

Corvallis School District #1

SPECIAL BOARD MEETING and
REGULAR BOARD MEETING OF THE BOARD OF TRUSTEES

12/9/14

Special Session Meeting in High School Library

1. *Called to order at 6:08 p.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, Dan Wolsky, Jennifer Channer, Ginny Hoffman, and Adam Sangster

Absent: Kathi Harder-Brouwer

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

Others present: Administrators, 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 was made.

3. *Strategic Plan – Identify Scope of Review for Strategic Plan*

The Superintendent reported that “The Strategic Plan” is an integral document guiding the efforts of the board and staff. He proposed that the document be re-examined to review some of the current language which could be done on a monthly basis during the Regular Meetings starting at 6:00 pm.

General discussion took place:

- It was agreed the plan should be reviewed annually
- The “core ideology” for the plan for our District was a long process. The Board had assistance from the legal department of MTSBA. All Board Members and Administrators were involved in the process to ensure that the plan met the needs of the District for the future
- The Board postponed last year’s annual review of the plan because a new Superintendent had been hired; and that the Superintendent should be involved in the review process

- The assumptions regarding the future of the district and the mega issues facing the District are still pertinent for now, but it was agreed to start discussing them along with the goals at the next meeting
- The Strategic Plan Goals should be aligned before the 5 Year Goals are set
- It is import to have the goals and strategic objectives overlap with the District's 5 Year Goal Plan
- The Board would like to have more reports from the administration regarding how the Strategic Goals are helping them meet the District objectives
- The administrators' were asked for their input regarding the benefits of the two different reports:
 - The primary school uses the 5 Year Goal Report more, as it seems to have more specifics
 - The middle school likes both reports
 - The high school feels the 5 Year Goal Report gives more input
 - The Curriculum Director will include a copy of the 5 Year Goal Report in the January Board Packet

It was agreed that the monthly Regular Board meetings beginning at 6:00 PM would be the agenda topic item for the strategic planning framework during the next few months; for both the Board Members and all the Administration staff.

Recess: 7:11 pm

Reconvene: 7:18 pm

Regular Board Meeting in the High School Library

1. *Called to order at 7:18 p.m. by Chairman Wilbur Nisly*

2. *Public Comment on Non-Agenda Items*

No public comment was made.

3. *General Reports*

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

Superintendent

Mr. Johnson discussed the following topics as noted in his Board Report:

- Per Lance Melton from MTSBA the Early Learning Standards for the preschool needs in the future from the proposed State funding are not likely to pass.
 - Mr. Johnson has talked with the two local preschool providers.

4. *Personnel*

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

Classified: Rebecca Lyons Primary School Special Ed Paraprofessional
Dan Moxley Primary School Custodian

Extra Contracts: Steve Tintzman Head Softball Coach

Resignations: Melissa Hayworth Primary School Custodian

Sub Teacher List: Ahlers-Williams, Hilka
Gary, Pauline
Roeger, Gayle
Marks, Harlene
Nisly, Kiah
Schiever, Wendy

Custodian List: Elmo Ostrander

Volunteer Coach: Patrick Neal Wrestling Assistant Coach

Trustee Hoffman moved to approve the employment recommendations as amended.

Trustee Sangster seconded the motion.

General discussion took place regarding the recommended Head Softball Coach experience. It was noted that Steve Tintzman has a lot of prior history in coaching softball and would be a good Head Coach for the District.

All voted in favor.

5. *Requests for Credit Approval*

None were presented.

6. *Non-resident Student Requests for Attendance*

None were presented.

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

- **5510** HIPPA This policy is for the rare occasion that HIPPA related information may be accessed (worker’s comp is the best example)
- **5510F** HIPPA Form

The Superintendent reported that he contacted the MTSBA legal staff and policy 5510 is a required policy; the policy relates to employees. It was noted that the District 504 Coordinator would be the designated Privacy Officer on the policy. And that policy 5510F should have the policy number written on the policy.

Trustee Sangster moved to approve Policy 5510 and 5510F on first reading with the discussed and recommended amendments.

Trustee Hoffman seconded the motion and all voted in favor

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

- **5536** Overtime for Classified Employees – After further review, the Superintendent is suggesting the addition of clarifying language that specifies: prior authorization, direct supervisor can give authorization (not solely the Superintendent), and in emergency situations (defined as eminent harm or loss of property) staff can make individual decisions while attempting to contact supervisor as soon as is reasonable.

Trustee Bloom moved to approve Policy 5536 on second reading as presented.

Trustee Channer seconded the motion and all voted in favor.

9. *Discussion and possible action for opening bid for the sale of the school district's used 7'6" Sno-way plow – minimum bid of \$1,000*

The District received one sealed bid. The bid was opened by Chairman Nisly, The bid was from Isiah Nelson in the amount of \$1000 which meets the bid requirements.

Trustee Channer moved to approve to accept the bid offer from Mr. Nelson, who must pay the District prior to taking possession of the equipment.

Trustee Sangster seconded the motion and all voted in favor.

10. *Discussion and possible action regarding increasing The District's Substitutes' daily rate of*

The Superintendent is recommending the increase for the substitute pay to maintain a quality pool of teacher substitutes and to provide teachers in our district a potential increased benefit upon retirement, He recommend that the certified teacher substitute rate of pay be increased to \$75/day and the non-certified teacher substitute rate of pay be increased to \$70/day.

The Business Manager reported on the following information she presented in the Board Packet. She also discussed the research regarding the cost associated with increasing the substitute rate of pay and the required employer benefits, which would be approximately \$14 per day for a substitute with a possible annual increase of \$15,487 to the District compared to last year's substitute spending amount. She also discussed possible ways of how to cover the additional costs this year. As of now we have no employee's requesting to take FMLA, and this year our security upgrades can be paid from the Building Reserve Fund.

Corvallis School Substitute Pay Review and Discussion

9-Dec-14

Corvallis School District

Certified Substitutes with current or expired teaching certificates

<u>Effective January 2015</u>	Current Pay	\$65.00 per day - \$32.50 for half day = \$8.66 per hour
<u>Recommended pay</u>		\$75.00 per day - \$37.50 for half day = \$ 10.00 per hour
<u>Reason</u>		To be comparable with other class A schools substitutes salary's in the valley

Non Certified Substitutes with no teaching certificates for any position

<u>Effective January 2015</u>	Current Pay	\$60.00 per day - \$30.00 for half day = \$8.00 per hour
<u>Recommended pay</u>		\$70.00 per day - \$35.00 for half day = \$9.33 per hour
<u>Reason</u>		Minimum State wage increases to \$8.05 per hour

Effective December 2014

Approval for the hourly rate of pay for substitutes for the following positions to be the rate that is currently being paid for that position.

School Psychologist, School Nurse is the only change in this area, and Bus Drivers	<u>Reason</u>	These are positions that require specialized licensing for the positions and have been approved in the past.
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Effective February or March 2015

The Corvallis School District is in the process of implementing Aesop- the leading automated substitute placement and absence management system.

Districts are saving money and days of work by automating with Aesop. Aesop has increase efficiency across all substitute placement and absence management processes. Aesop is the first automated sub-calling system to offer both the phone and internet. This program gives the teachers the option to choose their top five preferred substitutes.

The program will also allow the district to limit the hours a substitute can work per week to 30 hours thus meeting the Affordable Care Act requirement of offering medical benefits to qualifying employees.

Valley Schools Substitute Pay information

Victor School - 4 days a week

Teachers @ 9 hrs a day	Current Pay	Certified and Non Certified Substitutes are paid the same
4 day school work week	Sub Contact	\$90 per day - \$45 per half day - AESOP is used for sub scheduling
Hamilton	Current Pay	\$75 per day - per teachers - classified subs are paid a different rate of pay
Sub Contact		AESOP is used for sub scheduling
Stevensville	Current Pay	No salary info provided
Sub Contact		AESOP is used for sub scheduling
Lone Rock	Current Pay	\$65 per day
Missoula School District	Current Pay	\$72 per day
Target Range	Current Pay	\$75 & \$ 37.50 1/2 day
Lolo School	Current Pay	\$70 & \$ 37.50 1/2 day
Frenchtown	Current Pay	\$88 for Cert & 9.25 for Classified
Hellgate	Current Pay	\$10 per hour
Sub Contact		AESOP is used for sub scheduling
Ronan	Current Pay	\$80.00 non cert \$70.00

Trustee Bloom moved to approve to increase the certified and non-certified substitute pay increases as recommend effective January 2015.

Trustee Sangster seconded the motion and all voted in favor.

Trustee Bloom moved to approve to include a school nurse substitute rate of pay to be the rate that is currently being paid for the nurse position effective December 2014.

Trustee Channer seconded the motion and all voted in favor.

11. Discussion of the December 2014 Board and Administrator publications.

General discussion took place regarding the publications and how important it was to discuss the publications as a group each month. The Board also agreed to have the Superintendent's annual evaluation at the Regular January Board Meeting. Mr. Johnson will send out two evaluation forms for the Board to considering using, along with a copy of his job description.

12. Correspondence

- An appreciation Thank You card from the Ravalli County Clerk and Recorder's Office regarding all the help the District provided during the election; noting we have amazing staff.
- A Thank You note from Dan Kimzy, thanking our Superintendent, Tim Johnson, for his help in running the response to an armed intruder training at the Hamilton High School.
- A letter from Montana Senator, Jon Tester, congratulating our Corvallis Boys' Soccer Team, and Coach Greg Shifflett for winning the Class A Boys' State Championship.
- A Thank You note from the Elks Lodge for letting them use our high school gym for their annual "hoop shoot". And they noted that our custodial staff were all extremely helpful and accommodating.

13. Approval of Minutes

Trustee Sangster moved to approve the minutes dated 11/11/14 as presented.

Trustee Channer seconded the motion and all voted in favor.

14. Approval of Bills

Trustee Bloom moved to approve the bills as presented.

Trustee Channer seconded the motion and all voted in favor.

15. Adjournment

Trustee Wolsky moved to adjourn.

Adjourned 9:22 p.m.