

Sweet Grass County High School

P.O. Box 886
501 West Fifth Avenue
Big Timber, MT 59011

Finance /Budget meeting

November 10, 2026 at 5:30 SGHS Business Office

Agenda

1. Call meeting to order
2. Public Comment
3. Finance/business discussion
4. adjourn

School Board meeting

November 10, 2026, at 6:00 PM in the SGHS Conference Room

AGENDA

1. Call Meeting to Order
2. Welcome Guests
3. Approval of Minutes from Previous meeting-October 13, 2026, Ag Center mtg. October 14 and November 4, 2026
4. Public Comment-(Speakers *during this time are limited to three (3) minutes. No board discussion will take place due to open meeting law considerations)*
5. Correspondence-
6. New Business
    a. Consideration of spring coaches and advisors- discussion and possible action.
    b. Consideration of out-of-district attendance agreements- discussion and possible action
    c. Consideration to approve Bus Driver/Transportation Coordinator contract for Adam Davenport-discussion and possible action
    d. Consideration to approve substitute teacher list 2026-27 school year- discussion and possible action
7. Reports
    a. Principal/ Activity Director's report
    b. Superintendent's report- Request advertising for a District Information Coordinator position
8. Approval of Payments of Claims
9. Next Meeting
10. Adjournment

Public Participation on Non-Agenda Items - As required by Montana law, members of the community are given an opportunity to make brief comments to the Board on any matters not included in the agenda. Individuals wishing to be heard shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make brief comments. The board would like to remind everyone that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board will not be allowed to make comments about any student, staff member, or member of the general public. No action may be taken on any matter discussed during the public comment portion of the meeting, until such time as the matter is specifically noticed on an agenda, and the public has been allowed the opportunity to comment.



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Finance /Budget meeting

October 13, 2026 at 5:30 SGHS Business Office

Minutes

1. Call meeting to order-Nathan Ruth called the meeting to order at 5:30pm. Wyatt Donald, Katie Gentry, Mr. Austin and Ms. Mills were present.
2. Public Comment-Catherine Kirchner, Heather Hinckley, Roger Hinckley were present. No comments were made.
3. Finance/business discussion-Committee members went over claims.
4. Adjourn-Nathan Ruth adjourned the meeting at 5:46pm

School Board meeting/ Budget Meeting

October 13, 2026, at 6:00 PM in the SGHS Conference Room

Minutes

1. Call Meeting to Order-Mr. Ruth called the meeting to order at 6:00pm. Austin Stoltzfus, Jase Thomas, Melissa Evans, Katie Gentry and Wyatt Donald were present. Ode Stene was absent. Mr. Austin, Ms. Mills and Mr. Wasson were present.
2. Welcome Guests -Roger Hinckley, Heather Hinckley, Catherine Kirchner, Jessica Robertson, Brooke Johnson and Cole Boss were present.
3. Approval of Minutes from Previous Board meetings-August 20, September 8, September 22 Ag committee meeting Oct. 8, 2026-Wyatt Donald made a motion to approve the minutes listed above and Katie Gentry seconded the motion. All in favor, 6-0. Public comment was made by Heather Hinckly asking if the updated minutes were available online. Public comment by Catherine Kirchner asked if they were shared online.
4. Public Comment-(Speakers *during this time are limited to three (3) minutes. No board discussion will take place due to open meeting law considerations)*-Catherine Kirchner gave public comment on MCA 2-3-201 and the people's right to know and participate in meetings.
5. Correspondence-None
6. SGCEA Report-None
7. New Business
    a. Consideration of School safety system- E3, discussion and possible action-Mr. Austin gave a brief presentation of the E3 School safety system. Austin Stoltzfus made a motion to move forward with the purchase of the safety system. Jase Thomas seconded the motion. All in favor-6-0. Catherine Kirchner gave public comment and asked the board to consider purchasing the app with the elementary school as it would cost the taxpayers less money. Public comment, Jessica Robertson asked if the subs in the building would have access to the app on their phones and would personal information be in jeopardy if the app was to get hacked? Public comment, Heather Hinckley asked if this would include the Civic Center? Board discussed how this would work with the sheriff's office and would it work on bus trips?
    b. Consideration of yellow school bus purchase- discussion and possible action- Mr. Austin has received quotes from Blue Bird and Thomas buses. Thomas buses came in

Draft minutes

160053.00 and the Blue Bird quote was 187000.00. The district would trade in bus 7. The board decided to have Mr. Austin move forward with the Thomas bus purchase. Wyatt Donald made a motion to move forward with the purchase of the Thomas bus and Jase Thomas seconded the motion. All in favor, 6-0. Public comment, Catherine Kirchner asked about the impact on the bus depreciation fund and if the money from insurance for the wrecked bus will be used to purchase this new bus? Public comment, Mrs. Hinckly asked how much was in the bus depreciation fund?

c. Consideration of recommendation to hire Assistant Speech and Drama coach, Julia Seymour, Boys Basketball assistant coaches- Weston LaVoy and Jeffrey Davis, Girls Basketball volunteer coach, Cody Ullman- discussion and possible action-Mr. Wasson is recommending the coaches and volunteers listed above for the winter sports/ activities season. Austin Stoltzfus made a motion to hire the coaches listed above and Jase Thomas seconded the motion. No public comment. All in favor, 6-0.

8. Reports
   a. Principal/ Activity Director's report-MHSA and applying for 8 man football. Senior night for FB was last Friday night. Senior night for VB, Cheer, and Pep Band will be Thursday night at the last home game. Mr. Zuhoski is going to take on the winter concessions stipend. Not enough bus drivers so we have been splitting XC by taking girls to one meet and boys to another meet and the coach is driving them. We don't have enough drivers to take the FB team to Wolf Point. Mr. Austin will cont. this discussion.
   b. Superintendent's report- AI- training, Herder Connection, sample-With not having enough bus drivers, Mr. Austin checked into charter bus services and it would cost the district around 12000.00 dollars. Brooke Johnson asked if parents could pitch in and drive players to get them to the game. This is Wolf Points senior night and now they won't have a senior night. The board also discussed the possibility of the black van and expedition. Mr. Austin would check with Insurance and the coaches.
9. Approval of Payments of Claims- Wyatt Donald made a motion to accept the payment of claims and Katie Gentry seconded the motion. All in favor, 6-0.
10. Next Meeting- November 11th, 2026-Budget/Finance at 5:30 Board meeting at normal set time of 6:00pm
11. AdjournmentMr. Ruth adjourned the meeting at 6:51pm

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Draft Minutes



Sweet Grass County High School

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Ag center Committee Meeting

October 14, 2026 at 6:00 PM n the conference room

AGENDA

1. Call meeting to order
2. Welcome guests
3. Public Comment
4. New Business
    a. Discuss Ag center items-
        i. Update on Bid Process
        ii. Fundraising discussion
        iii. Community Interaction
5. Adjournment

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AG BUILDING COMMITTEE

10/14/2026

PRESENT: AUSTIN STOLTZFUS, WYATT DONALD, BRIAN ENGLE, AUSTIN STANDLEY, JOSH DONALD

CALLED TO ORDER @ 6:07 P.M. ADJOURNED @ 7:19 P.M.

UPDATE ON BID PROCESS

- LANGLAS CONSTRUCTION IS APPARANT LOW BID
- G.C. & ARCHITECT HAVE BEEN IN CONTACT
- G.C. & ARCHITECT WILL WORK WITH SCHOOL TO MEET PROJECT GOALS WHILE PROTECTING DISTRICT
- NEXT STEPS INCLUDE VALUE ENGINEERING, PROJECT TIMELINE & PHASES

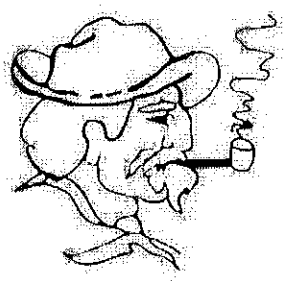
FUNDRAISING DISCUSSION

- COMMITTEE WILL PURSUE LEADERSHIP-LEVEL DONORS FOR MAJOR GIFTS
- USE OF TAX CREDIT PROGRAM DISCUSSED AS OPTION – WYATT WILL MAKE WRITE-UP
- PUBLIC FUNDRAISING PHASE WILL INCLUDE BROAD COMMUNITY OUTREACH

DRAFT Minutes

COMMUNITY INTERACTION

- DISCUSSION OF BEST WAY TO ENGAGE POSITIVELY WITH PUBLIC PHASE OF FUNDRAISING
- COMMITTEE WILL CONTACT NEWS PUBLICATIONS TO SET UP INTERVIEWS/STORIES



Sweet Grass County High School

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Ag Facility Committee Meeting

November 4th, 2026 6:00pm HS Conference Room

AGENDA

1. Call Meeting to Order
2. Welcome Guests
3. Public Comment-(Speakers *during this time are limited to three (3) minutes. No board discussion will take place due to open meeting law considerations)-*
4. New Business
    A. Financial Overview
    B. Fundraising overview and summary
    C. Review of Bid and Pricing Schedule
5. Adjournment

Public Participation on Non-Agenda Items - As required by Montana law, members of the community are given an opportunity to make brief comments to the Board on any matters not included in the agenda. Individuals wishing to be heard shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make brief comments. The board would like to remind everyone that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board will not be allowed to make comments about any student, staff member, or member of the general public. No action may be taken on any matter discussed during the public comment portion of the meeting, until such time as the matter is specifically noticed on an agenda, and the public has been allowed the opportunity to comment.



Sweet Grass County High School

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Ag Facility Committee Meeting

November 4th, 2026 6:00pm HS Conference Room

AGENDA

1. Call Meeting to Order 6:00
2. Welcome Guests NONE
3. Public Comment-(Speakers *during this time are limited to three (3) minutes. No board discussion will take place due to open meeting law considerations)*- NONE
4. New Business
   A. Financial Overview - REVIEWED CURRENT CASH + PLEDGES
   B. Fundraising overview and summary - REVIEWED CURRENT + POTENTIAL DONOR LIST
   C. Review of Bid and Pricing Schedule - REVIEWED VALUE-ENGINEERING
      - FOLLOW UP ON TIMELINE
5. Adjournment 7:40

Public Participation on Non-Agenda Items - As required by Montana law, members of the community are given an opportunity to make brief comments to the Board on any matters not included in the agenda. Individuals wishing to be heard shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make brief comments. The board would like to remind everyone that to avoid violations of individual rights of privacy, a member of the public wishing to address the Board will not be allowed to make comments about any student, staff member, or member of the general public. No action may be taken on any matter discussed during the public comment portion of the meeting, until such time as the matter is specifically noticed on an agenda, and the public has been allowed the opportunity to comment.

AUSTIN Stoltzfus
JOSH Donald
HEIDI Todd
BRIAN Engle
COREY Austin
REBECCA Rein
AUSTIN Standley
WYATT Donald

Draft minutes

Sweet Grass County High School
P.O. Box 886
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School Board Meeting 11/10/26

26-27 Spring Sports

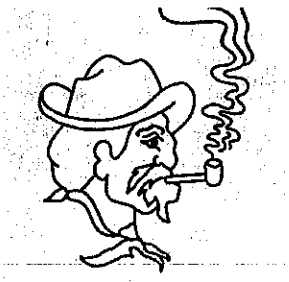
Recommendation to hire spring Coaches/Advisors

Track
- Head Coach– Jen Wood
- Asst. Coach – Salena Spees
- Asst. Coach – Jeffry Davis

Golf
- Head Coach– Aleesha Redmon
- Asst. Coach – Gregg Wasson

Play Advisor –
- Tracy Zuhoski

Gregg Wasson
Principal/AD
Sweet Grass HS



Sweet Grass County High School

PO Box 886
501 W 5th Ave.
Big Timber, MT 59011
406-932-5993
www.sgchs.com

Employment Application

Sweet Grass County high School does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Applicant Information

Full Name: **Davenport** (Last) **Adam** (First) **C** (M.I.) Date: **10/27/2026**

Address: **3 Sage Trail** (Street Address) (Apartment/Unit #)

Big Timber (City) **MT** (State) **59011** (ZIP Code)

Phone: **903-926-7011** Email **Davenport.adam04@gmail.com**

Date Available: **11/09/2026** Desired Salary: _____

Position Applied for: **Transportation Maintenance Supervisor & driver**

	YES	NO		YES	NO
Are you a citizen of the United States?	☒	☐	If no, are you authorized to work in the U.S.?	☐	☐
Have you ever worked for this company?	☐	☒	If yes, when? _____		
Have you ever been convicted of a felony?	☐	☒			

If yes, explain: _____

Education

High School: **Danbury High School** Address: _____

From: _____ To: **2003** Did you graduate? YES ☒ NO ☐

College: **Brazosport College** Address: _____

From: _____ To: 2005 Did you graduate? YES ☐ NO ☐ Degree: _____

Other: Mechanics Address:

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: Jack Smith Relationship: professional

Company: Jefferson ISD Phone: 903-601-0509

Address:

Full Name: Michael DeGray Relationship: professional

Company: Baker Hughes Phone: 409-204-8871

Address:

Full Name: Disa Shultze Relationship: professional

Company: Phone: 979-922-8787

Address:

Previous Employment

Company: Heritage Construction Phone:

Address: Supervisor: Willie

Job Title: Asst shop Manager Starting Salary: Ending Salary:

Responsibilities: Help manage job sites, shop, & operate/maintain equipment

From: June 2026 To: Reason for Leaving: Looking for better oppo

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: Resurrected Rides Phone:

Address: 800 East 1st Ave Supervisor:

Job Title: Mechanic Starting Salary: Ending Salary:

Responsibilities: Main mechanic

From: **Sept 2025** To: **June 2026** Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: **Sweet Grass Technical Institute** Phone: **406-932-4551**

Address: **800 East 1st Ave** Supervisor: **Melissa**

Job Title: **High School Instructor** Starting Salary: _____ Ending Salary: _____

Responsibilities: **Teach high school class & maintain current documents**

From: **October 2025** To: **September 2026** Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

By typing my name below, I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: *Adam Davenport* Date: **10/27/2026**

ADAM DAVENPORT

Big Timber, MT 59011

H: 903-926-7011
C: 903-926-7011
W: Davenport.adam04@gmail.com

PROFESSIONAL SUMMARY

I am a highly motivated, goal-driven professional who takes pride in going above and beyond in everything that I do. I have strong communication skills, a dependable work ethic, and a commitment to producing quality work. I believe every job reflects the person behind it, so I strive to complete my work safely, professionally, and to the highest standard possible.

WORK EXPERIENCE

Heritage Construction | Big Timber, MT

June 2026 - Current
Assistant Shop Manager/ Mechanic

- Oversaw clean, neat and customer-ready shop, keeping areas organized and presentable.
- Delivered products of consistent quality to customers by working directly with vendors on delivery and production issues.
- Managed customer experiences with close eye on team interactions, touchpoints and methods of engagement.
- Helped team members tackle daily workloads with confidence through empowered training and motivational strategies.
- Organized regular inventory counts to keep records accurate and identify supply needs or loss points.
- Reviewed operations regularly to identify and capitalize on opportunities to eliminate waste.
- Moved materials around sites with equipment to designated storage areas for safekeeping.
- Greased and lubricated machinery to prevent equipment breakdowns.
- Inspected equipment for faults, breakages and repair needs before scheduling maintenance activities.
- Communicated and planned heavy machinery operations to avoid safety hazards during work.
- Secured equipment to prevent damage or injury.
- Operated trucks and equipment with care and safety.
- Used hand-operated and powered machinery to excavate and remove rocks from assigned sites.
- Drove and maneuvered equipment within confined spaces to deliver supplies to and from sites.
- Enhanced operational efficiency through continuous learning and adaptation to new technologies.
- Managed preventive maintenance for heavy equipment, reducing downtime.
- Performed routine maintenance on equipment to ensure proper functionality and safety.
- Transported heavy equipment between job sites using lowboy trailers or other specialized vehicles.
- Assisted in site preparation and clean-up efforts using heavy equipment.
- Excavated trenches, foundations, and other areas according to project specifications.

Resurrected Rides | Big Timber, MT

SKILLS

- Chemical operations
- Refinery operations
- Terminal operations
- Workplace safety
- Professional work execution
- Proficient work execution
- Scheduling and time management
- Attention to detail
- Team building
- Time management abilities

September 2025 - June 2026
Mechanic

- Test drove vehicles to confirm safe and proper operation.
- Kept adequate parts on-hand for routine maintenance and to prevent repair delays.
- Communicated with customers to provide competitive price quotes and estimated labor times.
- Performed oil changes, tune-ups and alignments.
- Handled repair work on mechanical, hydraulic and electrical systems of diverse vehicles.
- Maintained repair records, maintenance records and work logs.
- Diagnosed problems using manual, visual and computer-assisted methods.
- Documented repair work in company system.
- Conducted routine maintenance work to enhance vehicle functionality and longevity.
- Established and followed timetable to complete repairs and maintenance.
- Ordered common parts for stock to keep fleet operational.
- Collaborated with service advisors to provide accurate repair estimates for customers.
- Assisted in training and mentoring of junior mechanics and apprentices.

Baker Hughes

January 2024 - June 2025
Chemical Specialist IL

- Add additives to vessels & chemical tanks at numerous refineries along with terminals, daily customer communication.
- Regular record keeping, equipment inspections & maintenance, responsible for delivering chemical
- Prepared, loaded and unloaded and moved various chemicals.
- Used documented procedures to safely operate and troubleshoot chemical processes.
- Met production goals within operating unit and quickly resolved production deviations.
- Verified safety of equipment and areas for normal use, hazardous work, or maintenance.
- Used statistical control charts for determining appropriate actions by chemical or area.
- Collected product samples at specified intervals.
- Observed production operations, monitoring for leaks and equipment malfunctions.
- Transported product samples to appropriate department for analysis.
- Reviewed plant specifications to identify materials requirements.
- Observed gauges and flowmeters to detect potential malfunctions and support production.
- Observed safety precautions to prevent fires or explosions.

January 2023 - December 2024
Equipment Operator 1.

- Setting grades for ditch clean outs, surveying, operate various equipment, bridge construction, road maintenance, &
- Equipment hauling (Class A CDL)
- Brazoria County
- Negotiated challenging terrain and obstacles to complete tasks efficiently.
- Adapted quickly to new pieces of equipment as needed based on project requirements.
- Operated heavy machinery, including excavators & skid steers, with precision and safety.
- Performed daily equipment inspections to identify and report malfunctions or hazards.
- Followed safety protocols while operating equipment to prevent accidents or injuries.

- Cleared debris from job sites using skid steer loaders or other appropriate machinery.
- Prioritized safety by wearing required personal protective equipment at all times during operation.
- Maintained equipment to ensure operational efficiency and reduce downtime.
- Performed daily inspections on equipment to ensure proper functionality.
- Completed daily logs detailing hours worked, tasks completed, and any issues encountered.
- Maintained equipment by performing routine maintenance tasks and repairs.
- Collaborated with supervisors to discuss project progress, timelines, and potential obstacles.
- Connected and secured movable parts and linkages to tractors.

Grace & Belle Discount Metals

January 2021 - December 2023

Sales Manager

- Responsible for overseeing two yards & sales growth, operating & maintaining Moffett forklift, light bookkeeping
- Fostered strong, lasting relationships with key clients, securing repeat business and loyalty.
- Collaborated with marketing to create compelling sales collateral and campaigns.
- Streamlined sales processes, reducing costs and improving efficiency.
- Analyzed sales data to forecast trends and set realistic targets.
- Negotiated contracts with clients or partners, securing favorable terms for both parties involved.
- Managed sales budget, optimizing resource allocation.
- Oversaw inventory management, aligning stock levels with sales forecasts.
- Grew revenue with profitable pricing structures and strategic discount plans.
- Directed and coordinated sales for new and existing items and services.

Southwest Water Company

January 2019 - December 2021

Water Technician

- Operated two water plants, repaired water & sewer distribution lines, installed water & sewer distribution lines, maintained
- Multiple water & sewer treatment plants, obtained Class D water operator license
- Collected and tested water and sewage samples to identify contaminants and determine purification needs.
- Inspected equipment and monitored operating conditions, meters and gauges to determine load requirements and detect malfunctions.
- Operated water treatment equipment to purify water, process waste and generate power.
- Documented sample findings, research and operational data to maintain accurate records.
- Collaborated positively with peers and other staff members to maintain friendly, supportive, and cooperative work atmosphere.
- Documented, researched, and resolved customer service issues.
- Delivered fast and friendly service to handle questions and service complaints.
- Performed manual labor tasks to detailed instructions from supervisors.
- Offered to assist with additional tasks to keep projects on-task and meet tight deadlines.

EDUCATION

Brazosport College - Mechanics

01/2005

Brazosport College

Danbury High School - Diploma
01/2003
Danbury High School

CERTIFICATIONS

TWIC
Forklift
Basic Plus
HASC Training Class
Class A CDL with Hazmat & Tanker endorsements
SCBA Training

Adam Davenport
3 Sage Trail
Big Timber, Montana

October 27, 2026

Sweet Grass County High School
Hiring Committee
Big Timber, Montana

Letter of Intent – Transportation Maintenance Supervisor & Bus Driver

Dear Hiring Committee,

I am writing to express my interest in the Transportation Maintenance Supervisor and Bus Driver position with Sweet Grass County High School. With my extensive background in fleet maintenance, mechanical repairs, shop supervision, and school transportation, I believe I would be a valuable addition to your team. I take pride in my work, enjoy being part of the community, and understand the importance of providing students with safe, reliable transportation.

Throughout my career, I have gained hands-on experience maintaining and repairing a variety of vehicles, including school buses and fleet equipment. My experience as a shop foreman has given me the opportunity to oversee daily maintenance operations, troubleshoot mechanical issues, coordinate repairs, and ensure vehicles are properly maintained and ready for service. I understand how important preventative maintenance, organization, and attention to detail are when managing a fleet, especially when the safety of students and staff is involved.

In addition to my mechanical background, I have experience driving both regular school bus routes and activity buses. I understand the responsibility that comes with transporting students, whether it is getting them safely to and from school each day or taking them to sporting events and other school activities. I believe in being dependable, patient, professional, and someone students, parents, and school staff can count on.

Another area I would be excited to bring to this position is my experience sharing mechanical knowledge with students. I enjoy teaching young people practical, hands-on skills and helping them develop an understanding of vehicle maintenance, mechanical systems, and shop safety. I believe these skills can provide students with valuable opportunities, whether they pursue a career in the trades or simply gain knowledge they can use throughout their lives.

I am a hardworking, dependable individual who believes in doing a job correctly and taking pride in the results. I am comfortable working independently, supervising others, and stepping in wherever needed to keep operations running smoothly. I would welcome the opportunity to use my experience to support the school's transportation department while also making a positive difference for students.

Thank you for considering my application. I would appreciate the opportunity to discuss how my experience and skills could benefit Sweet Grass County High School. I look forward to the possibility of becoming part of your team.

Sincerely,

Adam Davenport

SWEET GRASS COUNTY HIGH SCHOOL

CLASSIFIED STAFF (Bus Driver/Transportation Maintenance Coordinator) EMPLOYMENT CONTRACT

Employee: Adam Davenport

Job Classification: Seasonal, Part-Time

Direct Supervisor: Superintendent

Contract Term: Employment Start date to May 29th, 2026

Work Hours: Approx. 20 hours per week

Rate of Pay: _____$22.09____Route

__$20.60 / Hr___Activities

__$4,825.68 / Yr_ Transportation Maintenance Coordinator($402.14 per month for 12 months)

This Contract ("Contract") is entered into by and between the above-named employee ("Employee") Bus Driver and the Board of Trustees of Sweet Grass County High School, Big Timber, Montana ("Board").

1. **Duties and Assignments:** The Employee agrees to perform all duties and responsibilities as assigned by the Superintendent or their designee and as outlined in the current job description. The Employee shall abide by all applicable laws, district policies, and procedures as set forth in the Bus Driver Handbook.

2. **Licensure and Certification:** This Contract is contingent upon the Employee maintaining valid licensure, certifications and training as outlined in the Bus Driver Handbook.

3. **Probationary Period:** For first time employees, the validity of this contract is expressly conditioned upon successful completion of a probationary period beginning _____, 20____, and ending _____ 20____. If the Employee does not successfully complete the probationary period, this contract shall be of no further force and effect.

4. **Compensation:** The Employee shall be compensated at the applicable rate according to the District's Bus Driver Pay Scale, based on verified experience. Pay rates and procedures are further described in the Bus Driver Handbook.

5. **Benefits:** The Employee may be eligible for health insurance and other benefits as outlined in the Bus Driver Handbook and district policy. Eligibility is based on the number of contracted hours per week. Benefits are subject to change and governed by the official plan documents.

6. **Leave and Holidays:** Sick leave, holidays, and retirement benefits will be provided in accordance with applicable Montana law and district policy. Full details are outlined in the Bus Driver Handbook.

7. **Term and Termination:** This Contract is effective for the term stated above unless terminated earlier. The District may terminate this Contract for cause at any time, subject to applicable procedures. This Contract will automatically terminate at the end of the term without further action unless renewed.

8. **Governing Law:** This Contract shall be governed by the laws of the State of Montana.

9. **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.

10. **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 of this Contract.

11. **Acceptance:** The Employee agrees to abide by the policies, procedures, and expectations set forth in the Bus Driver Handbook, as may be amended from time to time by the district's Board of Trustees. The Employee acknowledges receipt of the Handbook and agrees to return a signed acknowledgement form to the District by the first day of employment.

    This offer shall expire unless signed and returned to the Board or its authorized representative by 5:00 p.m., on TBA, 2026.

DATED this TBA.

_____ _____

Employee Date

_____ _____

Chair, Board of Trustees Date

ATTEST:

_____ _____

Business Manager/Clerk Date

DOH: _____

SWEET GRASS COUNTY HIGH SCHOOL

Job Description

Position Title: ***Transportation Maintenance Coordinator***
Reports To: Superintendent
Classification: Classified, Part-Time

Position Summary

The Transportation Maintenance Coordinator is responsible for scheduling, coordinating, and documenting all maintenance and repair services for the district's driving fleet to ensure compliance with state and federal safety standards. This position serves as the primary contact between the school district and service providers, manages maintenance records, and ensures vehicles remain safe and operational at all times. The Coordinator also monitors fuel usage, assists with inspections, and communicates vehicle status to administration.

Essential Duties and Responsibilities

- Schedule and coordinate all routine and emergency maintenance for district vehicles with qualified service providers.
- Drive vehicles to service providers.
- Maintain detailed records of all maintenance and repairs in compliance with Montana OPI regulations.
- Monitor and track preventative maintenance schedules (oil changes, brake checks, inspections, etc.) to ensure timely service.
- Ensure all district vehicles meet Montana Office of Public Instruction (OPI) and Department of Transportation (DOT) safety standards.
- Arrange annual and periodic vehicle inspections and maintain necessary documentation for audits and compliance.
- Respond promptly to vehicle breakdowns or mechanical issues by coordinating towing and repair services.
- Communicate regularly with the Superintendent regarding vehicle status, maintenance costs, and service schedules.
- Serve as a liaison between bus drivers and mechanics to report repair needs and service priorities.
- Perform periodic visual checks of vehicles to identify issues needing attention.
- May assist with basic administrative duties related to transportation operations as assigned.

Compensation

This is a **stipend position** calculated on an annual basis, paid out monthly as determined by the District. The stipend amount is established by the Board of Trustees and is not based on an

hourly rate. This stipend is paid in addition to, and is not included in, the hourly rate for bus route duties. Hours worked in stipend positions are not eligible for additional hourly compensation.

Sub-Teacher List

Hildee Fike



Dani Phares

(/administrator/users/usr-3crbvkrwreeal)

SUBSTITUTE



Ivy Phillips

(/administrator/users/usr-3fc63wj3vpto0)

SUBSTITUTE



Leslie Schiele

(/administrator/users/usr-wybtpgypsche)

SUBSTITUTE



Britt Seemann

(/administrator/users/usr-2cj7rdn1ynsh6)

SUBSTITUTE



Julia Seymour

(/administrator/users/usr-en5e6m87fmsc)

SUBSTITUTE



Casey Smith

(/administrator/users/usr-38y3ebvnl1606)

SUBSTITUTE



David Wilson

(/administrator/users/usr-1fmm6b604ii6e)

SUBSTITUTE

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(/administrator/users/usr-2d2gijw6mtu5u)

SUBSTITUTE



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(/administrator/users/usr-38st391zaybn3)

SUBSTITUTE



Jason Ferguson

(/administrator/users/usr-30fn78j3q1ana)

SUBSTITUTE



Sophia Hahner

(/administrator/users/usr-2arv6frqoy6fj)

SUBSTITUTE



Hope Johnson

(/administrator/users/usr-1m8tqi4my1sse)

SUBSTITUTE



Bobette Johnson

(/administrator/users/usr-1ixjz9xnq2a2l)

SUBSTITUTE



Kelly Kirby

(/administrator/users/usr-2zdkgwb22ogvx)

SUBSTITUTE



Sandi Lavoy

(/administrator/users/usr-2mwg59ywvmvef)

SUBSTITUTE



Wendy Lund

(/administrator/users/usr-r9n05ttkhre1)

SUBSTITUTE



Linda Melvin

(/administrator/users/usr-3566qt9uoo4np)

SUBSTITUTE



Raelynn Mortensen

(/administrator/users/usr-2ymnn8566acf)

SUBSTITUTE



Ashton O'Connor

(/administrator/users/usr-253gofmrlc9lp)

SUBSTITUTE



Mindy Obert

(/administrator/users/usr-3p564wlw0pfn3)

SUBSTITUTE