

## MINUTES

The regular meeting of the Yaak School Board of Trustees was called to order by Chairperson, Trish Lauer, at 10:04 a.m. on Wednesday June 21, 2023, at the Yaak School. Trish opened the meeting, reviewed the meeting protocol, and stated that the meeting was being recorded.

Trustees Present: Trish Lauer, David Gambill, and Herb Oehlke

Others Present: Diane Downey, District Clerk

### **Minutes:**

The minutes from the May 17, 2023, board meeting were reviewed. David moved that the May minutes be accepted as presented, Herb seconded, and Trish concurred.

### **Maintenance Report:**

- The requested building cleaning in preparation for the July 1<sup>st</sup> fundraiser is in progress and will be completed by the deadline. The grounds are looking good and will get a final touch up prior to the Arts & Craft Fair on the 1<sup>st</sup> of July. Rodent control is in progress. The Generator's test run time has been reset and Kohler OnCue system has been installed. Diane is waiting to hear back from Boundary Electric to confirm activation. The asbestos inspection will be July 12<sup>th</sup>, after this report is completed, Diane will post the required notices and see that a copy of that notice goes in the student handbook and is posted on the school website.

### **Fund Raising Committee:**

- The committee has asked if they can start storing auction items in the classroom. The board sees no problem with that. Diane reported that the Forest Council will not be purchasing the portable AC unit as it did not fit their needs. Dave made a motion that it be placed in the silent auction at the Arts and Crafts Fair, Herb seconded, and Trish concurred. The Portable AC unit will be auctioned off July 1<sup>st</sup>.

### **Old Business:**

- The ESSER II Outdoor Learning Space and Fitness Center Project is moving forward. We heard back from Annette regarding the fitness equipment, and as there are no required specs for fitness equipment, she stated that if we installed the pieces to manufacturers specs, we would be okay. However, we will need to get the details for the little tike's playground equipment we plan on installing and confirm that it meets the standards for playground equipment. Also, we need Sabre' to confirm the dimensions from Trish's spreadsheet so we can get the weed barrier fabric and surfacing material ordered. Diane suggested, as Libby no longer has an asphalt company, it would be more cost effective to redo the basketball court in concrete. There was much discussion, Herb will work on getting estimates of the cost to do concrete basketball court.

- Teacher Contract that has been signed for the 23-24 SY was reviewed. Trish stated that the contract may need to be amended to remove the Housing stipend due to budget constraints for the ensuing year.

- Classified Staff salaries were discussed with a proposed cost of living increase, custodian/grounds 2.5% (\$16.90 per hour) and clerk 2.7% (\$19.10 per hour). As the budget is still preliminary, we will look at these increases as the budget is finalized.

### **New Business:**

- Trish read the resolution for the Final Budget Meeting. It was approved and signed. The Final 23-24 SY Budget Meeting will be August 16<sup>th</sup>. Diane will publish the legal notice.

- Trish proposed we keep the 23-24 general fund reserves at \$10,000.00. David and Herb agreed.

- The Telehealth contract for 23-24 SY was discussed. David moved to approve the contract, Herb seconded, and Trish concurred. The 23-24 SY fees are covered by ESSER III. We will need to look at using Title IVA funds for 24-25 SY.

- The General Fund Expenditure Budget has been circulating among the board members and the clerk. At this time, we do have some short fall and the board will be meeting after today's Board meeting to continue to work on it.

- The TR-4 transportation contracts for the 23-24 SY have been signed. At present we only have one, Diane has reached out to a tentative enrollee's parent and asked that they stop by to complete a contract so it can be included in our budget for 23-24 SY.

- Diane reported on the estimated General Fund ending balance. Fund balance is \$6,805.21 with anticipated expenses of \$4,604.49 making our ending cash balance estimated at \$2,201.12. Trish suggested that we use those remaining funds to pay a portion of our accounting software bill. Dave made a motion that we use those remaining funds to pay a portion of our C & C Accounting Software costs, Herb seconded, and Trish concurred.

**Clerk's Report, Financials & Expenditures:**

- Title Monitoring Audit findings are as follows. We are having to return the Title IA funds used for our Art & Music Program for the 21-22 and 22-23 SY. The 21-22 SY amount is \$1,573.14, these funds will be paid from fund 101 as the law doesn't allow us to use Indirect Cost Pool funds. I have created an amendment in our 22-23 Title IVA Grant and will be recording the \$2,610.00 we used for that program in the 22-23 cycle to the Title IVA grant and make a cash request in July for the funds we had to return for the 22-23 program. Trish asked if Diane had addressed the findings, Diane is working on gathering all the requested documentation. Trish reviewed the other finding and thanked Sabre' and Diane for all their hard work.
- April and May financials are still not balancing with the Treasurer. Diane explained the issues and she and the Treasurer are working to get it straightened out.
- April Expenditures to date were reviewed. (see attached for detail)
- Review of the to-date General Fund Expenditure Budget.

**Policy Review:**

Trish presented the MTSBA Policy Notes for June 2023. We will be reviewing all the policies we have in place that were affected by this year's legislative session. Diane will send out the MTSBA policy changes for those policies we have and start work on making the required changes. Trish suggested that we focus on the policies we have and wait on the new required Policy 1650 – Public Charter Schools as it is being challenged in court.

**Public Comment:**

None

**Next Regular Meeting:** July 19, 2023 @ 9 a.m. Meeting was adjourned at 10:59 a.m.

Respectfully submitted by:

\_\_\_\_\_ Diane Downey, District Clerk

\_\_\_\_\_ Trish Lauer, Chair

\_\_\_\_\_ David Gambill, Vice Chair

\_\_\_\_\_ Herb Oehlke, Board Trustee