

Corvallis School District #1
SPECIAL BOARD MEETING and
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

12/10/2013

Special Session Meeting -

1. *Called to order at 6:04 p.m. by Chairman Wilbur Nisly*

The School Board Trustees of Corvallis School District #1 met at a duly constituted and properly noticed meeting Tuesday evening in the High School Library.

Trustees Present: Wilbur Nisly, Tonia Bloom, Jennifer Channer, Kathy Harder-Brouwer, Ginny Hoffman and Adam Sangster

Absent: Dan Wolsky

The Superintendent was present throughout the entire proceedings.

Absent: Vannesa Bargfrede, District Clerk

Others Present All administrators were in attendance with the exception of Kathy Martin.

2. *Public Comment on Non-Agenda Items* None.

3. *K-12 Counseling Program Presentation*

Jackie Johnson-Wirth, Jo Johnson, Eli Mohanna, Cammie Knapp, Alexis Holland, and Jan Maul-Smith presented the major components of the district's counseling programs. Jackie provided an overview of the district program. She said the six school-based health professionals work to meet the needs of the social/emotional and academic needs of students. Three purposes of the counseling program are emphasized: 1) to help students succeed at home, school, and life, 2) to remove barriers to learning, and 3) to support teachers and learners in meeting academic success with students. In keeping with the purposes, counselors said a main goal was to remove barriers from learning by providing for basic needs, working with outside agencies, and working with individual students to set goals for success.

In the High School Lexi and Cammie noted that they follow the ASCA model promoting academic, social/emotional, and career development. Some of the High School components mentioned included the senior transition program, junior dual enrollment program, the sophomore MTCIS interest profiler, and the freshmen four-year plan development. Two special features noted was the promotion of healthy, respectful behaviors through the work of the student TRUST (Teens Respecting, Understanding, and Supporting other Teens) organization, and the HS students mentoring eighth-graders during the girls camp-in. Future goals include the emphasis on "school to work" and "senior project" components.

The Middle School counselors, Jo and Eli, demonstrated several ways in which they support the school-wide Positive Behavior Support system's universal themes to "be here," "be respectful," "be safe," and "be prepared." They said they do individual social/emotional counseling,

academic counseling, use community guest speakers for career counseling, provide an eighth grade girls camp-in, and use "Blue Bucks" for positive student behaviors. Eli and Jo said they want to start a community mentoring program and would love to have a social worker in the school to assist students.

In the Primary School Jan emphasized that most of her work was preventative and extremely important to students feeling good about themselves so they can be happy and successful in school. She uses a "meaningful work program" to promote self-worth and responsibility with a "café check-in," a school store, a pod control, a mouse patrol. Jan said she uses several puppets for student lessons to support their social/emotional development. She encouraged the board to check her website to peruse the many resources she has posted for parents, since much of her work is with parents and how they can support their son or daughter at school. Jan said students would benefit from having an additional counselor at the Primary School.

Jackie summarized the importance of the district counseling program when she said, "The work we do is essential."

Recess 7:14 p.m.

Regular Board Meeting in the High School Library

1. *Called to order at 7:23 p.m. by Chairman Wilbur Nisly*

2. *Public Comment on Non-Agenda Items None.*

3. *General Reports*

This agenda item is to allow administration to make any additional comments to their written reports submitted in the Board Packet.

Superintendent

Mr. Silk commented that the continuing decline in enrollment was concerning and would be addressed in his analysis of the district's budget capacity in the coming months.

Technology Director

Mr. Hendrickson made the board aware that the "public need to know" about public emails could mean board members could have their private emails reviewed if they use it for public communication. Board members requested more information at a later meeting.

Trustees

Ginny Hoffman congratulated Mrs. Stranahan and the Primary School on the 98% parent turnout at the parent/teacher conferences.

4. *Personnel*

Agenda Item #4 Personnel

Classified:

Tom Wood

Special Education Para-professional

Start Date: 11/15/2013 End Date 6/11/2014

Kaye Stanek

Food Service Kitchen Worker

Carol Macpherson Start Date on or about 12/3/2013 End Date 6/11/2014
 Bus Driver
 Start Date on or about 12/11/2013 End Date 6/11/2014

Resignations: Brock Hammill HS Boys Soccer Coach
 Kenneth Beaudin Bus Driver

Sub Teacher List: John Springer

Mr. Silk publically thanked Mr. Hammill for his dedication to our student athletes over his ten years as soccer coach and wished him well in his “life after coaching”.

**Trustee Bloom moved to approve the personnel recommendations as presented.
 Trustee Channer seconded the motion, and all voted in favor.**

5. Requests for Credit Approval

None presented.

6. Non-resident Student Requests for Enrollment

Primary School:

Kayleigh Nelson	Preschool	Parent is a district employee
Karizma Carrell	1 st Grade	Moved to Hamilton
Cherrish Paddock	3 rd Grade	Moved to Hamilton

High School:

Sabrina Friday 12th Grade

Sabrina is a senior coming to us from Hamilton. She lives in Stevensville and is a good student.

**Trustee Channer moved to approve the non-resident student requests for attendance.
 Trustee Sangster seconded the motion and all voted in favor.**

7. Discussion and possible action regarding first reading of the following policies:

- BP 5321P – Personnel – Conditions for Use of Leave

Mr. Silk explained that the Classified Sick Leave Bank Committee had recommended a change in policy to allow a request for donations from classified employees when the bank has “ten days or less” in it rather than when the bank is “depleted”, which is the current policy language.

The purpose for this change is to more likely guarantee that a classified employee does not miss a pay check. It takes some time for the process of requesting donations of days to the bank and the Sick Leave Bank Committee’s deliberations on a request for days from the bank to take place. Classified employees’ month ends on the 25th with their pay day on the first. It is more likely that the Committee can grant days if it does not have to wait for days to be donated. Obviously, a request for days may be processed faster when there are already some days in the bank.

Employees are only allowed to donate eight (8) hours annually, so if the bank is reopened, only those who have not already contributed a day may donate.

Classified Sick Leave Bank Committee members include Chairperson, Diann Ward, Tara Holland, Jim Bowen, Dona Hinshaw, Dan Carrasco and Monte Silk.

**Trustee Bloom moved to approve Policy 5321P on first reading.
Trustee Hoffman seconded the motion and all voted in favor.**

8. *Discussion and possible action regarding second reading of the following policies:*

- BP 3226 -- Harassment/Intimidation/
Bullying/Hazing/Retaliation
- BP 3225 – Sexual Harassment/Intimidation of students
- BP 3215 – Uniform Grievance Procedure
- BP 3215F – Grievance Filing Form
- BP 5012F – Harassment Reporting Form for Employees

BP 3225 and 3226, Sexual Harassment/Intimidation/Bullying...

Proposed policies 3225 and 3226 provide more comprehensive definitions, prohibitions, and procedures, as required by statute, than our current policies.

I used content from a Billings policy written by Jim Weldon, former MTSBA attorney, for policy changes to 3225. I used some of the policy written by Bea Kaleva, a former MTSBA attorney, to revise parts of policy 3225 and policy 3226 regarding reporting, notifications and legal definitions. **I checked with MTSBA regarding the proposed changes to policies 3225 and 3226. They said the changes were fine and were a local option.**

BP 3215 – Uniform Grievance Procedure

The name is changed to Uniform **Complaint** Procedure. All other changes in the policy are directly from the MTSBA recommended additions or deletions.

BP 3215F – Grievance Filing Form

It is now called the **Complaint** Filing Form. This is the form recommended by MTSBA. I changed parts of it to allow for the filing of Title IX or Section 504 complaints. Policies 3225 and 3226 refer to the Uniform Complaint Procedure for filing Title IX or Section 504 complaints.

BP 5012F – Harassment Reporting Form for Employees

This is not a current policy in our Policy Manual. The form should be available to employees.

General discussion took place regarding each policies.

**Trustee Channer moved to approve Policy 3226 on second reading.
Trustee Sangster seconded the motion and all voted in favor.**

**Trustee Bloom moved to approve Policy 3225 on second reading.
Trustee Channer seconded the motion and all voted in favor.**

**Trustee Bloom moved to approve Policy 3215 on second reading.
Trustee Sangster seconded the motion and all voted in favor.**

Trustee Channer moved to approve Policy 3215F on second reading.

Trustee Bloom seconded the motion and all voted in favor.

Trustee Bloom moved to approve Policy 5012F on second reading.

Trustee Sangster seconded the motion and all voted in favor.

Mr. Silk reported that MTSBA said policies may be duplicated in the policy manual at the discretion of the local board. If the board wished to have duplicate policies, MTSBA recommended that policy 3215 and 3215F be adopted as policies 1701 and 1701F. MTSBA said no second readings were necessary to place a previously adopted policy in a different series of the board policy manual.

Trustee Bloom moved to duplicate policies 3215 and 3215F in the 1000 series of the board policy manual as policies 1701 and 1701F respectively.

Trustee Channer seconded the motion and all voted in favor.

9. *Discussion of the Five Year Comprehensive Educational Plan.*

Wendy Ihde reported the following summary as a preface for a discussion of the annual review of the Five Year Plan.

The 5-Year Committee met to review our annual plan. Attached is the report that was submitted to OPI. As we looked at our plan for this year, one of the concerns that came up was being able to provide effective professional development during the year. The committee recommended that we reduce the number of early out days and have one full day PIR each year. This will enable us to provide a more robust day of professional development.

Mrs. Ihde explained that the committee wants the Five Year Plan to be a working document for the district and not just a required report sent to OPI. She further explained that the committee would like a full PIR day added to the school calendar to improve professional learning time.

10. *Discussion and possible action regarding parameters for the development of the 2014-15 school year calendar.*

Mr. Silk provided the following background material prior to a discussion of the school year calendar.

The following items are up for discussion by the board:

1. *Add one full PIR Day/drop three early outs, which leaves*
 1. *179 student days*
 - a. *But student hours remain the same*
 2. *Maintains 184 days for teachers*
 3. *Maintains required number of PIR days (7)*
2. *Start and finish dates*
3. *Length of breaks*

The most important option the Five Year Plan Committee and the Calendar Committee would like available is the addition of a full PIR day by cutting three early out days. By cutting three early out days, it would add 6 hours to the students' school year; therefore the students could attend one day less and maintain the same number of instructional hours in the year. The one day less for students would become a full PIR day for teachers.

If this is approved, teachers would have students for 179 days instead of 180, drive to and from school the same number of days they do now (184) and have the same number of PIR days (7).

PIR days' summary:

1. 2 – August Alternate PIR Days or MEA Convention
2. 2 -- August PIR Days (Monday and Tuesday before the Fair)
3. 1 – Full day PIR to be determined
4. 2 – Six early outs (instead of the previous 9)

The following statements are quoted from the Master Contract.

“The basic duty year for regular full-time members shall consist of the assigned duty days as scheduled by the School District. The scheduling of duty days shall be established each year by the School District as a calendar. Upon timely request, the School District shall meet and confer with the Exclusive Representative regarding the calendar. The school calendar shall be part of the School District policy and shall not be part of this agreement.” In the event that an employee duty day is lost due to a school closing, the member shall perform duties on such other day (s) in lieu thereof as the School District and administration and members determine, if any.”

At the board's request, Mr. Silk provided the language from the teacher's contract, which states, *“the teacher agrees to teach or to perform other related services...for a period not less than 180 teaching days plus seven pupil-instruction-related days.”*

Mr. Wirt indicated there was discussion among his staff to have a day to do grades after finals at the end of each semester at the high school. It was explained that the primary grades had indicated a desire to have day time conferences with parents. The need to support the current lunch schedule for the Middle School and High School was discussed, and ten minutes extra each day would help take care of both of those issues.

After a lengthy question and answer period between board members and administrators and a thorough discussion among the board members, the board decided to set three parameters for the 2014-2015 calendar.

Trustee Hoffman moved to add one full PIR day and delete three early-out days in the 2014-2015 school year calendar.

Trustee Sangster seconded the motion and all voted in favor.

Trustee Bloom moved to maintain 180 student instructional days in the 2014-2015 school year calendar.

Trustee Harder-Brower seconded the motion and all voted in favor.

11. Discussion and possible action regarding the extension of the school day by ten (10) minutes for the 2014-2015 school year

Mr. Silk provided the following background information.

Annual instructional hours legally required by grade level:

1. K-3 -- 720 hours.

2. 4-12 --1080 hours.
 - a. 20-1-301 MCA requires the Superintendent of Public Instruction to reduce the direct state aid for the district for that school year by two times an hourly rate, as calculated by OPI, for the aggregate hours missed. Even with structured recess in 4th grade, we are still 20 hours short for the year.
 - i. Based upon a calculation by the OPI staff, this would amount to a penalty of about \$8,500.
 - b. As of this year, we electronically submit all times to the state, and they must match actual practice.

Annual instructional hours met by grade level:

1. K-1 -- 943 hours.
 2. 3 -- 958 hours.
 3. 4 -- 1060 hours. (with structured recess of 20" daily)
 - a. Minutes of recesses where "there has been an identifiable effort to provide guidance and structure and which are directly or indirectly under the supervision of the certified teacher may be counted as pupil instruction" under 20-1-101(11) and ARM 10.15.101(46).
 - b. OPI defines structure as having daily planning for activities at recess and all students are expected to participate.
 - c. 1003 hours without structured recess.
 4. 5-7 – 1105 hours.
 5. 8 – 1113 hours.
 6. 9-12 – 1135 hours.
- We meet length of day requirements in all grades except 4th. We do not meet required hours in fourth grade, because we dismiss at 3:20. We would need to dismiss at 3:30 to meet the 1080 hours per year requirement. Actually, ten minutes extra per day gets us to 1090 hours per year. That gives us flexibility for snow closures and late starts.
 - In grades 7-12 credit/unit requirements must be legally met as well, which is 8100 minutes of class time per year, or 225 minutes per week.
 1. Unit requirements are not an issue.
 2. 90 minute periods for 180 days equals 8100 minutes
 3. We actually have an extra 200 minutes for each period per year with or without SOS.
 4. If SOS goes away, up to 12.5 minutes may be added to each of the four periods per day, and time required per credit/units would still be met.
 - The Master Agreement states that teacher's start and finish time is, "30 minutes before classes commence and fifteen minutes after classes are dismissed" and it further states, "The time that classes commence and end in each school shall be decided by the School Board." (p.9). The current required start time for teachers is 8:00 am and dismissal is 3:45 pm.

Can 4th grade meet the 1080 hour requirement without extending the day?

1. Yes. The 4th grade recess of 20 minutes and/or the lunch period of 50 minutes could be shortened by 10 minutes.

Why add 10 minutes? (Add to the morning?)

1. 4th grade needs 10 more minutes to get to 1080 hours, but in reality it gets them to 1090 hours.
2. It gives 4th grade 10 extra hours in a year for school closure or late starts.
3. It supports SOS without state approval of any variance request.
4. Grants building principals flexibility in scheduling for building's unique needs.

How do we add 10 minutes?

1. School board would, by policy, state the start and finish time for each school.
 - a. According to the Master Contract, "The specific hours at an individual building may vary according to the needs of the educational program of the School District. The specific hours of each building will be designated by the School District."

What is the effect of extending the school day for students by 10 minutes?

1. 4th grade would meet the 1080 hour requirement without cutting recess or lunch.
2. All students would go to school 30 hours longer over the year, because of the necessary bus connections unless recess or lunch periods were changed at the individual schools.
3. Instructional time for teachers would increase by 30 hours over the year unless recess or lunch periods were changed at the individual schools.

If SOS is not granted a variance, then no extension of the school day will eliminate SOS from the HS schedule.

After a thorough discussion about developing parameters for the 2014-2015 school calendar and extending the school day, some board members wanted to wait for Mr. Wirt to get more information on his requested variance from OPI regarding the SOS period at the high school prior to making a decision on extending the school day.

Trustee Channer moved to table the discussion on extending the school day by ten minutes.

Trustee Harder-Brower seconded the motion.

Five trustees voted in favor of the motion.

Trustee Bloom voted against the motion.

12. Discussion and possible action to approve a request for dual credit by Alex McFarland and Taylor Gagnon.

Mr. Wirt said that two juniors were requesting approval of a 0.5 elective credit in Public Speaking from Bitterroot College, which would count toward the required number of credits needed for graduation. He recommended board approval of the two requests, which would count toward graduation, but as elective credits.

Trustee Harder-Brouwer moved to approve dual credit for Alex McFarland and Taylor Gagnon.

Trustee Channer seconded the motion and all voted in favor.

13. Discussion of the October, 2013 Board and Administrator publication.

Mr. Silk reviewed the summary below in the board packet.

Details of the several ways in which the board may evaluate its role and functions are excellent in this issue of Board and Administrator. A review of progress on strategic goals, as suggested by one article, may be a good exercise for the conclusion of tonight's meeting.

The board commented on ways in which their meetings referenced important goals or objectives in the District Strategic Plan when discussing other issues before the Board. Individual board members commented on points of interest to them in the article.

14. Correspondence

No Correspondence.

15. Approval of Minutes

**Trustee Sangster moved to approve the minutes dated 11/12/2013.
Trustee Hoffman seconded the motion, and all voted in favor.**

16. Approval of Bills

**Trustee Sangster moved to approve the bills as presented.
Trustee Hoffman seconded the motion, and all voted in favor.**

Adjournment

Trustee Sangster moved to adjourn.
Adjournment – 10:03 p.m.

Superintendent for District Clerk

Chairman