

SUNBURST SCHOOL
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, October 14, 2025
NTCHS LIBRARY – 5:00 PM

1. Call the meeting to order & pledge to our flag
2. Student of the Month
3. Consent Agenda Action 1
 - a. Consideration to approve minutes from the September 9, 2025, Regular Board Meeting
 - b. Consideration to approve Warrants, Payroll, & Warrants to Void since last regular meeting
 - c. Athletic Extra-Curricular Hiring for 2025-26
Mentor Teacher: Amanda Nix
Mentor Teacher: Brandi Farbo
Mentor Teacher: Melissa Nau
Speech & Drama Coach: Joel Henneberry
High School Volleyball Coach: Melissa Nau
JH Head Girls Basketball Coach: Jessica Solberg
4. Public comments about items that are not on the agenda. Discussion

The Board would like to remind everyone in attendance that public comment is for members of the public to give input on public matters, not personal issues. To avoid violations 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 public during his/her designated time to speak. In order to maintain order and to allow everyone the opportunity to speak, the chair may choose to limit an individual's time. By law, the district cannot take any action on matters that come up during public comment.
5. Business Manager/Technology Report Discussion
6. Athletic Director Report Discussion
7. Elementary Lead Teacher Report Discussion
8. Superintendent/Transportation Report Discussion
9. New/Old Business
 - a. Consideration to approve Joel Henneberry as a substitute teacher Action 2
 - b. Consideration to approve Jonette Johannsen as a custodian Action 3
 - c. Consideration to have a surplus sale to get rid of the 2013 Dodge van, the red tractor, and implements for the Grasshopper mower
10. Next Regular Board Meeting—November 11, 2025 at 7:00 PM
11. Adjourn Action 4

Information about this agenda, including the Board packet and supplemental documents, is available at the School District office. Please contact the office if you have any questions. The Board Chair is authorized to adjust the order of agenda items to accommodate scheduling needs of interested parties.

**SUNBURST SCHOOL DISTRICT #2
REGULAR MEETING**

BOARD MINUTES

October 14, 2025

- 1) **CALL TO ORDER:** The Regular meeting of the Board of Trustees was called to order at 5:00pm 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

Marlena McAlpine, Vice-Chairman - absent

Lyle Benjamin, Trustee - present

Teresa Berthelote, Trustee - present

Andrew Stevens, Trustee - present

Guests and staff in attendance were:

Tyler Bucklin, Superintendent

District Staff – See attached list

Dan Nau, Business Manager

- 2) **Student of the Month**

Ella Samsal was recognized as the September NTCHS Student of the Month. The board commended the student for their efforts. Elementary will go to student of the quarter for 3rd-6th grade. K-2nd will do a spotlight on the students with a bulletin board. We are unsure of what JH is doing.

- 3) **AGENDA**

Action 1

Consent Agenda

- a. Consideration to approve minutes from the September 9, 2025 Regular Board Meeting and the October 1, 2025 Special Board Meeting
- b. Consideration to approve Warrants, Payroll, & Warrants to Void since the last regular meeting
- c. Athletic Extra-curricular Hiring for 2025-26
 - Mentor Teacher: Amanda Nix
 - Mentor Teacher: Brandi Farbo
 - Mentor Teacher: Melissa Nau
 - Speech & Drama Coach: Joel Henneberry
 - High School Volleyball Coach: Melissa Nau
 - JH Head Girls Basketball Coach: Jessica Solberg

Dan directed the board to the September summary expenditure reports. The reports reflect all P-card transactions for September, claim checks 30447-30458, payroll checks 40283-40286, no voided checks, as well as all payroll electronic transactions.

Mr. Bucklin explained that there is a more robust criteria being followed for mentor teachers. They were selected by a group of STO members and Mr. Bucklin. They were matched up to meet the potential needs that exist.

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

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

There was no public comment

- 5) **BUSINESS MANAGER/TECHNOLOGY REPORT:** (see attached report)

Dan reviewed his reports.

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

Tyler reviewed Jeff's report.

- 7) **ELEMENTARY LEAD TEACHER REPORT:** (see attached report)

Shannon reviewed his report. The October 14th trip for 4th/5th will be rescheduled because of the government shutdown. Shannon also acknowledged Kaiden Keith and Megan and Crystal Hout for coaching our JH sports teams during the fall season. He also wanted to thank the bus drivers for their time and efforts.

8) **SUPERINTENDENT/TRANSPOTATION REPORT**: (see attached report)

Tyler reviewed his report as well as Jeff's AD report. The VB coaches are going to split pay and be co-coaches. We have been successful coving our activities with drivers, etc. Dan Hout passed his passenger endorsement for CDL and will be taking some instruction in the end of October and will hopefully be able to obtain his CDL in the next month. Tyler mentioned, contrary to his report, that he may be interested in adding a paraprofessional (he mentioned Melissa Adkins). She seems like she would be a good fit and is engaged with the kids and takes initiative. Tyler noted that he will be bringing a large amount of policies in the next few months. He also talked about the new AI policies that were released today. Trane is here today and getting things working as they should in the elementary. Trane has been great to work with and continues to do a great job. We received a new 40 foot storage container which is placed near the gray building.

9) **NEW/OLD BUSINESS**

a. **Consideration to approve Joel Henneberry as a substitute teacher**

Action 2

Teresa made the motion to approve Joel Henneberry as a substitute. Marlena seconded the motion and it passed unanimously.

b. **Consideration to approve Jonette Johannsen as a custodian**

Action 3

Andrew made the motion to approve Jonette Johannsen as a custodian. Lyle seconded the motion and it passed unanimously.

c. **Consideration to have a surplus sale to get rid of the 2013 Dodge van, the red tractor, And implements for the old Grasshopper Mower**

Action 4

Supt. Bucklin made the recommendation to have a surplus sale to get rid of the equipment listed above that is not being utilized by the district. Teresa made the motion to approve the surplus sale or trade in the equipment as listed. Andrew seconded the motion and it passed unanimously.

Next Regular Board Meeting — **November 11, 2025 at 7:00 PM**

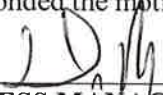
10) **ADJOURN**

Action 5

Lyle moved to adjourn the meeting at 5:46 pm. Marlena seconded the motion. The motion passed unanimously.



BOARD CHAIRPERSON



BUSINESS MANAGER

DATE: 11-11-25

DATE: 11-11-25

Business Manager Report –October 14, 2025
Dan Nau

Our audit was completed during the week of September 22-26 (actually only 2 days in person – Sept 23-24). Joseph and Johnpaul from Strom and Associates completed the work quickly which allowed for our checkout meeting to be held on Sept 24 with them, Tyler, Marlena, and myself.

They felt like the district was in a good position and overall felt the audit went smoothly and that we have good financial and accounting practices and procedures in place. They had 3 minor findings:

1. Not having all purchase orders, etc., signed by Tyler and Dan
2. Not having all of the information from the activity accounts in the TFS
3. Our accounts did not mesh perfectly with the Toole County Treasurer

With the audit completed, I then completed our MD&A (management, discussion, and analysis) and submitted it to Strom and Associates.

Count day was Monday, October 6. This is the annual fall count day which determines our amount of number belonging (ANB). Val, Tyler, and I work together to get all information correctly input so it can be submitted to the state. Our fall numbers were:

Elementary: 62

Junior High: 15

High School: 41

Total: 118

Thank you to our custodians for all of their efforts as well as all of our classified staff members. These staff members are integral parts of our school system that make a tremendous difference because they are prideful and care about our kids, our school, and our community.

School Board Technology Report October 14, 2025

Technology:

- The HS office key fob has been upgraded but still is not working how it was intended to work. K12 Montana believes they have a solution which will hopefully be in place in the next week.
- Nearly all of the new security cameras have been installed and integrated into our system. These cameras are a tremendous upgrade and should last for at least 8-10 years. Thanks to Dan Hout for all of his assistance in getting these mounted and installed. Thank you to Northern Telephone for helping me to “end” cables.
- We should have every computer in our district upgraded to Windows 11 by October 17, 2025. This has been a long but necessary process to make sure all computer will receive the critical updates as Windows 10 will be phased out on November 25, 2025.
- I met with all staff members between both staff meetings to discuss technology updates, needs, concerns, and challenges. Overall, technology is working to enhance the educational opportunities for our students.

Elementary Lead Teacher Board Report- October 14, 2025

By: Shannon Dunk

*K-12 School Picture Day was on Thursday, September 18th w/ Lindsay Sandon Photos & Design.

*Friday, September 26th First Quarter Midterm

*K-6 Writing Curriculum Training (every two weeks video lesson & discussion session)

*Custodial Appreciation Day- Thanks to Lynn, Dan H., Crystal & Jonette for all that they do to make our buildings look so great! Kudos to them for the work that they do each day throughout the week.

*JH BB Practice Began Monday, October 6th Thanks to Connor Sullivan for coaching the boys.

October 14th 4th/5th Grade Field Trip to Browning to the Museum. Learned about the Plains Indians and the Blackfeet tribe. (History & Culture)

October 16th-17th No School (MEA Convention)

Red Ribbon Week - We will celebrate this the week of October 27th-31st. We will pass out various items each day to remind students of the dangers of using drugs. We will also have various dress day themes for the week. The National theme this year is: **"Life is a Puzzle, Solve it Drug Free"**).

AD Report – Jeff Nix
October 14, 2025

Coaching Recommendations:

Volleyball Co-Coaches – Missy Nau/Tamera Rice
JH Girls Basketball Coach – Jessica Solberg
S&D Coach – Joel Henneberry

- Speech and Debate season started Oct 1 (their season goes through Jan 31)
- HS Fall sports seasons are winding down/JH seasons ended the first week of October
- Volleyball Districts will be held in St. Patrick's October 30st – November 1st
- XC State is @ Missoula - UMGC
- JH Basketball's first practice was October 6th

SUNBURST SCHOOL DISTRICT
Superintendent Report to the Board
10-14-25

Facilities

The facilities are in great shape and things are working well. We are in our last year of our 5 year roof patch/repair warranty. I would like to once again have Tremco come to do an inspection of our roof to make sure that we are in good shape. I will try and schedule them to come in the spring. Our warranty will run out in June of 2026.

The school also had custodial appreciation week from September 29 - October 3. I would like to once again recognize our wonderful custodians and all the amazing things they have done.

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	10							
1		8	8							
2		6	6							
3		11	11							
4		6	6							
5		12	12							
6		9	9							
7		8	8							
8		7	7							
9		12	12							
10		9	9							
11		9	9							
12		11	11							
Total		118	118							

Employment/Transportation

We have a candidate for the para position that we posted at the beginning of the school year. At this time it would be my recommendation that we do not fill that position. We have adjusted our schedule and things are running smoothly at this point.

The school has contracted Angel Turoski of Prairie Education Resources to be the case manager for the SPED department. The contract price is 10k. This is because Hayley doesn't have all the credentials that she needs yet this is a requirement by the state. Angel will be on site one day a month and will be another mentor and adviser for Mrs. Tharp.

The district has bought 2 more vans in the last month. One is a Toyota Sienna which can be used for a route if needed and the other is a 15 passenger Ford Transit. I would like to thank the board for approving these purchases. This will make it much easier for us to transport our students to activities and have options for routes when we can not find a driver with a passenger CDL.

I am asking the board to have a surplus sale of the Old Red Van (no transmission), the red tractor, and the implements for the grasshopper mower. We got rid of the grasshopper mower many years ago. The red tractor is the main discussion. The tractor gets very little use so we would like to trade it in for something that would be more beneficial to the district.

Hi-Line Communications has gone through all the district vehicles to make sure the radios are working properly. They have also checked out our repeater building to make sure that is working correctly too.

Overall the transportation department is doing well and I think that we have found a place where everything is working smoothly. At this time there hasn't been any more interest in a transportation director position.

Student Activities

The students at NTCHS/JH have been busy the last month. Here are some of those activities.

- Mrs. Nix took the 9th/10th graders to Boone and Crockett
- ASVAB Testing for Juniors
- 8 HS/JH Football games, 13 HS/JH Volleyball games, 6 Cross Country meets, 2 FFA events, and countless other meetings with Robotics and FCCLA.

Upcoming Events

10/23	VB vs PDB	10/23	JH BB @ Valier	10/24	VB @ Simms
10/25	State XC @ Missoula	10/25	JHBB @ Augusta	10/28	Fall Concert
10/30	JH BB @ CJI	10/30-11/1	VB Districts @ St. Pats	11/7	P/T Conferences
10/31	End of 1st Quarter	11/6	P/T Conferences	11/8	JH BB vs Valier
11/7	No School	11/7	JH BB vs Valier	11/15	JH BB vs CJI
11/11	JH BB vs PDB	11/11	Veterans Day	11/22	Robotics @ Butte
11/13-15	FFA @ Bozeman	11/14	JH BB vs Augusta		
11/17	Fall Sports Awards	11/18	JH BB @ Heart Butte		
11/17-21	Paraprofessional Week	11/18-19	OSHA Training JR/SR		
11/20	HS Basketball Begins	11/21	JH BB @ PDB		
11/26-28	Thanksgiving Break				

Sunburst School District #2
Regular Board Meeting
October 14, 2025
Guest List
THANK YOU FOR SIGNING IN!

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