

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

08/12/2014

Special Session Meeting in High School Library

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

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, Kathi Harder-Brouwer, Ginny Hoffman and Adam Sangster

Absent: Dan Wolsky

The Superintendent and District Clerk were present throughout the entire proceedings.

Others present: Employees and /or community members as listed on the sign in sheet attached to the minutes.

2. *Public Comment on Non-Agenda Items*

No public comment.

3. *Corvallis Community Event Center Parking – John Horat*

Community member, John Horat, was present to discuss the parking area along Brothers Way Street which is on the north side of the District's CCEC complex area. He addressed his concerns regarding the parking along the Eastside Highway in front of the CCEC complex. He would like for the District to contemplate and take into consideration looking at ways to increase the parking spaces for events that occur there. John stated he felt he had to bring this topic up to Board for safety reasons regarding the parking situation he has noticed over time.

The site plans John provided for the Board to review at the meeting, show that at one point the CCEC provided for a revised parking area that would increase the current parking size once the District was in the position to financially complete the possible parking expansion. John's suggestion were to move the newly planted trees on the west side of the parking lot to increase the parking area as noted on the planes he presented. John emphasized that the major concern is when the baseball field is used on the north corner of the CCEC complex. The parking on the Eastside Highway is at times excessive. John stated that it was mainly because people are parking along the East Side Hwy to view the field activity while sitting in their vehicles; instead of parking in the actual parking lot which causes the real safety issues. John noted that during football season there is a security police officer available to help direct traffic to ease

the traffic situation for when cars are parked along the Highway because of the large attendance of people.

The Board and Superintendent thanked Mr. Horat for bringing this matter to their attention, and they will look into addressing the situation.

4. *Budget Hearing and Request for approval of the budgets for the 2014-2015 fiscal year*

Corvallis School District #1 August Budget Hearing Update
Presented by Vannesa Bargfrede, Business Manager/Clerk

Recap of the 2013-2014 School Year

Our complete tax revenue for the year was unknown until the first week of August. However, our tax revenue has come in higher than the County's estimate for the last four years. So thank you to our district's tax payers. Because of not receiving our monthly Treasurer's Reports in a timely manner, it required us to cut on spending mainly in the General Fund. So, we decided to hold off on some of the planned year end expenditures until we received the final reports. I sent the County a spreadsheet showing my fourth reconciliation with them in early August. The County Accountant said last week she did agree with my final figures (but their system does not show that yet – I will be able to explain it to my auditors). I had to have the ending cash balances in order to prepare the 2014-2015 budgets. Some year-end revenue was unspent because of unknowns with the County. Those dollars will go into our "Operating Reserves"; which is for emergency use only.

At year-end our "Total Tax Receivables" due from our tax-payers was \$115,680 compared to \$121,681 the year before.

As of 6/30/14 the District's long term debt that had to be" budgeted" is for the Greer property in the amount of \$56,670.00. Our annual payment is \$7,356. We did pay \$25,000 towards the property's principal balance at the end of June. The remaining debt section of the budget has been allocated to help pay towards our match for the boiler replacement grant. Our grant match without including any change orders is approximately \$55,313.

All Budgeted Funds Interest Revenue: Was approximately \$3,667 less than last year. The total amount earned was \$17,567 compared to \$21,232 for the prior year. I attended the last County Investment Committee Meeting as noted in the July board minutes. And I think the County is trying to be more aggressive in managing the investments without an official Treasurer. Our earnings from the County are still more than the projected amounts presented by First Interstate Banks offer of approximately \$6,000.

2014-2014 School Year – The Budget Reports are in Draft Format

Vannesa stated that she had reviewed and discussed all the recommended budgets with Tim prior to preparing the drafts for the Board to review. The following was reviewed and discussed:

Change in Tax Revenue and Budget Amounts

- **Our taxable valuation** decreased by \$20,427 compared to last year's increase of \$115,960. I spoke with the Department of Revenue regarding the decrease in our "new property taxable values" which is in the amount of approximately \$100,583 this year. Debra stated that it occurred valley wide

because of how they now use the taxable value of a jurisdiction rather than the value of a levy district. This type of decrease also happened in the 2012-2013 school year.

- **General Fund is set by the State based upon ANB averaging**

- **Budget Increased \$70,480 – Mills decreased by .60**

- Our ANB enrollment is down by 12 students at the elementary level, and down 7 students at the high school level.
- The revenue increase will have to cover salary and insurance benefits paid to all staff along with fixed for utilities etc. Almost all of our District contracts have been offered for the 2014-2015 school year (still pending many extracurricular and activity contracts). We are still in negotiations with the certified staff for their salary and insurance negotiations for the 2014-2015 school year. Last year we were able to balance the budget by giving the teachers a 2.25% raise from attrition of staff (four teachers retired), and we prepaid the health premium in the amount of \$75,000 (textbooks were less that year) and then charging the Technology Levy Budget \$30,000 to go towards the tech department salaries. We do not have that option this year.
- With our continued declining enrollment since 2008 the additional funding this year compared to the revenue last year in the amount of \$4,822 comes from of SB 175 & SB 96 as noted on page 6 of the budget presented (revenue codes are 3118, 3446 & 3447).

- **Transportation - Budget Decreased \$67,929 mills decreased by 4.67**

The remaining year end dollars from possible paving project were appropriated to the new the budget and lowered the taxpayer taxes. The decrease is mainly because last year we purchased a new Special Education bus in the amount of approximately \$75,000. The new budget includes dollars for some minor potential asphalt repairs, and to pay for another potential paraprofessional to ride the buses when needed to help with discipline issues etc. Because of lower fuel prices and the reduction of the Special Education bus driver wages we were able to transfer \$40,000 to the Building Reserve for school wide security improvements for this year. We did not use the SB 348 Resolution for this transfer because you have to pay back the funds you transfer them from. OPI said that mainly the only school's that use SB 348 are schools that receive oil and gas revenue. Most of the far-western part of state does not receive this type of revenue.

- Vannesa stated that she would like to discuss the recommended Policy change proposed by MTSBA when they reach that agenda item this evening. The District is allowed to purchase a route bus from both the Transportation Fund and the Bus Depreciation Fund.

- **Bus Depreciation – Budget Increased \$18,096.99 mills increased by 2.79**

Over the last three years the District was able to purchase three buses at half the costs because of a special federal grant program. The amount budgeted this year allows replacement of a bus in an emergency situation.

- **Tuition Fund - No Change in the Budget amount mills decreased by 1.00**

In previous years this fund was only used to pay for our districts students who received some form of services from another district. Example - last year we received a bill from the Missoula County Detention Center for \$480 compared to the \$4,640 last year. Because of SB 191 we are able to increase this budget as a permissive levy to pay a SPED paraprofessional's ½ salary & benefits. This budget does affect our Maintenance of Effort for IDEA funding. Which means we have to meet the prior SPED expenses compared to the prior year for both the state SPED and IDEA funding. Even though the IDEA funding may be less than last year. This does give some relieve to the General Fund in a small amount.

- **Retirement Fund - No mill charge to the District for this Fund – The mills are processed at the County Budget Hearing- Budget decreased by \$168,544**

With the passage of HB 377 & HB 454 districts were required to decrease their reserves from 35% down to 20% of the final budget and return the dollars to TRS last year. The bills were devised to improve the actuarial soundness of TRS & PERS. So, the reason for the decrease is mainly because we did not have to reduce our reserves in the amount of \$150,490.

- **Adult Education - No change to the Budgeted Amount mills decreased by 0.03**

The budget includes \$4,000 to cover the cost of the services from the Literacy Volunteers of America who provide GED classes. We have also budgeted to help pay some of the districts software licensing expenses, custodial salaries, along with the extra utility charges associated with the course offerings. We have quite a few community members who participate in our wood and welding course offerings and use our CAD equipment. It was great to have some course offering in our new VOED Building again.

- **Technology - Budget Deceased \$26,034.10 – No increase in the mills from last year in the amount of 3.65**

Our annual technology levy remained the same amount of \$50,000. The decrease in the budget amount is we paid \$30,000 from the budget to go to technology personal salaries. This was required to balance last year's General Fund Budget. This year we will receive \$8,628 from the States Timber Harvest Dollars compared to \$9,037 last year.

- **Flexibility Fund - Budget Increased \$20,065 – No mills are paid by the local taxpayers directly to the school for this Fund**

This increase is funded by the State – We put all of our combined School Block Grant dollars in this budget. The State took away \$1,779 by eliminating the SB 372 Block Grant Funding component. Using Block Grant dollars is the only way we can continue to increase this budget.

- It's like our savings account or used for special projects and facility emergencies. \$25,000 has been ear-marked for the match towards our grant to help pay for our boiler replacement project. There is no mill amount charged to the local tax payers.

- **Debt Service Fund - Was closed out as of June 30, 2013**

Any past tax receivable are put into the General Fund wish is a very small amount.

- **Building Reserve Fund - Budget Increased \$40,127.71 no mills for this fund**

The levy expired some years ago. But this fund was left open to collect back taxes. The increase is because of the transfer of \$40,000 by the Board from the Transportation Fund to purchase security improvements for the District. We will not have to pay this revenue back to the fund it was transferred from since we did not use SB 348 authority.

Vannesa stated she is still wrapping up the year-end financial reporting requirements that are due this month. She now plans to start preparing for the auditors that will arrive in November or early December.

There was some general discussion between the Board members and Vannesa during the review of the individual budgets.

The Board thanked Vannesa for all her efforts in getting the budget amounts set, and noted that the information that she provided was very detailed.

The 2014-2015 budgets were presented to the Board in the following amounts:

| <u>Budget</u> | <u>Amount</u> |
|----------------------|------------------------|
| General Fund | \$8,005,025.90 |
| Transportation | 582,846.00 |
| Bus Deprecation | 168,195.48 |
| Tuition | 21,200.00 |
| Retirement | 1,068,453.00 |
| Adult Education | 51,000.00 |
| Technology Fund | 59,106.92 |
| Flex Fund | 131,963.61 |
| Building Reserve | <u>40,458.01</u> |
| Total | \$10,128,248.92 |

General discussion took place regarding the funding guidelines for the Tuition Budget from the passage of SB 199, along with the caution of OPI regarding the calculation formula used to determine the budget based on last years SPED expenses. We did not increase that budget for this school year.

Trustee Harder-Brouwer moved to approve the “Budgeted Funds” for the 2014-2015 school year as presented totaling \$10,128,248.92

Trustee Sangster seconded the motion and all voted in favor.

5. *Discussion and possible action regarding the adoption of the “Resolution to Budget Additional Property Tax*

Business Manager, Mrs. Bargfrede, informed the Board that state law requires the District to advertise and then potentially pass a Resolution to affirm the Trustees’ intent to collect increased tax revenue from the District’s taxpayers. After receiving the actual “Value of New Taxable Property” from the Department of Revenue, there was a decrease in the actual tax revenue from the local taxpayers in the amount of -3% for the presented budgets; therefore no resolution was needed.

Recess: 7:00 pm
Reconvene: 7:08 pm

Regular Board Meeting in the High School Library

1. *Called to order at 7:08 p.m. by Chairman Wilbur Nisly*

2. *Public Comment on Non-Agenda Items*

No public comment.

3. *General Reports*

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

Food Service Director

Kathy Martin stated that the second part of the summer meal program for serving students for breakfast and lunch began on Monday.

4a. *Ihde/Flemmer Contract Discussion*

Superintendent, Mr. Johnson, reviewed the details from his information submitted in the Board Packet:

Department consolidation

Wendy Ihde Curriculum and Technology Director contract modification

Proposal:

Combine Technology Director Supervision and leadership duties with the Curriculum Director duties.

Mr. Johnson is requesting the annual salary for the revised position to be \$67,500. and the position’s contract would be extended form 207 days to 210 days per year.

Rationale:

With the resignation of Russ Hendrickson, we have an opportunity to philosophically align the leadership and supervision of the curriculum and technology departments.

This realignment allows for more collaboration and coordination regarding curriculum and technology. Recent advances in curriculum design also include and depend upon higher levels of technology integration. Financially, the district will benefit over the long term and in light of decreasing enrollment.

General discussion took place regarding the involvement of the possible grant writing requirements for the position. The revised position will be the head leader of the Technology Department and supervise the newly developed Assistant Technology Director. Which would be Deanna Flemmer who would become an exempt classified employee with a set annual salary. Mr. Johnson noted that the revised structure should provide us with ways to improve our school goals and move forward in both curriculum and technology.

Mrs. Flemmer will provided the technology background support for the infrastructure of the District as she has done in the past. Mrs. Flemmer's current position as the Technology Specialist – 1 replacement will be discussed when Agenda item #4 is presented for review.

Mr. Johnson stated that the position restructures would be re-evaluated in a year to review the position and effectiveness of the restructure.

Trustee Bloom moved to approve the Administrative recommendation for the revised Technology Department structure to include the current Curriculum Director with the additional title as Technology Director as presented. The position for the 2014-2015 school year would be paid at annual salary amount of \$67,500. based upon a 210 day contract. Trustee Kathy Harder-Brouwer seconded the motion and all voted in favor.

4. Personnel

Superintendent, Mr. Johnson, distributed a revised personnel page for Board approval. The changes presented are noted in *italic*.

Classified:

Deanna Flemmer

Assistant Technology Director
Exempt Employee
.83 FTE 220 Days \$48,600

Deanna has worked in the technology department in Corvallis for 15 years, working very closely with Russ for the past few years. She has extensive knowledge of our infrastructure and good working relationships with staff. She will provide continuity, and her expertise will help to move us forward

Travis Riley

Change in contract from Technology Specialist 2 to Technology Specialist 1 with a pay increase per the Classified wage Schedule.

Travis has worked in the technology department in Corvallis for 2 years. He has extensive knowledge of our computer systems and good working relationships with staff. He has

worked with our Adult Ed program and the website development. The continuity of having him in this position will be a great asset to the tech team.

Jennifer Stoker .40 FTE Food Service Worker

I would like to recommend Jennifer Stoker for the part time Food Service position. Jennifer worked here previously for 1½ years. She tried a pharmacy job last spring which was not a good match for her. She worked well with students and staff. She strived to complete tasks as instructed. She is excited to come back into the position she left.

Josh Fawcett Technology Specialist II, 208 Contract Days

Josh has worked in the maintenance department for 4 years. He has had computer systems training when he was in the Air Force. He has experience working on computers at Rocky Mountain Log Homes and various personal computers. In the four years he has worked for the Corvallis Schools he has developed great relationships with staff and community. He comes highly recommended as a hard worker and excellent employee.

| | | |
|-------------------------|-----------------|---|
| <u>Extra Contracts:</u> | Kristina Berger | Head Teacher MS 2014-15 SY |
| | Karen Chaffin | 21 st Century Academic Instructor MS 2 days a week 2014-15 SY |
| | Stacy Jessop | 21 st Century Academic Instructor MS 2 days a week 2014-15 SY |
| | Vic Mortimer | 21 st Century Academic Instructor MS 4 days a week 2014-15 SY |

| | | |
|----------------------|------------------|--------------------------------|
| <u>Resignations:</u> | Russ Hendrickson | Technology Director |
| | Kay Stanek | Food Service Worker |
| | Alexis Holland | Middle School Volleyball Coach |

Trustee Channer moved to approve the employment recommendations as presented and amended.

Trustee Bloom seconded the motion and all voted in favor.

5. *Requests for Credit Approval*

Superintendent, Mr. Johnson, distributed a revised Credit Approval page for Board approval. The changes are noted in *italic*.

| Name | Name of Class | Credits | Lane Change |
|--------------------|--|------------|-------------|
| Powell, Jenifer | Math Academy U of M | 1 Semester | No |
| Middleton, Garrett | Montana Coaches Clinic Loyola Marymount U | 1 Semester | No |

| | | | |
|--------------------|--|------------|----|
| Middleton, Garrett | Montana Coaches Clinic Loyola Marymount U | 4 Semester | No |
| Hammill, Amy | Western Montana Math Academy U of M | 1 Semester | No |
| Hammill, Brock | Phar 491 Sec 3 Teacher WE II U of M | 2 Semester | No |

Trustee Hoffman moved to approve the request for credit approval as presented and amended.

General discussion took place regarding the approval of Brock Hammill's request for credits for Phar 491 Sec 3 Teacher WE II.

Mr. Johnson stated that the course Mr. Hammill has requested approval for, will allow him to continue with his professional development in the science field he does during his instruction in the District.

Trustee Channer seconded the motion and all voted in favor.

6. *Non-resident Student Requests for Enrollment*

High School: Penny Douglas
Penny will be a freshman this year and is coming to us from Victor.

Trustee Bloom moved to approve the attendance for Penny Douglas as recommended.

Trustee Sangster seconded the motion and all voted in favor.

7. *Discussion and possible action regarding first reading of the following required policies not presently in the District Policy Manual:*

Superintendent, Mr. Johnson, reviewed the details from the information he submitted in the Board Packet regarding the policies:

- BP 7251-Disposal of School District Property without a vote
- BP 8105 – School Bus Replacement
- BP 8400 – Sale of Real Property (*replaces 9261*)
- BP 8410 – Operation and Maintenance of District Facilities
- Proposed 8500 - – Educational Site acquisition, planning and contracting (*combination of current 9000, 9210, 9231, 9232, 9242, 9243, 9261 policies*)

MTSBA version

- BP 8500 – School Siting (**optional; created for Billings SD**)
- BP 8500P – School Siting Procedures (**optional; created for Billings SD**)
- BP 8501- School Siting Determinations Designs Attendance Zones and Assignments (**optional; created for Billings SD**)

The reason for adopting MTSBA recommended 8000 series policies is so all the policies in our current 9000 series may be deleted. MTSBA does not have a 9000 series, because they incorporated the content of their old 9000 series into the 8000 series through the use of recommended policies for the 8000 series. Policies 8500, 8500P, and 8501 were created for the Billings SD. These policies reflect a larger district and may not be suited for Corvallis. Mr. Johnson is recommending that the 'proposed 8500' policy replace the MTSBA policy 8500. Those recommended policies for inclusion in the 8000 series are:

- 8105 – School Bus Replacement
- 8400 – Sale of Real Property
- 8410 – Operation and Maintenance of District Facilities
- Proposed 8500 – Educational Site acquisition, planning and contracting (*combination of current 9000, 9210, 9231, 9232, 9242, 9243, 9261 policies*)

General discussion took place regarding each of the policies:

- BP 7251-Disposal of School District Property without a vote
Trustee Bloom moved to adopt Policy 7251 on first reading. Trustee Channer seconded the motion and all voted in favor.
- BP 8105 – School Bus Replacement
Trustee Bloom moved to adopt Policy 8105 on first reading.

Business Manager, Vannesa Bargfrede, stated that the Policy should include legal reference to MCA 20-10-143 regarding the Transportation Fund. Her recommendation was based upon that School Districts may also purchase a school replacement bus from the Transportation Fund.

Trustee Harder-Brouwer seconded the motion with adding the legal reference for MCA 20-10-143 as recommended, and all voted in favor.

- BP 8400 – Sale of Real Property (*replaces 9261*)
Trustee Channer moved to adopt Policy 8400 on first reading. Trustee Hoffman seconded the motion.

Trustee Bloom asked for the Superintendent to obtain additional clarification regarding when a Board resolution is required vs. a community vote for this policy before second reading.

All voted in favor of the motion.

- BP 8410 – Operation and Maintenance of District Facilities
**Trustee Bloom moved to adopt Policy 8410 on first reading.
Trustee Channer seconded the motion and all voted in favor.**
- BP 8500 – School Siting
Trustee Bloom moved to adopt a condensed version of Policy 8500 as presented and discussed.
The Superintendent was asked to obtain additional clarification information before the recommendation of the second reading.
Trustee Channer seconded the motion and all voted in favor.

8. *Discussion and possible action regarding second reading of the following required policies*
None were presented.

9. *High School and Primary School Student Handbooks - Board Approval Required*

The Board had general discussion with the Principals regarding some recommended changes and clarifications that may be needed to the handbooks before printing and distributing.

The High School will make a change to the SOS period information, and include the description of the added nutrition period. They will also address the added additional “support classes” for the year.

The Primary School will make the necessary staffing changes to the handbook that have recently occurred.

**Trustee Hoffman moved to approve the High School and Primary School Student Handbooks for the 2014-2015 school year with the possible recommended changes.
Trustee Sangster seconded the motion and all voted in favor.**

10. *Disposal of School property*

a. *Request approval of the “Resolution Authorizing Sale or Disposal of School Property”*

Pursuant to 20-6-604 MCA, the local school boards must approve the sale or disposal of school property. Vannesa sent an email to principals and directors requesting items for disposal. Russ Hendrickson, Jim Bowen and Rich Durgin have been collecting items for disposal. They are listed on Exhibit A in the attached Resolution Authorizing Sale or Disposal of School Property.

The Resolution would become effective September 1, 2014, to dispose of the items presented.

Trustee Bloom move to sell and/or dispose of the items presented as recommended, and to appropriate the revenue earnings from the sales to the departments that purchased the items that are being sold.

Trustee Channer seconded the motion and all voted in favor.

11. Request for approval of Hunter's Safety and Ravalli County Sherriff Office to use facilities for training purposes for the 2014-15 school year

Superintendent, Mr. Johnson, reviewed the details from the information he submitted in the Board Packet.

To request approval for use of the high school lunchroom and library for Hunter Safety classes for the 2014-15 school year. Also, request approval for the use of the necessary district facilities to preform intruder training, coordinated by the Ravalli County Sherriff Office for the 2014-15 school year.

Hunter Safety students will not be using real guns or live ammunition, but simulated weapons still fall under our policy 3311, Firearms and Weapons.

The Ravalli County Sherriff Office will be using a variety of district facilities to perform an armed intruder training for staff projected for the 2014-15 school year.

Mr. Johnson reported that there will be three parts to the simulation training process in the future months for all the participants involved.

According to Policy 3311, Firearms and Weapons,

“The Board may grant persons and entities advance permission to possess, carry, or store a weapon in a school building. All persons who wish to possess, carry, or store a weapon in a school building must request permission or the Board at a regular meeting. The Board has sole discretion in deciding whether to allow a person to possess, carry, or store a weapon in a school building”.

Trustee Sangster moved to approve the use of the high school lunchroom area and library for Hunter Safety classes for the 2014-15 school year. And approve the use of various school district facilities by the Ravalli County Sherriff Office for the 2014-15 school year security training.

General discussion took place regarding that the security training is also available to Board members.

Mr. Johnson will keep everyone updated regarding the future training dates and times.

12. Discussion and possible action to approve a request for early graduation from Brady Cheeney.

Brady is a senior and would like to graduate at the end December 2014 for the 2014-15 school year. High School Principal, Mr. Wirt, provide information regarding Brady's grades and credit analysis. Brady's letter of request and a supporting letter from his parents was presented at the board meeting.

It was noted that Brady currently has 23.5 credits starting off for the school year. And graduates are required to have 24 credits.

Trustee Harder-Brouwer moved to approve the Administrative recommendation regarding Brady Cheeney's request for early graduation as presented.
Trustee Sangster seconded the motion and all voted in favor.

13. Discussion of the July and August 2014 Board and Administrator publication.

General discussion took place regarding the publications and how important it was to discuss the publications as a group. It was also noted that the District's "Purpose Statement" may need to more visible to the community in some format.

14. Correspondence

A letter from Tim Johnson, thanking The Valentine Family Foundation for their generous donation to purchase technology equipment for students of the school. The Foundation has been generous to contribute on an annual basis. This is final year for their grateful annual contributions which have provided technology hardware that are placed in the hands of our students.

15. Approval of Minutes

Trustee Sangster moved to approve the minutes dated 7/14/2014 as presented
Trustee Channer seconded the motion and all voted in favor.

16. Approval of Bills

Trustee Channer moved to approve the bills as presented.
Trustee Harder-Brouwer seconded the motion and all voted in favor.

17. Adjournment

Trustee Hoffman moved to adjourn.
Adjourned – 8:52 p.m.

District Clerk

Board Chair