for the teacher regarding MAPS testing and learning loss among Trinity students. Although the testing is not quite complete, both Robin Clark and Jen Kueber agreed learning gains have increased greatly since September, mainly because students are in class 5 days per week. Joane Bayer requested approval for clerk training in June, $360 plus meals per diem. Crissy Kelly moved and Alison Fitzsimmons seconded a motion to approve training, meals and mileage for June clerk training. The motion passed unanimously.

Alison Fitzsimmons moved and Crissy Kelly seconded a motion to approve April warrants of $6639.13. The motion passed unanimously.

1. Board Chair Comments A “Safe Return to Class” plan is due to OPI. Even though we have not been closed this school year a plan is required. Check Policy 1900. Ken Bailey at OPI is retiring soon.
2. Public Comments Connie Horder thanked the teachers for a great job this year and thanked parents for willingness to follow school guidelines. Katie Grady also thanked the teachers.
3. Next Board Meeting Date June 10th, 2021 5pm
4. Adjournment Board Chair Jill Pritchard adjourned the meeting at 6:51pm.

Trinity Elementary #4

June 10th, 2021 Board Minutes

1. Call to Order via Zoom by Chairperson Jill Pritchard at 5:04pm.

Attending were trustees Alison Fitzsimmons, Connie Horder, Crissy Kelly and Tammy Burke; staff Jen Kueber, Lisa Quisenberry, Sara Wareham and Joane Bayer; Public Katie Grady, Ashley Quigg and Jacob Augenstein (Architect).

1. Public Comment No public comment.
2. Agenda Approval Connie Horder moved and Crissy Kelly seconded a motion to adjust the agenda to accommodate Jacob Augenstein. The motion passed unanimously.
3. Minutes Approval Connie Horder moved and Tammy Burke seconded a motion to approve the minutes with a name correction. The motion passed unanimously.
4. Old Business / Action Items
5. Contracts Crissy Kelly moved and Connie Horder seconded a motion approve a contract for Lisa Quisenberry. The motion passed unanimously. Discussion moved to contracts for special teachers and involved planning the number of classes of each including the counselor. Crissy Kelly moved and Connie Horder seconded a motion to approve the special teacher contracts as follows:

Library 3 classes twice per month

Art 3 classes twice per month

Music 3 classes weekly

Counseling 3 classes once per month

Spanish one 8 week contract for 3 classes per week, possible spring contract for same.

Crissy Kelly moved and Alison Fitzsimmons seconded a motion to approve a summer contract for Sara Wareham. The motion passed unanimously.

Tammy Burke moved and Crissy Kelly seconded a motion to approve a regular contract for Sara Wareham. The motion passed unanimously.

1. Maintenance and Building Project Connie Horder introduced Jacob Augenstein from Slate Engineering to explain a possible building project. Highlights include review of 2 different drawing, a ball park figure of $470K for a 2000 sq. foot building.

Explained the difference between the 3 main project management types and pros and cons of each: design, bid, build; design, build; and construction manager at risk. Most designs would come in under the $80K cutoff for required bids. Time frame - need RFP, scope of project, and grants; one month for design development, 3-4 months for design needs and bid, 4-6 months for building completion.

Well monitoring should be completed at end of June, some water in pipe. Required to hire septic engineer required for permits and design. Hoping for end of August for complete septic system.

Transportation funds can be used for asphalt upgrades for bus turn around and additional parking, safety issue. Need PO by end of June to obligate this year’s funds. Discussion of location of bus shed.

1. Bus Updates GPS has shipped, SD card and wiring on back order; bus seats delayed shipping because of foam shortage.
2. Curriculum and EOY Purchases $20K available in the general fund for purchases of books, desks, etc.
3. ESSER Funding and 1900 Series Policy Back to School policy due on website by June 26th. Crissy Kelly has agreed to update the 1900 policy.
4. Parent Handbook Jen Kueber and Lisa Quisenberry update the handbook annually. Suggestions for updates.
5. Superintendent Comments No comments

1. Supervising Teacher Comments Suggested a meeting and open house at beginning of school year with parents to review basic rules, safety issues, etc.
2. Committee Reports No reports
3. Clerk Comments Alison Fitzsimmons moved and Connie Horder seconded a motion to accept the May expenditures of $1460.72.
4. Board Chair Comments Jill Pritchard and Lance Melton of MTSBA discussed ESSER funding, kudos to staff and trustees, PTO for school yard upgrades, great MAPS testing improvement, reminder that Katrina Chaney was awarded Superintendent of the Year.
5. Public Comment No comments
6. Next Board Meeting Date Possibly July 15th for a building project meeting, August 12th for the regularly scheduled Board meeting.
7. Adjournment Board Chair Jill Pritchard adjourned the meeting at 7pm

Trinity Elementary #4

July 15th, 2021 Board Minutes

1. Call to Order by Chairperson Jill Pritchard at 5:05pm.

Attending were trustees Alison Fitzsimmons, Connie Horder, Crissy Kelly and

Tammy Burke; staff Jen Kueber, Robin Clark, Lisa Quisenberry, Joane Bayer;

Public Christina Holmes and Jacob Augenstein (Architect).

1. Public Comments None
2. Agenda Approval Connie Horder requested to move the discussion with Jacob Augenstein to the first action item. Tammy Burke moved and Crissy Kelly seconded a motion to approve the agenda contingent upon Jacob Augenstein speaking to the first action item. The motion passed unanimously.
3. Minutes Approval Tammy Burke moved and Connie Horder seconded a motion to approve the June 2021 minutes. The motion passed unanimously.
4. Old Business / Action Items

B. Maintenance Updates on Septic, Building and Parking The ground water pipes now show ground water above 4’; because of this we will need a DEQ variance; septic location may be an issue. Connie Horder has requested a well pump test to be done, at a cost of $500. Since the septic issues still are not resolved discussion revolved around having the paving done sooner rather than waiting for septic.

Jacob Augenstein talked about the construction market and the associated cost increases in material; labor shortage; delays in shipping and receiving materials. Discussion about safety issues during construction involving fencing off area, background checks of construction workers, safety specs. Given the 6-12 week time frame, Jacob Augenstein believes we should go ahead with the design contract and would like to work with a “building committee”, recommends going with the GCCM process – general contractor construction manager.

Discussion about OPI must approve ARP/ ESSER funding of building project and Tammy Burke will take the lead in the application.

Tammy Burke moved and Connie Horder seconded a motion to move forward with the design proposal. The motion passed unanimously.

Connie Horder moved and Tammy Burke seconded a motion to have a well pump test done for $500. The motion passed unanimously.

1. Pending Contracts Jen Kueber indicated we will need a Special Ed para for 2 students in kindergarten this coming year. Connie Horder moved and Tammy Burke seconded a motion to find and hire a Special Ed Para needed 32 hours per week, paying $15 per hours plus benefits. The motion passed unanimously.

We have received two bus driver applications. The personnel committee will conduct interviews on July 16th. Discussion on CDL and driver training. Crissy indicated the bus will need to stop at Stallion Ridge for the next school year.

C. Bus Updates Waiting on seats delivery; Mike Holmes will install the seats, GPS, and check the door. Need to contact Donnel at OPI to find out if our small bus requires a CDL.

E. 1900 Series Policies Jen has been getting requests from parents regarding the Safe Return to Schools policy and would like a short answer for parents. Masks are optional in school; social distancing still in affect; masks are required on the bus.

1. Superintendent Comments No comments
2. Supervising Teacher Comments Jen Keuber discussed the need for substitute teachers. 35-36 students for the new school year: Kindergarten – 8, First grade – 9, Second grade – 4, Third grade – 7, Fourth grade – 4, Fifth grade – 3
3. Committee Reports Covered in Business/Action Items
4. Clerk Comments Tammy Burke moved and Crissy Kelly seconded a motion to accept the June expenditures of $132,559.09. The motion passed unanimously.
5. Board Chair Comments No additional comments.
6. Public Comments Christina Holmes asked what would happen if there was no bus. Board members assured her there would be a bus.
7. Next Board Meeting August 12th, 2021
8. Adjournment Board Chair Jill Pritchard adjourned the meeting at 6:48pm.

Trinity Elementary #4

August 19, 2021 Board Minutes

1. Call to Order by Chairperson Jill Pritchard at 5:06pm.

Attending were trustees Connie Horder, Crissy Kelly, Alison Fitzsimmons; staff Jen Kueber, John Chaffee, Joane Bayer; Superintendent Katrina Chaney; public Ashley Quigg, Christina and Mike Holmes.

1. Public Comments Christina Holmes asked about the availability of the bus schedule and notified the Board that the bus seats were completely installed and Mike Holmes would bring the bus to the school shortly.
2. Agenda Approval Alison Fitzsimmons moved and Connie Horder seconded a motion to approve the agenda. The motion passed unanimously.
3. Minutes Approval Crissy Kelly moved and Connie Horder seconded a motion to approve the July 2021 minutes. The motion passed unanimously.
4. Old Business / Action Items
5. Pending Contracts A new para has been hired, clerk needs info; the bus driver has CPR and medical already, taking CDL and bus driver training through First Student.
6. Maintenance The Board recognized the Fitzsimmons and Grady/Selby families for repairing the flag pole and raising a new flag. Jill Pritchard mentioned she has extra flags when needed. Connie Horder will ask Sam Prestipino to give a presentation on proper flag etiquette.

Regarding the septic, one monitor hole is inadequate because of the high water table; Great West Engineering and Slate Engineering are working on septic placement and building design. Katrina Chaney working with Beth Norberg at the county regarding possible grants from the ARP for the septic system and new well. Contract for Great West Engineering for the septic engineering will be $24300, contract for Slate Architecture for building design and schematics will be $7470. Crissy Kelly moved and Connie Horder seconded a motion to approve the Slate Architecture contract for $7470. The motion passed unanimously.

Connie Horder has reviewed the septic engineering contract with Great West Engineering and has proposed edits to the contract. Crissy Kelly moved and Alison Fitzsimmons seconded a motion to allow Connie Horder to edit and sign the septic engineering contract with Great West Engineering. The motion passed unanimously.

Parking - Asphalt is done, Connie Horder has requested a seal coat, striping and lane markings for bus and parking and safely zone; One way circle. Further discussion about traffic flow, parking, bikes and walkway.

1. Bus The GPS has been installed, the door fixed and the new seats and belts installed. Crissy Kelly will give instructions on GPS app usage. Thanks to the Holmes for installing the seats and GPS and fixing the door!

The new bus driver is a former Marine and detention officer; Crissy Kelly will order a new treasure chest; adherence to the federal mandate regarding masks to be worn on school buses; discussion on overnight bus

parking.

1. Safe Return to Schools The Federal government requires Safe Return to Schools to be reviewed monthly. Discussion involved considering Trinity Elementary as one cohort. Policy 1905, Option 2 to be amended as follows: To the extent possible, elementary school courses will be delivered to the students each day, and the same teachers will remain with the cohort in the school. If physical distancing is not possible during meal service and courses delivered in separate areas such as the library, gym, and music room, the service or course will be delivered in the designated classroom for each group of students. Recess and use of playground during recess are permitted on an adjusted schedule to maintain appropriate student groups. Transportation services will be provided in accordance with cleaning and disinfection procedures outlined in this policy. Alison Fitzsimmons moved and Crissy Kelly seconded a motion to approve Policy 1905 Option 2 as written above. The motion passed unanimously.
2. ESSER Grants Superintendent Katrina Chaney has sent in the ESSER II application and is working on the ESSER III application.
3. MSGIA Insurance and Worker’s Compensation and MTSBA Ballot

Discussion about pros and cons of pursuing MSGIA insurance through MTSBA vs Payne West insurance. MSGIA offers greater benefits at a lesser cost than current property and liability insurance. Most likely the school is unable to cancel the current insurance and will need to wait until next June, but once the MSGIA insurance applicant is completed the clerk will attempt to cancel current insurance.

1. Budget approval

General Fund Budget $212,095.60 Crissy Kelly moved and Alison Fitzsimmons seconded a motion to approve the general fund budget. The motion passed unanimously.

Transportation Fund Budget $115,700 Crissy Kelly moved and Connie Horder seconded a motion to approve the transportation fund budget. The motion passed unanimously.

Bus Depreciation Budget $40,660.43 Crissy Kelly moved and Alison Fitzsimmons seconded a motion to approve the bus depreciation budget. The motion passed unanimously.

Tuition Budget $158,255.00 Crissy Kelly moved and Alison Fitzsimmons seconded a motion to approve the tuition fund budget. The motion passed unanimously.

Building Reserve Budget $47,783.47 Crissy Kelly moved and Alison Fitzsimmons seconded a motion to approve the building reserve fund budget. The motion passed unanimously.

1. Superintendent Comments Katrina Chaney had no more comments to add.
2. Supervising Teacher Comments Jen Kueber has received registration for 37 students so far for the 2021-2022 school year. And reminded everyone of the Trinity Elementary Open House scheduled for Thursday, September 2nd, 5:30pm.
3. Committee Reports Covered under Action Items
4. Clerk Comments Joane Bayer reviewed expenses and warrants. Alison Fitzsimmons moved and Crissy Kelly seconded a motion to approve July expenses of $10,850. The motion passed unanimously.
5. Board Chair Comments Jill Pritchard discussed the need for the sprinklers to run to mitigate both rattle snakes and grasshoppers. People need to be mindful of rattlesnakes on the school grounds as there have been quite a few in the area. Weeds need to be sprayed or mowed. The community really appreciates the Chili Feed but there will be no Chili Feed at the school this year because the gym is being used a classroom, but hopefully the tradition can be continued in the future.
6. Public Comments Superintendent Katrina Chaney requested that the Board have Zoom board meetings in the winter due to lack of school space and COVID issues. No decision was made. Mike Holmes suggested meetings be conducted at Perkins in town.
7. Next Board Meeting Schedule The next meeting is scheduled for September 9th, 2021.
8. Adjournment The meeting was adjourned at 7:10pm.

Trinity Elementary #4

September 9th, 2021 Board Minutes

1. Call to Order by Chairperson Jill Pritchard at 5:12pm.

Attending were trustees Alison Fitzsimmons, Connie Horder, Crissy Kelly; staff Jen Kueber, Robin Clark, Sara Wareham, Joane Bayer; Superintendent Katrina Chaney; public Ashley Quiqq, Lisa Grady-Selby, Christina Holmes, Peggy Justesen and Charmaine Rogers.

1. Public Comment No comments
2. Agenda Approval Alison Fitzsimmons moved and Connie Horder seconded a motion to approve the agenda. The motion passed unanimously.
3. Minutes Approval Connie Horder moved and Crissy Kelly seconded a motion to approve the August minutes. The motion passed unanimously.
4. Old Business / Action Items
5. Maintenance Connie Horder built a wind break by the back door and sprayed for wasps. Staff indicated that the doorbell needs a battery, the faucet in the boy’s bathroom needs replaced, and the outdoor faucet needs a handle.
6. Bus Crissy said the current tires on the bus are snow tires and that we should use them till spring and then replace them; the side lettering is peeling off and needs to be repaired – will call around to find who can fix. Mask usage on the bus is going well; the prize box is full for use by Josh Doss and he has things well under control and is assertive about students using the seat belts on the phenomenal new seats.

Katrina suggested parking the bus at the City/County Bldg. Discussion involved board reservations because of possible crime though there are surveillance cameras and other vehicles parked there, adds more miles to the bus, preference to park the bus at the Birdseye Fire Station and Crissy Kelly indicated that the bus engine heater can be plugged in at her house if needed – she lives behind the fire station.

The GPS software app should be ready within the week, the company is finalizing programming. Crissy Kelly has usage documentation.

1. Safe Return to Schools Two special teachers have requested students wear masks for music and Library classes. The Spanish teacher plans to wear a mask while teaching. The music teacher plans to teach outside as long as possible. Crissy Kelly suggested that the special teachers could stand behind a plastic shield instead. Connie Horder suggested we look at the big picture and said our community can say we have the opportunity to demonstrate we are thoughtful, considerate and respectful of others whether we believe in wearing masks or not.

Katrina Chaney and Jen Kueber agreed we need masks if want to keep our Librarian and accreditation.

Crissy Kelly has no problems with masks for a couple classes but asked if the students couldn’t social distance instead. Jen Kueber indicated that the classrooms are not large enough to social distance and that children are already wearing masks on the bus. Currently both WA and OR mandate masks while in school.

Charmaine Rogers indicated her kids are flexible and asked if there were strong opinions either way regarding masks.

Katy Grady and Alison Fitzsimmons asked if face shields would be appropriate.

Jen Kueber indicated she has transparent masks.

Christina Holmes asked if students could opt out the classes where masks are requested but was informed there is nowhere else for those students to go.

Sara Wareham indicated the board just needs to decide and if parents don’t like it, they can go elsewhere.

The May meeting minutes indicate that the Board passed a motion to “lift mask requirements immediately unless requested by the Special Teachers”. Alison Fitzsimmons thought the Board had changed that policy, the Policy 1900 on the Trinity website is not the same as the wording the Board passed in May and it is confusing to parents.

Crissy Kelly made a motion to add language to Policy 1905: Special Teachers may request masks while teaching in the building. Students are then required to wear masks during those class times. Discussion asked whether this language was needed. Crissy Kelly then moved and Connie Horder seconded a motion to update Policy 1905 with the wording from May minutes. The motion passed unanimously. Crissy Kelly proposed a special meeting devoted to Policy 1900 to clarify.

Board Chair Jill Pritchard indicated the Board would revisit this policy regularly.

1. ESSER Grants Superintendent Katrina Chaney has submitted applications for both ESSER II and III. ESSER III application had to be resubmitted when OPI added the final funding available to districts. Trinity’s ESSER II application has been approved and Katrina Chaney believed the ESSER III application had also been approved.
2. Substitute Pay Alison Fitzsimmons moved and Crissy Kelly seconded a motion to pay substitute teachers as follows: $125 per day for certified teachers and $110 per day for non-certified teachers.
3. Superintendent Comments No additional comments
4. Supervising Teacher Comments Jen Kueber said it was a great start to the new school year, the enlarged parking lot and traffic flow were amazingly helpful; discussion about Christmas program options to include renting Grand Street Theater or Helena Middle School.
5. Committee Reports Connie Horder will be working on sod to cover the mud around the edges of the new parking area. Has heard from some parents about a metal building addition with a gym, but unfortunately that will raise the cost of the building project by about a third, though it’s a great idea and the building should be designed with expansion in mind. The septic system was pumped this week and the new system should be sized to accommodate up to 100 people. Connie Horder also brought up that with a new building come increased expenses and we need to plan for that in the 2022-2023 school year.

Crissy Kelly related that the PTO would like to purchase new swing seats and install gravel tractors. Need better communication between the PTO and the school board so the board so the board is aware of what projects the PTO would like to undertake, plans and time frames. Jill Pritchard indicated that because of insurance reasons, the Board needs to handle installation of some things like the gravel tractors. Could the PTO meet sooner so their items can make it onto the Trinity agenda?

1. Clerk Comments Crissy Kelly moved and Connie Horder seconded a motion to pass a Resolution for Group Self Insurance with MSGIA. The motion passed unanimously. See addendum to minutes for resolution wording.

Connie Horder moved and Crissy Kelly seconded a motion to approve August expenditures of $4501.17. The motion passed unanimously.

Crissy Kelly indicated she returned a broken vacuum to Costco and purchased a new that was $20 less expensive. With that $20 she filled the bus Treasure box. All agreed that was fine.

1. Board Chair Comments Last month we discussed having board meetings elsewhere, but Chair Jill Pritchard felt we should have the meeting within the district. Or on Zoom since there is no room in the school for board meetings. The general consensus from the public and trustees was the Zoom meetings were preferred.

Jill Pritchard talked about how well our former students were academically prepared by our teachers and that our former students are doing well when moving on to larger schools.

1. Public Comments Christina Holmes indicated that the PTO would like to do monthly lunches again, would they be able to use the kitchen? The general consensus was that would rather be disruptive to the kindergarteners and since the PTO members are not part of the cohort, this wouldn’t work.
2. Next Board Meeting October 14th, 2021 5pm.
3. Adjournment The meeting was adjourned at 7:05pm.

Trinity Elementary #4

October 14th, 2021

Board Minutes

1. Call to Order by Chairperson Jill Pritchard at 5:05pm

Attending were trustees Alison Fitzsimmons, Connie Horder, Crissy Kelly, and Tammy Burke; staff Jen Kueber, Robin Clark, John Chaffee, Superintendent Katrina Chaney, Joane Bayer and Sara Wareham; public Ashley Quigg, Katy Grady-Selby, Christina Holmes and Jacob Augenstien.

1. Public Comment No comments.
2. Agenda Approval Crissy Kelly moved and Connie Horder seconded a motion to approve the agenda. The motion passed unanimously.
3. Minutes Approval Connie Horder moved and Tammy Burke seconded a motion to approve the September minutes. The motion passed unanimously.
4. Old Business / Action Items
5. Maintenance Issues School building and playground passed inspection well with a couple minor findings, which have already been taken care of: remove items from shelves against ceilings, tighten bolts on a piece of playground equipment, cover bolts with plastic caps on jungle gym. Inspector recommended purchase of an AED and EPI pens. Purchase to made with grant money. Inspector recommended CPR training, available via St. Pete’s or via insurance company.
6. Bus Edulog app is working well, showing bus as it travels the district. Josh is fogging the bus every other day. The bus is already sporting snow tires. There is no back up driver, however Josh will give the Board plenty of notice of needed vacation days.
7. Safe Return to Schools Alison Fitzsimmons started off reading a prepared statement regarding masking and special teachers. Please see attached. The Board agreed they appreciated Allison’s input. Katie Grady-Selby requested changes be made to mask policy for certain special teachers and if plexiglass masks were allowed.

Jen Kueber stated she has talked to all staff regarding mask wearing. Special teachers for Music and Art would prefer students mask up during those classes either because they feel vulnerable because of age or because they have an immune compromised family member at home. The Art and Music special teachers would switch to remote if students are not masked.

More discussion revolved around losing accreditation if the school loses our librarian and special teachers; Helena elementary schools are currently masking; Helena Vo-tech has had so many COVID cases the school has had to require masks again; mask mandates don’t always make sense; not everyone has the same point of view – many parents are not attending the meeting.

Discussion then moved to the many children coming to school sick and it is not fair to the rest of the cohort. Discussion about temperature checks before entering school and where to isolate sick children before parents are able to retrieve them; school does not have a nurse’s office. Jen Kueber questioned the amount of time it takes for teachers to take temperatures and does not think this can be implemented. Board asked that parents not send their children to school sick. Can PTO help get the word out and ask parents to keep sick children home? Katie Grady-Selby suggested a letter be sent home with kids. Ashley Quigg stated that the PTO will not police parents or sick children, any letter sent home should require parental signature.

Tammy Burke moved and Crissy Kelly seconded a motion to draft a letter from the Board quoting Policy 1905 reminding parents sick children should be kept home. Signature required. To also be posted on website. The motion passed unanimously.

Some of the public questioned why the Board meetings were so long and the Board explained that due to legal mandates and Montana Code this is the only venue the Board has to discuss all needed action items. The point is for the public to be able to hear how the Board makes decisions and the Board cannot legally meet otherwise.

1. ESSER Grants Katrina Chaney reminded the Board that OPI is checking all districts “Safe Return to Schools” published plan; quarterly ESSER reports are due.
2. Building Updates We have two good options. Jacob Augenstien from Slate Architecture displayed one of the two latest building plans that could possibly be less expensive. Since this plan is to attach the addition to the school, a structural engineer will need to examine the roof of the current building for snow load capacity, etc. Discussion revolved around affordability, the original option of the addition unattached to the current building except for a breezeway and adding stalls to bathrooms.

Connie stated we have three issue to deal with 1. Should the Board move forward with this project? 2. We need perspectives from everyone including a public meeting. 3. Need for a design meeting with architect, teachers and Board.

Jacob described the legal methods available for managing the construction phase of the build and explained the design process-process proposal with design fees. Costs are running approximately $250 per square feet on the high end.

The consensus was to have a design meeting on Wednesday, October 20th. Jacob will come up with alternate plans to help with affordability because the district needs to be able to afford an addition. Discussion of potential donations and ongoing costs of overhead after addition is completed.

1. Plowing Jason Longtine has agreed to snow plow and shovel snow away from all entrances. $125 per event. Tammy Burke moved and Crissy Kelly seconded a motion to hire Jason Longtine to plow snow and shovel entry ways. The motion passed unanimously.
2. Superintendent Comments Katrina Chaney indicated that next month the Board will need to discuss paying for special ed preschool. Still looking for a kindergarten para. The personnel committee will work with the Superintendent and Jen Kueber to find suitable staff. There is a potential para coming to visit the week of October 17th.
3. Supervising Teacher Comments Jen Keuber stated that things have been good since the school reopened after the COVID closing. MAPS testing is going well. Appreciated the work of the PTO – FaceBook page, auction, lunches, raising money. The Trinity staff is amazing and appreciative of all the maintenance and building work Connie Horder is doing.
4. Committee Reports No additional reports.
5. Clerk Comments Crissy Kelly moved and Alison Fitzsimmons seconded a motion approve $20730.47 for September expenses. The motion passed unanimously.
6. Board Chair Comments Jill Pritchard stated that per the policy manual Board members should sit in on classes occasionally; thanked everyone for their hard work.
7. Public Comment No public comment.
8. Next Board Meeting Scheduled for November 11th, 5pm.
9. Adjournment Board Chair Jill Pritchard adjourned the meeting at 7:08pm.

Attachment A: Public Comments from Alison Fitzsimmons

For the past month I have continued to feel unsettled about some of the things said regarding the masking policy to include special teachers being able to require the students to wear masks while they are present. I'd like to take a few minutes to say what I couldn't articulate then. I came across this quote today and it applies to where my unease is coming from: The ability to hold your own perspective AND the perspective of another is an emotional superpower. I feel like this is what the Board has strived to do, but fell short of during the last meeting.

One thing I value immensely, and am so thankful for every day, is that our Board honored that there are different perspectives and when it comes to our masking policy - that a person's preference to wear or not wear a mask is a choice. Last year there was no choice in the matter and it was so hard as a board member and a parent to have to follow this. So, at the last meeting when the discussion of the special teachers being able to ask the kids to wear masks was brought up, it felt like only one perspective was seen as right. Even if it was not the intention, the mention of the Golden Rule insinuated that having a child wearing a mask when asked was right and not wanting my child masked was wrong.

I’m thinking critically about this, and want my children to, also, and it's hard for me to tell my kids why they can be asked by teachers to be masked for short periods of time when it doesn't make sense to me.  Does it really protect the teacher when the students' germs are already present in the building? Are we doing this for health reasons or to make it an adult more comfortable? Where does the children’s comfort level come into the equation of the decisions made? I’m not saying it’s right or wrong to wear a mask because I do not think there is a right or wrong answer. I think that what it comes down to is that each individual is responsible for their own health and making the decision that they feel will best protect their health. I would not ask someone to remove a mask because they make me uncomfortable, so my hope is that my children aren’t asked to be masked for someone else’s comfort, and this is where the decision made is unsettling to me because only one perspective is recognized.

I hope the Board will take this perspective into consideration and revisit this policy in the next month. I needed to voice what I failed to do last meeting. I was part of passing the policy and if voted on again, I would not be in favor of this. Yes, it's more convenient to simply ask the kids to be masked when asked - it keeps the teachers happy and it keeps face to face learning happening. But at what expense of the students? Does singing in a mask benefit them? Are they comfortable? So they have trouble breathing? Also, continuing to have my children told to do something that doesn’t make sense or without an explanation hinder them in any way? I want my kids to ask questions and be leaders, and My hope is that if they ask why they have to be masked, they are given an honest answer that does not include something about them spreading germs, but instead about why the special teacher wants them to do so.

I appreciate all the work the board members and staff have put in since Covid entered our lives - endless hours trying to make decisions of what we feel is best for the students and school, while also having to follow what the public school system suggests or requires, has not been an easy feat. And to the parents, thank you for the patience and support as we try to make the best decisions for the school. I hope that our school will continue to be a place where varying perspectives and beliefs can come together where differences are respected and recognized.

Trinity Elementary #4

November 11th, 2021

Board Minutes

1. Call to Order by Chairperson Jill Pritchard at 5:03pm

Attending were trustees Alison Fitzsimmons, Connie Horder, and Crissy Kelly; staff Katrina Chaney, Jen Kueber, Robin Clark, John Chaffee, Lisa Quisenberry, Sara Wareham and Joane Bayer; public Ashley Quigg, Katie Grady-Selby, Christina Holmes and Peggy Justesen

1. Public Comments No comments
2. Agenda Approval Connie Horder moved and Crissy Kelly seconded a motion to approve the agenda. The motion passed unanimously.
3. Minutes Approval Connie Horder moved and Crissy Kelly seconded a motion to approve the minutes. The motion passed unanimously.
4. Old Business / Action Items
5. Maintenance Issues Sara Wareham mentioned a few lights were out in the gym. Connie Horder will find a way to replace the bulbs.
6. Transportation Crissy Kelly said though that had been some behavior issues, they have been resolved and things are going well with the bus; talked to Josh Doss to remind to have the oil changed and tires rotated when needed. Crissy Kelly is also looking into replacing some bus lettering.
7. Safe Return to Schools The discussion started about the PTO using the school library for a meeting and requested clarification about providing monthly school lunches. Crissy Kelly pointed out that school policy dictates that per Policy 1900, only those who are part of the cohort or an integral part of school operation can be in the school, otherwise the cohort is violated. The Board does not meet in the school for this reason. A couple parents pointed out that the PTO followed the policies except for asking Board permission, but who is required to give permission and that there were a couple Board members at the school before the PTO meeting. Board members indicated they had no idea there was a PTO meeting scheduled in the Library. Regarding monthly school lunches Connie Horder pointed out that in the September minutes it was decided that the PTO could not use the kitchen because it would be disruptive to Kindergarten and violate the cohort; that the students can normally forgo the use of masks because we decided to be one big cohort (except in special circumstances); that it is the Board’s job to protect all students. Jen Kueber indicated that lunch was being served out of the library. Alison Fitzsimmons voiced that the policies are confusing to parents, but added that the PTO should ask the Board about meeting at the school and requested clarification on the mask policy. Alison Fitzsimmons gave an example of attending a sporting event held at a school in Helena and that very few people were wearing masks, most schools do not seem to be stringently following policy, ours included. This sets us up for failure; she would like the mask policy clarified. Requirements for visitors is mentioned in Policy 1905, but the wording is confusing.

A PTO member requested Board permission for the PTO to meet at the school in December and for the approval to be open ended. Crissy Kelly reminded the PTO that even the Board does not meet in the school because it will violate the cohort. The Board loves the PTO, but each meeting request will need to be heard by the Board; the Board does not always know what is going on with the PTO. Alison Fitzsimmons agreed to be the liaison between the Board and the PTO.

The Board verified that Jen Kueber is allowed to give approval for ***essential*** visitors and that as custodian, Sara Wareham is included as an essential part of the cohort. Connie Horder explained that in creating and limiting the school to one cohort the Board and staff are working to keep students safe to the best of their ability. It might not be perfect but the Board tries to clarify the policies and must follow the 1900 policy rules. Funding depends upon it.

Connie Horder moved and Crissy Kelly seconded a motion to change wording in Policy 1905 – “***All people entering the school must wear masks at all times, with the exception of enrolled students, paid staff and paid teachers who make up our Trinity School cohort."*** Jill Pritchard, Connie Horder and Crissy Kelly approved, Alison Fitzsimmons declined. The motion passed.

Ashley Quigg again asked for permission to hold monthly PTO lunches and PTO meetings at the school, including lunch the Wednesday before Thanksgiving. Alison Fitzsimmons moved and Connie Horder seconded a motion to approve monthly PTO lunches limited to 5 masked and social distanced parents. The motion passed unanimously.

There was no motion to approve PTO meetings inside the school. The school clerk volunteered to setup Zoom meetings for the PTO if requested.

Jen Kueber indicated that parent teacher meetings have already been scheduled at the school and she would like clarification that yes masks are needed. **(? Was this clarified? )**

1. ESSER Grants Per OPI, ESSER II and III require continuous Policy 1900 review. The school cannot afford to lose the ESSER grants. Policy updates must be posted on our website.
2. Building Updates and Architecture Connie Horder is working with the County Health Department to secure ARPA grants for both well and septic. She shared a site drawing and explained locations of well and septic. The septic design must be completed before the architecture design can be completed.
3. Staff Contracts Crissy Kelly moved and Alison Fitzsimmons seconded a motion to approve a para employment contract for Christine Hovda.

Jen Kueber reminded the Board that the second semester Spanish contract was up for renewal. Discussion revolved around benefits and costs. Alison Fitzsimmons moved and Crissy Kelly seconded a motion to renew the Spanish teacher employment contract. The motion passed unanimously.

1. Canyon Creek Historical The local historical society is looking for stories and photos of the Canyon Creek area. The CCH is publishing a calendar which will be available shortly.
2. Superintendent Comments Next month Katrina Chaney needs the Board to address special ed preschool funding. Katrina Chaney has rapid COVID tests available if needed.
3. Supervising Teacher Jen Kueber mentioned that the 1st quarter went well; staff is really looking forward to the addition and having more room; the substitute teacher loved Trinity; the Christmas program is scheduled for December 22nd – the music teacher has scheduled the kids to sing Christmas carols at two nursing homes and then from the trolley on the Walking Mall; the bus will be needed to transport children to and fro. Also the PTO is selling raffle tickets and there is a silent auction on the PTO website.
4. Committee Comments Safety Committee includes Jen Kueber and Katrina Chaney. The Dept. of Labor made a surprise visit and worked with Lisa Quisenberry as Jen Kueber was not available. The DOL agent made a number of minor recommendations: move stuff from electrical outlet in storage area, grounds keeper is required to have mower training, need a new employee checklist, annual safety inspection by committee (this is already being done).
5. Clerk Comments Crissy Kelly moved and Connie Horder seconded a motion to approve $15398.78 for October expenditures. The motion passed unanimously.
6. Board Chair Comments Jill Pritchard thanked all staff, PTO and Board members for their efforts on behalf of Trinity School.
7. Public Comments Lisa Quisenberry mentioned $5K in PTO raffle tickets sales will result in a field trip for the students.
8. Scheduled Date of Next Board Meeting January 13th, 2022
9. Adjournment 7:16pm

**November Minutes Addendum:**

Alison FitzSimmons voiced that the masking policy is confusing to parents because it is not being followed as written. She read the policy, which stated, "Staff, students, and visitors may wear a face covering, mask, or face shield while present in any school building," and guests were being told to wear masks when they entered the school, which did not align with the policy. She asked that the mask policy at Trinity be clarified for everyone because it is not being followed, and in reviewing what was written, Connie Horder, Crissy Kelly, and Jillian Pritchard decided that the wording for the mask policy should be changed to include masks being required for anyone outside of the cohort.

\*The other thing I was unclear on was there was no motion to support the PTO in the schools, but was there a motion that there are no meetings in the school at this time? Could one of the members remember this? I just remember saying that if I moved for them to have meetings, nobody would agree, and then something was said after but I can't remember exactly what...

\*Thank you all for all your time and energy you put into the school board!

\*Alison

Trinity Elementary #4

January 13th, 2022

Board Minutes

1. Call to Order by Chairperson Jill Pritchard at 5:03pm

Attending were trustees Alison FitzSimmons, Connie Horder, and Crissy Kelly; staff Katrina Chaney, Jen Kueber, Robin Clark, John Chaffee, Lisa Quisenberry, Sara Wareham and Joane Bayer; public Ashley Quigg, Christina Holmes, Katy Grady-Selby, and Casey FitzSimmons.

1. Public Comment No public comment
2. Agenda Approval Crissy Kelly moved and Connie Horder seconded a motion to approve the agenda. The motion passed unanimously.
3. Minutes Approval Discussion revolved around Alison FitzSimmons request to ad an addendum to the November minutes. Crissy Kelly moved and Connie Horder seconded a motion to approve the November minutes with Alison FitzSimmon’s email addendum and Connie Horder’s clarification to addendeum. The motion passed unanimously.
4. Old Business / Action Items
5. Maintenance GCCM bids for new construction are open, addition completion date in question, Steele Reese grant application.
6. Transportation Bus inspection complete, working on bus entry door, bus route sometimes in flux time wise when some students don’t ride bus.
7. Safe Return to Schools No additional discussion.
8. ESSER and Other Grants Discussion involved ARPA county grant to help pay for septic and well; Phyllis and Dennis Washington Fund grant a possibility.
9. Election Resolution including Mill Levy Request Discussion around 2022-2023 General Fund estimates; pros and cons of mill levy request; student count. Crissy Kelly moved to pass a motion including the mill levy request in the election resolution. Crissy Kelly then moved to change the motion and Alison FitzSimmons seconded the motion to approve an Election Resolution to hold an election for two trustees for three year terms. No levy resolution.
10. School Calendar Discussed 2022-2023 start and end dates. Jen Kueber will likely keep the school start dates around Labor Day and end dates around Memorial Day.
11. PreSchool Information from Superintendent Chaney about supporting special needs preschool at Prickly Pear Coop and HSD preschools.
12. Superintendent Comments No additional Comments
13. Supervising Teacher Comments Jen Kueber discussed the Christmas program at two nursing homes and the Walking Mall and the great audience. The Ottawa Lodge provided a $500 donation for books. Jen Kueber turned the donation into $15 gift certificates (one for each student) to a local book store. PTO is providing monthly lunches; Christine Hovda, the new para, is proving immensely helpful.
14. Committee Reports

Safety: Per Dept. of Labor, need to meet, document and review safety issues. May is next meeting.

Transportation: Two upcoming field trips – January 28, snow shoeing and February 17th, Great Divide ski trip.

Personnel: No issues, things going well

PTO: Monthly lunches, new playground equipment install in spring.

1. Clerk Comments Alison FitzSimmons moved and Crissy Kelly seconded a motion to approve the November expenditures of $3156.20

Alison FitzSimmons moved and Crissy Kelly seconded a motion to approve the December expenditures of $6121.34.

1. Chairperson Comments Dept. of Labor safety inspection, Jill Pritchard made a binder for safety documentation.
2. Public Comment Casey FitzSimmons questioned the need for student masks during some special classes and masks for visitors.
3. Scheduled Date of Next Board Meeting 5pm February 10th
4. Adjournment at 6:57pm

Trinity Elementary #4

Board Minutes

February 17, 2022

1. Call to Order by Chairperson Jill Pritchard at 8:30am

Attending - trustees Alison FitzSimmons, Connie Horder, Crissy Kelly and Tammy Burke; staff Sara Wareham and Joane Bayer; public Ashley Quigg, Katie Grady-Selby, Christine Shorer.

1. New Business / Action Items
2. Connie Horder moved and Tammy Burke seconded a motion to recommend school visitors wear a mask, but no longer require a mask. The motion passed unanimously.
3. Public Comment Discussion from both the public and Board members revolved around appreciation that the school Board withdrew the visitor mask requirement; values that center around respect, honor, integrity, and consideration of others; discussion about students still required to wear a mask during some special classes but options for students to withdraw from special classes with written parental permission; formally changing the 1905 policy.
4. Next Board Meeting February 17, 2022 Thursday evening 4:00pm
5. Adjournment at 9:16am.

Trinity Elementary School

Board Minutes

February 17th, 2020 PM

1. Call to Order by Chairperson Jill Pritchard at 4:15pm

Attending were trustees Connie Horder, Crissy Kelly and Tammy Burke; Superintendent Katrina Chaney; Joane Bayer; Jacob Augunstien, Scott Burke; Representatives from Abraham Construction, Diamond Construction and Dick Anderson Construction.

1. New Business
2. Building Committee Comments Connie Horder summarized to the Board the steps taken with Slate Engineering seeking contractor interest. Three construction companies had submitted RFQs: Abraham Construction, Diamond Construction and Dick Anderson Construction.
3. Building Addition Contractor Presentations from Abraham Construction, Diamond Construction and Dick Anderson Construction. All contractors included a project manager and construction supervisor. All companies have done many school construction projects.
4. Questions For Contractors Clarification on fee structure, material delays, construction timeline and completion, adequate labor, value engineering and pre-construction services, subs, school safety including background checks and site enclosure, warranty, construction meetings.
5. Public Comments Discussed with Board pros and cons of each construction company, impression of presentation, references.
6. Next Scheduled Meeting Monday February 21st, 2022 9am
7. Meeting Adjourned at 8:06pm

Trinity School District #4

Board Minutes

February 21, 2022

1. Call to Order by Chairperson Jill Pritchard at 9am

Attending were Trustees Alison FitzSimmons, Connie Horder, Crissy Kelly and Tammy Burke; Staff Jen Kueber and Joane Bayer.

1. New Business / Action Items
2. Discuss and Select Contractor for School Building Addition Connie Horder gave an overview of the process of contractor RFQ, presentations and interviews; all three construction companies are bonded; one company has a small minor lien, the other two have no liens; explained the timeline for selection and preconstruction phase and value engineering; scheduling commitment; volatile material pricing problems; ability of the school to back out of construction commitment at end of preconstruction phase if financially necessary.

Discussed funding sources: ESSER funds, Flex fund, Metal Mines fund, Building Reserve fund, donations; background checks and safety issues; students involvement / education in construction.

Each trustee spoke about what they liked or disliked about each construction company.

General consensus among all trustees was that Abraham, Diamond or Dick Anderson Construction would do a good job for the school, but that Abraham Construction seemed to be the better fit – smaller company, honesty and transparency regarding costs, prebuild walls off site, staff background checks, soil engineering, donated building painting to Humane Society.

Tammy Burke moved and Connie Horder seconded a motion to retain Abraham Construction as GCCM. The vote was unanimous.

1. Public Comment Discussion and explanation of crawl space vs monolithic slab, speed of construction, qualify building design up front so there are few changed during construction.

Discussion about how to involve the community in the building addition and how to answer construction questions from the public. Questions to be addressed to Trinity @Linctel.net or leave a message for Jen Kueber.

Superintendent Katrina Chaney joined the Zoom meeting to explain a discussion with special teachers. The music teacher agreed to allow masking as optional during class with the caveat that if COVID numbers rise again masks will be needed, the art teacher would still prefer students mask during class.

1. Schedule Next School Board Meeting March 16th, 2022 5pm
2. Adjournment at 10:53am.

Trinity Elementary #4

March 16th, 2022

Board Minutes

1. Call to Order by Jill Pritchard at 5:08pm

Attending were trustees Connie Horder, Crissy Kelly and Alison Fitzsimmons; staff Katrina Chaney, Jen Kueber, John Chaffee, Sara Wareham and Joane Bayer; public Ashley and Benn Quigg, Casey Fitzsimmons, Katie Grady-Selby, Schorers. Absent was Trustee Tammy Burke.

1. Public Comment Public and board discussions regarding school year masking for special classes, mask effectiveness, evolving 1900 policies and resultant confusion, masks required for Art class or no Art teacher without student masks.
2. Agenda Approval Crissy Kelly moved and Connie Horder seconded a motion to approve the March agenda. The motion passed unanimously.
3. Minutes Approval Crissy Kelly moved and Connie Horder seconded a motion to table the February minutes. The motion passed unanimously.
4. Old Business / Action Items
5. Building Expansion Nothing new to report.
6. School Bus Updates Bus windshield was replaced, oil change. Questions about bus depreciation.
7. Technology Need for backup drive for office PC. 5 T drive to accommodate bus camera videos.
8. Safe Return to Schools 1905 policy updates, 1900P discussion about proficiency learning and continuous review. Connie Horder moved and Crissy Kelly seconded a motion to approve updates to Policy 1905. Connie Horder, Crissy Kelly and Jill Pritchard approved the changes, Alison Fitzsimmons opposed. The motion passed. See addendum for Policy 1905 updates.
9. 2022-2023 Calendar The next school year will start immediately after Labor Day and finish just before Memorial Day. Similar to the Helena School District calendar with minor differences. Crissy Kelly moved and Alison Fitzsimmons seconded a motion to approve the 2022-2023 school calendar. The motion passed unanimously.
10. Permissive Levy Resolution Alison Fitzsimmons moved and Crissy Kelly seconded a motion to approve the figures for a Permissive Levy resolution. The motion passed unanimously. Discussion on preventing property taxes to gyrate up and down annually.

VI. Superintendent Comments Katrina Chaney has scheduled a

meeting with HSD regarding reserving a spot in their special ed preschool.

1. Supervising Teacher Comments Jen Kueber has requested that all student enrollment requests for the next school year be submitted by May 1st. Thanked all staff for hard work.
2. Committee Reports

Personnel No comments, no needs

PTO discussion of upcoming events, spring fund raiser/community event, 501c3 status, playground equipment shipping soon.

1. Clerk Comments Crissy Kelly moved and Alison Fitzsimmons seconded a motion to approve February expenditures of $118664.74. The motion passed unanimously.
2. Board Chair Comments Jill Pritchard discussed the Monday public building presentation given by Connie Horder and architect Jacob Augustien.
3. Public Comment Discussed need for civility among public and Board. Appreciation of Jill Pritchard as Board Chair.
4. Schedule Next Board Meeting Thursday April 14th, 2022 at 5pm.
5. Adjournment Meeting adjourned at 6:47pm

Trinity Elementary #4

Board Minutes

April 14th, 2022

1. Call to Order at 5:01pm by Chairperson Jill Pritchard.

Attending were Trustees Alison Fitzsimmons, Connie Horder, Crissy Kelly, and Tammy Burke; Staff Jen Kueber, Robin Clark, John Chaffee, Sara Wareham, Joane Bayer and Superintendent Katrina Chaney; public Ashley and Ben Quigg, Katie Grady-Selby, and Christina Holmes.

1. Public Comment No public comment.
2. Agenda Approval Connie Horder moved and Crissy Kelly seconded motion to move the MSGIA presentation by Shawn Bubb to the beginning of Action Items and to approve the agenda. The motion passed unanimously.
3. Minutes Approval Connie Horder moved and Tammy Burke seconded a motion to approve the minutes from both February and March. The motion passed unanimously.
4. Old Business / Action Items

F. MSGIA Presentation by Shawn Bubb for property and liability insurance; stressed lots of resources for teacher, staff and Board training, school bus driver training HR and professional development training; MSGIA property and liability insurance covers builders risk insurance while construction is ongoing including construction damage and owner owned property; cyber coverage. Crissy Kelly moved and Tammy Burke seconded a motion to purchase MSGIA P & L insurance to begin May 1st at a prorated rate. The motion passed unanimously. Insurance will roll over on July 1st to start the new fiscal year.

A. Building and Septic / Well Construction - Connie Horder discussed the need to move the shed to different location away from construction and asked if anyone could take on that task; Christina Holmes indicated she and her husband could move the shed when needed; Tammy Burke indicated that material can be stored on her nearby property; discussion on construction contract review and standard contracts. Connie Horder moved and Crissy Kelly seconded a motion too allow $1000 for a legal construction contract review before signing contracts.

B. Bus Updates - There are a few new bus riders; parents are encouraged to download the gps bus app; there will be a need for a new bus driver next year; think about the need for a slightly larger bus in upcoming years.

C. Technology - An external drive to store bus videos has been installed on the office computer; discussion about cyber crime.

D. Safe Return to Schools - Lisa Quisenberry has updated the website.

E. PTO Updates - The end of year PTO gathering has been cancelled; Easter egg hunt was successful; still awaiting play ground equipment.

1. Superintendent Comments Katrina Chaney has scheduled a meeting with Helena Schools to discuss special ed preschool.
2. Supervising Teacher Comments Jen Kueber thanked the PTO for the Easter egg hunt and lunches; field trip planned in May.
3. Committee Reports No reports
4. Clerk Comments Alison Fitzsimmons moved and Crissy Kelly seconded a motion to approve March expenditures of $2498.63. The motion passed unanimously. Short discussion about benefits of an interlocal agreement with Wolf Creek School.
5. Board Chair Comments Jill Pritchard appreciates all the work by staff and PTO.
6. Public Comments No comments
7. Schedule Date of Next Meeting May 11th, 5pm.
8. Adjournment at 6:15pm.

Trinity Elementary #4

Board Minutes

May 12th, 2022

1. Call to Order at 5:10pm by Chairperson Jill Pritchard. Attending were Trustees Alison Fitzsimmons, Connie Horder, Crissy Kelly, Tammy Burke and Robbie Bennett; Superintendent Katrina Chaney; Staff Robin Clark, John Chaffee, Sara Wareham, Joane Bayer; public Kai Bauer, Christina Homes, Ashley and Ben Quigg, Katie Grady-Selby, Jacob Augenstein and Mike Bartole.
2. Public Comment No public comment.
3. Agenda Approval Connie Horder moved and Tammy Burke seconded a motion to approve the agenda. The motion passed unanimously.
4. Minutes Approval Connie Horder moved and Tammy Burke seconded a motion to approve the minutes. The motion passed unanimously.
5. Approval of AIA Construction Documents and Guaranteed Maximum Price

Connie Horder summarized the process Trinity Elementary has taken for construction of additional classrooms. Mike Bartole explained how Abraham Construction arrived at the price of $696,5000 and the contingency fee of $25,000 to cover unforeseen conditions; explained options. Jacob Augenstein discussed the A133 contract (see attached), approval of the guaranteed maximum price and the $5000 preconstruction services provided by Abraham Construction.

Tammy Burke moved and Crissy Kelly seconded a motion to approve a construction contract with Abraham Construction at a guaranteed maximum price of of $696,500 and $5,000 preconstruction services, contingent on septic system and well permits and funding. The motion passed unanimously.

1. Current Board Chair Comments Jill Pritchard thanked the teachers and staff for allowing Trinity Elementary kids a good education; thanks to Superintendent Katrina Chaney for all the support; to District Clerk Joane Bayer; and thanks to the Trustees entrusted by voters to take care of the school for their kids and community.
2. Swearing in of Trustees Connie Horder and Robbie Bennett both swore the oath of office, administered by Katrina Chaney.
3. Annual Approval of District Clerk Connie Horder moved and Tammy Burke seconded a motion to approve the District Clerk contract. The motion passed unanimously.
4. Old Business / Action Items
5. Election of Board Chair Crissy Kelly moved and Connie Horder seconded a motion to nominate Tammy Burke as Board Chair. The motion passed unanimously.
6. Election of Board Vice Chair Crissy Kelly moved and Robbie Bennett seconded a motion to nominate Alison Fitzsimmons as Vice Chair. The motion passed unanimously.
7. Committee Member Appointments

Building Expansion – Connie Horder

At this point in the discussion, Crissy Kelly announced she would be retiring from the Board at the end of this meeting.

Transportation – Robbie Bennet

Tech – to be determined

Personnel – Alison Fitzsimmons

1. Building Project Connie Horder discussed grants, potential grants and building budget.
2. Bus Updates Crissy Kelly explained that the bus driver has assigned bus seats and all seems to be going well.
3. Tech Joane Bayer explained that the premiums for cyber insurance would rise to $9600 annually, and that Trinity will drop cyber insurance from it’s Property and Liability insurance policy since it would be cheaper to just replace a few PCs than pay the premium.
4. Safe Return to Schools / ESSER funding The 1900 policy was last updated in March to reflect masking policy, at this time no new changes are needed.
5. Staff Contracts Contracts for the 2022-2023 school year.

Crissy Kelly moved and Alison Fitzsimmons seconded a motion to approve the 2022-2023 contracts for Jen Kueber as both teacher and supervising teacher. The motion passed unanimously.

Crissy Kelly moved and Robbie Bennett seconded a motion to approve a 2022-2023 teaching contract for Robin Clark. The motion passed unanimously.

Crissy Kelly moved and Alison Fitzsimmons seconded a motion to approve a 2022-2023 teaching contract for John Chaffee. The motion passed unanimously.

Crissy Kelly moved and Connie Horder seconded a motion to approve a 2022-2023 contract for Lisa Quisenberry. The motion passed unanimously.

Crissy Kelly moved and Robbie Bennett seconded a motion to approve a 2022-2023 contract for Chris Hovda. The motion passed unanimously.

Crissy Kelly moved and Robbie Bennett seconded a motion to approve a 2022-2023 contract for Sara Wareham. The motion passed unanimously.

1. Superintendent Comments Katrina Chaney discussed the retirement of the music teacher and that perhaps Trinity could change music to alternate weeks and have fewer Spanish classes next year to reduce the stress on the General Fund.
2. Supervising Teacher Jen Kueber was unavailable.
3. Committee Reports The Trinity PTO plans a couple fundraisers this summer.
4. Clerk Comments Tammy Burke moved and Connie Horder seconded a motion to approve April payroll and claims expenditures of $46,586.84. The motion passed unanimously. Connie Horder moved and Crissy Kelly seconded a motion to approve annual MASBO clerk training. The motion passed unanimously.
5. Board Chair Comments Tammy Burke thanked both Jill Pritchard and Crissy Kelly for all the hard work and she’s excited about the new position.
6. Public Comments Robin Clark is happy to be teaching at Trinity Elementary and thanked the parents. Judith Anne Vincent, Kori Dee, Mira Anderson and Alison Fitzsimmons gave a noxious week presentation earlier in the week. Christina Holmes requested a discussion about reversing the school bus route in the afternoon.
7. Next Board Meeting June 8th, 5pm.
8. Adjourned at 6:47pm.

Trinity Elementary Board Minutes

June 8th, 2022

1. Call to Order at 5:13pm by Chairperson Tammy Burke. Attending were trustees Alison Fitzsimmons, Connie Horder and Robbie Bennett. Staff Sara Wareham, Jen Kueber, Lisa Quisenberry and Joane Bayer; Superintendent Katrina Chaney; Public Ashley and Ben Quigg, Christina Holmes, Katie Grady-Selby, Bob and Peggy Justesen, Jill Pritchard and Crissy Kelly.
2. Public Comment No comments
3. Agenda Approval Connie Horder moved and Alison Fitzsimmons seconded a motion to include counselor and librarian contracts to the agenda. The motion passed unanimously.
4. Minutes Approval Connie Horder moved and Alison Fitzsimmons seconded a motion to approve the May minutes. The motion passed unanimously.
5. Consideration of Board Candidates Connie Horder mentioned there may possibly be a third interested board candidate, Krista Marshall. Both Ben Quigg and Bob Justesen spoke.

To summarize: Ben Quigg lives in Silver City and as a parent he has a vested interest in school operations and performance; he attended a rural school in Texas as a child and appreciated the rural school atmosphere; Ben grew up in a farming and ranching community; attended college for business, worked for BNSF, in music and audio, Air Force with a meteorology interest, and is current an air traffic controller and church leader.

Bob Justesen is a Montana native living at Flesher Acres; grew up on a farm in eastern Montana; retired FAA eastern regional principal Maintenance Inspector; very involved as Scout Master, Girl Scout Do Dad, band, heavily involved in children’s activities; would like to give back to school and community.

1. Old Business / Action Items
2. Septic Connie Horder discussed the ongoing septic issues: DEQ has nixed the plan from Great West Engineering, so trying to obtain an easement from neighbor to allow a mixing zone on their property; background check discussion regarding no need for background checks for construction workers when school is not in session; during school ALL construction workers will have completed background checks; donations are coming in; Connie Horder still working on acquiring grants. Because of how the shed is built, it cannot be moved; proposal to donate shed to CCRFD and have them dismantle and move shed.
3. Bus Updates Robbie Bennett will place bus driver ads in Indeed.com and FaceBook classifieds; discussion to make salary negotiable; MSGIA insurance covers bus driver training; June bus route meeting.
4. Technology No discussion
5. Safe Return to Schools 1900 policy updates are ongoing, and new updates are due in December. Crissy Kelly will email the Safe Return to Schools form.
6. Representation for Prickly Pear Cooperative Completed at May Board Meeting.
7. Staff Contracts Alison Fitzsimmons moved and Robbie Bennett seconded a motion to approve contracts for librarian and counselor. The motion passed unanimously.
8. Superintendent Comments Katrina Chaney has had no interest from anyone for music teacher. Bus route mileage discussion.
9. Supervising Teacher Comments Jen Kueber thanked the PTO and Jill Pritchard and Crissy Kelly for all they have done over the past year. The school year has ended in high spirits and everyone is looking forward to next year. Predicted 37-40 students next year.
10. Committee Reports PTO – playground equipment has shipped (glider, 2 benches), Katie Grady-Selby will contact 811 before installation, just need to know where equipment should be placed before PTO installs.
11. Clerk Comments Robbie Bennett moved and Alison Fitzsimmons seconded a motion to approve $52,368.78 for May expenditures. Joane Bayer also discussed remaining funds.
12. Board Chair Comments Tammy Burke thanked the PTO, Jill Pritchard, Crissy Kelly and Connie Horder for all their hard work this year.
13. Public Comments Ashely Quigg brought up PTO fund raising and mentioned that June15th, Moose Junction will donate 20% of all proceeds to the PTO. Other discussion on fund raising ideas.4
14. Next Board Meeting Schedule Board meeting will move to 5:30pm. Next board meeting will be June 23rd to choose a trustee.
15. Adjournment at 6:20pm Connie Horder moved and Alison Fitzsimmons seconded a motion to adjourn the meeting. The motion passed unanimously.

Trinity Elementary Board Minutes

June 23rd, 2022

1. Call to Order by Chairperson Tammy Burke at 5:30pm. Attending are board members Robbie Bennett, Alison Fitzsimmons, and Connie Horder; Staff Jen Kueber, Robin Clark, Sara Wareham, Joan Bayer and Superintendent Katrina Chaney; Public Gina Harp, Ben Quigg, Katie Grady-Selby, Christina Holmes, Ashley Quigg and Steve Hamel.
2. Public Comment No comments
3. Agenda Approval Connie Horder moved and Robbie Bennett seconded a motion to approve the agenda. The motion passed unanimously.
4. Minutes Approval Connie Horder moved and Robbie Bennet seconded a motion to approve the June 8th minutes. The motion passed unanimously.
5. Election of Interim Board Trustee Board summarized that this is a one year position and the Trustee will need to run again in May 2023; both Ben Quigg and Bob Justesen are good choices. Trustees gave their reasons for choosing either Ben Quigg or Bob Justesen and all agreed again that both gentlemen would be a good choice.

Connie Horder chose Bob Justesen

Alison Fitzsimmons chose Ben Quigg

Robbie Bennett chose Ben Quigg

Tammy Burke initially chose Bob Justesen, then after much discussion and public comment about Superintendent Katrina Chaney choosing the Trustee in another 30 days, chose Ben Quigg.

1. Teacher Training CPR and First Aid training needed, teachers don’t have time during school day for additional training, but will try to arrange training before the school year starts. Open House August 30th.
2. Old Business
3. Building Construction Connie Horder indicated the building start date would be Tuesday July 5th and she would like to have a Ground Breaking ceremony. Waiting for an easement signature from the neighboring property owners.
4. Bus Updates Robbie Bennett attended the county transportation meeting on June 22nd; both bus route options approved; a Birdseye resident may be interested in the bus driver position; discussion about bonus and interviewing potential candidates; bus inspection is due in July.
5. Schedule Date of Next Meeting August 11th, 5pm.
6. Public Comment Discussion about how the public found out about an open Board position; Ben Quigg earned the position because he had already put the time in to run in the recent election; at this point Tammy Burke changed her choice to Ben Quigg.

Discussion about timing comments; no conflict between PTO and Board rules. Discussion about Board meeting and times. Next PTO fund raiser July 14th at Taco Johns from 5pm-7pm.

Superintendent Katrina Chaney gave Ben Quigg the Oath of Office.

1. Adjournment Connie Horder moved and Robbie Bennett seconded a motion to adjourn the meeting at ?. The motion passed unanimously.

Trinity Board Minutes

August 11th, 2022

1. Call to Order at 5:34pm by Chairperson Tammy Burke. Attending were Alison Fitzsimmons, Ben Quigg, Connie Horder and Robbie Bennett; Staff Sarah Wareham, Jen Kueber; Superintendent Katrina Chaney; Public Ashley Quigg, Katie Grady-Selby, Meghan Spring, Crissy Kelly, Peggy Justesen, Gina Harp, Christina Holmes, and Lindsey Bennett.
2. Public Comment No comments.
3. Agenda Approval Connie Horder moved and Robbie Bennett seconded a motion to approve the August agenda. The motion passed unanimously.
4. Minutes Approval Connie Horder moved and Ben Quigg seconded a motion to approve the June 8th minutes. The motion passed unanimously. Robbie Bennet moved and Connie Horder seconded a motion to approve the June 23rd minutes. The motion passed unanimously.
5. Trustees Financial Summary Connie Horder moved and Ben Quigg seconded a motion to approve the 2021-2022 TFS. The motion passed unanimously.
6. 2022-2023 Budget Ben Quigg moved and Connie Horder seconded a motion to approve a $852,783.48 budget. The motion passed unanimously.
7. Clerk Report Robbie Bennett moved and Connie Horder seconded a motion to approve $52368.78 May expenditures. The motion passed unanimously. Connie Horder moved and Ben Quigg seconded a motion to approve June expenditures of $85,309.05. The motion passed unanimously.
8. Special Teacher Assignments Discussion involved planning time for teachers, options with possible PTO to help with Phys Ed, budget impacts of special teachers. Current contracts for Librarian and Counselor, need Music. Connie Horder moved and Ben Quigg seconded a motion to hire a music teacher at $150/week for 35 weeks, to be paid out of the Flex Fund. The motion passed unanimously.
9. Old Business / Action Items
10. Building Expansion, Septic and Well Discussion regarding construction schedule, move in date to new addition should be early December, though the wood classrooms doors won’t be in till January. Grants incoming from Steele Reese Foundation and county ARPA funds - $62K for septic and well with strong possibility of additional ARPA funds. Septic permit finally submitted to DEQ, no well permit as yet; septic engineering has been ongoing for over a year. Discussion of probability of need to chlorinate well water and pricing, but too many unknowns at this time.
11. School Bus Updates Bus inspection is done but MHP insists on having extinguisher checked though it is still current. Hope bus driver will complete CDL next week.
12. Policy Updates Alison read the parameters for changing policies, changes must have a 1st reading and the following month a second reading, vote to change policies can then proceed. Need to update the Safe Return to Schools Policy.
13. Committee Reports
14. Personnel Teachers and staff will undergo first aid and CPR training August 31st. Other training to be taken online via MSGIA.

Sarah Wareham will clean the carpets before school starts.

1. Supervising Teacher Comments School start date of September 6th.

Projected student count: K – 8, First – 9, Second – 7, Third – 4, Forth – 4, Fifth – 4.

1. Next Board Meeting Special Policy Meeting August 25th at 4pm.
2. Public Comment August 16th MacKenzie River Pizza fundraiser for PTO.
3. Adjournment Robbie Bennett moved and Connie Horder seconded a motion to adjourn the meeting at 6:43pm. The motion was approved unanimously.

Trinity Elementary

Board Minutes

August 29, 2022

1. Call to Order by Chairperson Tammy Burke at 4:42pm. Attending were Trustees Alison Fitzsimmons, Ben Quigg, Connie Horder and Robbie Bennett; Staff Jen Kueber, Sarah Wareham and Joane Bayer; Superintendent Katrina Chaney.
2. Public Comments No comments
3. Agenda Approval Alison Fitzsimmons moved and Ben Quigg seconded a motion to amend the agenda to include policy 1310. The motion passed unanimously. Ben Quigg moved and Connie Horder seconded a motion to approve the amended agenda. The motion passed unanimously.
4. Policy Changes – see attached.
5. Next Meeting Wednesday, September 21st at 4pm.

Trinity Board Minutes

October 13th, 2022

1. Call to Order at 5:01pm by Chairperson Tammy Burke. Attending were trustees Alison Fitzsimmons, Ben Quigg, Connie Horder and Robbie Bennett. Staff Jen Kueber, Robin Clark, Lisa Quisenberry, Sarah Wareham, Joane Bayer and Superintendent Katrina Chaney. Public Peggy Justesen, Gina Harp, Ashley Quigg, Christina Holmes and Crissy Kelly.
2. Public Comment Sarah Wareham requested the Board consider a presentation on public school funding. The public generally agreed none understand the how, what or where of public school funding. Public discussion that residents would like to see a middle and high school in the Silver City area.
3. Agenda Approval Alison Fitzsimmons moved and Ben Quigg seconded a motion to approve the October agenda. The motion passed unanimously.
4. Minutes Approval Alison Fitzsimmons moved and Robbie Bennet seconded a motion to approve the August 11th minutes. The motion passed unanimously. Alison Fitzsimmons moved and Ben Quigg seconded a motion to approve the August 29th minutes. The motion passed unanimously.
5. New Business / Action Items
6. Chairperson Tammy Burke proposed the Board update the policy for allowing out of district students and the admittance process. Tammy Burke proposed an application, date and first come first serve process. Discussion involved fiscal and student population implications; possible special ed situations; class sizes; committee to research the policy.
7. Old Business
8. Policy Review / Updates

Policy 1310 Ben Quigg moved and Robbie Bennet seconded a motion to update the policy as discussed. The motion passed unanimously.

Policy 2050 Ben Quigg moved and Connie Horder seconded a motion to adopt the policy. The motion passed unanimously.

Policies 2167,2168, 2170 and 2170P are not applicable to Trinity Elementary.

Policy 2221 Robbie Bennett moved and Ben Quigg seconded a motion to update the policy as discussed. The motion passed unanimously.

Policy 2221P Ben Quigg moved and Alison Fitzsimmons seconded a motion to update the policy as discussed. The motion passed unanimously.

Policy 3100 Delete

Policy 3121 No changes, accept as is.

Policy 3413 Ben Quigg moved and Robbie Bennett seconded a motion to adopt Policy 3413. The motion passed unanimously.

Policy 3417 Alison Fitzsimmons moved and Robbie Bennett seconded a motion to adopt Policy 3417. The motion passed unanimously.

Policy 4330 Alison Fitzsimmons moved and Ben Quigg seconded a motion to update the policy as discussed. The motion passed unanimously.

Policy 4330P Ben Quigg moved and Robbie Bennett seconded a motion to update the policy as discussed. The motion passed unanimously.

Policy 5130 Alison Fitzsimmons moved and Ben Quigg seconded a motion to update the policy as discussed. The motion passed unanimously.

Policy 5223 Alison Fitzsimmons moved and Ben Quigg seconded a motion to update the policy as discussed. The motion passed unanimously.

Policy 5321 Robbie Bennet moved and Connie Horder seconded a motion to update the policy as discussed. The motion passed unanimously.

Policy 8131 Ben Quigg moved and Connie Horder seconded a motion to adopt Policy 8131. The motion passed unanimously.

Policy 8301 Ben Quigg moved and Connie Horder seconded a motion to update the policy as discussed. The motion passed unanimously.

Policy 8303 Alison Fitzsimmons moved and Ben Quigg seconded a motion to adopt Policy 8303. The motion passed unanimously.

1. Building Updates Building construction is progressing nicely. The interior is due to be painted next week.
2. Superintendent Comments Katrina Chaney explained the legalities and requirements of opening either a middle or high school are very difficult to meet. Trinity District does not meet the student population parameters and the legislature must vote to allow another school district. East Helena was an example. Elevated property taxes were brought up.
3. Supervising Teacher Comments Title 1 event upcoming, Halloween school event, appreciate PTO monthly lunches. Have need for larger bus, currently not enough seats for students and staff; larger parking area. Chose off white for addition interior.
4. Committee Reports

Transportation Edulog app is back up and working; bus signage scheduled to be replaced; conflict with Helena Schools bus 15 on Birdseye Rd. sets Trinity bus behind.

PTO events and fund raisers scheduled; monthly lunches include a Thanksgiving lunch; raffle and live auction on Facebook; spring Bingo.

Maintenance Ben will purchase and install a new dishwasher to replace broken; gym lights need replaced; mower needs winterized; call Nitro Green about mice.

1. Clerk Comments Ben Quigg moved and Robbie Bennett seconded a motion to approve $63265.72 July expenditures. The motion passed unanimously.

Ben Quigg moved and Robbie Bennett seconded a motion to approve $88745.77 August expenditures. The motion passed unanimously.

Ben Quigg moved and Robbie Bennett seconded a motion to approve $247114.35 September expenditures. The motion passed unanimously.

1. Board Chair Comments Chairperson Tammy Burke expressed appreciation for teach, staff and board members hard work.
2. Public Comments Request from parent for days bus does not go to Flesher Pass stop, can students go to store instead of hanging around playground?
3. Next Scheduled Board Meeting November 17th, 4:30pm
4. Adjournment by Chairperson Tammy Burke at 6:30pm

Trinity Elementary Board Minutes

November 17th, 2022

1. Call to Order at 4:31pm by Chairperson Tammy Burke. Attending were trustees Alison Fitzsimmons, Ben Quigg, Connie Horder, and Robbie Bennett; Staff Jen Kueber, Robin Clark, John Chaffee, Sara Wareham and Joane Bayer; Public Brady Mills, Crissy Kelly, Katie Grady Selby, Ashley Quigg, Christina Holmes, Rick Grady, Ben Wareham, Kai Bauer, and Gina Harp.
2. Public Comments Bradly Mills spoke up to be sure the school bus would continue to stop at Flesher Acres.
3. Agenda Approval Ben Quigg moved and Connie Horder seconded a motion to amend the Agenda to include a music teacher contract under New Business and approve the agenda. The motion passed unanimously.
4. Minutes Approval Alison Fitzsimmons moved and Ben Quigg seconded a motion to approve the October minutes. The motion passed unanimously.
5. New Business
   1. Board Etiquette / Parental Requests Chairperson Tammy Burke reminded both parents and Board members that any issues must be brought to the attention of the whole Board, so everyone is involved in the same discussion. This should help alleviate rumors and hurt feelings.
   2. Transportation Board discussed changing the bus route, swapping the route around for the second semester, timing of current route. Robbie Bennett moved and Ben Quigg seconded a motion to approve the bus route with no changes. The motion passed unanimously.

Alison Fitzsimmons moved and Connie Horder seconded a motion to approve an individual transportation contract for M. Amundsen. The motion passed unanimously.

Robbie Bennett brought up a possible substitute bus driver he is trying to recruit.

* 1. Northwestern Energy Contract Robbie Bennett moved and Ben Quigg seconded a motion to approve a $10664 fee for Northwestern Energy to bring a new electrical connection into the school addition. The motion passed unanimously. Part of the fee will be returned if trenching work can be donated.
  2. Connie Horder moved and Ben Quigg seconded a motion to approve a resolution requesting the Lewis & Clark County elections department conduct the 2023 elections. The motion passed unanimously.
  3. MTSBA Dues Estimate Chairperson Tammy Burke will fill out the MTSBA poll.
  4. Snow Removal Contract The Board received 2 snow removal bids. The Board also checked into policies for a potential conflict of interest, but none was found. Scott Burke’s snow plowing proposal includes plowing, shoveling and sanding/salting for $125 per occurrence. Steve Harp’s proposal was for $200/hour plus mileage per occurrence. Robbie Bennett moved and Connie Horder seconded a motion to award the snow plowing contract to Scott Burke. Tammy Burke abstained, the motion was passed by Alison Fitzsimmons, Ben Quigg, Connie Horder and Robbie Bennett.
  5. Music Teacher Contract Nicole Austin has resigned. Alison Fitzsimmons moved and Ben Quigg seconded a motion to offer Grace Williams a music teacher contract for $55 per class. The motion passed unanimously. Property taxes (due this month) discussed. Any property tax increases had nothing to do with the school addition or current budget for the Trinity elementary school district. Some people saw an increase, other’s property taxes stayed the same.

1. Old Business
   1. Addition Updates Construction close to completion, but no septic or well.

Ben Quigg moved and Robbie Bennett seconded a motion to approve $8000 for network cabling and network gear including 2 access points. The motion passed unanimously.

The PTO is providing the water bottle fill fountain but needs to know of any additional costs. May not be able to provide finishing, extra plumbing and installation depending on costs. Estimates are $3693 installation costs from Abraham Construction and $2915 installation costs from Big Sky Plumbing. The discussion was tabled until more information can be provided.

The PTO would like to have a chili feed/bingo party in March, in the gym. Will there be a public grand opening?

* 1. Out of District Policy Chairperson Tammy Burke handed out a potential Out of District Students Proposal (see attached). Discussion revolved around student numbers; allowing out of district students AFTER in-district student numbers have been finalized; capping multiple grade classes at 18 students; what about siblings of out of district students; grandfathering in current out of district students. Ongoing discussion.
  2. Safe Return to Schools Discussion tabled, ongoing research.

1. Superintendent Comments Superintendent Katrina Chaney not available.
2. Supervising Teacher Comments The PTO will purchase 2 indoor picnic type folding tables for $2500, but the school really could use a third table. When addition is finished the school needs a new emergency plan and updated safety manual. Verified the playground equipment will be checked in spring (MSGIA). Would like to have several moving parties consisting of parents and volunteers to move all three classrooms around. Students and staff can’t wait to have the gym back as a gym, especially with the onset of cold weather.
3. Committee Reports Transportation – Grizzly Diesel repaired bus door and lights; Robbie Bennett ordered space blankets for the bus; kudos to both Laura Fisher and Sara Wareham.

PTO – Fund raiser and raffle raised $8000 !

1. Clerk Comments Robbie Bennett moved and Connie Horder seconded a motion to approve October expenditures of $18572.09. The motion passed unanimously. Clerk reminded Board that Trinity needs to budget for Para out of the General Fund next year, money is tight with inflation and increased overhead.
2. Board Chair Comments Tammy Burke expressed appreciation for patient teachers and staff, and hard working PTO, parents and Board.
3. Public Comments Some parents expressed hope that current out of district students would be grandfathered in should Trinity Elementary adopt an Out of District Student policy.
4. Next Board Meeting Board Meeting January 12th, 4:30pm.

MASBO school finance training tentatively set for December 7th, 4:30pm (MASBO has a conflict with this date).

1. Adjourn by Chairperson Tammy Burke at 6:20pm.

Trinity Board Minutes

January 12th, 2023

1. Call to Order at 5:51pm by Chairperson Tammy Burke. Attending were trustees Alison Fitzsimmons, Ben Quigg, Connie Horder and Robbie Bennett; Superintendent Katrina Chaney; Staff Jen Kueber, Robin Clark, Sara Wareham, Joane Bayer; Public Peggy Justesen, Christina Holmes, Katie Grady Selby, and Ashley Quigg.
2. Public Comment No public comment.
3. Agenda Approval Connie Horder moved and Robbie Bennett seconded a motion to approve the agenda. The motion passed unanimously.
4. Minutes Approval Connie Horder moved and Ben Quigg seconded a motion to approve the December minutes. The motion passed unanimously.
5. New Business
6. Election Resolution Alison Fitzsimmons moved and Connie Horder seconded a motion to hold an election the first Tuesday of May to include 2 trustee positions and a General Fund levy. The motion passed unanimously.
7. Fire Alarm Monitoring Discussion about alarm monitoring in new addition, adding alarms in older section to alarm monitor, insurance discount? Connie Horder moved and Alison Fitzsimmons seconded a motion to 406 Electric monitor the fire alarms for $282 annually. The motion passed with 4 votes to monitor and Ben Quigg abstained.
8. Old Business
9. Building Update Discussion involved the occupancy permit for addition, however no septic or well, type 2 vs type 1 septic pros and cons, well placement still unknow, $150K in county ARPA funds for well and septic, need to drill test well, may have to chlorinate well.

Discussion regarding $10K hold on Abraham construction project so they can later finish after well and septic installed. Abraham would like to close contract to avoid us having to pay ongoing construction insurance and bonding for addition.

Discussion moved to surface cement cracks in one classroom, aesthetically unacceptable, no way to repair cracks, several comments that Abraham should have to install flooring in classroom to cover cracks. Board member consensus to wait to close Abraham contract. Connie Horder will discuss flooring with Abraham, Ben Quigg will look into LVP.

Ben Quigg will install both replacement dishwasher and new white boards.

1. Out of District Students Acceptance of out of district students will depend on enrollment numbers of in district students and class student enrollment. Tabled until next month.
2. Safe Return to Schools Ben Quigg moved and Robbie Bennett seconded a motion to accept the revised Safe Return to School policy revised by Alison Fitzsimmons. The motion passed unanimously.
3. Superintendent Comments Katrina Chaney updated the Board regarding and Arts Council grant application and a request for 5 free air purifiers from DPHHS.
4. Supervising Teacher Comments Jen Kueber indicated that two new classrooms are now occupied and the students and teachers are delighted. The gym will be available for phys ed shortly. The safety book plan will need to be updated to reflect the two new classrooms; unable to acquire an AED; snow shoeing field trip planned January 31st; end of semester is January 13th; short discussion regarding snow plowing. Appreciation for Connie Horder’s hard work pulling together the classroom construction.
5. Committee Reports Transportation All going smoothly with the bus driver and bus route, still some concern about HSD bus on Birdseye delaying Trinity bus in afternoon.
6. Clerk Comments Robbie Bennett moved and Ben Quigg seconded a motion to accept the November claims. The motion passed unanimously. Robbie Bennet moved and Connie Horder seconded a motion to accept the December claims. The motion passed unanimously. Connie Horder moved and Alison Fitzsimmons seconded a motion to purchase a printer for the new addition from the Technology fund. The motion passed unanimously. Discussion about Chris Hovda providing one on one student assistance and salary from Title 1.
7. Board Chair Comments Tammy Burke expressed appreciation for all the work everyone has done to keep the school running so well.
8. Public Comments Discussion involved what to do with old shed parts; appreciation for donation, grants, and volunteers; PTO to hold a grand opening in March; window coverings; move lunch tables to gym.
9. Next Board Meeting February 9th, 2023 5:30pm.
10. Adjournment at 7:12pm.

Trinity Board Minutes

February 9th, 2023

1. Call to Order at 5:36pm by Alison Fitzsimmons. Attending were also Connie Horder, Ben Quigg and Robbie Bennett via Zoom, Tammy Burke was absent; staff Jen Kueber, Robin Clark and Joane Bayer; public Ashley Quigg, Katie Grady-Selby, Rick Grady, and Crissy Kelly.
2. Public Comments No comments.
3. Agenda Approval Connie Horder moved and Ben Quigg seconded a motion to approve the February agenda. The motion passed unanimously.
4. Minutes Approval Ben Quigg moved and Connie Horder seconded a motion to approve the January minutes (rls 2). The motion passed unanimously.
5. New Business
6. Legislative Updates Connie Horder spoke to MTSBA regarding the impact of HB203 on Trinity Elementary. MTSBA recommends detailed policies and goals regarding class size and total school population, etc. Ben Quigg noted that HB203 is a school choice bill and Trinity policies regarding out of district students need to be spelled out.
7. Old Business / Action Items
8. Building Updates DEQ has given verbal approval for a type 1 septic system, but a test well to determine static water level must be drilled first. Hopefully septic and well will be completed before next school year starts.

LED lights in new addition come with 5 year warranty. Ben Quigg repaired door bell – now rings throughout school, installed dishwasher.

1. Out of District Student Policy Tabled.
2. Safe Return to Schools Plan No new changes; new safety plan is in process of development; fire alarm monitor and installation in older section will be completed soon.
3. Superintendent Comments No comments.
4. Supervising Teacher Comments Jen Kueber reiterated how appreciative staff is of families and PTO helping with school needs. School presentations given by Ben Quigg on air traffic control. Hoping for a presentation from Boeing. Robin Clark will fill in while Jen Kueber is on vacation. One sub is scheduled to teach during this time. Field trips scheduled to Lincoln on 2/23 and the Ulm Buffalo Jump 5/23; costs applied to Indian Education funding. Upcoming May music program; discussion about where to install THANK YOU CC signs and plaque; new sturdier flag ordered. Teacher switcharoo a success.
5. Committee Reports

Transportation: Bus driver will be on vacation March 20-24, no substitute bus driver; no student bus transportation that week. A substitute bus driver search has been unsuccessful.

PTO: After school Valentine’s party on 2/14; continuing monthly lunches; installed curtains and coat racks; reorganized gym cabinets; received lunch tables.

Elections: Discussion of renewing elections at Trinity Elementary gym and the benefit to the community; can the Elections department supply and AED?

Maintenance: Trinity signs need repair; request from CCH to use Robin’s old room for historical pictures and documents.

1. Clerk Reports Connie Horder moved and Robbie Bennett seconded a motion to approve the January claims. The motion passed unanimously. Discussion about raising the budget authority of the Flex Fund to accommodate private grants and donations and which would not affect any taxpayer dollars; Ben Quigg moved and Connie Horder seconded a motion to approve a proclamation for a Flex Fund budget amendment. The motion passed unanimously.
2. Board Chair Comments Alison Fitzsimmons gave a shout out to the PTO, Quigg and Selby families for their school involvement and help.
3. Public Comments Crissy Kelly is volunteering with 2nd-5th graders weekly and is impressed with their knowledge; gives kudos to teachers.
4. Next Board Meeting March 9th, 4:30pm, note new time.
5. Adjournment at 6:20pm.

Trinity Board Minutes

March 9th , 2023

I. Call to Order at 4:30pm by Alison Fitzsimmons. Attending were also Ben

Quigg, Connie Horder, Robbie Bennett and (via Zoom) Tammy Burke; staff

Jen Kueber, Robin Clark, Sara Wareham, Katrina Chaney and Joane Bayer;

public Crissy Kelly, Katie Grady Selby, Christina Holmes, Ashley Quigg, and

Lindsey Bennett.

II. Public Comment No comments.

III. Agenda Approval Connie Horder moved and Ben Quigg seconded a

motion to approve the agenda. The motion passed unanimously.

IV. Minutes Approval Connie Horder moved and Ben Quigg seconded a

motion to amend and correct the Call to Order time and approve the March

minutes. The motion passed unanimously.

V. New Business

A. Preliminary Budget Discussion An explanation about needed resolution

for public notice by end of month. Discussed highest budget without a

taxpayer vote and highest budget with a taxpayer vote. Discussed General

fund budget without need of a levy. Connie Horder moved and Robbie

Bennett seconded a motion to move discussion toward end of meeting.

The motion passed unanimously.

B. Bus Upgrade Our 20 passenger bus is currently full. Robbie

Bennett discussed the need for a gasoline vs diesel, electrical switches vs

hydraulic because of the frigid winter weather; hard to find used buses

with these specs; a new bus is $115K - $125K and 6-8 month back order;

prefer to keep current bus as backup. Board and staff discussed hiring a

bus contract company and ensuing problems; discussed funding bus

purchase with current year Transportation Fund, next year Transportation

Fund and Bus Depreciation Fund.

VI. Old Business / Action Items

A. Building / Septic / Well Updates Connie Horder advised the Board that

DEQ had given verbal approval for a Type 1 septic system, but DEQ is still

awaiting final engineering from Great West; imperative the formal approval

is given soon so we can schedule both the well and septic installation.

The well will have to be off site and at a higher elevation than school

ground; easements needed for water pipe and well; Connie Horder is

pushing Great West Engineering to finish the septic and well engineering.

B. Out of District Student Policy and Admittance Procedures Ben Quigg

reminded the Board that Trinity needs to finalize procedures for out of

district student applications. Discussion about the number students per

teacher per class (18); supply orders depend upon number of students;

Jen would like district enrollment forms by May; Robbie Bennett proposed

an out of district refundable enrollment fee with application; Katrina

Chaney reminded that the forms should have a date stamp; out of district

parents also encouraged to apply to their own school district since Trinity

will not know in district student population until August; Alison

Fitzsimmons will consult with MTSBA regarding out of district policy;

awaiting legislation updates; continue to use current form with date

stamp. Discussion to be continued at next meeting.

C. Safe Return to Schools No changes.

D. Fire Alarm Monitoring Connie Horder indicated the monitoring system

should be installed this coming week; awaiting a quote for additional

alarms in older section of building; monitor company will need contact list.

VII. Superintendent Comments Katrina Chaney is working on an Art Council

grant to share an art teacher. Our cost would be approximately $1200. The

Board is interested and asked Katrina Chaney to proceed with grant.

VIII. Supervising Teacher Comments Parent / teacher conference is in a few

weeks then spring break; PO for iPads forthcoming; currently updating the

safety manual; Trinity students excel in Every Student Succeeds especially in

math and reading. Probably 5 incoming kindergarten students and 5 outgoing

5 th graders, expect same student count next year – 36.

IX. Committee Reports Both Ben Quigg and Robbie Bennet are trying to

acquire a low cost or donated AED.

PTO – Springo scheduled for March 18 th , includes silent auction, bingo and

bake sale as well as introducing community to new classrooms. Sign for

Springo needs set out soon. The monthly lunch will be Chinese.

X. Clerk Comments Robbie Bennett moved and Ben Quigg seconded a

motion to approve the February claims. The motion passed unanimously.

XI. Board Chair Comments Tammy Burke expressed deep appreciation to

staff, parents and PTO for helping to make the Trinity high score for Every

Student Succeeds.

XII. Budget Resolution More discussion on budget resolution and preliminary

budget of all funds. Board decided to forgo a levy. Robbie Bennett proposed

a 5% teacher salary increase next year. Discussed possible furnace

replacement next year. Ben Quigg moved and Robbie Bennet seconded a

motion to pass the Levy Adjustment Resolution. The motion passed

unanimously.

XIII. Public Comment Katie Grady Selby asked about a dedicated PE

teacher next year for structured PE classes. Excited about a possible Art

teacher.

XIV. Next Board Meeting and Adjournment The next meeting is scheduled

for April 13 th , 4:30pm. Robbie Bennett moved and Ben Quigg seconded a

motion to adjourn the meeting. The motion passed unanimously.

Trinity Board Minutes

April 13th, 2023

1. Call to Order: at 4:34pm by Tammy Burke. Attending were trustees Alison Fitzsimmons, Connie Horder, Robbie Bennet and via Zoom, Ben Quigg; staff Katrina Chaney, Jen Kueber, Robin Clark, Sara Wareham, and Joane Bayer; public Katie Grady Selby, Ashley Quigg, and Christina Holmes.
2. Public Comment: No comments
3. Agenda Approval: Amend agenda to include under New Business – approval of 2023-2024 school calendar and nurse contract discussion, correction of Next Meeting to 5/11. Connie Horder moved and Alison Fitzsimmons seconded a motion to approve the agenda as amended. The motion passed unanimously.
4. Minutes Approval: Connie Horder moved and Robbie seconded a motion to approve the March minutes. The motion passed unanimously.
5. New Business
6. 2023-2024 School Calendar: Discussed half day in January for needed time for report cards and end of semester administration. Robbie Bennett moved and Connie Horder seconded a motion to approve the 2023-2024 school calendar. The motion passed unanimously.
7. 2023-2024 Nurses Contract: Nurses check birth certificates, vaccine records, height, weight, hearing, vision, teeth and nutrition. The annual contract is $2898. Robbie Bennett moved and Connie Horder seconded a motion to approve the Nurses Contract for the 2023-2024 school year. The motion passed unanimously.
8. Old Business
9. Building, Well and Septic Updates: No new updates on septic and well, no complaints about the new addition. Need new air filters for the furnaces; Tammy Burke will contact the HVAC people about the filters. Surprise visit from Labor & Industry on the 4/13th. Need exposed wires at basement breaker box covered and breakers labeled. Need to review alarm system turn off with staff.
10. Out of District Student Policy and Admittance Procedure: Discussion with teachers of how many students per class and how many desks can comfortably fit in each room. Question – does law supersede school policy regarding class size?

Teachers, board and Superintendent agreed a cap of 54 students for the school would be better than separating into each class size. See policy 3141.4 for change to policy. Update policy with MTSBA.

Alison Fitzsimmons moved and Robbie Bennett seconded a motion to update policy 3141.4: The District will not admit nonresident students when doing so would cause the district to exceed 54 students total. Voting yes were Alison Fitzsimmons, Connie Horder, Robbie Bennett and Tammy Burke. Ben Quigg had dropped off Zoom. The motion passed.

1. Safe Return to Schools: No updates needed.
2. Fire Alarm Monitoring: Still waiting for updated estimates. The cost for additional alarms in older part of building is very expensive, trying to get cost down.
3. Bus Upgrade: Robbie Bennet having a hard time finding a used gasoline fuel bus, all used buses are diesel; the current bus is full; a new 60 seat bus estimated at $105-$120. Robbie will bring a firm estimate to next meeting. Funds from this year’s Transportation fund, Bus Depreciation Fund and next year’s Transportation fund can cover the cost of a new bus. New bus orders take approximately 8 months.
4. Superintendent Comments: Katrina Chaney is still waiting to hear about the Arts Council grant; there is a Heat Meet track meet upcoming for 9-11 year olds. Info to be provided to teachers.
5. Supervising Teacher Comments: Jen Kueber still unable to get an estimate from Apple for iPads even after calling many times. Would like to see staff contracts soon; testing and MAPS testing upcoming;

May 23 field trip to ULM Buffalo Jump, transportation issues because of bus size.

May 24 Spring Program

May 25 Field Day with Wolf Creek

May 26 Last day of school

1. Committee Reports:

Bus needs new tires, purchasing from Kohler Tire.

1. Clerk Comments: Robbie Bennett moved and Alison Fitzsimmons seconded a motion to approve $73,155.48 March expenditures. The motion passed unanimously.
2. Board Chair Comments: Tammy Burke thanked the PTO for the Springo event; reminder of Election by Acclimation.
3. Public Comments: Christina Holmes requested verification that the out of district student application needs to be completed by June 15th. Affirmative.
4. Next Board Meeting: May 11th, 4:30pm
5. Adjournment: Meeting was adjourned at 6:04pm.

Trinity Board Minutes~ 5/11/ 23

In attendance: Trustees- Tammy Burke, Alison Fitzsimmons, Connie Harder and Ben Quigg Teachers~ Jen Kueber and Robin Clark County Superintendent - Katrina Chaney

Parent - Christina Holmes

Meeting was called to order by Chair, Tammy Burke @ 4:32

~Tammy called for an addition to the agenda, 23 -24 staff contracts approval. Motion was made by Alison Fitzsimmons to amend the agenda and seconded by Ben Quigg.

~Motion was made by Ben Quigg to approve the minutes from the April meeting, and a second was made by Alison Fitzsimmons.

~All contracts (expect 1) were approved for next **year** (teachers, paraprofessionals, clerk, and specials teachers).

Motion~ Connie Herder Second~ Alison Fitzsimmons

The one exception- custodian contract. Trustees would like to speak with Sarah and Joane, concerning summer hours, mowing, etc. Sarah Wareham's contract was tabled for approval until the June meeting.

Katrina Chaney was present to take the oath of two trustees whose terms were ending. Tammy Burke and Ben Quigg completed the oath. They each signed on for 3 year more years.

Reorganization of the Board: Connie Harder nominated Tammy Burke to continue as board chair, as well as Alison FitzSimmons continuation as vice chair. The four trustees in attendance agreed.

Certification of Appointment of the Clerk,., motion made by Ben Quigg, with Alison F seconding the motion. All is favor of Joane Bayer continuing as the business clerk for the 23-24 school year.

Connie Harder gave an update concerning the septic/ well for the new addition. Great West has continued to be difficult to deal with in this matter. Ryan Casne from Casne Engineering will hopefully take over with this process. All in attendance would like to see Great West held accountable for continuing to drag their feet and not following through to make sure our new addition has water.

Out of District Policy is on hold for a bit, as MTSBA is working on a new policy to help with the legislative changes around school choice.

The board did agree to accept the 4 students already attending Trinity from out-of-district, as wel1 as 2 new kindergarten students (one is the younger sibling of students already attending).

Connie Harder made the motion to accept these 6 students for the 23-24 school year, and Ben **Quigg**

seconded the motion.

~ Safe School Reopening Plan was discussed and no changes were made/needed at this time.

No Fire Alarm System decisions were made. Please add to next board meeting agenda.

Department of Labor Safety expectations"' Connie will work on correcting the exposed electrical wires.

**Ben will** work on correctly labelling the breaker boxes.

Bus Upgrade~ Mrs. Kueber informed the trustees that the bus route will no longer have the additional mileage up Lincoln Rd in the afternoon. The parent will not need bus service next year. Due to a shorter bus route, she anticipates more parents will be interested in their children riding the bus next year. Thus, the current bus will likely become very crowded.

Mrs. Kueber's report:

August 29th - Open House This month:

Ulm - Buffalo Jump Fieldtrip for 2nd -5th

241h Spring Program - 2:30 Upcoming kindergartens are invited, as well as the public

25th- Field Day with Wolf Creek School. WC students will arrive at Trinity about noon for a BBQ and afternoon offun.

26th- last day of school 11:30 dismissal

Tammy Burke presented the bills, and Ben Quigg made a motion to pay the bills. Alison seconded this motion.

Meeting adjourned at 5:33

Next meeting: June 8th

Minutes submitted by Katrina Chaney 5/12/2023

Trinity Board Minutes

June 12, 2023

1. Call to Order at 4:09pm by Chairperson Tammy Burke. Attending were trustees Alison Fitzsimmons, Ben Quigg, Connie Horder and Robbie Bennett; Superintendent Katrina Chaney; staff Lisa Quisenberry, Jen Kueber, Robin Clark, Sara Wareham, Laura Fisher and Joane Bayer; public Ashley Quigg, Christina Holmes, Katie Selby Grady and Peggy Justesen.
2. Public Comment No comments.
3. Agenda Approval: Alison Fitzsimmons moved and Connie Horder seconded a motion to approve the agenda. The motion passed unanimously.
4. Minutes Approval: Connie Horder moved and Ben Quigg seconded a motion to approve the May minutes with spelling corrections. The motion passed unanimously.
5. New Business:
6. Election Resolution: Robbie Bennett moved and Connie Horder seconded a motion to approve a resolution to have the Lewis & Clark Elections office handle next year’s election. The motion passed unanimously.
7. Individual Transportation Contract: Ben Quigg moved and Alison Fitzsimmons seconded a motion to approve a late individual transportation contract. The motion passed unanimously.
8. Bus Route Claim: Connie Horder moved and Ben Quigg seconded a motion to approve the 2022-2023 second semester bus route claim. The motion passed unanimously.
9. Bus Route: Discussion about a primary and alternate route. Next year the bus will not need to go all the way to Flesher. Discussion about adding a stop past Silver City near Woodland Hills, outside of district, would it benefit in resident students, potentially add 20 minutes to route. Connie Horder moved and Ben Quigg seconded a motion to plan for a single route with no bus stop past Silver City. The motion passed unanimously. There may be further discussion next year regarding a stop past Silver City.
10. Bus Purchase: as spec’d out the bus will cost approximately $140K. Discussion about need for wheelchair lift, additional cost of $8-$15K; air conditioning at $6-$8K, AC needed for the long bus route field trips; is there really a need for a larger bus; potential of 40 students next year; question on funds available to finance bus purchase; John Massaro from Hartley School Bus and Laura Fisher, bus driver, answered a couple questions. Alison Fitzsimmons moved and Ben Quigg seconded a motion to approve a bus purchase of up to $135K, no AC needed. The vote was unanimously approved. Robbie Bennett will get final specifications and District Clerk will generate PO when final estimate received.
11. Lawn Care Contract: the Board received interest from two persons regarding lawn care. The Board will entertain lawn care bids, due to District Clerk by June 19th and Board meeting to decide contract on June 21st.
12. AED Purchase: Jen Kueber received a grant notice award for $5000 from the Pace Family Foundation for an AED and other first aid supplies. Connie Horder moved and Robbie Bennett seconded a motion to purchase an AED and first aid supplies using the Pace grant fund. The motion passed unanimously.
13. Old Business / Action Items:
14. Septic / Well Updates: Connie Horder explained Chevalier Ranch has agreed to a well easement; well will need well house, heater, approximate 2000’ of power and pipe from school to well head, very imperfect solution but school’s hands are tied – no other options unless school chlorinates water. Ben Quigg moved and Robbie Bennett seconded a motion to approve a contract with Lindsay Drilling to drill a test well to determine static water level. The motion passed unanimously.

Connie Horder also explained that Great West Engineering still has not completed a septic design; updated and modified contract from Great West Engineering for a Type 1 septic system for no additional cost. Ben Quigg moved and Alison Fitzsimmons seconded a motion to approve the updated contract with Great West Engineering. The motion passed unanimously.

1. Out of District Student Policy and Admittance Procedure: tabled because of need to review changes from recent legislation.
2. Safe Return to Schools: No updates.
3. Fire Alarm: Discussion to add integrated smoke detectors at a later date.
4. Bus Upgrade: Previously discussed.
5. Superintendent Comments: Katrina Chaney has heard no updates regarding art grant application or acceptance.
6. Supervising Teacher Comments: Jen Kueber discussed the field trip to Ulm, end of year program, meeting with 4H agent, Wolf Creek student visit, Pace Foundation grant, summer custodial work. Alison Fitzsimmons moved and Tammy Burke seconded a motion to approve Sara Wareham’s contract for 40 hours/month during the school year and 22 hours/month during the summer. The motion passed unanimously.
7. Committee Reports: No additional reports.
8. Clerk Comments: Alison Fitzsimmons moved and Robbie Bennett seconded a motion to approve May claims and financial statements. The motion passed unanimously. Discussed copier lease, using General Fund monies as priority for furnace replacement, well drilling and music instruments. Tammy Burke to request furnace replacement estimates.
9. Public Comments: Christina Holmes brought up that Sara Wareham still has the mowing contract through the end of June. Mower needs maintenance.
10. Next Board Meeting: June 21st, 5pm
11. Adjournment: At 6:12pm

Trinity Board Minutes

June 21st, 2023

1. Call to Order: At 5pm by Chairperson Tammy Burke. Attending were trustees Alison Fitzsimmons, Ben Quigg, Connie Horder and Robbie Bennett; Staff Sara Wareham; Public Katie Grady Selby and Christina Holmes.
2. Public Comment: No public comment.
3. Agenda Approval: Connie Horder moved and Robbie Bennett seconded a motion to add Copier purchase to new business and approve the agenda. The motion passed unanimously.
4. New Business:
5. Mowing and Lawn Maintenance: the discussion revolved around one bid to mow and maintain property and another correspondence from the custodian that lawn maintenance was included in last years contract and should be included in this years contract and that custodians at other schools typically maintain the lawn. The school needs to purchase a weed eater. Connie Horder moved and Alison Fitzsimmons seconded a motion to purchase a weed eater AND to include lawn maintenance in the custodian contract. Alison Fitzsimmons, Connie Horder, Robbie Bennett and Tammy Burke voted yea, Ben Quigg voted no. Motion passed.
6. Bus Purchase: Discussion involved adding a camera system but no air conditioning. Discussion of encumbering this year’s funds for bus purchase. Discussion around legality of providing bus services to those outside the district or even no bus for the district. Robbie Bennett moved and Ben Quigg seconded a motion to purchase a new bus for $132,500 from Hartley School Bus, encumbering up to $115,000 of 2022-2023 funds. The motion passed unanimously.
7. Furnace Purchase: The old furnace in the basement provides heat for gym, hall and office only, the 2 classrooms and library have Rinnai wall heaters. The library wall heater needs maintenance, trips breaker. The basement furnace causes roof ice, it’s old, needs multiple repairs. Warrant discussion of a new furnace. Robbie Bennett moved and Ben Quigg seconded a motion to purchase a new Trane furnace from Intermountain Heating for $3957. The motion passed unanimously.
8. Copier Purchase: Ben Quigg moved and Alison Fitzsimmons seconded a motion to purchase a new copier from Kelly Connect for $4512.86 and monthly maintenance for $29 per month. The motion passed unanimously.
9. Public Comment: Robbie Bennett announced that he will be moving out of the district in July and will resign from the school board. Connie Horder announced that a successful test well has been drilled, it will be the permanent well and is producing 50 gallons per minute.
10. Next Meeting: Scheduled for August 10th, but may need to be pushed back a week to approve school budget and trustees financial report.
11. Adjourn: At 6pm

Trinity Board Minutes

August 9th, 2023

1. Call to Order at 4pm by Chairperson Tammy Burke. Attending were Trustees Connie Horder, Ben Quigg and Alison Fitzsimmons; Superintendent Katrina Chaney; staff Jen Kueber, Sara Wareham and Joane Bayer; public Katie Grady Selby, Ashley Quigg, Christina Homes and Shelby Saarinen.
2. Public Comments Shelby Saarinen has expressed interest in the open Board position.
3. Agenda Approval Connie Horder moved and Ben Quigg seconded a motion to approve the agenda. The motion passed unanimously.
4. Minutes Approval Alison Fitzsimmons moved and Ben Quigg seconded a motion to approve the June 12th minutes. The motion passed unanimously. Ben Quigg moved and Alison Fitzsimmons seconded a motion to approve the June 21st minutes. Three trustees voted yes, Connie Horder abstained.
5. New Business
6. Auditor Contract discussion about the high cost of audit from Strom and Associates. Board requested the Clerk contact Wipfli for another bid. Tabled until the next meeting.
7. Trustees Financial Summary Ben Quigg moved and Alison Fitzsimmons seconded a motion to approve the 2022-2023 TFS. The motion passed unanimously.
8. Budget Clerk explained all the voted levy funds, reserves, the district taxable value. Ben Quigg moved and Connie Horder seconded a motion to approve the 2023-2024 budget. The motion passed unanimously.
9. Furnace Install is scheduled for August 25th. Need someone to be onsite that day.
10. Bus Upgrade Ben Quigg moved and Tammy Burke seconded a motion to upgrade to a larger bus fuel tank for $500. The motion passed unanimously.
11. Old Business
12. Septic and Water Upgrades The well drilling is completed. Great West Engineering have finally come up with a Type 1 septic system design, includes no moving parts; has been resubmitted to the DEQ. Still engineering design for the water and power line hookups for the well; need county road easement signed; well and engineering should be submitted to DEQ this week; Connie Horder will discuss septic installation schedule with a couple vendors.
13. Out of District Policy and Model Policies With lots of new legislation MTSBA is reviewing policies and announce new model policies soon; Trinity will then need to review new policies for applicability; table till next meeting.
14. Safe Return to Schools Policies reviewed, no changes proposed by Board.
15. Fire Alarm Proposal to add 1 sprinkler in gym, 1 in hallway, 1 in conference room; discussion of need for a shed and prebuilt vs manual build; use Building Reserve fund.
16. Superintendent Comments Katrina Chaney announced that Trinity has won the art grant she submitted earlier this summer; waiting to hear from the artist; the grant will pay 2/3 and the school 1/3 for the art teacher. Current student count for the new year has jumped to 44 students.
17. Supervising Teacher Comments Jen Kueber announced that staff is due back on August 29th, and Open House is schedule for August 29th from 5-6pm; first day of school will be August 30th; an airport field trip is planned for September 28th (thanks to Ben Quigg); thanks to Sara Wareham for the summer school and lawn maintenance.
18. Committee Reports

Transportation Ben Quigg will handle Transportation until a new trustee is appointed.

Personnel Email staff contracts to Katrina Chaney.

Maintenance Need furnace filters replaced.

PTO bought more folding chairs and glider accessories.

1. Clerk Report Ben Quigg moved and Connie Horder seconded a motion to approve the June financial claims of $55393.81. The motion passed unanimously.

Alison Fitzsimmons moved and Ben Quigg seconded a motion to approve the July financial claims of $10878.70. The motion passed unanimously.

1. Board Chair Comments Tammy Burke thanked Sara Wareham for taking care of the building and lawn maintenance over the summer.
2. Public Comments Discussion about carpet cleaning and carpet replacement with LVP next year.
3. Next Meeting set for September 14th at 4pm.
4. Adjourn Connie Horder moved and Ben Quigg seconded motion to adjourn the meeting.

Trinity Elementary Board Minutes

September 14th, 2023

1. Call to Order by Tammy Burke at 4:05pm. Attending were trustees Alison Fitzsimmons, Ben Quigg and Connie Horder; staff Lisa Quisenberry, Jen Kueber, Robin Clark, Joane Bayer; Superintendent Katrina Chaney; Public Katie Grady Selby, Ashley Quigg, and Shelby Saarinen.
2. Public Comment - No comments.
3. Agenda Approval - Alison Fitzsimmons moved and Connie Horder seconded a motion to add Art Teacher Contract and Audit Contract to New Business and approve the agenda. The motion passed unanimously.
4. Minutes Approval - Connie Horder moved and Ben Quigg seconded a motion to approve the August minutes. The motion passed unanimously.
5. New Business
6. Covid / Sick Leave Policy – discussion regarding Policy 5130 for those exhibiting any sort of infectious disease to stay home for 5 days and enforce policy. County Health Department recommends 5 days. Keep current policy, no changes.
7. New Board Member – Shelby Saarinen is a native Helenan, lives in Birdseye, has a child at Trinity Elementary. Alison Fitzsimmons moved and Ben Quigg seconded a motion to appoint Shelby Saarinen to the Board. The motion passed unanimously. Superintendent Katrina Chaney administered the Oath of Office.
8. Policy Adoption / Discussion – many new updates from MTSBA. The Board agreed on the need for a working meeting to review policies on Monday, September 18th (since cancelled).
9. Art Teacher Contract – Connie Horder moved and Ben Quigg seconded a motion to approve the Art Teacher contract. The motion passed unanimously.
10. Old Business
11. Septic / Well Updates – the well pump test is ongoing currently; DEQ has the engineering application; Abraham Construction has agreed to manage the septic contracts; survey needed for well easement.
12. Out of District Policy – to be included in the Monday working meeting (since cancelled).
13. Safe Return to Schools and Continuity of Services Plan – review of these policies, no changes. Need website review date added.
14. Fire Alarm – tabled.
15. Audit Contract – Joane Bayer contacted two other audit firms, neither are taking new clients. Connie Horder moved and Ben Quigg seconded a motion to approve the Audit contract from Sturn and Associates for $11850. Much disgust at cost.
16. Superintendent Comments – no comments.
17. Supervising Teacher Comments – Jen Kueber indicated that a Safety Committee meet and review is needed; classroom light controller is misbehaving; Wi-Fi in Kindergarten is very weak; 41 students enrolled; 2 field trips planned; everyone is looking forward to the new bus; Chili Feed on November 4th.
18. Committee Reports

Personnel – presence of possible ghost?

Transportation – 28 riders, added a stop and adjusted times (see bus route); bus needs winter tires.

Maintenance – kitchen ceiling has no insulation; Ben Quigg to get quote to add insulation; fix gutter. Should we renew snow plow contract? Because of MSGIA, snow plow person will need to be actual employee.

PTO – the chili feed is in planning mode; looking for Silent Auction items; Hammer & Stain fund raising 10/17; PTO providing hamburgers for lunch on 9/21; PTO is buying sweatshirts.

1. Clerk Comments – Ben Quigg moved and Shelby Saarinen seconded a motion to approve expenditures of $19776.23. The motion passed unanimously.
2. Board Chair Comments – no comments.
3. Public Comments – no comments.
4. Next Board meeting schedule for Monday, September 18th 2023 for a working policy update meeting. (Since cancelled)
5. Adjournment – Ben Quigg moved and Connie Horder seconded a motion to adjourn the meeting at 5:36pm.

**Trinity School District #4 Board of Trustees**

**Policy Review Summary**

**Meeting Location: Trinity School & Zoom**

**Canyon Creek, Montana**

1. Policy 1005FE – Adopt as written.
2. Policy 1006FE – Adopt as written.
3. Policy 1007FE – Adopt as written.
4. Policy 1009FE- Adopt as written, will not probably need but will be in available if needed.
5. Policy 1110 – Adopt as written.
6. Policy 1400 – Adopt with addition of Posting at Canyon Creek Store, meetings taking place at Trinity School on the 2nd Thursday of each month at 4:00 P.M. and on page 2 line 10 notice will be published in the Independent Record (by Joane).
7. Policy 1700 - Adopt with changing Line 43 from Building Administrator to Supervising Teacher and every mention thereafter of administrator to be Supervising Teacher. Also need to confirm who the Title IX coordinator is for our district to ensure we have a contact.
8. Policy 2050 – Adopt as written.
9. Policy 2132 – Add to agenda for public comment/vote
10. Policy 2140 – Adopt only to line 40 – No not add Career Coaching section
11. Policy 2158 – Adopt as written.
12. Policy 2167 – Not applicable HS only do not adopt
13. Policy 2168 – Not applicable do not adopt
14. Policy 2170 – Not applicable do not adopt
15. Policy 2332 – Review – Adopt as written.
16. Policy 2450 – Review – Adopt as written.
17. Policy 3100 – Review – N/A?
18. Policy 3110 – Review -
19. Policy 3120 – Review – Adopt as written.
20. Policy 3121- Review – Adopt without new language or possibly N/A
21. Policy 3121P – Review – Adopt/keep without changes
22. Policy 3141 – Review –
23. Policy 3150 – Review – - N/A?
24. Policy 3226- Review – Adopt as written replacing District Administrator with Head Teacher, again verify who Title IX Coordinator is
25. Policy 3233 – Review – Adopt as written
26. Policy 3235 – Review - Adopt as written including Lead Teacher and Bus Driver in blank.
27. Policy 3310 – Review – Adopt as written
28. Policy 3413 – Review – Adopt as written
29. Policy 3510 – Review – Adopt as written will use as needed
30. Policy 3550 – Review - N/A?
31. Policy 4410 – Review – Add Lewis and Clark County – Adopt as written
32. Policy 8301 Review new language prior to adoption.

Trinity Elementary Board Minutes

October 12th, 2023

1. Call to Order: at 4:01pm by Tammy Burke. Attending were trustees Alison Fitzsimmons, Ben Quigg, Connie Horder, and Shelby Saarinen; staff Sara Wareham, Jen Kueber, Joane Bayer; Superintendent Katrina Chaney (via Zoom); public Ashley Quigg, Katie Grady-Selby, Crissy Kelly, and Christina Holmes.
2. Public Comments: No comments.
3. Agenda Approval: Connie Horder moved and Ben Quigg seconded a motion to approve the agenda. The motion passed unanimously.
4. Minutes Approval: Ben Quigg moved and Alison Fitzsimmons seconded a motion to approve the September 14th minutes. Alison Fitzsimmons, Ben Quigg, Shelby Saarinen and Tammy Burke approved, Connie Horder abstained. The motion to approve the minutes passed.

Alison Fitzsimmons moved and Shelby Saarinen seconded a motion to approve the September 28th, 3:30pm  minutes with date and time included. The motion passed unanimously.

1. New Business
2. Field Trip Form: Questions about what exactly needs to be on the form? Should include agenda, clear travel guidelines, must be signed by parents. Supervising Teacher Jen Kueber will provide a new form for next month’s board meeting. Tabled until November.
3. Snow Plow Contract: Only one proposal received. Ben Quigg moved and Alison Fitzsimmons seconded a motion to approve both the snow plow proposal and the contract for Scott Burke. Due to Worker’s Comp requirements, Scott Burke will be considered an employee.
4. Old Business
5. Well and Septic Updates: Still waiting for DEQ approval before contractors are able to move forward. Hopefully the septic will be in before winter, but doubts remain.
6. Policy Discussion and Updates: Please see attachment B.
7. Out of District Student Updates: To be included in attachment B.
8. Fire Alarm: Tabled until next month.
9. Superintendent Comments: OPI is introducing new graduation policies, more information in November.
10. Supervising Teacher Comments: Field trip to the airport control tower was big fun; the Art Teacher is working out well; grateful for the new classroom addition; due for a safety committee meeting; need review on fire alarm and emergency test procedures.
11. Committees:

Transportation: New tires to be installed on bus this week.

Maintenance: Lights in Robin Clark’s room misbehaving.

PTO: Discussed monthly lunches and field trip lunches; Chili Feed in November; raffle ticket sales.

1. Clerk Comments: Ben Quigg moved and Alison Fitzsimmons seconded a motion to approve $37790.38 in September expenditures. The motion passed unanimously.
2. Public Comments: No comments.
3. Next Meeting: Policy Meeting October 24th, 2023 at 3:30pm

Board Meeting November 9th at 4:00pm

1. Adjournment: At 5:37pm.

Trinity Board Meeting

November 9th, 2023

1. Call to Order: at 4:01pm by Alison Fitzsimmons. Attending are also Ben Quigg, Connie Horder, Shelby Saarinen, and Tammy Burke via Zoom; staff Jen Kueber, Katrina Chaney, Sara Wareham and Joane Bayer; public Ashley Quigg, Katie Grady-Selby, and Christina Holmes.
2. Public Comment: Sara Wareham brought up that the gym floor, walls and window coverings will need maintenance next summer.
3. Agenda Approval: Connie Horder moved and Ben Quigg seconded a motion to approve the agenda. The motion passed unanimously.
4. Minutes Approval: Connie Horder moved and Ben Quigg seconded a motion to approve the 10/12/2023 minutes. The motion passed unanimously. Connie Horder moved and Ben Quigg seconded a motion to approve the 10/24/2023 minutes. The motion passed unanimously.
5. New Business
6. Old Business:
7. Well and Septic: The survey indicates that the school property lines are questionable as are neighboring properties. May be off by 60’.
8. Fire Alarm Monitor: Jen Kueber asked who to contact before a fire drill. Monitoring decision tabled.
9. Policy Updates: Ben Quigg moved and Shely Saarinen seconded a motion to accept 3121P as written. The motion passed unanimously. Katrina Chaney explained that policy 4410 requires and interdisciplinary team, but the team is already in place and involves CPS, probation, police department, and the county Superintendent of Schools. Connie Horder moved and Shelby Saarinen seconded a motion to accept 4410 as written. The motion passed unanimously.
10. Superintendent Comments:
11. Katrina Chaney explained that OPI has a new program – Profile of a Graduate – meant to encourage graduation and the program actually starts in Kindergarten. Staff and the Board need to choose their top three options for the program. To be tabled until the February board meeting.
12. OPI is looking for K-12 data task force volunteers, meet once every 3 months.
13. Supervising Teacher: Jen Kueber discussed the successful chili feed; the parental field trip form is completed and in use; next field trip is November 20th to Fly Giant; parent teacher conferences are coming up; December 20th is the Christmas program; Chris Hovda will be out for a couple weeks and substitute are scheduled.
14. Committee Reports: PTO – Chili feed raised $9681.41 and there was a great community turn out; big thanks to staff, parents and PTO; PTO has purchased risers for music programs; ongoing monthly lunches, a Thanksgiving lunch planned in November.
15. Clerk Comments: Ben Quigg moved and Connie Horder seconded a motion to approve $57,654.93 in November expenditures. The motion passed unanimously.
16. Public Comments: Appreciate Emily Thiessen, the new music teacher!
17. Next Meeting: January 11th, 2023 at 4pm.
18. Adjournment: Meeting adjourned at 4:43pm.

Trinity Board Minutes

January 11th, 2024

1. Call to Order: at 4:00pm by Tammy Burke. Attending were also Connie Horder, Ben Quigg, Alison Fitzsimmons, and Shelby Saarinen; staff Jen Kueber, Katrina Chaney, Sara Wareham and Joane Bayer; public Peggy Justesen, Ashley Quigg, Katie Grady-Shelby, and Christina Holmes.
2. Public Comment: No comments.
3. Agenda Approval: Connie Horder moved and Alison Fitzsimmons seconded a motion to approve the January minutes. The motion passed unanimously.
4. Minutes Approval: Connie Horder moved and Ben Quigg seconded a motion to approve the November minutes. The motion passed unanimously.
5. New Business:
6. Election Resolution: Ben Quigg moved and Connie Horder seconded a motion to conduct an election via mail ballot for two trustees (one 3 year term, one 1 year term) and possible General Funs levy request. The motion passed unanimously.
7. Teacher laptops: Ben Quigg moved and Alison Fitzsimmons seconded a motion to spend up to $3000 for 3 laptops using ESSER 3 Learning Loss funds. The motion passed unanimously.
8. New Bus: Discussion of pros and cons of retrofitting new bus to accommodate seat belts; estimates range from $7000 - $15000; school bus seat belts not mandated in Montana; bus shelter discussion; rodent discussion. Bus not available for use until plates acquired and registered with OPI; seat belt discussion tabled until February meeting.
9. Old Business:
10. Well and Septic Updates: DEQ has approved both the well and septic design; discussion involving actual title or ownership of school property and this must be resolved before proceeding with well and septic; will require an attorney to determine ownership; survey determined the legal description does not match fence lines of subdivision; until resolved unable to determine where to install septic; electric for the well may require another transformer.
11. Policy Updates for nonresident enrollment forms: discussion tabled until February meeting.
12. Fire Alarm: Tabled.
13. Safe Return to Schools: Reviewed, currently no updates needed.
14. Superintendent Comments:
15. Civil Rights Data Collection: This federal survey is mandated; detailed, time consuming, complex data collection; request extra pay for Jen Kueber to undertake survey completion. Ben Quigg moved and Alison Fitzsimmons seconded a motion to pay Jen Kueber $45/hour to complete the Civil Right Data Collection Survey. The motion passed unanimously.
16. ESSER Website Updates: On the school website, our school number (0491) needs to be listed on the Safe Return to Schools plan; the ARP survey also needs to be posted on the website.
17. Supervising Teacher Comments: The ski field trip was cancelled and rescheduled for March 21st; no school January 12th due to frigid weather.

B. Evacuation Locale: Discussion on where to evacuate if needed, firehall and store are not good options; possibly to the bus or Burke’s residence.

C. Safety Committee Meeting: with Shelby Saarinen scheduled for January 29th at 3:30pm.

1. Committee Reports:
2. Kudos to bus driver Laura Fisher, she is looking for training opportunities.
3. Maintenance: Library heater breaker had to be reset; breakers need to be labeled; door seal is torn, Abraham should be out to repair; Sara Wareham to check on school over frigid weekend.
4. Personnel: Teachers commented how a great team they have.
5. PTO Updates: Christmas party was a big success; PTO bought risers, but plans to buy another; monthly ongoing lunches.
6. Clerk Comments:
7. Ben Quigg moved and Connie Horder seconded a motion to approve the November expenditures of $239,756.27 (includes school bus encumbrance of $133,000. The motion passed unanimously.
8. Ben Quigg moved and Tammy Burke seconded a motion to approve the December expenditures of $43,315.38. The motion passed unanimously.
9. Financial audit scheduled for February 12th. Will mail documents to auditors the week of January 14th.
10. Public Comments: Several parents expressed either an indifference to or preference for no bus seat belts.
11. Next Scheduled Meeting: February 8th, 4pm.
12. Adjournment: at 5:40pm

Trinity Board Minutes

February 8th, 2024

1. Call to Order: at 4:03pm by Tammy Burke. Attending were also Alison Fitzsimmons, Connie Horder and Shelby Saarinen, Ben Quigg was absent; staff Jen Kueber, Sara Wareham, Joane Bayer, Superintendent Katrina Chaney; public Peggy Justesen, Katie Grady, Christina Homes.
2. Public Comment: No public comments.
3. Agenda Approval: Connie Horder moved and Shelby Saarninen seconded a motion to approve the agenda. The motion passed unanimously.
4. Minutes Approval: Alison Fitzsimmons moved and Connie Horder seconded a motion to correct a spelling error and approve the January minutes. The motion passed unanimously.
5. New Business:
6. Bus Seat Belts: Ben Quigg is still waiting for a seat belt and seat estimate. State regulations may not allow to retrofit a bus. Connie Horder expressed concern that the Board originally voted for seat belts and the original votes should stand barring budget constraints. The issue was tabled till March.
7. Old Business:
8. Well & Septic Updates: School property ownership still questionable; unable to move property lines without definitive ownership; DEQ to rule if we can move septic to other side of property but need a perc test done at requested septic
9. Policy Updates: Tabled until March
10. Fire Alarm Monitor: Tabled
11. Superintendent Comments: Katrina Chaney discussed a new accreditation process, replacing the Continuous School Improvement Program; surveys for parents, students, and community members; survey logistics discussion; Shelby Saarinen to make changes to spread sheet survey; school to hand out paper survey and request return in a timely manner.

Board and parents decline to provide student names for attendance audit. Discussion on privacy and legality of providing student names for audit; Board adamantly opposed at providing student names.

1. Supervising Teacher Comments:
2. Emergency Procedures, Evacuation Locale: The new bus will be used as the location for an evacuation emergency. Jen Kueber has learned to drive the bus in event of emergency. Connie Horder moved and Shelby Saarinen seconded a motion to allow Jen Kueber to drive students and bus away from school in the event of an emergency. The motion passed unanimously.
3. Safety Committee: AED location; water filter change; furnace filter change; kindergarten room heater needs maintenance; need gravel for play ground in spring; hall ceiling leaking; furnace vents in addition icing up in sub zero weather.

IX. Committee Reports:

1. Transportation – no report.
2. Maintenance – Sare Wareham to replace water and furnace filters.
3. Personnel: no report.
4. PTO: Has scheduled a Valentines Day party, continuing to provide a monthly lunch to students.

X. Clerk Comments:

A. January Financials: Alison Fitzsimmons moved and Connie Horder seconded a motion to approve $39611.17 in January expenditures. The motion passed unanimously.

B. County Treasure requested an updated signature page.

XI. Public Comments: no comments.

XII. Next Meeting is scheduled for March 14th, 4pm.

XIII. Adjourn at 5:10pm