

County of Phillips
School District #12 A & B
Saco MT 59261
May 13, 2025
Minutes of the Regular Board Meeting

CALL TO ORDER

Chairman Donni Linn called the meeting to order at 7:35 p.m. in the school library. Trustees present were Donni Linn, Joey Newby, Jay Yeska, Jason Beil and Aaron Albus. Administration present included Tanya Funk, Superintendent, Mandy Sunford, and Business Manager/District Clerk. Visitors present where Darlene Kolczak, Kraig Nordahl, Shyla Sunford, Leah Molina, Caroline Carlsberg, and Nicol Mavencamp.

RE-ORGANIZATION OF BOARD

Darlene Kolczak swore in Jason Beil as the newly elected Trustee's.

Supt. Funk asked for nominations for Board Chairman. A motion to nominate Donni Linn as Board Chairman was made by Joey Newby; seconded by Aaron Albus and passed unanimously.

Chairman Donni Linn asked for nominations for Vice Chair. A motion to nominate Joey Newby as Vice Chairman was made by Jay Yeskal; seconded by Jason Beil and passed unanimously.

Chairman Donni Linn asked Trustees to serve on the Transportation Committee. Aaron Albus and Jay Yeska was appointed to the Transportation Committee.

Chairman Donni Linn asked for Trustees to serve on the Housing Committee. Joey Newby and Jason Beil was appointed to the Housing Committee.

Chairman Donni Linn asked for Trustees to serve on the Negotiation Committee. Jason Beil and Donni Linn were appointed to the Negotiation Committee.

Chairman Donni Linn asked for a Trustees to serve on the CO-OP Committee. Aaron Albus was appointed on the CO-OP committee.

A motion to appoint Mandy Sunford as District Clerk/Business Manager was made by Jay Yeska; seconded by Joey Newby and passed unanimously. The Certificate of Appointment of Clerk was executed by Darlene Kolczak.

CONSENT AGENDA

Minutes from the April 8, 2025 regular board meeting were read and claims were reviewed. A motion to approve the consent agenda, claims and student accounts was made by Jay Yeska; seconded by Aaron Albus and passed unanimously

FINANCIAL INFORMATION.

None.

PUBLIC COMMENT

None.

OLD BUSINESS.

PT Principal/PT Teacher Contract- A motion to rescind the PT Principal/PT Teacher contract from the April board meeting was made by Aaron Albus; seconded by Jay Yeska and passed unanimously.

Part-time Superintendent Contract- A motion to approve the Part-time Superintendent contract for the 2025-26 School year was made by Joey Newby; seconded by Jason Beil and passed unanimously.

NEW BUSINESS

Part-time Principal/Part-time Teacher Contract- A motion to approve the Part-time Principal/Part-time Teacher contract for the 2025-26 School Year was made by Joey Newby; seconded by Jason Beil and passed unanimously.

Approval of Extra-Curricular Assignments. A motion to approve the following extra-curricular assignments for the 2025-2026 SY as follows:

| | |
|-------------------------------------|--------------------------------|
| Head Girls Basketball | Amber Erickson |
| Athletic Director | Mandy Sunford |
| JH Girls Basketball | Mandy Sunford |
| JH Boys Basketball | Jim Sunford |
| Head Golf | |
| Head Track | Kelly Downing |
| Asst. Track | Amber Erickson |
| Asst Girls VB | Kelly Downing |
| JH Girls VB | Mandy Sunford |
| BPA | Shyla Sunford/Melissa Erickson |
| Pep Club | Melissa Erickson |
| Concessions | Kelly Downing/ Shyla Sunford |
| Annual | Amber Erickson |
| Band/Chorus | |
| TSA | Dwight Freeman |
| Elementary Basketball | Casity Boucher |
| Academic Coach/NHS | Leah Molina |
| Student Council | Shyla Sunford |
| Administrative Assistant | Nicol Mavencamp |
| Fri/Sat School Supervision | Kraig Nordahl |
| Senior Class Advisor | Czarina Catalla |
| Junior Class Advisor | Shyla Sunford |
| Sophomore Class Advisor | Leah Molina |
| Freshmen Class Advisor | Amber Erickson |
| 8 th Grade Class Advisor | Kraig Nordahl |
| 7 th Grade Class Advisor | |
| 6 th Grade Class Advisor | Kelly Downing |

Was made by Aaron Albus; seconded by Joey Newby and passed unanimously.

Approval of Second Semester Transportation Claims. A motion to approve the Second Semester Transportation Claims (TR- 6) was made by Jason Beil; seconded by Joey Newby and passed unanimously.

Gas Allocation- A motion to split the gas allocation in half and transfer to the Elementary Flex Fund and High School Flex Fund was made by Jay Yeska; seconded by Aaron Albus and passed unanimously.

Approval of Insurance Carrier(s). A motion to continue to use MUST as the health insurance carrier, DR. Administrator's as the dental and vision insurance carrier and Pacific Source Administrators as the HRA Administrators was made by Jason Beil; seconded by Joey Newby and passed unanimously.

Hire Summer Help- A motion to hire Kayla Sudduth for mowing lawns was made by Jay Yeska; seconded by Joey Newby and passed unanimously.

Hire of Head Cook- A motion to hire Kayla Sudduth as Head Cook for the 2025-26 SY was made by Jay Yeska; seconded by Joey Newby and passed unanimously.

Sick Leave Bank Donation- A motion to accept the donation of 35 hrs. to the certified sick leave bank was made by Aaron Albus; seconded by Jason Beil and passed unanimously.

2025-2026 MHSA Dues- A motion to approve the 2025-2026 MHSA Dues was made by Joey Newby; seconded by Aaron Albus and passed unanimously.

MTSBA Renewal- A motion to approve the MTSBA Dues for the 2025-26 school year was made by Jason Beil; seconded by Jay Yeska and passed unanimously.

Approval of MOU per House Bill 252- A motion to approve the 1 year MOU to qualify for the STARS Act (HB 252) was made by Jason Beil; seconded by Aaron Albus and passed unanimously.

Clerk Job Description- A motion to approve the updated clerk job description was made by Jay Yeska; seconded by Aaron Albus and passed unanimously.

Travel Request- A motion to approve Mandy Sunford to attend the MASBO Summer Conference in Great Falls, June 11-13th was made by Jason Beil; seconded by Aaron Albus and passed unanimously.

Phillips County to Conduct School Election- A motion to have the county to conduct any elections for the 2025-26 SY was made by Aaron Albus; seconded by Joey Newby and passed unanimously.

DISCUSSION

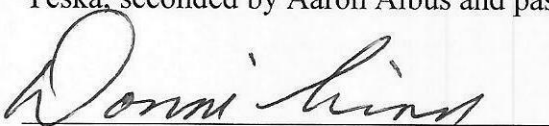
- Summer Project List
- Accreditations- We received 4's across the board
- Graduation Pictures will take place at 1 pm on May 17th.
- Music Teacher

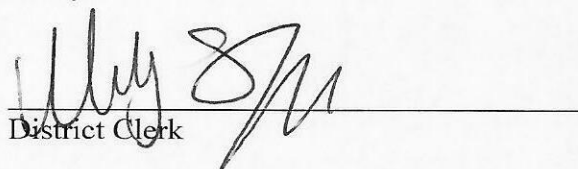
SUPERINTENDENT'S REPORT

- 1.) Divisional Track is Thursday, May 15th in Sidney
- 2.) Graduation will be held on Saturday, May 17th at 2:00 pm in the gym.
- 3.) Elementary will be attending a county-wide elementary track meet in Whitewater on May 19th
- 4.) Saco Elementary track meet is on May 21st at 1 pm.
- 5.) Last day of School is May 22th.
- 6.) State Track is Friday/Saturday May 23 & 24 in Missoula.

ADJOURNMENT

As there was no other business to come before the board, a motion to adjourn at 9:06 p.m. was made by Jay Yeska; seconded by Aaron Albus and passed unanimously.


Board Chairman


District Clerk