

SUNBURST SCHOOL DISTRICT #2
REGULAR MEETING

BOARD MINUTES

June 24, 2025

- 1) **CALL TO ORDER:** The Regular meeting of the Board of Trustees was called to order at 7:00pm by Chair Marcia Manthey with the *pledge to our flag*. The School District No. 2. Trustees present to constitute a quorum were:
- | | |
|---|--|
| <i>Marcia Manthey, Chairman - present</i> | <i>Marlena McAlpine, Vice-Chairman - present</i> |
| <i>Lyle Benjamin, Trustee - present</i> | <i>Teresa Berthelote, Trustee - present</i> |
| <i>Andrew Stevens, Trustee - present</i> | |

Guests and staff in attendance were:

Tyler Bucklin, Superintendent
Dan Nau, Business Manager

District Staff – See attached list

2) **AGENDA**

Action 1

Consent Agenda

- a. Consideration to approve minutes from the May 13, 2025 Regular Board Meeting
- b. Consideration to approve Warrants, Payroll, & Warrants to Void since the last regular meeting
- c. Athletic Extra-curricular Hiring for 2025-26
 *Tamera Rice – Head HS Volleyball Coach

Dan directed the board to the May summary expenditure reports. The reports reflect all P-card transactions for May, claim checks 30394-30409, payroll checks 40228-40272, no voided checks, as well as all payroll electronic transactions.

Lyle made the motion to accept the consent agenda. Marlena seconded the motion and it passed unanimously.

3) **PUBLIC COMMENTS ABOUT ITEMS THAT ARE NOT ON THE AGENDA**

Annie Dunk had a public comment and thanked the board for their time and being approachable. She was thankful for the board being open minded. Annie stated that she felt the same way as Bob Pace who said that he loves this place, this town, and this school. Education is the #1 priority. This school is special because of our expectations. One of the many positives of Sunburst Schools is that we are very proud of the positive aspects and how well Sunburst School is represented by our students. She spoke about the importance beyond Sunburst Schools where programs that support our students such as H.O.P.E. which helps kids in numerous ways including school supplies, camps, basketball shoes, etc. She also mentioned the importance of the Secret Santa program. These programs are not funded through the school but are done by school personnel. She spoke about how staff step up all the time to support students including providing for housing, helping during times of accidents, illnesses, and deaths by providing support, funding, and baskets. We have each other and we have a wonderful experience. Most of our staff are from here or are married to someone here. They are invested and want to be here. She mentioned that she is excited about our young staff, but they need to know that they are supported. She thanked every coach because it is a lot on their family and they spend a lot of money and time because they care. Sunburst is special – we need to appreciate the opportunities and trips that are here because of our school and our community. We have a special place – it takes a village to get things done and we need to support each other. Even at funerals, they are well attended because we know each other and care. We have many awesome things about living here. We need to support our school staff and the great job that they do. It takes a village. It is easy to criticize, but we hope that everyone is appreciated.

4) **BUSINESS MANAGER'S REPORT:** (see attached report)

Dan reviewed his report.

5) **TRANSPORTATION:** (see attached report)

Tyler will review Ulan's report as part of his superintendent report.

6) **TECHNOLOGY DIRECTOR'S REPORT:** (see attached report)

Dan reviewed his report.

7) **ATHLETIC DIRECTOR'S REPORT:** (see attached report)

Tyler will review Jeff's report as part of his superintendent report.

8) **ELEMENTARY LEAD TEACHER REPORT:** (see attached report)

Shannon reviewed his report. Shannon handed the board a packet which explained the duties of the lead teacher position. Shannon highlighted that he should handle some discipline – but larger disciplinary issues are assigned to Mr. Bucklin. He does not assign ISS or OSS. The lead teacher role sheet is attached.

9) **SUPERINTENDENT'S REPORT:** (see attached report)

Tyler reviewed his report as well as the transportation and athletic director reports.

10) **NEW/OLD BUSINESS**

a. **Consideration to approve out of district contracts**

Action 2

There were six students, June 1-6. Tyler recommended that all be approved for out of district contracts. Marlana made the motion to approve students June 1-6 for out of district contracts. Andrew seconded the motion and it passed unanimously.

b. **Consideration to continue with the lead teacher position for the 2025-2026 school year**

Action 3

Tyler recommended that we continue with the lead teacher position. Marcia emphasized that this is talking about the role, not the individual. Marcia stated that they have heard a resounding voice that it is necessary to have someone in the building. Some folks mentioned the importance of having someone full time. She also noted that she has appreciated hearing from a great amount of people over the last 6 weeks. She felt there was one thing to consider and many moving parts understanding where we are in the school year and how the hiring process works. This is not an ideal time to pursue that process and get a great candidate. If we terminate this position at this time, there would be no support for Tyler which would further stretch him. There are also financial implications to consider. As I talked to many of you, it is abundantly clear that there is a breakdown in communication. We can all do better as a community to voice our concerns. We can do better as parents. We can do better as parents to better voice our concern as parents. It seems there is more blaming and less people taking responsibility. We seem to be too reactive and we need to support each other and communicate effectively. Crystal Enneberg said there was no contact information listed on the website. We are unsure on the communication from public to board. Kelsey Buckley inquired if there was no intention to hire a principal. As a parent, she feels it has become abundantly clear that we need someone full time at the elementary school. There are times when no one is there for support for teachers. She feels there needs to be a leader in the building that is qualified. Jake Roark inquired about when it would be best to look at hiring an administrator. Marcia noted that she was frustrated by some of the other processes that were lengthy. It is unlikely we would find an administrator. Shannon interjected that he has typically taught 3 classes in the morning and was at the elementary starting at 11:30 (11:10) on a Friday. At this time, he has no idea on what his schedule looks like next year, he was at school nearly every day and was there by approximately 6:30am. He is also there daily until at least 4. He is proud of the job he does and his attendance record and work ethic at school. Chrissie Tharp read a letter from her husband, Tim Tharp (letter attached). Chrissie also said that she personally loves this community and this will always be home. Communication is essential and she appreciated the comments about communication. Lyle made the motion to continue with the lead teacher position. Marlana seconded the motion. Chelsea sked if that ended our discussion. Chelsea Taylor also stated that communication is important and that she always chooses to directly communicate with folks. Chelsea said she feels we are a rich school district in many ways – especially the staff and parents. She feels this is a great place to teach because she has relationships. Chelsea echoed the idea of being proactive to think of what we want our school to look like and be in the future. She hopes we have an abundance mindset rather than save. How can we spend wisely and invest in our students, staff, school, and community? She feels we need to continue to reach out more and feels it is idealistic but yet realistic. Her family chose to be here because of what this school and community brings. Crystal Enneberg stated that she feels the parents' consensus was that we need someone with adequate training and that she is hopeful that they are listened to. Andrew Stevens then spoke next and said he heard a lot of feedback. He understands that the community cares and that we need strong leadership in the elementary school. We are here to talk only about the position. Teachers need someone to rely on for assistance. My recommendation is that we keep the lead teacher position. He feels in the future we should look into someone full-time in the future. The board then voted on the motion to

keep the lead teacher position for the 2025-2026 school year and it passed by a 5-0 vote. Marcia stated that she hopes it is positive and that we work together to solve issues and have a positive year. This last year was challenging.

- c. **Consideration to accept the resignation of Ulan Omdahl** **Action 4**
Supt. Bucklin recommended that we accept the resignation of Ulan Omdahl as transportation supervisor. Teresa made the motion to accept the resignation. Andrew seconded and the motion passed unanimously.
- d. **Consideration to approve Hana Stevens as the music teacher for 2025-2026** **Action 5**
Supt. Bucklin recommended that the board approve Mrs. Stevens as the music teacher. Marlena made the motion to approve Hana Stevens as the music teacher for the 2025-2026 school year. Teresa seconded the motion. The motion passed with a 4-0 vote with Andrew abstaining from voting.
- e. **Consideration to approve Tamera Rice as the special education teacher for 2025-2026** **Action 6**
Supt. Bucklin recommended that the board approve Tamera Rice as the special education teacher. Marlena made the motion to approve Tamera Rice as the special education teacher for the 2025-2026 school year. Teresa seconded the motion. The motion passed unanimously.
- f. **Consideration to approve Chantelle Henneberry as the librarian for 2025-2026** **Action 7**
Supt. Bucklin recommended that the board approve Ms. Henneberry as the librarian. Andrew made the motion to approve Chantelle Henneberry as the librarian for the 2025-2026 school year. Marlena seconded the motion. The motion passed unanimously.
- g. **Consideration to approve Teri Iverson as a sub and bus driver** **Action 8**
Supt. Bucklin recommended that the board approve Teri Iverson be approved as a substitute teacher and bus driver. Teresa made the motion to approve Teri Iverson as a sub and bus driver. Lyle seconded the motion. The motion passed unanimously.
- h. **Consideration to approve Dan Nau as the business manager/clerk for 2025-2026** **Action 9**
Supt. Bucklin recommended that the board approve Mr. Nau be approved as the business manager/clerk for the 2025-2026 school year. Marlena made the motion to approve Dan Nau as the business manager/clerk for the 2025-2026 school year. Teresa seconded the motion. The motion passed unanimously.
- i. **Consideration to approve the contract with Trane to update the elementary school Controls and Platforms** **Action 10**
Supt. Bucklin recommended that the board approve the recommended contract to fix the controls and have better programming and control for the elementary. Lyle made the motion to approve the Trane Contract. Andrew seconded the motion. The motion passed unanimously.
- j. **Consideration to approve participation in MHSA activities for 2025-2026** **Action 11**
Supt. Bucklin recommended that we approve participation in the MHSA activities as noted. Andrew made the motion. Teresa seconded and the motion passed unanimously.
- k. **Consideration to approve Bus Routes for the 2025-2026 school year** **Action 12**
Supt. Bucklin recommended that we approve the bus routes as presented. Lyle made the motion. Marlena seconded and the motion and it passed unanimously.
- l. **Consideration to approve MT Schools Property & Liability Insurance Plan for 2025-2026** **Action 13**
Supt. Bucklin and Dan recommended that we approve the contract with MTSPLIP as per the quote for \$60,626. This is a decrease of nearly \$4,000 from the prior year. Teresa made the motion. Marlena seconded and the motion and it passed unanimously.
- m. **Consideration to approve the Destruction of Records per Business Manager's Letter** **Action 14**
Supt. Bucklin recommended that the board approve the destruction of records as per the business manager's letter. Marlena made the motion. Teresa seconded and the motion and it passed unanimously.

Next Regular Board Meeting — **August 12, 2025 at 7:00 PM: There will be no July meeting**

11) **ADJOURN**

Action 15

Lyle moved to adjourn the meeting at 8:06 pm. Marlena seconded the motion. The motion passed unanimously.

Marlen Manty
BOARD CHAIRPERSON

BUSINESS MANAGER

DATE: 8/12/25

DATE: _____

Business Manager Report –June 24, 2025
Dan Nau

We have been utilizing Amtrust for our workers compensation insurance, but we have chosen to go with the Montana School Fund instead. It will save us about \$2,000 per year while also paying back dividends within a few years.

We received our quote from the Montana School and Property and Liability Insurance Program for \$60,626. Last year our quote was \$64,502.

Following Montana law, I am hopeful to get approval for the destruction of records.

As we approach the end of the fiscal year, there is a lot of final reports and documentation that needs to be completed. There are also many new fiscal year responsibilities, etc. that need to be completed.

Transportation Report

6/24/25

New cruiser is at I-state in Great Falls

New Kevin bus is at Rocky Mtn. Tuck in Great Falls

All of the buses should pass inspection when we decide to do that. The Kevin bus should as well when we get it back.

School Board Technology Report June 24, 2025

Technology:

- As we approach a new school year, we will continue to look at updating the technology necessary for the students and staff at Sunburst Schools. At this time, we are in pretty good shape but will likely be updating more Chromebooks and purchasing some updated teacher computers.
- I hope to start installing some of the new Verkada cameras in the next month that were purchased as part of our upgraded camera system.

AD Report

Thank you to all the coaches, board members, parents and community that made our '24-25 sports season a success.

Recommend hiring Tamera Rice as Head HS Volleyball Coach.

Football practice/camp with Treyton and a few Bobcats June 26-28

Elementary Lead Teacher Board Report- June 10, 2025

By: Shannon Dunk

- Finished Spring Benchmarking.
 - Last Day of Preschool- Wednesday, May 14, 2025. Finished w/ bus trip to Spark Park.
 - Field Trips the last couple of weeks (4th Grade to Marias Museum in Shelby, 6th to Ulm, Kindergarten to Cut Bank for Train Ride from Cut Bank to Shelby, 1st/2nd to Bynum).
 - Lots of fun learning activities (1st/2nd Dinosaur Days), 4th (MT. History Projects), 3rd (Wax Museum Presentations), 6th (Rome Presentations).
 - K-11 Town Cleanup on Monday, May 19th & the Planting of two trees at City Hall.
 - K-6 Spring Music Program on Tuesday, May 20th.
 - Last Day of School (year end awards ceremony) 5-23-25.
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- K-6 Enrollment (finished the year) = 57 students

SUNBURST SCHOOL DISTRICT
Superintendent Report to the Board
6-24-25

Lead Teacher

I am recommending that we keep the lead teacher position at the Elementary. I felt that the resounding message from the last meeting was that there was a need to keep a lead teacher at the elementary. I believe that it is necessary to have a leadership position at the elementary to handle the day to day operations of the building as well as to be there for the teachers if they need assistance. In cases of emergency it is important to have a person that is in charge at each building during the day.

Mr. Nau and myself looked extensively into the current trends of our enrollment and how it correlates with our general fund. Currently our salaries are at approximately 90% of the general fund. This is a percentage that we need to try to stay at. In the past 8 years we have dropped from 170 students to 115. This is a significant drop in revenue that is produced through ANB. If our enrollment continues to drop we cannot afford to add positions.

Employment

I am recommending 3 people to fill our SPED, Music, and Library/Aide positions. All three of these positions will need to be put on an emergency license. Two of the recommendations have a teaching degree and have experience as educators. Their endorsements do not match with what we are looking for, but they are all comfortable working towards those endorsements.

I am recommending Chantelle Henneberry for the Library/Aide position. She has just graduated with a teaching degree from University of Montana in K-12 Art. She is willing to work on her endorsement for the Library and has a background that will also suit other needs in our district.

I am recommending Tamera Rice for SPED. She has a teaching degree in Business and is willing to get trained in Special Ed. She taught last year in Kansas. She taught Business and Spanish along with coaching track.

I am recommending Hanna Stevens for Music. Hanna was employed last year as an aide. She has a background in music in high school and is currently working towards her K-8 Education degree and plans to obtain her music endorsement.

Ulan has submitted his resignation and will no longer be the transportation director. He has indicated that he would still like to drive activity buses and coach. My plan is not to fill this position but to platoon the job between a couple of different people. I will have a definite plan to present to the board in August once everything is finalized.

Facilities

Trane has submitted the bids for the headers and controls for the elementary. I am recommending that we accept the bid for the elementary controllers. At this time I am not recommending replacing the headers. We were able to control the high school boilers much better this year through daily tracking and consistently blowing down the boilers. They ran very efficiently this year because of that tracking. Next, there is no guarantee that the repositioning of the headers would fix the problem. The bid for the headers was around 70K.

The maintenance crew is busy getting the school ready for next year. They are busy with many projects which include: Fixing the concession stand at the football field, pouring concrete in front of the high school garage, and the general maintenance of the buildings.

I would like to thank the maintenance staff for everything they do. They do an amazing job and we are very fortunate to have Crystal, Dan, Elaina, Jonette, and Nikki to take care of our schools and grounds.

Sunburst School District #2
Regular Board Meeting
June 24, 2025
Guest List
THANK YOU FOR SIGNING IN!

NAME	REPRESENTING
Sonya McLean	Self
Shannon Dunk	Teachers
Annie Dunk	Self
Missy Nau	Teachers/ Self
Deb Brandon	
Mary Jo Aschimi	community
Artha Dunk	community - Shannon
Dick Dunk	community Shannon
Leisha Fleisher	
Tony Fleisher	
Lisa Howard	
Scott W Howard	community
Val McAlpine	self
Amanda Trammell	self
Chrissie Tharp	self / Tim
Hayley & Tyler Tharp	Community
Old but	Community
Kelsey & Erin Buckley	Parents

Sunburst School District #2
Regular Board Meeting
June 24, 2025
Guest List
THANK YOU FOR SIGNING IN!

NAME _____

REPRESENTING

Shawn Carstairs
John & Nancy Lommes

Nano Face

Salvatore Costantino

[Signature]

Alex Aschimi

Deb Leichter

Chelsea Taylor

Hali Richmond

Crystal Envelope



Controls & Contracting Proposal

Prepared For: **Tyler Bucklin & Dan Nau**
Job Name: **Sunburst Elementary School**

Date: **2025-05-05**
Proposal #: **BAS25-SE-2025**

Location: **Sunburst, MT**
Delivery Terms: **Freight Allowed and Prepaid - F.O.B. Factory**

Engineer:
Payment
Terms:

The Armacost Trane Service Company is pleased to provide the enclosed proposal furnishing all engineering, labor, materials, and service necessary for a complete and operating system of automatic controls. All work shall be installed, wired, tested, and calibrated by factory trained electricians and mechanics qualified for this work and in the regular employ of the Temperature Control System manufacturer.

SCOPE OF WORK:

- ❖ Trane SC Expansion Controller (Base SC):
 - Provide and Install New Tracer® Synchrony/SC+ , along with the Tracer Synchrony user interface.
 - Tracer SC+ includes powerful, factory engineered applications that are designed to deliver the perfect balance of energy efficiency and user comfort. Tracer Synchrony provides a web-based front end for your facility that can be accessed with most PCs, tablets, and smart phones. (Internet connection by others)
 - Connect, program installed all Trane Air-Fi™ Wireless Communications Interface (WCI) coordinators necessary to network new equipment.
- ❖ Existing Air Handling Unit (Typical for 1):
 - Remove existing DDC controls from Air Handler.
 - Provide, install, setup, and custom program new BACnet communicated Trane Symbio 500 controller with Trane Air-Fi™
 - Program AHU sequence of operation to meet owner requirements.
 - Provide and install new wiring, actuators, sensors, relays etc. and commission all new controls.
 - Integrate all new BACnet controls into existing Building Automation System (Schedules, Areas, VAS etc.)
 - Provide, connect and program Trane Air-Fi™ Wireless Communications Interface (WCI) to Air Handling Units (AHU)
- ❖ Boiler Plant:
 - Remove existing DDC controls from Boiler Plant.
 - Provide and install Trane Symbio 500 custom programmed controller with Trane Air-Fi™ WCI to take over operational control of Boiler System.
 - Provide all additional controls, sensors, relays, custom programming, and hardware etc. to meet required sequence of operation of for Boiler Plant system and pumps.
 - Provide and install new wiring, actuators, sensors, relays etc. and commission all new controls.
 - Provide, connect and program Trane Air-Fi™ Wireless Communications Interface (WCI) to Boiler Plant Controller.
- ❖ Stand A-Lone Units(Typical for 2):
 - Remove existing stand a-lone controls from units and replace them with Tracer® Symbio 500 multi-purpose, programmable controller(s).
 - Provide and install any additional sensors, relays etc. required for operational control in accordance with desired sequence of operation.
- ❖ DDC Temperature Control Systems Services Include:
 - Upgrade existing building graphic floor plans to include new floor plan modifications.
 - Provide 3D Equipment with animated custom graphics for new equipment.
 - Controls System Programming, Startup, Checkout, and Graphics Creation.
 - Project Management.
 - Provide or assist in commissioning of all new Trane Controls.
 - Provide complete as-built information.
 - Provide Owner Training on all new control operations.

TOTAL PRICE

\$30,697.00

NOTES AND EXCLUSIONS:

- INCLUDES ALL CONCEALED AND ACCESSIBLE CABLE NOT IN CONDUIT AND EXPOSED LOW VOLTAGE CABLE IN CONDUIT.
- ALL 24V POWER TO PANELS IS BY T.C.
- ANY SURFACE RESTORATION INCLUDING CUTTING, PATCHING, PAINTING OR REPAIRS BY OTHERS.
- FIRE LIFE SAFETY CONTROL: FIRE/SMOKE DAMPERS OR ACTUATORS, WIRING, DETECTORS AND POWER WIRING BY OTHERS.
- INSTALLATION VALVES AND DAMPERS BY OTHERS.
- WORK WILL BE PERFORMED DURING NORMAL BUSINESS HOURS. (MONDAY - FRIDAY, 8:00 AM – 5:00 PM)

Mike Turan mturan@trane.com
Armacost Trane Service Co.
422 9th Street South
Great Falls, MT 59405
Phone: 406-727-5111
Fax: 406-727-3660

Acceptance By:

Signature: _____

Title: _____

Date: _____

Trane Terms and Conditions for Installation

1. Acceptance. A proposal made upon these terms is subject to acceptance within thirty days from date and the prices are subject to change without notice prior to acceptance by Customer. If Customer's order is an acceptance of a written proposal, on a form provided by Trane, without the addition of any other terms and conditions of sale or any other modification, this document shall be treated solely as an acknowledgment of such order, subject to credit approval. If Customer's order is expressly conditioned upon Trane's acceptance or assent to terms other than those expressed herein, return of such order by Trane with these terms and conditions attached serves as notice of objection to Customer's terms and a counter-offer to provide Work in accordance with scope and terms of the original proposal. If Customer does not reject or object within ten days, Trane's counteroffer will be deemed accepted. If Customer permits or accepts performance, Trane's terms will be deemed accepted. Customer's acceptance of goods and/or Work by Trane will in any event constitute an acceptance by Customer of these terms and conditions.

2. Contract Price & Taxes. The Contract Price includes standard ground transportation and, if required by law, all sales, consumer, use and similar taxes legally enacted as of the date hereof only for equipment and material installed by Trane. Equipment sold on an uninstalled basis and any taxable labor do not include sales tax and taxes will be added. Prices stated are firm provided that notification of release for immediate production and shipment is received at the factory not later than five months from order receipt. If such release is received later than five months from order receipt date, but within eight months of order receipt date, prices will be increased a straight 1% (not compounded) for each one-month period (or part thereof) beyond the five-month firm price period up to the date of receipt of such release. If such release is not received within eight months after date of order receipt, the prices are subject to renegotiation, or at Trane's option, the order will be cancelled. If for any reason Customer delays shipment after release, prices are subject to increase as stated herein.

3. Exclusions from Work. Trane's obligation is limited to the Work as defined and does not include any modifications to the Work site under the Americans With Disabilities Act or any other law or building code(s). In no event shall Trane be required to perform work Trane reasonably believes is outside of the defined Work without a written change order signed by Customer and Trane.

4. Construction Procedures. Trane shall supervise and direct the Work using its best skill and attention and have exclusive control over construction means, methods, techniques, sequences and procedures.

5. Payment Terms. Customer shall pay Trane's invoices within net thirty (30) days of invoice date. Trane may invoice Customer for all equipment or material furnished, whether delivered to the installation site or to an off-site storage facility and for all work performed on-site or off-site. No retention shall be withheld from any payments except as expressly agreed in writing by Trane, in which case retention shall be reduced per the contract documents and released no later than the date of substantial completion. Under no circumstances shall any retention be withheld for the equipment portion of the order. If payment is not received as required, Trane may suspend performance and the time for completion shall be extended for a reasonable period of time not less than the period of suspension. Customer shall be liable to Trane for all reasonable shutdown, standby and start-up costs as a result of the suspension. Trane reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Trane in attempting to collect amounts due and otherwise enforcing these terms and conditions.

6. Time for Completion. Except to the extent otherwise expressly agreed in writing signed by an authorized representative of Trane, all dates provided by Trane or its representatives for commencement, progress or completion are estimates only. While Trane shall use commercially reasonable efforts to meet such estimated dates, Trane shall not be responsible for any damages for its failure to do so.

7. Access. Trane and its subcontractors shall be provided access to

the Work site during regular business hours, or such other hours as may be requested by Trane and acceptable to the Work site owner or tenant for the performance of the Work, including sufficient areas for staging, mobilization, and storage. Trane's access to correct any emergency condition shall not be restricted.

8. Permits and Governmental Fees. Trane shall secure (with Customer's assistance) and pay for building and other permits and governmental fees, licenses, and inspections necessary for proper performance and completion of the Work, which are legally required when bids from Trane's subcontractors are received, negotiations thereon concluded, or the effective date of a relevant Change Order, whichever is later. Customer is responsible for necessary approvals, easements, assessments and charges for construction, use or occupancy of permanent structures or for permanent changes to existing facilities.

9. Utilities During Construction. Customer shall provide without charge to Trane all water, heat, and utilities required for performance of the Work.

10. Concealed or Unknown Conditions. In the performance of the Work, if Trane encounters conditions at the Work site that are (i) subsurface or otherwise concealed physical conditions that differ materially from those indicated on drawings expressly incorporated herein or (ii) unknown physical conditions of an unusual nature that differ materially from those conditions ordinarily found to exist and generally recognized as inherent in construction activities of the type and character as the Work, Trane shall notify Customer of such conditions promptly, prior to significantly disturbing same. If such conditions differ materially and cause an increase in Trane's cost of, or time required for, performance of any part of the Work, Trane shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

11. Pre-Existing Conditions. Trane is not liable for any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the Commencement Date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving Pre-Existing Conditions of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold and/or fungi. Trane also is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Trane.

12. Asbestos and Hazardous Materials. Trane's Work and other services in connection with this Agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, polychlorinated biphenyl ("PCB"), or other hazardous materials (hereinafter, collectively, "Hazardous Materials"). Customer warrants and represents that, except as set forth in a writing signed by Trane, there are no Hazardous Materials on the Work site that will in any way affect Trane's Work and Customer has disclosed to Trane the existence and location of any Hazardous Materials in all areas within which Trane will be performing the Work. Should Trane become aware of or suspect the presence of Hazardous Materials, Trane may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, including the payment thereof, arising out of or relating to any Hazardous Materials on or about the Work site, not brought onto the Work site by Trane. Trane shall be required to resume performance of the Work in the affected area only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Trane be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the Work site for the presence of Hazardous Materials.

13. Force Majeure. If Trane shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Trane's election (i) remain in effect but Trane's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days notice to Customer, in which event Customer shall pay Trane for all parts of the Work furnished to the date of termination. An "Event of Force Majeure" shall mean any cause

or event beyond the control of Trane. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Trane.

14. Customer's Breach. Each of the following events or conditions shall constitute a breach by Customer and shall give Trane the right, without an election of remedies, to terminate this Agreement by delivery of written notice declaring termination, upon which event Customer shall be liable to Trane for all Work furnished to date and all damages sustained by Trane (including lost profit and overhead): (1) Any failure by Customer to pay amounts due more than thirty (30) days after the date of the invoice therefor; or (2) Any failure by Customer to perform or comply with any material provision of this Agreement.

15. Indemnification. Trane and Customer shall indemnify and hold each other harmless from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible personal property, to the extent caused by the negligence or misconduct of their respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses or liabilities to the extent attributable to the negligence or misconduct of the other party. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify will continue in full force and effect, notwithstanding the expiration or early termination hereof, with respect to any claims based on facts or conditions that occurred prior to expiration or termination.

16. Limitation of Liability. NOTWITHSTANDING ANY PROVISION TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL (INCLUDING WITHOUT LIMITATION LOST REVENUE OR PROFITS), OR PUNITIVE DAMAGES. IN NO EVENT SHALL TRANE BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS.

17. Workmanship and Equipment Warranty. Trane warrants that, for a period of one year from the date of substantial completion (the "Warranty Period"), Trane equipment installed hereunder and Work (i) shall be free from defects in material, manufacture, and workmanship and (ii) shall have the capacities and ratings set forth in Trane's catalogs and bulletins; substantial completion shall be the earlier of the date that the Work is sufficiently complete so that Customer can utilize the Work for its intended use or the date that Customer receives beneficial use of the Work. If such defect is discovered within the Warranty Period, Trane will correct the defect or furnish replacement equipment (or, at its option, parts therefor) and, if said equipment was installed pursuant hereto, labor associated with the replacement of parts or equipment not conforming to this warranty. No liability whatsoever shall attach to Trane until said equipment and Work have been paid for in full and then said liability shall be limited to Trane's cost to correct the defective Work and/or the purchase price of the equipment shown to be defective. Equipment and/or parts that are not manufactured by Trane are not warranted by Trane and have such warranties as may be extended by the respective manufacturer. Trane's warranties expressly exclude any remedy for damage or defect caused by corrosion, erosion, or deterioration, abuse, modifications or repairs not performed by Trane, improper operation, or normal wear and tear under normal usage. Trane shall not be obligated to pay for the cost of lost refrigerant. Trane equipment sold on a supply basis is warranted in accordance with Trane's standard warranty for supplied equipment. **THE WARRANTY AND LIABILITY SET FORTH IN THIS SECTION ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, WHETHER IN CONTRACT OR IN NEGLIGENCE, EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NO REPRESENTATION OR WARRANTY IS MADE REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF, OF MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR ANY OTHER CONTAMINATES.**

TRANE SPECIFICALLY DISCLAIMS ANY LIABILITY IF THE SCOPE SERVICES OR ANY COMPONENT THEREOF IS USED TO PREVENT OR INHIBIT THE GROWTH OF SUCH MATERIALS.

18. Insurance. Upon request, Trane will furnish evidence of its stand insurance coverage. If Customer has requested to be named as additional insured under Trane's insurance policy, Trane will do so but c to the extent of Trane's indemnity assumed under the indemnity provis contained herein. Trane does not waive any rights of subrogation.

19. Applicable Law. Except as provided below, this Agreement is m and shall be interpreted and enforced in accordance with the laws of state in which the Work is performed. Any dispute arising under or rela to this Agreement which is not disposed of by agreement shall be deci by litigation in a court of competent jurisdiction located in the state in w the Work is performed. To the extent the Work site is owned and operated by any agency of the Federal Government, determination of substantive issue of law shall be according to the Federal common law Government contracts as enunciated and applied by Federal judicial bo and boards of contract appeals of the Federal Government, provi however, that if there is no applicable Federal Government contract I this Agreement shall be governed, construed, interpreted and enforce accordance with the governing law as set out in the contract with Tra Customer.

20. Assignment. Customer may not assign, transfer, or convey Agreement, or any part hereof, or its right, title or interest herein, with the written consent of Trane. This Agreement shall be binding upon i inure to the benefit of Customer's permitted successors and assigns.

21. Complete Agreement. This Agreement constitutes the er Agreement between both parties. This Agreement may not be amend modified or terminated except by a writing signed by the parties hereto. documents shall be incorporated herein by reference except to the ex Trane is a signatory thereon.

22. Equal Employment Opportunity/Affirmative Action Clause. Tr is a federal contractor that complies fully with Executive Order 11246, amended, and the applicable regulations contained in 41 C.F.R. Parts 6 through 60-60, 29 U.S.C. Section 793 and the applicable regulati contained in 41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and applicable regulations contained in 41 C.F.R. Part 60-250.

23. U.S. Government Work.

The following provision applies only to direct sales by Trane to US Government. The Parties acknowledge that all items or servi ordered and delivered under this Agreement Purchase Order Commercial Items as defined under Part 12 of the Federal Acquisi Regulation (FAR). In particular, Trane agrees to be bound only by th Federal contracting clauses that apply to "commercial" suppliers i that are contained in FAR 52.212-5(e)(1). Trane complies with 52.219-1 52.219-9 in its service and installation contracting business. **The follow provision applies only to indirect sales by Trane to the Government.** As a Commercial Item Subcontractor, Trane accepts c the following mandatory flow down provisions: 52.219-8; 52.222- 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Work is in connec with a U.S. Government contract, Customer certifies that it provided and will provide current, accurate, and complete informat representations and certifications to all government officials, including not limited to the contracting officer and officials of the Small Busin Administration, on all matters related to the prime contract, including not limited to all aspects of its ownership, eligibility, and performan Anything herein notwithstanding, Trane will have no obligations Customer unless and until Customer provides Trane with a true, cor and complete executed copy of the prime contract. Upon requ Customer will provide copies to Trane of all requested wri communications with any government official related to the prime cont prior to or concurrent with the execution thereof, including but not limite any communications related to Customer's ownership, eligibilit performance of the prime contract. Customer will obtain wri authorization and approval from Trane prior to providing any governr official any information about Trane's performance of the work that is subject of this offer or agreement, other than this written offer agreement.

1-26.251-10(0)
Supersedes 1-26.251-10(1)



SUNBURST SCHOOL DISTRICT #2

P.O. BOX 710
SUNBURST, MONTANA 59482

June 24, 2025

Board of Trustees
Sunburst School District #2

Dear Trustees:

This letter is to request authorization for the disposal of the following records under the provisions contained in 20-1-212 MCA. Records are for the 2016-2017 school year unless noted below. The disposal will be done utilizing the shredding services of The Paper Shredders out of Great Falls.

Bus and individual transportation contracts (some are 5 years retention cycle for 2019-2020)
Bus driver lists/Ridership count lists (some are 5 years retention cycle for 2019-2020)
School bus inspection reports
District transportation forms TR-1, TR-5, and TR-6
Field trip permission requests
Transportation drug and alcohol test results
Federal projects/Grant records for Title I/Consolidated, Carl Perkins, Vocational-Ed, REAP
Absentee ballot logs
Ballots (These are on a one-year schedule so would be through May, 2024)
Petitions/ Poll and tally books/ Precinct registers/Registers of Candidates
Building and ground maintenance reports
Bid letting and acceptance records
Claims paid records
County Treasurer's monthly statements and reconcilements
Disbursement and Receipt Journal
Food Service records
Insurance Records/Policies
Monthly Reports
Payroll Records and reports for WCRRP, unemployment, TRS, MPERA, State & Federal withholdings
Payroll Records and reports for Social Security, Medicare, and deduction authorizations
Extracurricular Funds Records, Bank Records, Student activity disbursements and receipts
Teachers' class records and grades after transfer to students' permanent files.

Thank you for your consideration of this matter.

Dan Nau
Business Manager

Dear Sunburst School Board,

I am writing to formally resign from my position as Transportation Supervisor.

This decision was not made lightly, as it has been a privilege to serve the students, families, and staff of the community over the last 2.5 years. This role has provided me with meaningful experiences and professional growth that I will always value.

I am committed to ensuring a smooth transition and will do everything I can to assist whoever takes the position over.

Thank you for the opportunity to be a part of the school. I wish the district continued success in the future. I will still help with other school related activities such as trip driving, robotics, and track.

Sincerely,

Ulan Omdahl

TO: Sunburst School District Board of Trustees
FROM: Dr. Timothy W. Tharp
DATE: June 14, 2025
RE: 'Public Comment' at last board meeting

While I do not have any official standing at this time with the Sunburst School District as a patron or resident, that IS where I intend to move back to when I fully retire from working. For those of you who may not know, my connections to Sunburst include my time serving as your Superintendent, both of my children graduated from NTCHS, and obviously I have a number of relatives and extended family members who work for the school.

So that my background and credentials are on the record, I served as an educator in the state of Montana for 25 years as a teacher, coach, referee, bus driver, AD, principal, superintendent, and finished my career serving as the Deputy State Superintendent of Public Instruction. After 'retiring', I was appointed and then elected as a Trustee serving the Savage School District, worked two years as a K-8 Superintendent in North Dakota, have been serving as the elected Richland County Superintendent of Schools for over two years, and was appointed by the Governor to serve on the Montana Board of Public Education, currently serving as the Chairman. I've also presented at a national conference, been invited to participate in accreditation visits around the country, I serve as a Montana Commissioner serving on the Education Commission of the States and am a member of the Montana Legislature's School Funding Interim Commission.

I am writing to express my dismay at the unconscionable comments that were permitted during the May board meeting against a staff member in the district. It was made clear by the Board Chair at the onset that no personal attacks would be permitted, yet there were MANY times that Lead Teacher Shannon Dunk was personally criticized for actions which a minority of parents disagreed with dating back several months. These should have been shut down immediately as the agenda item was *"Consideration to continue with the lead teacher position for the 2025-2026 school year."* This means the discussion should have been ONLY on the positive/negative aspects of this administrative position, consideration of the costs, the duties of the Lead Teacher, and how it was working out---NOT a public evaluation of how they thought the individual in that position was performing. FURTHERMORE, he has already been given a contract for the position, so the open forum allowing criticism after you hired him seems out of place.

What was so disappointing was that instead of sticking to talking about the POSITION, attacks were unending toward a man who, along with his family, has given decades of service to the school and community. Complaints regarding the performance and/or conduct of an employee should never be allowed in a public forum and I believe you were in violation of your own Board Policy 1400 regarding open meetings.

Furthermore, anyone who began to engage in these complaints and attacks should have been immediately shut down and referred to Board Policy 1700, the Uniform Complaint Procedure.

Additionally, I am concerned because I know that these complaints have ALREADY been investigated and found to be baseless. Yet they were allowed to be brought up again in a public forum.

Regarding comments made from the public that WERE to the position and appropriate, I also have some feedback to share. There were some who thought that you should bring back the Elementary Principal position and that you shouldn't be afraid to spend the money to bring in the "right person". Administrative positions as well as every teaching position in the state right now are becoming increasingly more and more difficult to fill. The market has shifted greatly during my 30+ year career during which time I've seen that base salaries for first year teachers are now pushing three times what I used to make. There are also administrators with a fraction of the experience and education I have drawing salaries WELL in excess of anything I ever made, and I often-times absorbed additional duties into my administrative contract as well just to save some money. Plus, there is always the issue of affordable housing if you can even find a decent teacher or administrator who wants to spend their time in rural Montana. That being said, it wouldn't make any sense to me for you to consider bringing back either a full or part-time principal. Your enrollment and budget just do not support it. Lead teachers are used in many districts across the state, including one of them that I am directly responsible for, and they are a viable way to provide supervision in the absence of another administrator.

Nobody is perfect and we all can do a better job in our professional lives. That goes for the teachers, administrators, and all employees of the district. But it is the job of the elected trustees to balance feedback from the public along with supporting your staff and trusting your administration to do the job you hired them to do. When the inevitable complaints arise and conflict comes before you, I implore you to direct these concerns back to your administration for adjudication while you publicly support your staff. Failure to do so will sow the seeds of mistrust amongst your teachers and affect staff morale in a horribly negative manner.

That all being said, I do appreciate your willingness to step forward and serve as a trustee. Of my six districts in Richland County, only one had a contested election this past May, so I know that finding trustees is almost as difficult as finding teachers. And my promise to you is that I WILL put my money where my mouth is and be willing to run for an open trustee position when I return to the Sunburst community. 🐼

Thank you for your time.

Sunburst Elementary School Teacher Leader Role:

This position is estimated to be for about 4-5 hours per day. The hours may vary depending on the individual that is selected and their current role at Sunburst Schools. The individual selected for the position would be expected to begin work by no later than 7:30am. They should also plan to, depending on situations, be there past 4:00 (normal teacher day) to attend meetings, plan events, provide supervision, etc.

The successful candidate must be well organized, be a good communicator, may be assigned the following duties:

- S* • Manage/Coordinate staff meetings, staff functions, etc.
- S* • Manage/Coordinate student events, school happenings, etc.
- S* • Manage/Coordinate Intervention Assistance Teams and Benchmarking
- S@Elementary* • Manage/Coordinate Assemblies *T@HS*
- B* • Manage/Coordinate substitutes and manipulation of staffing to cover unfilled positions as necessary
- B* • Manage/Coordinate Field Trips
- B* • Help with management/monitoring of the lunchroom, hallway, and recess areas as necessary
- S@Elementary* • Manage/Coordinate Transportation services as necessary
- B* • Communicate the events/happenings at Sunburst Elementary through various mediums
- T* • Attend IEP meetings when assigned as administrative designee
- B* • Lead curriculum discussions and curriculum advancements/adoptions
- B* • Manage discipline and provide structure/rules to the school *S(Lighter Discipline)*
- B* • Communicate the daily/weekly/monthly happenings to students, staff, and community
- B* • Support new staff with training, knowledge, know how, etc.
- B* • Provide tools and supplies necessary to staff
- T* • Help with supervision at athletic events when assigned
- T* • Help coordinate the maintenance of the building, building projects, etc.
- T* • Monitor absenteeism, grades, eligibility, etc.

S = Shannon

T = Tyler

B = Both