

SUNBURST SCHOOL
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, August 12, 2025
NTCHS LIBRARY – 7:00 PM

1. Call the meeting to order & pledge to our flag
2. Budget Hearing-Consideration to approve the Final Budget for 2025-2026 Action 1
3. Consent Agenda Action 2
 - a. Consideration to approve minutes from the June 24, 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
Garret Hovland – HS Assistant Football
Chantelle Henneberry – HS Assistant Volleyball Coach
Hanna Stevens – Pep Band
Chantelle Henneberry – FCCLA Advisor
Megan Hout – JH Head Volleyball Coach
Crystal Hout – JH Assistant Volleyball Coach
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's Report Discussion
6. Transportation Director's Report Discussion
7. Technology Report Discussion
8. Athletic Director Report Discussion
9. Elementary Lead Teacher Report Discussion
10. Superintendent's Report Discussion
11. New/Old Business
 - a. Consideration to appoint Tyler Bucklin as District Rep for Golden Triangle Coop Action 3
 - b. Consideration to approve 2025-26 Handbooks Action 4
 - c. Consideration to approve Individual Transportation and Out of District Contracts Action 5
 - d. Consideration to hire Hayley Tharp as a teacher Action 6
12. Next Regular Board Meeting—September 9, 2025 at 7:00 PM
13. Adjourn Action 7

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

August 12, 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 - absent

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) **BUDGET HEARING**

Action 1

Dan and Tyler reviewed the final budget reports provided to the board which reflect an overall increase from 24-25 in total budgeted funds with a decrease of approximately 9 mills. Our taxable valuation decreased slightly, but we did benefit with our compliance with the STARS Act. After speaking with many difference business managers in the past few weeks, they all recommended that we maximize our spending authority which makes some of our budgets look very large. It is important to note that we do not have to spend what is allotted, but we do have the ability to utilize the monies, as an example, if major infrastructure needs were to arise. We are excited that we have increased budgetary funds while reducing the burden to our taxpayers. We may see a different trend in the next few years with our declining enrollment, but it is very hard to know for certain. Lyle moved to approve the FY26 budget. Teresa seconded the motion and it passed unanimously.

3) **AGENDA**

Action 2

Consent Agenda

- a. Consideration to approve minutes from the June 24, 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
 - Garrett Hovland – HS Assistant Football
 - Chantelle Henneberry – HS Assistant Volleyball Coach
 - Hanna Stevens – Pep Band
 - Chantelle Henneberry – FCCLA Advisor
 - Megan Hout – JH Head Volleyball Coach
 - Crystal Hout – JH Assistant Volleyball Coach

Dan directed the board to the June & July summary expenditure reports. The reports reflect all P-card transactions for June & July, claim checks 30410-30434, payroll checks 40273-40280, no voided checks, as well as all payroll electronic transactions.

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

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

Annie Dunk inquired if there would be input on the hiring of Hayley Tharp later on in the meeting. Sonya McLean inquired about the potential for a bus pickup to their home. Mr. Bucklin addressed it and said there was a process and that it could potentially be on the agenda in September. Jake Roark asked if the commissioners had to approve it and it was stated that yes – they do have to approve it.

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

Dan reviewed his report.

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

Tyler spoke about the school's transportation department.

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

Dan reviewed his report.

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

Jeff reviewed his report. He noted that practice starts this Friday and that JH sports start on August 21. He noted practices times and parent meeting times. Jeff anticipates that we will not have enough for a full JH FB team, but other athletic directors have said they would work with us and "loan" us players so our kids can have a season. He noted that the JH VB team will be a B team and will primarily focus on fun and fundamentals.

9) **ELEMENTARY LEAD TEACHER REPORT:**

As there was no school since his last report, there was nothing new to report. He noted that his contract requires 5 days in advance and that he did work in July to fulfill some of that time. He worked on schedules, etc. He noted that the building looks great and that he had playground/recess balls, etc. He wanted to give kudos to the custodial/maintenance crew.

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

Tyler reviewed his report as well as the transportation reports. All buses passed inspections except for two minor issues that are being addressed. He does not anticipate many changes with all drivers the same except for Teri Iverson driving the Sweetgrass bus. He noted that we are limited in our amount of activity drivers. He noted that getting a CDL takes a decent amount of time. Lyle inquired about different manners to obtain a CDL (trainers, etc.). He praised the cleaning crew and the job they have done. Trane will be here to work on boilers in September. The FB/track facilities have been updated and really look great. He noted some of the events that will be done during PIR days such as E3 which is being pushed by Sheriff Padilla as a way to quickly alert staff/students being safe and providing another great communication tool. There will be a staff BBQ on August 25 at 5pm at Spark Park to start the year off well! Supt Bucklin spoke about the Altana building and said that he is still working to see if the school can acquire it for teacher housing, etc. They may be willing to lease it to us, etc. The board said they may be interested in looking at having stable housing, etc. He also noted that he had talked to Dwaine Iverson who wants to utilize a building somewhere that they would pay for that would be self-sustaining to provide housing, etc. Dwaine Iverson also wants to start a trade school for many of our local schools utilizing a trust. There are many unknowns. The board felt it would be worth looking into more. Lyle inquired about whether any community resources may be interested in chipping in to help revitalize a building, etc. Tyler inquired with the board about potentially replacing one of the aide positions and asked if he could advertise for and interview immediately. The board felt they were good with this. Tyler noted that Dan Hout is doing a great job as transportation director. He is willing to do the maintenance side of things and that others would arrange the drivers, scheduling, etc. Val could potentially answer the phones in mornings and evenings. Mr. Bucklin wanted to know how the board felt about hiring a transportation director that would have to have a passenger CDL that could offer a lot to our district. Lyle noted that it doesn't hurt to advertise. We would be looking for the right candidate that could fill a variety of rolls. Marcia inquired if we should be more flexible in our advertising with times, etc. Tyler noted that he is concerned with so many folks taking part now that things may slip through the cracks.

11) **NEW/OLD BUSINESS**

- a. **Consideration to appoint Tyler Bucklin as District Rep for Golden Triangle Coop** **Action 3**
Teresa made the motion to approve Tyler Bucklin as our District Rep for the Golden Triangle Curriculum Cooperative. Lyle seconded the motion and it passed unanimously.
- b. **Consideration to approve 2025-26 Handbooks** **Action 4**
Supt Bucklin presented the handbooks and noted changes that he had recommended as well as some changes recommended by Mr. Nix. He noted that the changes involved allowing 8th graders to letter as well as changing the JH grading policy to allow them to play as long as they do not have an F rather than the current policy. Teresa made the motion to approve the contracts as noted. Lyle seconded the motion and the motion passed unanimously.
- c. **Consideration to approve Individual Transportation and Out of District Contracts** **Action 5**
There were 3 students, Aug 1-3, asking for consideration to attend Shelby Schools. They have attended there in the past. Tyler recommended that we approve the Shelby out of district contracts. Lyle made the motion to approve students Aug 1-3 for out of district contracts. Teresa seconded the motion and it passed unanimously.

d. Consideration to hire Hayley Tharp as a teacher

Action 6

We had hired all folks for the 25-26 year. Near the end of July, Tamera Rice chose to accept a different position. Supt. Bucklin recommended that the board approve Mrs. Tharp as the special education teacher for the upcoming 25-26 school year. It is a very supported program that has four gifted aides with many years of experience as well as our speech therapist and Big Sky Special Needs partners to assist. With her training and with their support, he feels should be a good fit. Lyle inquired about endorsements. She is signed up to go to the new teacher orientation. Tyler noted that we have a lot of experience and professional support that can assist with the program. Caitlyn Roark inquired about her training. Tyler explained that Hayley had some experience with Youth Dynamics to already understand the law and some of the paperwork. Typically working in SPED is a one on one scenario. All IEPs are already written with goals, etc. Caitlyn noted that the SPED position requires a lot on the paperwork side of things. Tyler noted that he is in charge of all of those items and we utilize Kris McGruder to assist with training, etc. Caitlyn noted that it sounds like there are many supports in place, but she had concerns about the behaviors, etc. Lyle interjected and said he wasn't very comfortable with things being about personnel, etc. Tyler answered the question and noted that the classroom management is different in SPED. There may already be scripted behavior plan in place, etc. This is a team document. Caitlyn stated that with her background, she felt that it doesn't always transfer and without the proper qualifications, she may not have those tools. Mr. Bucklin noted that the person that was hired in June did not have those qualifications either. Annie Dunk noted that she had a child who was in SPED who worked with a teacher without an endorsement and she worked with him and was successful. The school then paid for Jodi Griffin and Brandi Farbo both to get their endorsements to have the proper training and certifications. We have been lucky to have candidates step up and do a great job. Annie noted that she was a SPED teacher and she needed help and it takes time and we need to encourage folks and take opportunities when they exist. The number of available educators is decreasing and we need to hold onto the fact that if we have people interested, we need to take those opportunities. Tyler stated that he was clear that we will keep advertising for folks with a special education degree. Caitlyn was hopeful that there was something more set in stone as a supportive figure/mentor to help. This could hopefully quell some of the challenging behaviors. Mr. Bucklin stated that Brandi Farbo had said she would be happy to mentor/help and be available. Tyler noted he wants the teacher to feel supported and be in a position to be successful. Marcia noted that we are fortunate as this is one of the more supported roles that we have with aides, admin, and outside resources. We are being watchful of the situation and understand the challenges, etc. Shannon noted that Sue Kimmert also has a lot of knowledge and has talked to Hayley. Shannon noted that Hayley is invested in the community and is taking classes, etc. She wants to be here. Lyle came unprepared to support but said he thinks this is a position we need to fill. Lyle made the motion to hire Hayley Tharp as the SPED teacher for the 2025-2026 school year. Teresa seconded the motion. The motion passed unanimously.

Next Regular Board Meeting — **September 9, 2025 at 7:00 PM**

Marcia noted that she is hopeful for a great year and is looking for a great attitude and being the best people we can be!

12) ADJOURN

Action 7

Teresa moved to adjourn the meeting at 8:02 pm. Lyle seconded the motion. The motion passed unanimously.



BOARD CHAIRPERSON



BUSINESS MANAGER

DATE: 9/9/25

DATE: 9-9-25

Business Manager Report –August 12, 2025
Dan Nau

I have been busy over the past few weeks closing out the 2024-2025 school year. After closing out the year, I have been preparing the TFS (trustee financial statement) and the FY2026 Budget. Special thanks to the professionals at MASBO (Montana Association of School Business Officials) for all of their assistance and expertise to assist me through this complex process. The entire end of year financial process is quite extensive.

I attended two different informative sessions in Kalispell on August 6 and 7, 2025. The first session was all about E-Grants. It was very informative and provided a lot of guidance on completing all of our E-Grant applications. The second session I attended was all about completing our TFS and Budget. With numerous business officials present, they had some great recommendations and insights.

Our budget may look slightly different than it did in the past. As I am still putting the final touches on things, I will have this for you on Tuesday night. In essence, we will have a decrease to our overall mills while increasing/maintaining our budgets. The taxable valuation went down slightly this year to 10,186.73 (was 10,271.51 last year) which is comparable to most areas around the state. The veteran MASBO officials all recommended budgeting what the state allows as there is no requirement to spend the entire budget while maximizing the state monies such as SB307 funds.

We knew in March our general fund budget would increase, but it was a guestimate until legislation was complete and all information was input into the system. In the end, our general fund budget will increase by approximately \$90,000 to \$2,040,694.40 primarily because of our qualification for the STARS Act which resulted in a double quality educator payment. I will further explain the individual budgets and provide more explanation as necessary at the meeting.

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

Our food services department will be utilizing a new vendor this year. We work with Montana Cooperative Services to secure our food bids. Sysco will be our new vendor (rather than US Foods). We have been attending some webinars/training this summer and will be going to Conrad next week to officially get signed up and switched over.

School Board Technology Report August 12, 2025

Technology:

- The HS office will be getting a key fob reader for door access. This will allow the door to always be locked while still providing easy access to staff. This project will be completed by K12 Montana sometime in late September or early October.
- All MTDA classes now require a new “browser.” I made sure this is up and ready to roll for the upcoming year for our students.
- As the school year is right around the corner, I anticipate many potential tech issues that may arise as they always do when teachers/student return.

AD Report

Recommend hiring coaches:

Chantelle Henneberry as Assistant HS Volleyball Coach.
Megan Hout as JH Volleyball Head Coach
Crystal Hout as JH VB Assistant Coach

High School Fall sports start August 15th.

Football will start in the evening on 15th & 16th, Then 630am to 930am the following week up to the start of school.

Volleyball will go 9am to 11am up to the start of school.

Cross Country will practice at 7am and 10am.

JH VB will start Aug 21 - 'B' team (no A Team)

JH FB will start Aug 21 - 5 players, will still play, other schools are willing to let us borrow for defense and offense as necessary

6										
7										
8										
9										
10										
11										
12										
Total										

Handbook Changes

I am recommending two handbook changes to the athletic handbook.

1. 8th graders can letter in varsity sports.
2. Change the JH/Elementary eligibility to mirror the high school policy.

Employment

The SPED teacher that we hired in June has taken a different job and has elected to not teach in Sunburst. It is my recommendation that we hire Hayley Tharp as the SPED teacher for the 2025-26 school year.

I would also like to ask permission to hire another paraprofessional. This position would be covering the high school library in the morning and then at the elementary in the afternoon.

Transportation Director discussion. I would like to have a discussion with the board on the direction of a transportation supervisor. Whether or not the school should search for a person to oversee the transportation department.

6										
7										
8										
9										
10										
11										
12										
Total										

Handbook Changes

I am recommending two handbook changes to the athletic handbook.

1. 8th graders can letter in varsity sports.
2. Change the JH/Elementary eligibility to mirror the high school policy.

Employment

The SPED teacher that we hired in June has taken a different job and has elected to not teach in Sunburst. It is my recommendation that we hire Hayley Tharp as the SPED teacher for the 2025-26 school year.

I would also like to ask permission to hire another paraprofessional. This position would be covering the high school library in the morning and then at the elementary in the afternoon.

Transportation Director discussion. I would like to have a discussion with the board on the direction of a transportation supervisor. Whether or not the school should search for a person to oversee the transportation department.



Budget Report

FY 2026

51 Toole

Submit ID:

0903 Sunburst K-12 Schools

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	2,040,694.40	88,329.40	10%	4.33%	0.00	1,130,493.31	910,201.09	89.34
10 Transportation	260,000.00	52,000.00	20%	20.00%	7,140.26	153,616.76	99,242.98	9.74
11 Bus Depreciation Reserve	402,299.82	0.00	N/A	0.00%	255,478.13	0.00	146,821.69	14.41
13 Tuition	80,000.00		N/A		23,557.61	0.00	56,442.39	5.54
14 Retirement	375,000.00	75,000.00	20%	20.00%	16,162.44	358,837.56		
17 Adult Education	7,500.00	2,625.00	35%	35.00%	5,581.88	0.00	1,918.12	0.19
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	64,170.62	0.00	N/A	0.00%	12,883.89	1,286.73	50,000.00	4.91
29 Flexibility	879,073.55	0.00	N/A	0.00%	689,073.55	190,000.00	0.00	0.00
61 Building Reserve	292,944.42	0.00	N/A	0.00%	104,443.65	73,916.28	114,584.49	11.25
Total of All Funds	4,401,682.81	217,954.40			1,114,321.41	1,908,150.64	1,379,210.76	135.38

50 Debt Service								
Tax Jurisdiction								
	0.00	0.00	20-9-438	0.00%	0.00	0.00	0.00	0.00

