

**SUNBURST SCHOOL DISTRICT #2
REGULAR MEETING**

BOARD MINUTES

November 11, 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 - absent

Lyle Benjamin, Trustee - absent

Andrew Stevens, Trustee - present

Marlena McAlpine, Vice-Chairman - present

Teresa Berthelote, Trustee - present

Guests and staff in attendance were:

Tyler Bucklin, Superintendent

Dan Nau, Business Manager

District Staff – See attached list

- 2) **Student of the Month**

There was no student of the month.

- 3) **AGENDA**

Action 1

Consent Agenda

- a. Consideration to approve minutes from the October 14, 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
 - High School Assistant Girls Basketball: Kaitlyn Nagy
 - High School Head Track Coach: Kaitlyn Nagy
 - High School Assistant Track Coach: Ulan Omdahl
 - High School Head Golf Coach: Tony Fleisher

Dan directed the board to the October summary expenditure reports. The reports reflect all P-card transactions for October, claim checks 30459-30484, payroll checks 40287-40290, 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.

- 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. He clarified that fall sports awards night will be on Wednesday, November 19th at 6pm.

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

Shannon reviewed his report.

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

Tyler reviewed his report.

- 9) **NEW/OLD BUSINESS**

- a. **Consideration to approve out of district student(s)**

Action 2

Supt Bucklin recommended we approve student Nov 1. Teresa made the motion to approve student Nov 1 for an out of district contract. Andrew seconded the motion and it passed unanimously.

b. Consideration to approve out of district students from Liberty Elementary District

Action 3

We acknowledge the letters received by the Hutterite colony but we will not consider their request because OPI said their applications are invalid. We acknowledge the receipt of these applications but will not consider them as they are invalid.

c. Consideration to approve Melissa Adkins as a paraprofessional

Action 4

Supt. Bucklin made the recommendation to hire Melissa Adkins as a paraprofessional. Teresa asked if she was a teacher before and Tyler explained that she had previous experience in Hamilton. She will be working in both buildings as well as a substitute teacher. Andrew made the motion to approve Melissa Adkins as a paraprofessional. Teresa seconded the motion and it passed unanimously.

d. Consideration to hire Dan Hout as the transportation & maintenance director

Action 5

Supt. Bucklin made the recommendation to hire Dan Hout as the transportation and maintenance director. Dan recently obtained his CDL and can now drive all buses. He will continue in his role with maintenance but take over all transportation director responsibilities. Andrew made the motion to approve Dan Hout as the maintenance and transportation director. Teresa seconded the motion and it passed unanimously.

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

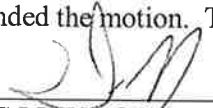
10) ADJOURN

Action 6

Teresa moved to adjourn the meeting at 7:31 pm. Andrew seconded the motion. The motion passed unanimously.



BOARD CHAIRPERSON



BUSINESS MANAGER

DATE: 12-9-25

DATE: 12-9-25

SUNBURST SCHOOL

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, November 11, 2025
NTCHS LIBRARY – 7:00 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 October 14, 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
High School Assistant Girls Basketball: Kaitlyn Nagy
High School Head Track Coach: Kaitlyn Nagy
High School Assistant Track Coach: Ulan Omdahl
High School Head Golf Coach: Tony Fleisher
Transpiration Communication Director: Val McAlpine
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 out of district student(s) Action 2
 - b. Consideration to approve out of district students from Liberty Elementary District Action 3
 - c. Consideration to approve Melissa Adkins as a paraprofessional Action 4
 - d. Consideration to hire Dan Hout as the transportation & maintenance director Action 5
10. Next Regular Board Meeting—December 9, 2025 at 7:00 PM
11. Adjourn Action 6

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.

Business Manager Report –November 11, 2025
Dan Nau

Our most recent oil and gas payment was approximately \$43,000. This is slightly less than the prior quarter but consistent with what we projected.

Our recent vehicle purchases totaling roughly \$125,000 will make our flexibility fund look considerably smaller. Moving forward, the e-class van that was added is now part of our bus fleet. This means that, when we go to upgrade it in the future, the purchase can come out of bus depreciation funds. The transit van always will have to be purchased out of other funding sources.

We will likely be having an insurance discussion in December as a new entity exists that may replace our current carrier, MUST. Bridged Health Alliance is the new entity that is using money set aside by the legislature to create an insurance pool for school systems that will hopefully be more cost effective, provide excellent coverage, and limit rate increases. A decision on whether we opt in to this plan needs to be completed by December 19, 2025.

School Board Technology Report November 11, 2025

Technology:

- We continue to work on finding a “correct” fix for the fob entry at the HS office door. K12 Montana is struggling to find a solution.
- All security cameras except at the bus barn have been mounted and are up and running. This is a tremendous safety upgrade for our district.
- We have nearly 100% of our computers upgraded to Windows 11. We have a few snafus, but we will have everything upgraded by November 25, 2025 which is the end of service date for Windows 10.
- Miss Val and Miss Lori’s computers both struggled with a direct swap over to the Windows 11 upgrade. Because of the amount of programming and necessity for specific programs, the decision was made to purchase new computers for them. Those have arrived and will be put into service in the next week.
- We purchased 35 new Chromebooks for the elementary school (this was all they had in stock). We always wait until we can get the best price for a quality Chromebook. If more come available at that price, we will purchase more to upgrade some of the HS lab stations.

November 11, 2025 Elementary Lead Teacher Board Report

By: Shannon Dunk

- No School Oct. 16-17th due to MEA convention
- Oct. 22nd TCHD & Sunburst Lions Club held a vision screening for all students in K-12
- JH BB had their first game of the season in Valier
- Big Sky Hearing Screening for all K-1 students and teacher referrals.
- Oct. 24-31st Kicked off Red Ribbon Week for 2025. The theme this year was "Life is a Puzzle, Solve it Drug Free."
- Each school day from Oct. 24-Oct. 30th the K-6 students and staff dressed in theme attire for that day. Oct. 24th- "Red Alert: Blackout Drugs" Wore Red & Black clothing to school.
- Oct. 27th-"Go Crazy About Not Using Drugs" (Wore Crazy Dress Attire)
- Oct. 28th-"Put a Lid on Drugs" (Wore a Favorite Hat)
- Oct. 29th-"Sweat it Out Against Drugs" (Wore Sweat Pants/Sweatshirts to school)
- Oct. 30th-"Team Up Against Drugs" (Wore Your Favorite Team Apparel to school)
- Oct. 31st- We did not dress up that day as we had the Halloween Costume Parade in the afternoon and class parties.
- Oct. 31st-End of the 1st Quarter of School.
- Nov. 5th-Fire Prevention Safety Presentation. Thanks to our Local Fire Department for putting this on as far as Fire Prevention Week.
- Nov. 6th-P.T. Conferences 4-7 pm & Nov. 7th- 8:30-11:30 am.
- Nov. 10th- 1st Quarter Awards Ceremony took place in the Elementary Gym @ 9am
- Nov. 11th-Veterans Day Program @ HS auditorium to honor all of our Veterans. Thanks to Mrs. Aschim, Mrs. Nagy, & Mrs. Stevens for putting this together for our K-12 students/staff and community. There was a breakfast at 7:30 am and a program at 8:30 am.

SUNBURST SCHOOL DISTRICT

Superintendent Report to the Board

11-11-25

Facilities

Both buildings are working fairly well. We have had a few problems with an air handler motor at the elementary and a couple of leaky pipes at the high school. I am hopeful that these will be resolved without too much cost.

CTE Proposal

The John Horgus Foundation has set aside money for CTE programs between various counties. At his time Sunburst, Shelby, Cut Bank, CJI, and Valier are trying to figure out a way to use this money to form a trades school. At this point none of us are quite sure how to get this project off of the ground. We will be working over the next couple of months to see if it is a viable project and how it would operate. I will keep the board informed as we work through this process.

Hutterite Colonies

Included in your board packet is a letter that I received from Hillside and Rimrock colonies. It essentially says that the board has taken no action on their out of district requests. In August I received their out of district forms and sent those to our school lawyer. She indicated that they are still illegal and that I shouldn't present them to the board. Once again, I sent the new letter to our lawyers and to OPI. Both of their guidance was that these requests from the colonies are still invalid and that the board should state as much. Here is the email that our lawyer sent on how to proceed at the meeting:

**I would move forward with putting something on your next board agenda
““Out-of-District Agreements from Liberty Elementary School District.” Then, you and/or the board chair can make the statement that the agreements will not be considered as OPI has stated they are not valid.**

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	10						
1		8	8	8						
2		6	6	6						
3		11	11	11						

4		6	6	6						
5		12	12	12						
6		9	9	9						
7		8	8	8						
8		7	7	7						
9		12	12	12						
10		9	9	9						
11		9	9	9						
12		11	11	11						
Total		118	118	118						

Employment/Transportation

Melissa Adkins has been working at the school as a substitute teacher and para. The board has officially approved her as a substitute teacher and now I am recommending that we officially hire her as a para.

We haven't figured out what exactly to do with the red tractor yet and that is why we haven't done a surplus sale notice yet. I will be reaching out to dealers this month to get an idea of how much we would be able to trade it in for and if there are any other machines that would suit our needs here at the school.

I am recommending that we hire Dan Hout as Transportation/Maintenance Supervisor. Dan would take over the duties that are currently being performed by myself, Jeff, and Val. Dan will also continue with his maintenance duties at the school.

Student Activities

The football team wrapped up its regular season with a game against Big Sandy. Although they didn't qualify for the playoffs this year, the players showed strong effort throughout the season.

The volleyball team is currently competing at the divisional tournament after a very successful regular season.

The cross country team concluded its season at the State Meet in Missoula, where all team members performed exceptionally well.

Junior high basketball is underway, with the end-of-season tournament scheduled for the first week of December.

Mrs. Stevens held her first music concert of the year, which was well attended and enjoyed by all. We look forward to upcoming performances during the Veterans Day and Christmas programs.

The first quarter ended on October 31, and parent-teacher conferences were held on November 6 and 7.

The FCCLA District Meeting took place on November 10 in Great Falls.

Upcoming Events

11/17	Luc Swenson Assembly	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	11/22	Robotics @ Butte
11/24	JH BB vs Valier	11/26-28	Thanksgiving Break		

October 30, 2025

Marcia Manthey, Chair Board of Trustees
C/O Tyler Bucklin, Superintendent & K12 Principal
Sunburst Schools
PO Box 710
Sunburst, Montana 59482

Re: Failure to Notify Parents of Board Action; Submission of Out of District Attendance Agreements

Dear Board Chair Manthey:

We the undersigned parents of students living on the Hillside and Rimrock Hutterite Colonies are notifying the Sunburst School District Board of Trustees that the Sunburst School District is in violation of Montana Code Annotated 20-5-320 with respect to its failure to take appropriate action within the specified time frame when acting on Out-of-District Attendance Agreements by Parent or Guardian Request with no Extenuating Circumstances (OPI Form FP 14.1) submitted by parents of students residing in the district, which were hand delivered to the District staff on or about August 27, 2025.

In accordance with state statute and supported by guidance prepared and published by the Montana Office of Public Instruction (OPI), in relation to the required actions taken by both the "District of Choice" and the "District of Residence", the Sunburst School District Board of Trustees, having received the parent signed out of district attendance agreement(s) approved the Board of Trustees of the District of Choice, have fifteen (15) days to either approve or acknowledge the signed agreement(s) and then they must send the completed agreement(s) to its (District of Residence) county superintendent of schools, the district of choice trustees, and the parent(s).

As of this date, no completed agreement(s) have been received by either the District of Choice Trustees, nor the parents, who, submitted the completed Out-of-District Attendance Agreements to the District of Residence two months ago. It is worth noting that nowhere in the aforementioned statute, nor in the content of the Agreements themselves, does the District of Residence retain any authority to simply ignore these Agreements, nor, to deny these Agreements. The limit of the authority retained by the District of Residence Board of Trustees once the Agreements have been received indicating their approval by the District of Choice is to either (a) acknowledge receipt, or (b) approve the Out-of-District Attendance Agreement(s).

At this time, we the parents are requesting that the Board of Trustees place these previously submitted requests on a properly noticed board agenda for immediate action to ensure there are no further delays, or lack of compliance with the statute in protecting the constitutional rights of these students and their parents in exercising their parental right to educational choice for their children. Failure to do so will result in further action being taken by the parents to compel the district's compliance with the appropriate state of Montana laws and agency administrative rules.

In the event you have questions regarding this notice of non-compliance and request, please contact our advocate, Dan McGee, Superintendent of Schools at Liberty Elementary School District (dmcgee@libertyschooldistrict.com).

Note: Names and Signatures of Parents and Names of Students Appear on Subsequent Pages

AD Report – 11/11/25

Jeff Nix

Coaching Recommendations:

HS Girls Basketball Assistant – Kaitlyn Nagy

HS Track Head Coach – Kaitlyn Nagy

HS Track Assistant – Ulan Omdahl

HS Head Golf Coach – Tony Fleisher

Posting Positions

JH Track Head Coach – posting open

JH Track Assistant – posting open

Fall sports season has ended, thank you to all HS/JH coaches and VB bookkeepers. We will have High School awards night November 17 @6pm.

- We have 6 students participating currently for Speech & Debate
- HS Basketball starts on November 20, I anticipate having both boys & girls JV squads

