

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

1/14/2014

Special Session Meeting in High School Library

1. *Called to order at 5:41 p.m. by Vice Chair Tonia Bloom*

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: Tonia Bloom, Jennifer Channer, Kathy Harder-Brouwer and Adam Sangster. Wilbur Nisly, Dan Wolsky and Ginny Hoffman arrived at 6:00 p.m.

Absent: None

The district clerk was present throughout the entire proceedings. Superintendent Mr. silk arrived at 7:00 p.m.

Others Present The administrators listed on the sheet attached to the minutes.

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

3 *MTSBA Review of Focus Group Responses*

Bob Vogel from Montana Schools Board Association was present to review the information he compiled from his meetings with the school staff in the focus group meetings. Mr. Vogel distributed a handout with an explanation of the groups that he met with to provide input to the three questions asked at the focus groups meetings. The handout broke out the responses from the groups for each question. Mr. Vogel noted that no community members came to the meeting on Monday evening which may be because the newspaper did not print the requested press release to the community. He also noted the staff was very appreciative of the Board giving them the opportunity to be involved in the process and to share their perspectives with the Board tonight. Mr. Vogel stated that it appears from meeting with the groups that the Boards relationship seems to be very good with the staff, and that the Food Service Department seems be doing a great job as well. Mr. Vogel reported that he had just received the information regarding the student representatives' responses via e-mail from the High School Principal regarding the focus group questions and he will include that information in his final report that will be e-mailed to the Board Members and Business Manager. The information received from the focus groups will be shared with each candidate the Board agrees to interview. Mr. Vogel stated that the District seems to be very sound, and has a good group of Board of Trustees and some great staff members in every category of positions. Mr. Vogel also stated that he received many great reviews from the staff regarding the current direction and leadership of Superintendent Monte Silk.

Mr. Vogel stated that overall all the meetings that were held had very positive things to say about the district. Things are going well in the district, the personnel are proud of the district and that

shows a reputation of a very solid district. The the district received 21 applications for the position of the superintendent opening, which again says how well the district seems to operate.

Mr. Vogel stated he will e-mail some sample interview questions to the Trustees to help them determine which 14 (or so) questions they will ask during the interview process. It was also noted that a community tour for individual candidates may be provided by one or two trustees. And that the online survey that was available to community members via the district's web-site will be e-mailed to all the trustees. There were only 19 responses to the on-line survey. However, the responses were very complimentary on behalf of the district.

After general discussion it was noted that it would be a good idea to have the Focus Group Meetings results posted on the District's website.

Recess 6:57 p.m.

Regular Board Meeting in the High School Library

1. *Called to order at 7:11 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 publicly thanked our food service director Kathy Martin because we are one of two districts being recognized for increasing our participation in the federal breakfast program and Kathy and Mr. Silk have been invited to attend a luncheon with the first lady at the governor's mansion on February 7

High school principal

Mr. Wirt reported that members of the National Guard performed their MANG obstacle course presentation in the gym on January 9th.

Middle school principal

Mr. Durgin reported as noted in his board report that on 17th of January Corvallis middle school will be hosting their third annual overnight Camp-In for interested eighth-grade girls. The event is to invite the girls to participate in in a night of learning and fun. Mr. Durgin stated he gives many thanks to the Corvallis staff members who are volunteering their time to help with this important event.

Primary school principal

Mrs. Stranahan reported that she and other primary staff members would be presenting to the State (OPI) regarding their improvement scores at the primary level. Regarding how the primary school staff and principal took a low performing school regarding student test scores into a high-performance school.

4. Personnel

Extra Contracts: Greg Shifflett High School Head Boys Soccer Coach

Sub Teacher List: Kyle Ihde
Natalie Johnson

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

5. *Requests for Credit Approval*

Name	Class	Credits	Lane Change
Plakke, Rob	Supervision of Teacher Candidates MSU	2 Semester	No

**Trustee Channer moved to approve the requests for credit approval as presented.
Trustee Harder-Brouwer seconded the motion, and all voted in favor.**

6. *Non-resident Student Requests for Enrollment*

High School: Jesse Sims 11th Grade
Jesse comes to us from Stevensville. Jesse is a good student and plays football and basketball and runs track.

**Trustee Harder-Brouwer 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 second 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.

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 second reading.
Trustee Chanter seconded the motion and all voted in favor.**

8. Request for Chairman of the School Trustees to appoint members to represent the Board during negotiations with the Corvallis Faculty Group.

According §2-3-203, MCA and Policy 1130, Committees

“standing committees of the Board may be created and their purpose defined by a majority of the Board. The Board Chair shall appoint trustees to serve on such committees. Trustees serving on committees shall be limited to fewer than one-half (1/2) of the Board.”

Chairman Nisly asked if any of the other Trustees were interested in being on the committee. And if not, they are always welcome to come observe the meetings that take place since it is quite a learning experience.

Chairman Nisly appointed Trustees’ Bloom, Channer, and himself to the committee.

Chairman Nisly thanked them both for agreeing to serve again.

9. Notice of potential reduction in force

Mr. Silk stated that a notice to the Board and the Corvallis Faculty Group regarding a potential reduction in force is required by law and the Master Agreement with the Corvallis Faculty Group. Even though a reduction in the teaching force may not be anticipated, this required notice of a potential reduction in force is sent out annually because of unknown student enrollment figures and possible uncertainty in state and federal funding for schools.

The percentage of the district budget that is in non-personnel is about 15 percent, so any cut backs in the general fund budget would come largely from a reduction in the administrative, classified, and certified teaching staff.

A legal notice of a “Potential Reduction in Force” was properly executed by a letter from the Superintendent to the School Board of Trustees with a copy of said letter sent to the Corvallis Faculty Group.

10. Discussion and possible action regarding uninvested Corvallis School Funds by the County Treasurer’s Office.

Mr. Silk stated that we are all well aware of the County Treasurer’s Office and its delays in receipting, reconciling, and depositing taxes collected on behalf of the various agencies within Ravalli County. The letter in the Board Packet from the Business Manager and the Superintendent to Valarie Stamey, County Treasurer, was hand delivered Thursday to Ms. Stamey, the County Commissioners, and County Superintendent, Mike Williams.

The letter notes several concerns, but the major concern that we have regarding the untimely processing of tax revenues is that we may be (no proof yet) losing interest on non-invested funds already collected on behalf of the District. The Board Packet included several pages of information regarding the interest earned on our funds to date.

Mr. Silk reported that he has received legal advice from Debra Silk at MTSBA which explains other options the district may utilize in place of going through the County for investment of funds. Which

also means the District would actually be handling all the revenue they receive from all agencies' (state, federal etc.), and have a separate bank account which separate us from the County as our "bank" totally. By doing so we would not have a second set of accounting books to balance with each month.

Klarryse Murphy, chief financial officer for Ravalli County was present to discuss the operations of the County and how they do business with schools and make investments on their behalf.

Greg Olsen, David Sande, and Scott Henderson from First Interstate Bank were present to provide information and answer questions about the Big Sky Investment programs provided to schools that chose to separate themselves from counties.

Klarryse Murphy spoke regarding the County investments opportunities made on behalf of all the agencies they work with that are able to receive investment funds. Because of the turnover situations that have occurred in the County Treasurer's Office since August, Ms. Murphy is unsure if the funds available for investment have been invested to their full potential. Since the new Treasurer has been in office beginning September, Ms. Murphy estimates that their STIP investment pool for the eligible agencies funds may have a loss of approximately \$2,000 to \$3,000 for the month of October. However, the RBC and LPL investments are earning the better rates of approximately 3%. Since the County Treasurer has recently been placed on administrative leave with pay, the Department of Administration will provide free assistance to the County via phone calls to help give them guidance to get the County Treasurer's office back on track. The County is looking at a procedural review audit of the Treasures Department along with establishing guidelines to hire some experienced workers to help the department get caught up.

Ms. Murphy stated that the County investment pool of dollars consists of all the agencies' money available to be invested. Some County investments are for short term and some are long term. The Counties pool of funds are all put together and are estimated to be approximately \$23,000,000 to \$25,000,000 a month with a majority of it being able to be invested. The County receives a 5% administration fee of all the interest revenue earnings to help cover the costs of overseeing the investments by the County Investment Committee. Then based upon each agency's cash balance at the end of the month, the remaining interest is distributed to each of other agencies.

The three representatives from First Interstate Bank distributed a handout detailing the components of SB 260 guidelines, and the following are some of the options which allow school districts' to disconnect from County's as their so called "bank". And spoke about their proposal to the school district regarding options of investing their own funds.

There are three main components to investing your own funds, the bank agent's act as your portfolio managers and districts have the ability to pool out there investment funds in different programs. If school districts agree to contract to hire First Interstate Bank to help manage their investment's the contract will required being for two-years. Currently contract short-term investments of 1 to 5 years are being invested out 1/2% to 1% and First Interstate fees are half a percent.

The following is general information discussed by all present along with the Business Managers & Superintendent's input regarding each item discussed:

- Create investment opportunities outside the County Treasurer
 - Investment funds are based upon the school's amount of cash available to invest.

- Schools funds are not pooled together like the County is able to do.
- So the investment amount would be reduced from approximately \$20,000,000 to possibly only \$1,000,000 each month.
- Allows direct funding to the schools from various governmental entities
 - This may likely require additional office duties for all the business office staff because all payments are currently made to the Treasurer's Office and then distributed to the schools.
- Overview of invested alternatives available
 - Unsure if this would have to be done on a daily, weekly or monthly basis on behalf of the District.
- Qualified investment professionals
 - This would be a good option to have. More details will be provided at a later date.
- All deposit accounts would be managed by the school.
 - Currently both the agencies' and the County each maintain a separate set of accounting books to counter balance with each other monthly.
- FIB fees are 50 bases points per month = .5%
 - This is the same as the County fees which are based upon a larger pool of investments.
- Our schools cash available for investment is not pooled with other schools cash
 - The district's annual revenue would possibly decrease
- Investment sweep accounts
 - Same type of account the County currently uses

The Board thanked Klarryse Murphy and the persons from First Interstate Bank for the information they provided to the District regarding investment options.

After open discussions of the information provided and reviewed it was agreed that the Superintendent and Business would continue to review their options and come back to the board at a later date with a recommendation.

11. Request for approval of dual enrollment.

Jordan Miller is requesting approval of 1.5 credits of dual enrollment courses in American Government, Art, and Chemistry at Bitterroot College.

Megan Henderson is requesting approval of 0.5 credits in American Government at Bitterroot College.

Mr. Wirt supported the students' requests, and Mr. Silk recommended approval.

Trustee Bloom moved to accept the recommendation of the administration to approve the dual enrollment requests for Jordan Miller and Megan Henderson. Trustee Harder-Brouwer seconded the motion and all voted in favor.

12. Discussion of the December, 2013 Board and Administrator publication.

Mr. Silk summarized the December issue with the following statement:

This edition of Board and Administrator reviews the role of the board and superintendent and provides some ideas for maintaining an open public dialogue in order to maintain the public's trust. It also emphasizes the need to formally

self-evaluate board behaviors and actions on a consistent basis, and it encourages board member growth through the process of professional board member development.

Mr. Silk said that MTSBA does an excellent job of educating any board member who wants to attend annual or quarterly updates on relevant board topics, and he encouraged each of them to take advantage of those opportunities as they arise and may fit into their schedule.

13. Correspondence

- A letter from Superintendent Mr. Silk to the Bitterroot Women's Club to extend the Districts appreciation to the group for all they have done for the District and community. Mr. Silk also congratulated the club on their memorable occasion of their 100th anniversary.
- A letter from the Corvallis Board of Trustees to the Bitterroot women's Club extending their heartfelt thanks and congratulations to the members of the Club on the occasion of the organizations 100th anniversary. Corvallis school district has especially benefited from the efforts of the Bitterroot Women's Club in many ways and it has been very much appreciated
- A memo from The Ravalli County planning Department informing the district that a subdivision has been deemed sufficient to review.
- A letter from the Office of the Governor Steve Bullock and First Lady, Lisa Bullock, to inform Superintendent Mr. Silk and Food Service Director, Kathy Martin that the Corvallis High School is one of the two recipients to receive the School Breakfast Champion Awards for the school year 2012-2013. The First Lady award recognizes schools working to increase school breakfast programs in Montana. The presentation of this award will be held during the Governor's Office of Community Service Ceremony on February 7, 2014 in the Capitol Rotunda, followed by a luncheon held at the Governor's mansion.

14. Approval of Minutes

**Trustee Bloom moved to approve the minutes dated 1210/2013.
Trustee Channer seconded the motion, and all voted in favor.**

15. Approval of Bills

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

Adjournment

Trustee Wolsky moved to adjourn.
Adjournment – 9:57p.m.

Superintendent for District Clerk

Chairman