



# **Meeting Packet**

**Special School Board Meeting**

**Friday, June 29, 2018**

**09:00 PM**

**EKALAKA ELEMENTARY #15 & CARTER COUNTY HIGH SCHOOL  
UNIFIED BOARD OF TRUSTEES**



**EKALAKA PUBLIC SCHOOLS**

P.O. Box 458 • Ekalaka, MT 59324 • Fax: (406) 775-8766

EKALAKA ELEMENTARY DISTRICT #15: (406) 775-8765

CARTER COUNTY HIGH SCHOOL: (406) 775-8767

# Special School Board Meeting

Ekalaka Elementary Multi-Purpose Room

Friday, June 29, 2018 09:00 PM

## EKALAKA ELEMENTARY #15 & CARTER COUNTY HIGH SCHOOL UNIFIED BOARD OF TRUSTEES

1. Call to Order **(Roll Call)**
2. Pledge of Allegiance
3. Public Comment

This is the time for comment on public matters that are not on the agenda. Members of the audience are encouraged to briefly address the trustees on an issue that is not on the agenda. The Board Chair will seek comments from the audience on agenda items as they occur.

4. Personnel **(Action)**
  - a. Classified Hiring Considerations **(Action)**

[Classified Contract.pdf \(p. 3\)](#)

[Personnel - Classified Staff Hiring Recommendations.pdf \(p. 5\)](#)

[CLASSIFIED SALARY SCHEDULE FY19.pdf \(p. 6\)](#)

5. Adjourn

**CLASSIFIED STAFF EMPLOYMENT CONTRACT  
FOR A SPECIFIED TERM**

This is a Contract between **Dalene Sleeman**, (“Employee”) and the Ekalaka Public Schools Unified Board of Trustees of Ekalaka, Montana (“Board”).

**1. Mutual Promises:** The Board agrees to employ Employee and Employee agrees to perform duties when, where and as assigned by the Superintendent or his/her designee and to comply with board policy for the school year 2018-2019 beginning July 1, 2018 and ending not later than the 30<sup>th</sup> day of June, 2019.

**2. No Guarantee of Hours or Remuneration:** Nothing in this Contract shall be construed to provide a guarantee of assignment, duties, projects, income, remuneration or hours worked. The parties agree that the projects assigned, as well as the number of hours worked, will vary according to the nature and extent of the District’s needs.

**3. Compensation:** The Board shall pay Employee an initial wage of **\$20.55** per hour, including all benefits accruing in accordance with Title 2, chapter 18, part 6 of the Montana Code Annotated and District policy, for the assigned position of **Director of Maintenance**. The wage may thereafter be unilaterally modified by the District to reflect any change in assignment or position.

**4. Term of Employment:** The term of this Contract is set forth in paragraph 1, unless otherwise terminated earlier under section 5 or by virtue of the doctrine of impossibility as specified in § 1-3-222, MCA. Employee shall have no expectation of continued employment with the School District upon the expiration of the term of this Contract. Both parties agree that without board action, employment will automatically terminate upon expiration of this Contract.

**5. Termination of Employment:** The District may terminate this contract for cause at any time during the year.

**6. Jurisdiction:** This Contract shall be governed by the laws of the State of Montana.

**7. Savings Clause:** In the event any one or more of the provisions contained in this Contract shall, for any reason, be held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

**8. Entire Contract / Modification:** This Contract embodies the complete Contract of the parties hereto, superseding all oral and written previous and contemporary Contracts between the parties. No alteration or modification of this Contract shall be valid unless evidenced by a writing signed by the parties to this Contract.

**9. Acceptance:** This offer shall expire unless signed and returned to the Board or its authorized representative by 9:00 a.m., on July 2, 2018

I have read this Contract, understand its terms, and agree to be bound thereby.

DATED this 29<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
Dalene Sleeman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Helen King, Chair, Board of Trustees

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Lora Tauck, District Clerk

\_\_\_\_\_  
Date

# Ekalaka Public Schools

**Board of Trustees**  
 Helen King, Board Chair  
 Dennis Bishop, Vice-Chair  
 Micheal Ashbrook  
 Samantha Harris  
 Cassidy Jespersen  
 Arnold Rychner

**TITLE:** PERSONNEL---  
 CLASSIFIED STAFF CONTRACTS

**ORIGINATED**  
**BY:** Daniel Schrock, Superintendent

**OTHERS**  
**INVOLVED:**

**SUMMARY/DISCUSSION:**

The employment contract for the Director of Maintenance, Dalene Sleeman Finstad, ends on June 30, 2018. A special meeting was called to address a new employment contract. She has reapplied for the position.

**SUPERINTENDENT RECOMMENDATION:**

Pending discussion

**ACTION**

If the Board wishes to offer an employment contract for the 2018-2019 school year, the following motion would be in order:

Move to approve the Classified employment contract as presented.

**REFERENCES:**

#5140-Classified Employment and Assignment

**Classified Employment and Assignment**

Each classified employee will be employed under a written contract of a specified term, of a beginning and ending date, within the meaning of § 39-2-912, MCA, after the employee has satisfied the requisite probationary period of ninety (90) days. During the probationary period of employment, the employment may be terminated at the will of either the School District or the employee on notice to the other for any reason or no reason. Should the employee satisfy the probationary period, such employee shall have no expectation of continued employment beyond the current contract term.

The District reserves the right to change employment conditions affecting an employee's duties, assignment, supervisor, or grade.

**June 29, 2018 - Confirmation of Employment – Classified**

Name	Primary Job Title	Rate	Pay Basic	Effective	Term. Date
Dalene Sleeman	Director of Maintenance	\$20.55	Hourly	7/1/2018	6/30/2019

**EKALAKA PUBLIC SCHOOLS**

**2018-19 CLASSIFIED SALARY SCHEDULE  
POSITION**

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12	YEAR 13	YEAR 14	YEAR 15	YEAR 16	YEAR 17	YEAR 18	YEAR 19	YEAR 20+
Asst. Clerk;Head Cook, Custodian	12.20	12.40	12.61	12.82	13.05	13.26	13.48	13.72	13.95	14.19	14.43	14.69	14.94	15.20	15.46	15.73	16.00	16.29	16.58	16.86
Kitchen (cook/concessions); Secretary, p/t custodian, Temp Help, Fitness	11.06	11.24	11.42	11.61	11.80	12.01	12.20	12.40	12.62	12.82	13.05	13.26	13.48	13.72	13.95	14.19	14.43	14.69	14.94	15.20
Maintenance	14.82	15.08	15.34	15.61	15.88	16.16	16.44	16.73	17.02	17.32	17.64	17.94	18.26	18.58	18.92	19.26	19.60	19.96	20.32	20.69
Bus Driver	12.74	12.95	13.18	13.40	13.63	13.86	14.10	14.34	14.59	14.84	15.10	15.36	15.63	15.89	16.18	16.46	16.75	17.04	17.34	17.65
Para High School Diploma	10.86	11.05	11.24	11.42	11.63	11.82	12.03	12.24	12.44	12.67	12.88	13.11	13.34	13.58	13.81	14.06	14.30	14.56	14.82	15.08
HS +30 college credits	11.16	11.35	11.55	11.74	11.93	12.15	12.36	12.58	12.79	13.02	13.35	13.47	13.72	13.95	14.20	14.45	14.71	14.97	15.24	15.51
Associates Degree	11.74	11.94	12.15	12.36	12.58	12.79	13.02	13.24	13.47	13.71	13.95	14.20	14.45	14.71	14.97	15.24	15.50	15.79	16.07	16.36
Associates +30 college credits	12.32	12.54	12.75	12.97	13.20	13.43	13.67	13.91	14.16	14.40	14.67	14.92	15.19	15.46	15.74	16.01	16.31	16.60	16.90	17.21
Coaches & Advisors	9.23	9.44	9.64	9.84	10.05	10.25	10.46	10.66	10.86	11.07	11.27	11.48	11.68	11.88	12.09	12.29	12.50	12.70	12.90	13.11
Assistant Coach	8.67	8.87	9.08	9.28	9.49	9.69	9.89	10.10	10.30	10.51	10.71	10.91	11.12	11.32	11.53	11.73	11.93	12.14	12.34	12.55
Directors (IT, Transportation, Maintenance)	20.35	20.55	20.76	20.96	21.17	21.37	21.57	21.78	21.98	22.19	22.39	22.59	22.80	23.00	23.21	23.41	23.61	23.82	24.02	24.23

\*.25 per year for placement after 20+

(not retroactive – beginning FY15 year)

1 Year of experience granted for employees serving 90+ equivalent days–for substitute drivers 1 year of experience granted for employees serving 30+ equivalent days.

Prior experience granted at discretion of Superintendent

Benefits for Employees in permanent positions

Group Health Insurance Employer Contribution:

\$8000 annually full-time/\$6000 annually part-time

Definitions: \*Full time permanent = employees scheduled for a minimum of 32 hours/week–academic or yearly

\*Part time permanent = employees scheduled for no less than 20 hours/week–academic or yearly

**SUBSTITUTE TEACHER**

**PAY**

non-certified: 75 per day

certified: 85 per day

extended: 95 per day

\*paid in 1/2 day increments

Employees eligible but opting out of Group Health Insurance:

\$3500 annually full-time/\$2625 annually part-time

In lieu of group health insurance, employees may opt to use the above contribution toward a flexible spending account, HSA (if eligible), 403b or other employee benefit plan offered by our 3rd party administrator.

Revised October 10, 2016 – addition of Fitness Center Attendant

Revised November 14, 2017 – addition of IT/Transportation

Revised October 9, 2017 – move activity bus driver wage to match route driver wage

Revised June 11, 2018 – move Maintenance to Director line item – 2% increase on all cells