

REGULAR SCHOOL BOARD MEETING

Yaak Elementary School K-8

Wednesday, February 18, 2025

3:45pm

Trustees Present – Bob Zaccheo, David Henderson via Zoom,
Pam Fuqua

District Clerk – Sharon Shelton

Lead Teacher Staff Present – Amanda Prongua

Others Present – Ron Webb

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 January 21 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:

- Ron Webb spoke on behalf on the Maintenance Committee reporting several tasks that will be included in the upcoming months as Spring weather approaches.

- The removal of the problem trees was discussed and a follow up discussion about the need for an insured and bonded professional versus a volunteer in the community ensued. The board approved a budget of \$1200 to remove the previously discussed trees, and the leaning trees in the playground area as well. Trustee Zaccheo moved to approve the recommendations and budget that were presented. A second was made by Trustee Fuqua. With no further discussion, the motion carried 2 – 0 for, none opposed.

Technology Report:

- Amanda updated the board on her research in finding new laptops for the students and the clerk. She also had a proposal for the external hard drive that will serve as a backup device for the clerk's office computer. The clerk mentioned that having a portable printer at home would help make remote work easier so that if warrants need printing, she won't have to make the drive into the school office to complete her work. Amanda counters that the portable printer Sharon had chosen was insufficient for school needs and would result in the ink drying out too quickly and recommended a desktop version like the ones in the school. Trustee Zaccheo made an adjustment to the motion to include the printer that would work for the clerk to the original motion. A second was made by Trustee Fuqua.

David Henderson interjected from the Zoom call how he would like to see the basketball painted as a pickleball court, which would be beneficial for the community, including children. They agreed to contact the person who sealed the court to find someone who could paint it. David and Amanda also planned to meet in April to review maintenance tasks, as Amanda had made a list of necessary improvements. Additionally, they addressed an issue with a non-functional solar light on the front porch, deciding that wiring a traditional light might be necessary, and Ron agreed to discuss this with Artie.

Curriculum Committee Report:

- Curriculum meeting, has not met yet this year. Amanda shared updates about the state level math and science reviews. The board considered potential collaboration with other schools for field days.

Fundraising Committee Report:

Amanda updated the board on the efforts of Brittany Wright in the bake sale, and mentioned that \$470 was made with the donations of baked goods from the sale at the Dirty Shame over the weekend. The 50/50 raffle will be collected until March 1st and a drawing will be done by Amanda or Brittany on March 2nd.

Trustee Henderson thought reaching out to alumni of the Yaak School might be a resource for gaining more support for the school. He will have his daughter, Rachel, reach out to the clerk to see if there is an interest in an alumni page for facebook, or if there is already an existing one.

5. OLD BUSINESS

Safety Plan EOP:

- Amanda worked on reformatting the EOP Safety Plan and had copies available for the present board members. Due to its size, she will email David Henderson a copy. She asked that all board members please review it and make any notations for edits that need to be made. As both she and the clerk are new to the school, she wanted to make sure the contacts were up to date.

Adult Education Programs:

- Nothing new to report. Looking forward to Fall courses and will hope that there are more offerings of interest to the community.

Sub List:

- The one substitute that had applied last month has since withdrawn her application due to the job not being a good fit. We are now back to only having one substitute on the list, with the clerk offering to be a back up in desperate times. Trustee David Henderson offered to be available to step in on an as needed basis and will be turning in fingerprints when he returns to Montana.

MASBO P-Card Program

- Amanda had researched the P-Card program and compared different cards to the MASBO program. She reported that Superintendent Suzy Rios had mentioned that almost all the schools use the P-Cards. It differs from the Elan Visa we use in

that it offers rewards for purchases throughout the year which can then be used for the school. After researching different cards, it was decided that opening a Costco membership and using the Costco Rewards Visa for business would be the best option and Amanda stated she would get that set up.

6. NEW BUSINESS

Trustee Election and School Updates

The board discussed the 2026 trustee election, confirming that David's application was received in time for him to be on the ballot by acclamation unless a write-in candidate emerges by March 2nd.

Convection Oven:

- Amanda brought an estimate of the oven she wanted for the kitchen. It was on sale for \$147, and the Trustee Zaccheo made a motion to approve the purchase of the Black & Decker Convection oven. Trustee Henderson seconded the motion.

Spring Enrollment Count:

- The clerk reported that the Spring ANB was completed and certified on OPI and MAEFAIRS on time. At the time of the count, there were 8 students enrolled and in attendance.

7. TEACHER'S REPORT

- **Nursing home visit** had to be canceled due to inclement weather and a new visit has yet to be scheduled.
- **HMH Curriculum** has arrived.
- Amanda discussed reporting requirements with David Henderson and placid the dates of deadlines for **OPI reporting** in the board packets. David asked if she had the support she needed for the OPI reporting requirements and Amanda confirmed she had a full understanding of the needs and knew what needed to be done when.
- Amanda requested that the board consider **membership for her in MTPLC** which she felt would be beneficial and cost effective as she is taking professional development courses currently through them, and the cost of membership would offset a portion of the tuition with the discounts MTPLC offers members.

- Trustee Henderson asked Amanda if she would call Christy Shirtl (superintendent) to inquire if any teachers are attending the national math/science teacher conferences (MCTM/MG) and if possible to tag along for professional development.
- No update on the May field trip at this meeting.

8. CLERK'S REPORT EXPENDITURES

▪ **Clerk's Report** –

- The discrepancies according to the county treasurer have been corrected for the most part. There are still a couple of errors the clerk is working with the treasurer on rectifying. One of the errors the clerk spent hours on trying to find for the treasurer ended up being a different school so once the treasurer let the clerk know, it freed up time to work on the others.
- January Revenues & Expenditures and the February Expenditures to Date were sent to board members prior to meeting.

9. POLICY REVIEW

3665-Student Safety - Second Reading read by Chair Fuqua

5122-Fingerprints and Criminal Background Investigations
Second Reading read by Chair Fuqua

Motion to accept policies as written and to be included in District Policy Manual made by Trustee Zaccheo; seconded by David Henderson.

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 second reading of these policies at this meeting. Drivers, aides, clerks, board members, volunteers, etc.

10. PUBLIC COMMENT

None

11. ADJOURNMENT

Chair Fuqua adjourned the meeting at 4:38pm.

Sharon Shelton, District Clerk
Board Chair

Pam Fuqua,

Next steps

- Amanda: Share the updated EOP (Emergency Operations Plan) document with all board members (including David via email in Word or PDF format) and request review and feedback on errors, phone numbers, and names.
- All board members: Review the EOP document for errors and missing/incorrect information and provide feedback to Sharon.
- Amanda: Purchase the Lenovo Yoga laptop, two HP touchscreen laptops, an external hard drive, and a suitable home printer (up to \$300) for Sharon, using the technology levy funds.
- Sharon: Confirm that the technology purchases are eligible under the technology levy and report back if there are any exclusions.
- Amanda: Call Christy Shirley (superintendent) to inquire if any teachers are attending the national math/science teacher conferences (MCTM/MG) and if possible to tag along for professional development.
- David: Contact Rachel (his daughter) to reach out to Yaak alumni via Facebook to explore alumni fundraising for the Field Trip Fund.
- Ron: Look into painting pickleball lines on the basketball court and coordinate with the person who sealed the court for guidance.
- Ron: Call Artie to discuss wiring in a new front porch light and confirm if wiring is already present.
- Sharon: Post substitute/aide ad with Montana Small School Association and continue seeking candidates; ALP to follow up with Nikki regarding a potential candidate.
- Sharon: Contact local contacts to inquire about potential substitute/aide candidates.
- Amanda: Research and potentially price Ring camera (or

similar) for front door security and report back to the board.

- Sharon: Add Montana PLC (Professional Learning Collaborative) membership proposal to next month's agenda for board decision.
- Amanda: Send finalized janitor checklist to all relevant parties and to David.
- Sharon: Complete balancing of November, December, and January financials, resolve the yellow warning in Foxy accounting software (call David if needed), and email balance reports to the board when finalized.
- Sharon: Contact DOJ to confirm if federal/concealed weapons permit fingerprints are acceptable for substitute teaching requirements.
- Sharon: Post updated policies 3665 and 5122 to the school website.
- Ron: Meet with David in person in April to review and walk through maintenance items.

Approved 3/18/2026 by
Board

Motion to accept made by Bob Zacchei; Second by
David Henderson