

**SUNBURST SCHOOL DISTRICT #2
REGULAR MEETING**

BOARD MINUTES

September 9, 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:

Marcia Manthey, Chairman - present

Lyle Benjamin, Trustee - present

Andrew Stevens, Trustee - present

Marlena McAlpine, Vice-Chairman - absent

Teresa Berthelote, Trustee - present

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 August 12, 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

Dan directed the board to the August summary expenditure reports. The reports reflect all P-card transactions for June & July, claim checks 30435-30446, payroll checks 40281-40282, no voided checks, as well as all payroll electronic transactions.

Teresa made the motion to accept the consent agenda. Andrew seconded the motion and it passed unanimously.

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

There was no public comment

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

Dan reviewed his report.

5) **TRANSPORTATION:**

Tyler spoke about the school's transportation department.

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

Dan reviewed his report.

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

Jeff reviewed his report. Mrs. Henneberry has resigned as the assistant volleyball coach. He will have a person in place and a recommendation next month.

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

Shannon reviewed his report.

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

Tyler reviewed his report. We have not found anyone yet for the transportation director position. Dan Hout is doing the maintenance, Tyler is doing the scheduling, and Val is answering the phone, etc. We are struggling to find bus drivers. We are fortunate that Teri Iverson has moved back and has her CDL to drive. Transportation without drivers is a big concern and will be even more of an issue when it comes to the winter and spring activities. An e-class van requires 15 hours of driver training, a physical, and individuals must have their CPR/First Aid. We may soon need another Ford transit to help with these additional transportation needs. Marcia mentioned something about Carmella and a business she has to potentially train drivers. Mr. Bucklin noted that Mr. Blair used to have his CDL and have the ability to train, but we do not have anyone with the ability to train drivers now. Highline Communications came and worked through every radio and now everything is working as it should. Thanks to Donnie McAlpine for his efforts in helping us to get things

working correctly. Marcia inquired about looking into another transit van. Mr. Bucklin explained that we would likely get an AWD transit. We are looking for various solutions and will keep investigating. Mr. Bucklin noted that after further inspection, the former Altana Credit Union building needed a lot of work and without ownership, would not be recommended as a potential for teacher housing. Dave Ryan inquired about the old Kearns home in town. Tyler also said he doesn't have any more information from his initial discussions with Dwaine Iverson about future buildings, etc. Marcia noted that it may be smart to invest in some sort of housing but without anyone living in it consistently that it may not be the best idea. Tyler noted that a board training is available on September 24th, 2025, in Cut Bank. This will be at 7pm and he would be happy to drive folks over.

10) NEW/OLD BUSINESS

a. Consideration to appoint Tyler Bucklin as District Rep for Big Sky Special Needs Cooperative

Action 2

Teresa made the motion to approve Tyler Bucklin as our District Rep for the Big Sky Special Needs Cooperative. Andrew seconded the motion and it passed unanimously.

b. Consideration to approve the purchase of another e-class van

Action 3

Supt Bucklin spoke about the need for another e-class van. We have secured a potential 2025 Toyota Sienna from City Motor Company in Great Falls. It is an AWD vehicle. Marcia hoped that it would have a real full-size tire. The price of the 2025 Sienna was \$58,217.09. Andrew made the motion to approve the purchase of the new e-class van. Teresa seconded the motion and it passed unanimously.

c. Consideration to approve Route Extensions to the Kevin and 9 Mile Bus Routes

Action 4

Supt. Bucklin made the recommendation to approve the bus route extensions. The 9 Mile Route was extended because a student moved back that requires an alteration to the original route. Mr. Bucklin explained the process for the county to approve route changes/extensions. The Kevin Route was altered because of a parental request. The 9 Mile Route is now 134 miles per day and the Kevin Route is now 144 miles per day. Andrew made the motion to approve the bus route extensions as noted. Teresa seconded the motion and it passed unanimously.

d. Consideration to hire Melissa Adkins as a substitute teacher

Action 5

Mr. Bucklin recommended we hire Melissa Adkins as a substitute teacher. She is new to the district and has some prior experience in schools. She is excited to start working in our system. Teresa made the motion to hire Melissa Adkins as a substitute teacher. Andrew seconded the motion. The motion passed unanimously.

Next Regular Board Meeting — **October 14, 2025 at 7:00 PM**

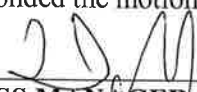
11) ADJOURN

Action 6

Teresa moved to adjourn the meeting at 7:34 pm. Andrew seconded the motion. The motion passed unanimously.



BOARD CHAIRPERSON



BUSINESS MANAGER

DATE: 10/14/25

DATE: 10-14-25

Sunburst School District #2
Regular Board Meeting
September 9, 2025
Guest List
THANK YOU FOR SIGNING IN!

[illegible]

Business Manager Report –September 9, 2025
Dan Nau

Our audit will be conducted during the week of September 22-26, 2025 by Strom and Associates.

We are set up and using Sysco as our new food vendor for our lunch program. This transition has been a bit rocky, but we are finally completely and correctly set up. In the end, we hope this brings more choices and opportunity. Thanks to our lunch crew for their work and time in helping to make this transition.

School Board Technology Report September 9, 2025

Technology:

- The HS office key fob has been installed, but the door jamb does not line up correctly with it. We are checking into solutions to make sure everything works as it should.
- As the year has begun, we have had a few technology hiccups as expected, but I believe the majority of issues have been resolved. As technology is crucial for our students and staff, we do our best to make sure they have the equipment necessary to be successful.

Athletic Director Report

September 2025

Coaching staff to be approved:

Please note that we send out updates and weekly schedules through social media and remind app from coaches to players and parents.

Fall Participation Numbers (so far):

8 JH VB participants

*We did invite 4th graders to come participate to fill out a team, giving us eight. At the end of the month I will be talking with Mr. Bucklin, the coaches, Mrs. Richmond and parents to get a feel for what worked and didn't work. Then I will come up with a recommendation for the board going forward.

13 HS VB participants

10 HS FB participants

8 JH FB (5-8 grades)

9 HS Cross Country

Elementary Lead Teacher Board Report- 9/9/25

By: Shannon Dunk (Lead Teacher)

- PIR Days Monday, August 25th & Tuesday, August 26th
- Parent/Student Open House Evening- 6-7pm Tuesday, August 26th
- Wednesday, August 27th- 1st Day of 2025-2026 school year
- Welcome Back Assembly on Friday, August 29th
- Monday, September 1st - LABOR DAY HOLIDAY (No School)
- Week of Sept. 1st-6th Homecoming Week (Booster Club Basket Theme "Bookworm" Dress with Refiner and Wildcat Pride on Friday -Sept. 5th)

- **UPCOMING EVENTS:**

Fall Benchmarking Week of Sept. 15th-19th

Back To School Picture Day Thursday, Sept. 18th (Lindsay Sandon Photos & Design)

Fall Sports Activities- JH Football (8 Players) Thanks to Coach Kaden Keith
JH Volleyball (9 Players) Thanks to Coaches Megan & Crystal Hout.

*I would like to give a special shout out to our summer custodial and maintenance crew. The buildings and grounds look beautiful. They did a lot of hard work and it is greatly appreciated. Thanks to Dan Hout, Crystal Hout, Jonette Johannsen, Elaina Robins, Nikki Nau, & Lynn Kimmet for all of their time spent on various projects.

*Thanks to the maintenance crew as well as the buses/school vans all look nice and shiny and ready to go. Thanks to Dan Hout, Crystal Hout, & Jonette Johannsen for all of their hard work and time spent on this project.

K-6 Total Enrollment: 62

SUNBURST SCHOOL DISTRICT
Superintendent Report to the Board
9-9-25

Facilities

Trane will be here this month to make sure the boilers are operational for fall/winter and to put the controllers in the elementary.

Altana Trailer

Dan and myself met with Jamie Brownell about the Altana trailer and they have agreed to lease it to us. I do have some concerns about renovating the trailer to be livable for someone. The trailer needs extensive work on the outside and inside. I don't know if it would be something that we would want to do if we don't own the trailer or the lot that it sits on. I would like to have input from the board on what direction they would like to go. We are estimating that the renovation would be north of 30K and we don't own any of it.

Enrollment

		High School - 41		Junior High - 15		Elementary - 62				
		9-9	10-14	11-11	12-9	1-13	2-10	3-10	4-14	5-12
K		10								
1		8								
2		6								
3		11								
4		6								
5		12								
6		9								
7		8								
8		7								
9		12								
10		9								
11		9								

12		11								
Total		118								

Employment/Transportation

We have not filled either the transportation position or the para position as of yet. The transportation portion seems to be working pretty well between Val, Dan H, and myself. I do see possible problems in the future with having enough drivers with CDL's though. Currently we only have 3 people that have CDL's with passenger endorsements and that number could go down. I am concerned about routes and having enough drivers for extra curricular activities. Like I said I think we are going to be ok but during the spring we could run into some challenges.

I am recommending that we buy another class E van for usage on routes. We have already run into shortages where we have had all 3 of our current vans on routes which leaves us short for activities. Dan found another Sienna in Great Falls and I have put a refundable \$500 retainer on it in hopes that the board will approve the purchase. As of today they are getting me a final number on the price which I will share at the board meeting.

Board Training

Bea Kaleva is holding a board training in Cut Bank for their board on September 24 at 7pm. I asked their superintendent if we could join and he said absolutely. I am planning on going and would encourage the board to attend this training. If you have any questions please feel free to get a hold of me.