

**REGULAR SCHOOL BOARD MEETING**  
**Yaak Elementary School K-8**  
**Wednesday, January 21, 2025**  
**3:45pm**

**Trustees Present** – Bob Zaccheo, David Henderson, Pam Fuqua

**District Clerk** – Sharon Shelton

**Lead Teacher Staff Present** – Amanda Prongua

**Others Present** – Bill Sullivan, Trish Lauer

**1. CALL TO ORDER**

Chair Fuqua called the meeting to order at 3:45pm. She did mention that the meeting was being recorded and then minutes will be posted to the Yaak Elementary School K-8 website.

**2. RECOGNITION OF VISITORS**

Chair Fuqua recognized the visitors at this time.

**3. APPROVAL OF MINUTES**

Clerk Shelton had copies of the minutes in the board packet. Trustee Zaccheo moved to approve the minutes that were presented. A second was made by Trustee Fuqua. With no further discussion, the motion carried 2 – 0 for, none opposed.

**4. CONTINUING BUSINESS**

**Maintenance Committee Report:**

- Everything looks good. The clerk said she has shoveled a couple of times and the teacher has said that most of the time our students are shoveling our sidewalks. Which is extremely helpful, especially for our staff.
  
- Trustee Fuqua reported that a wayward tree is leaning by the far corner of the shed. She is concerned that in a future windstorm, it could fall down specifically on the teacherage. Since it is on forest service land, she called the forest service, and they told us to go ahead and take care of the tree ourselves. Trustee Fuqua called an arborist friend of hers to come take a look and let us know what he thinks. Mr. Henderson wondered if there was anyone in the valley to take a look and possibly remove the tree. Mr. Sullivan mentioned that Tim Martin lived here in the valley but was unsure if he had insurance but would have him come up and talk to the teacher.

**Technology Report:**

- Two student computers are not working at all. Need enough machines for each student to have a computer as one-on-one technology. Trustee Zaccheo asked about cost for new computers and has questions and Ms. Prongua answered their questions. Trustee Zaccheo made a motion to approve two new computers for classroom use. A second was made by Trustee Fuqua. I will check the cost of the machines and present them at the next meeting. One new computer is needed for the clerk for her use as well. Trustee Zaccheo made an adjustment

to the motion to include a new laptop that would work for the clerk to the original motion. A second was made by Trustee Fuqua.

#### **Curriculum Rotation:**

▪ Every 5 years Math and Science are on rotation this year. Curriculum meeting, we have not met yet this year. Trish Lauer mentioned looking at when the curriculum was bought and added to the Yaak School in a binder in the building somewhere.

#### **Adult Education Programs:**

▪ Options that are being offered in the Yaak right now through Adult Education is a computer class that Ms. Prongua is teaching here at the school on Tuesday nights from 4:30pm to 6:00pm. There are five adults involved in the class and we are working on finding out what the students want to learn and then building a program around that.

Mrs. Shelton mentioned that a local artist was going to offer a painting class in the Fall. Alan McNiell has been in contact with Greg Bruns to offer a watercolor class through the Adult Ed program.

#### **Sub List:**

▪ One right now is on the list. Ms Prongua had said it is urgent to get more substitutes lined up in the event that Mrs Moore is unavailable. Mrs Shelton placed an ad on the Yaak Community page and had two people interested, one being Kristy Hensel who was the only one to turn in an application. Trustee Zaccheo approved Kristy Hensel to substitute as soon as her paperwork was completed, and her background came back clear.

#### **Inventory Update:**

▪ Ms. Prongua gave an update that she would start soon with working inside doing the inventory. The clerk found the original list was on the clerk's computer and once it warms up outside, she would move to the container to inventory the contents there. Trish Lauer has volunteered to help with inventory whenever she can.

### **5. OLD BUSINESS**

#### **Safety Plan EOP:**

▪ For the EOP to be ready for the board for print and correction, it has to be reformatted. DC Shelton needed some extra support doing this, so Ms. Prongua said she would help to get it reformatted for the next board meeting. Please put back on the agenda for the next board meeting to see progress.

### **6. NEW BUSINESS**

#### **Interim Board Member:**

▪ Swearing in of David Henderson, Interim Board Member. Amanda Prongua, Lead Teacher, also a Notary swore him in at the meeting. Now we are back to a quorum.

#### **Disposal:**

▪ Resolution to dispose of equipment, clerk's old computer, clerk's old phone, old cables, and water cooler. Trustee Henderson asked if there was an inline water filter for the current water

that we are drinking and if there is 'changing the filter' on the maintenance list. Trustee Zaccheo made a motion to approve the disposing of equipment. Trustee Henderson seconded the motion.

**1<sup>st</sup> semester Transportation Claim:**

- DC Shelton mentioned that the 1<sup>st</sup> semester Transportation claim TR5 is scheduled to be submitted on time.

**Review of Travel Pay New Rate:**

- 72.5 cents for mileage reimbursement is the new Federal reimbursement rate and is accepted to be the standard rate for employee mileage reimbursement.

**Board Action Items:**

- copied for David, Sharon, & Bob for upcoming dates
  - Student Registration date will be due June 1
  - Teacher Contract due April 15 (signed contract 20 business days later)
  - David asked about a list of due dates for school district deadlines..

**P-Cards:**

- Gave a quick rundown of what they are: just a charge card with money back rewards. Amanda to do some research and get back to the group in February and let them know.

**6. TEACHER'S REPORT**

- Wish list convection oven, countertop oven Trustee Zaccheo asked a cost I quoted \$200 but now have found one cheaper.
- Nursing home visit monthly with the residents. Will do simple craft, read, and visit with the residents on February 17<sup>th</sup>.
- Looking at HMH Math Curriculum. Eureka Math is not working. The kids are not getting it and how do I help them? Fuqua asked me what I needed from her. Told her that I needed a motion to get it ordered. Trustee Zaccheo made a motion to purchase HMH Math as presented at the meeting at \$1293.92 out of Title 1 funds. Or where we can find the money. Trustee Henderson seconded the motion.
- Desks are terrible. These are the new desks that were ordered just this past summer.
- Partitions in the bathroom can they come out. Take out the plywood correctly and utilize it for shelving. Let the record show that David stepped out to take a look at the bathrooms to see if taking down the plywood is a possibility. If we take the barriers out would we be able to lock the door and put eyelet locks for me to get in during an emergency. Trustee Zaccheo said he said he thought we might not be able to take out partitions but Trustee Henderson would do some checking and get back to me.
- Looking into a field trip in May 10 days going to Keystone, SD to Mount Rushmore seeing along the way and the way back. Board Chair Fuqua asked if we had the funding and I believe that we will be able to at this time.

**7. CLERK'S REPORT EXPENDITURES**

- Clerk's Report – 2<sup>nd</sup> part of the AED grant applied for and we will not hear if we got it until March 15<sup>th</sup>.

- Year End stuff happening in the clerk's office at this time of year. W2's, 1099s, etc. It has been extremely busy and the clerk is working toward getting it all done.
- E-Rate is up to date at this time. Working with Nicole.
- There have been some discrepancies according to the county treasurer and the clerk has been working with Sedaris on finding the errors and correcting them. This has caused us to not be in balance with the treasurer for November, December and January.
- ▪ January Expenditures to Date were sent to board members prior to meeting.
- DC Shelton is working to streamline all processes to make things simpler, and is trying to put together a procedure manual for the clerk's position.
- Clerk is a member of the Original MASBO SBO Academy and gets much of her information and training from the group. Trustee Henderson asked if DC Shelton had the technology to complete her training. DC can only do webinar training on her phone which is much too small to see the screenshots they share.

## 8. POLICY REVIEW

3665-Student Safety

5122-Fingerprints and Criminal Background Investigations

All adults working unsupervised with students must get a background check and pass in order to be an employee, volunteer; and also any person who has unsupervised access to the students, regardless of capacity. Trustee Fuqua said that she called a first reading of these policies at this meeting. Drivers, aides, clerks, board members, volunteers, etc.

## 10. PUBLIC COMMENT

None

## 11. ADJOURNMENT

Chair Fuqua made a motion to adjourn the meeting at 4:22pm. Trustee Henderson will Zoom in for the February meeting.

NEXT MEETING – February 18, 2026, 3:45pm

*Sharon Shelton*

*Pam Fuqua*

---

Sharon Shelton, District Clerk

---

Pam Fuqua, Board Chair

*Motion to accept minutes made by Bob Zaccheo. Seconded by David Henderson. 2/18/26 3:48PM*