# Trout Creek School District #6

# Regular Meeting Minutes

09/10/2024

**Attendees:** *D. Scott Rasor, Marian Stonehocker, Elizabeth Loyd, Carolyn Nesbitt, Robert Johnson, Beckie Doyle, Kimberly Johnson, and Monte Nesbitt.*

**I. Call to order**

Mr. Rasor called to order the regular meeting of the Trout Creek School Board at 6:00 pm on 9/10/24 in the Trout Creek School Multipurpose Room.

**II. Pledge of Allegiance**

Mr. Rasor led the Pledge of Allegiance.

**III. Recognition of Visitors/Public Comment**

Mr. Rasor asked for public comment: No comments.

**IV. Approval of the Agenda as Presented**

Action Read By: Mr. Rasor; Motion Made By: Mrs. Loyd; 2nd Mrs. Stonehocker.

**On the poll of the Board, the motion carried unanimously.**

**V. Approval of** August 14, 2024 Minutes

Action Read By: Mr. Rasor; Motion Made By: Mrs. Stonehocker; 2nd Mrs. Loyd.

**On the poll of the Board, the motion carried unanimously.**

**VI. Reports:**

**Administrative Update:** Mrs. Nesbitt gave the administrative report. Back to School night was a success with about 50 attendees. The Archery team received a $5,000 check from the local Grange. Mrs Nesbitt officially resigned as of 9/10/24 with a very big thank you to the Board and Staff. Mrs Nesbitt requests that she stay on as an Adjunct principal for any issues that may require her assistance. The Board affirmed her as Adjunct Principal.

**District Clerk Update:** Mr. Johnson gave the financial report to the Board.

**Maintenance Update:** Mrs. Doyle gave the maintenance report. Mr. Cottrell will be attending the next meeting and providing an update.

**Athletic Director Update:** Mrs. Doyle gave the athletic director’s report. School soccer has started.

**VII. Discussion (D) and Action (A) Items:**

1. **Board of Trustees Candidate(s):** (tabled)
2. **COOP Representative**: The Board appointed Mrs Nesbitt as representative to the COOP.
3. **Teacherage Final Update:** Mr. Johnson gave the final report on the Teacherage.
4. **Staffing Approval:**
   1. **Teacher:** Ms. Ruth Allen is recommended for the Early Literacy Teacher position. Upon Board Approval, Ms Allen’s start date is August 19, 2024 and will be contracted through the School year. This contract supersedes previous contracts.

Action Read By: Mr. Rasor; Motion Made By: Mrs. Stonehocker; 2nd Mrs. Loyd.

**On the poll of the Board, the motion carried unanimously.**

* 1. **Lead Teacher (Supervising Teacher):** Mrs. Kimberly Johnson is recommended for the Lead Teacher position. Upon Board Approval, Mrs Johnon’s start date is September 1, 2024 and will be contracted through the School year. This contract supersedes previous contracts.

Action Read By: Mr. Rasor; Motion Made By: Mrs. Loyd; 2nd: Mrs. Stonehocker.

**On the poll of the Board, the motion carried unanimously.**

* 1. **Stipend for MAST Testing:** Mr. Sorenson is recommended to receive a Stipend for his work related to the MAST testing in the amount of $1,000.

Action Read By: Mr. Rasor; Motion Made By: Mrs. Stonehocker; 2nd: Mrs. Loyd.

**On the poll of the Board, the motion carried unanimously.**

* 1. **Substitute List:** The list was presented. They were approved without vote.
  2. **SPED Teacher:** (tabled)

1. **Extracurricular Policy & Procedures:** Mrs. Doyle suggested using the Noxon policy with some amendments to change all references to Trout Creek and remove any items related to High School.

Action Read By: Mr. Rasor; Motion Made By: Mrs. Loyd; 2nd: Mrs. Stonehocker.

**On the poll of the Board, the motion carried unanimously.**

1. **Approvals**
   1. **Student Activities Account**
      1. **Move Funds -** It is recommended that we move the STAR ($515.43) funds back from the Sports ($400) and 8th Grade ($115.43) SA funds.

Action Read By: Mr. Rasor; Motion Made By: Mrs. Loyd; 2nd: Mrs. Stonehocker.

**On the poll of the Board, the motion carried unanimously.**

* + 1. **Signature Authority for the SA account** - It is recommended that Ms. Ohning or Mrs. Johnson be authorized to sign checks for the SA account to replace Mrs. Nesbitt.

Action Read By: Mr. Rasor; Motion Made By: Mrs. Stonehocker; 2nd: Mrs. Loyd.

**On the poll of the Board, the motion carried unanimously.**

* + 1. **Fees for Canceled Checks** - It is recommended that the General Fund reimburse the SA account for all canceled checks in the SA account. Currently we have one canceled check and 3 outstanding checks. Each cancellation is $30.

Action Read By: Mr. Rasor; Motion Made By: Mrs. Stonehocker; 2nd: Mrs. Loyd.

**On the poll of the Board, the motion carried unanimously.**

* 1. **Signature Stamp Authorized users:** It is recommended that Ms. Ohning and Mrs. Johnson be authorized to dual sign for Accounts Payable claims and purchase orders to replace Mrs. Nesbitt. Requested to add detailed list of checks for Mr. Rasor.

Action Read By: Mr. Rasor; Motion Made By: Mrs. Loyd; 2nd: Mrs. Stonehocker.

**On the poll of the Board, the motion carried unanimously.**

* 1. **Expenditure Approval:**

Signature Authority for Accounts Payable request approvals - It is recommended that Ms. Ohning and Mrs. Johnson be authorized to dual sign for Accounts Payable claims and purchase orders to replace Mrs. Nesbitt.

Signature Authority for Payroll approvals - It is recommended that Mrs. Johnson be authorized to sign for all Payroll forms to replace Mrs. Nesbitt.

Action Read By: Mr. Rasor; Motion Made By: Mrs. Loyd; 2nd: Mrs. Stonehocker.

**On the poll of the Board, the motion carried unanimously.**

1. **Tenant Pet Deposit Fee:** (tabled)
2. **Gym Use:** (tabled)

**VIII. Next Meeting Agenda Items**

1. Cottrell Report
2. Facility Use Agreement
3. Tenant Pet Deposit Fee
4. Substitute List
5. Board of Trustee Candidate
6. Graduate Profile

**XII. Adjournment** – Meeting was adjourned by Mr. Rasor at 7:45 pm.

Next Regular Board Meeting is scheduled for Wednesday, October 8, 2024.

Respectfully submitted,

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Robert Johnson, District Clerk Date

Approved on \_\_\_\_\_\_\_\_\_\_\_\_, 2024.

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D. Scott Rasor, Board Chair Date