

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

06/17/2014

Special Session Meeting in High School Library

1. Called to order at 6:03p.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, Dan Wolsky, Kathi Harder-Brouwer, Ginny Hoffman arrived at 6:55 p.m., and Adam Sangster
Absent: Jennifer Channer

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. Strategic Plan Report and Review

Each year, the Board will formulate annual objectives for the District and have available a written comprehensive philosophy of education with goals which reflect the District's philosophy of education. The philosophy of education and goals shall be in writing and shall be available to the staff and to the public.

At the conclusion of the year, the Superintendent shall submit a report to the Board which shall reflect the degree to which the annual objectives have been accomplished.

The plan goals and attainment information is outlined in the Board Packet and will be attached to the official minutes. Each goal area was discussed by the Board and Administration. It was noted that the Board appreciated the administrators' review of the plan and their report for the strategic objectives for the next year.

It was noted that the district website should have a search area section to find information for the public and staff.

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.

Superintendent

Mr. Silk reported that our seventh and eighth grade 21st program has no official application approval at this time so we are holding off on offering contracts to the instructors.

Maintenance Director

Mr. Bowen reported that the high school boiler project was on timeline schedule and is also the budget guidelines.

General discussion took place regarding installing a new door in the high school library for student access to the computer lab. It would be a 48 inch door that when it is opened it would slide into the wall. This will allow the librarian to be able to supervise students that want to use the computer lab during their library time. Adding the door would also be an improvement for fire code reasons.

The board agreed to proceed with the request of installing the door as recommended.

4. *Personnel*

Certified

Shane Gladwin Middle School Special Ed Teacher 2014-15 SY
Shane has a Bachelor of Arts in English/ Language Arts and Secondary Education from Mount Mercy University in Cedar Rapids, IA. In addition, Shane has a Bachelor of Arts in English Literature from the University of Montana. He has five years of teaching experience in middle and secondary education and comes highly recommended.

Mary A Richardson .5 Elementary School Teacher 2014-15 SY
Mary is a 2010 graduate of Brigham Young University-Idaho. She is a highly recommended & qualified teacher with four years of teaching experience in South Fork Elementary in Rigby, Idaho.

Classified:

Gina Wilcox Primary School Library Paraprofessional 2014-15 SY
Bruce Trams Custodian 2014-15 SY
Maribeth Talia School Nurse 2014-15 SY

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| Mellisa Hayworth | Summer Custodian (replacing Bobbie Holliday-aprx 5 months) |
| Willi Prince | 21 st Century After School Program High School Lead Instructor “.5 changed to a .4” FTE 2014-15 SY |
| <u>Extra Contracts:</u> | |
| Deserie Ives | Primary School Assistant Parent Coordinator 2014-15 SY |
| Julia Battisti | Classroom Without Walls |
| Allison Neils-LeMoine | Adult Ed Coordinator 2014-15 SY |
| Darci Herbstritt | Middle School Science Olympiad Advisor 2014-15 SY |
| Jenifer Powell | Middle School Science Olympiad Advisor 2014-15 SY |

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|----------------------|---|
| <u>Resignations:</u> | |
| Tyler Gayvert | Primary School Library Paraprofessional |
| Amanda Bestor | MS Science Olympiad Coach |
| Brandon Ihde | MS Special Education Teacher |
| Kristi Crow | HS Assistant VB Coach |

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|--------------------------|--|
| <u>Sub Teacher List:</u> | |
| Angela Lawrence | |
| Ashly Roberts | |
| Kelsie Gardner | |

Mr. Silk publically thanked all the individuals who resigned from their positions for their service to the district.

It was also noted that Willie Prince FTE for the 21st Century after school program would be changed from a .5 FTE to a .4 FTE.

Trustee Wolsky moved to approve the employment recommendations as presented with the amendments recommended.
Trustee Sangster seconded the motion.

Trustee Harder-Brouwer noted that if the Science Olympiad team coaches go to the Nationals Competition again, that the individual coaches should receive additional compensation for the additional months of time worked for preparing for the event.

All voted in favor.

5. *Requests for Credit Approval*

| Name | Class | Credits | Lane Change |
|---------------------|---|------------|-------------|
| Snyder, Holly | Journeys from Home-Safe Kids MSU-Northern | 1 Semester | Yes |
| McConnaha, Doug | WMCSPD Institute-Implementing the Common Core through Digital Tool U of M | 2 Semester | No |
| McConnaha, Doug | NCCE-Teaching with Primary Sources Workshop: Indian Education for All University of Idaho | 2 Semester | No |
| Votaw, Krista | Bulletin Boards for the Classroom U of M | 2 Semester | Yes |
| Johnson, Kristi | Bulletin Boards for the Classroom U of M | 2 Semester | No |
| Robinson, Christine | Bulletin Boards for the Classroom U of M | 2 Semester | Yes |
| Gingerich, Onita | Bulletin Boards for the Classroom U of M | 2 Semester | No |
| Leonardi, Aylce | TechKNOWLEGDE U of M | 2 Semester | No |
| Sorenson, Mark | Western MT Math Academy U of M | 1 Semester | No |
| Mason, Lynn | Vision Zero EDUC 1591 MSU Northern | 1 Semester | No |
| Pool, Jamie | Supervision of Teacher Candidates EDCI 588-851 MSU | 2 Semester | No |
| Snyder, Holly | Co-Teacher & Mentoring U of M | 1 Semester | No |

**Trustee Bloom 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*

Mr. Silk stated that our kindergarten enrollment numbers are very low this year (class size is at approximately 14 each per teacher) and he is recommending approving the principal's requests.

Primary School:

Gillian Bogan

Kindergarten Lives in victor

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|------------------|-----------------------|-------------------|
| Collin Gieske | Kindergarten | Lives in Hamilton |
| Claire King | Kindergarten | Lives in Hamilton |
| Bronson Nordberg | Kindergarten | Lives in Hamilton |
| Haley Weber | Kindergarten | Lives in Hamilton |
| Torean Carroll | Kindergarten | Lives in Hamilton |
| Tristan McQueary | Kindergarten | Lives in Hamilton |
| Dillon Snyder | Pre-K | District Employee |
| Jailyn McConnell | 4 th Grade | Lives in Hamilton |

Middle School: Jaida McConnell 7th Grade from Washington

Trustee Sangster moved to approve the out of district requests as presented. Trustee Hoffman 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:*

Mr. Silk publically complimented Lyndi Henson, District Administrative Secretary, for reviewing the policy format/guidelines established by Montana School Boards Association which allowed her to ensure we have the existing policy in place. The board members also thanked Lyndi for attending the board meetings when policies are reviewed to ensure any edits recommended are made to the policies.

- BP 1521 Board-Superintendent Relationship
- BP 2310 Selection of Library Materials
- BP 2311P Selection, Adoption, and Removal of Textbooks and Instructional Materials
- BP 3416F Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication
- BP 5510 HIPAA
- BP 7330 Payroll Procedures-Schedules

General discussion took place regarding each of the policies:

- BP 1521 Board-Superintendent Relationship

Trustee Bloom moved to adopt Policy 1521 on first reading as presented. Trustee Wolsky seconded the motion and all voted in favor.

- BP 2310 Selection of Library Materials

The board members and administration discussed what is outlined in the school library Bill of Rights and how it relates to public school libraries.

Trustee Harder-Brouwer moved to adopt Policy 2310 on first reading.

Trustee Wolsky seconded the motion and all voted in favor.

- BP 2311P Selection, Adoption, and Removal of Textbooks and Instructional Materials

Trustee Hoffman moved to adopt Policy 2311P on first reading.

Trustee Sangster seconded the motion and all voted in favor.

- BP 3416F1 Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication

General discussion took place regarding the district's current recommended policy 3416F, and the required policy 3416F1. Mr. Silk said that he would obtain more details from MTSBA to determine if the district needs to delete policy 3416F.

Trustee Bloom moved to approve the proposed Policy 3416F1 on first reading.

Trustee Hoffman seconded the motion and all voted in favor.

- BP 5510 HIPAA

Business Manager, Vannesa Bargfrede, asked to table this policy. She would like to find out more information from our current health provider, who provides the HIPPA notifications to our employees.

- BP 7330 Payroll Procedures-Schedules

Mr. Silk distributed a revised copy of Policy 7330; it will replace the policy that was in the board packet.

Trustee Wolsky moved to approve the proposed Policy 7330 on first reading as discussed and amended.

Trustee Sangster seconded the motion and all voted in favor.

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

- BP 1130 Committee Meetings. MTSBA attorney staff felt the language requires that all board committee meetings should be noticed up regardless.

It was noted that it would be a generic posting and that there would not be a public comment time, because a committee is not a full quorum of the board, and minutes would not have to be taken.

The board agreed that the District Administrative Secretary would send out the committee meeting notice to all persons currently receiving an actual Board Meeting Agenda.

Trustee Bloom moved to approve Policy 1130 on second reading as presented. Trustee Sangster seconded the motion and all voted in favor.

- BP 3410. Student Health/Physical Screenings/Examinations.

Trustee Bloom moved to approve Policy 3410 on second reading as presented. Trustee Sangster seconded the motion and all voted in favor.

- BP 3422. Suicide

Mr. Silk asked to remove this policy item from the agenda. He stated it is not a current policy that we have in place, and it is not a required policy.

- BP 3431. Emergency Treatment.

Trustee Wolsky moved to approve Policy 3431 on second reading as presented. Trustee Hoffman seconded the motion and all voted in favor.

- BP 3510. School-Sponsored Student Activities.

Trustee Hoffman moved to approve Policy 3510 on second reading as presented. Trustee Sangster seconded the motion and all voted in favor.

- BP 3520. Student Fees, Fines, and Charges.

Trustee Bloom moved to approve Policy 3520 on second reading as presented. Trustee Hoffman seconded the motion and all voted in favor.

- BP 3600P. Student Records.

Trustee Sangster moved to approve Policy 3600P on second reading as presented. Trustee Wolsky seconded the motion and all voted in favor.

- BP 4332. Conduct on School Property.

Trustee Bloom moved to approve Policy 4332 on second reading as presented. Trustee Harder-Brouwer seconded the motion and all voted in favor.

- BP 5210. Assignments, Reassignments, Transfers.

Trustee Bloom moved to approve Policy 5210 on second reading as presented. Trustee Sangster seconded the motion and all voted in favor.

- BP 5222. Evaluation of Non-Administrative Staff. The recommended revised language in this policy comes from the changes in Chapter 55. The ARM has been referenced. This is in relation to the new evaluation program.

Trustee Hoffman moved to approve Policy 5222 as presented on second reading. Trustee Sangster seconded the motion and all voted in favor.

- BP 6110. Superintendent. This language was added for clarification when hiring a Superintendent under an internship program or Class 5 certificate. Lines 24-26 were deleted because it was felt that Board members filled that vacancy in a number of different ways and it was best not to have any language specifying how it will be filled. Addition legal references were also added.

Trustee Wolsky moved to approve Policy 6110 as presented on second reading. Trustee Hoffman seconded the motion and all voted in favor.

- BP 6140. Duties and Qualifications of Administrative Staff other than Superintendent. Same reasoning for additional language as for the Superintendent.

Trustee Bloom moved to approve Policy 6140 on second reading as presented. Trustee Harder-Brouwer seconded the motion and all voted in favor.

- BP 6210. Principals. Added some clarification of the duties of a principal and also added the language of the new evaluation process for principal's as governed by Chapter 55.

Trustee Bloom moved to approve Policy 6210 on second reading as presented. Trustee Wolsky seconded the motion and all voted in favor.

9. *Request review and adoption of Emergency Response Plan*

Pursuant to 20-1-401 a board of trustees shall adopt a school safety plan on or before July 1, 2014. Source for this requirement is SENATE BILL 348, SCHOOL SAFETY.

The plan is composed of the Primary School Emergency Plan, the Middle School Emergency Plan, the High School Emergency Plan and the following additional sections:

- Emergency Response Plan Book Check-out Sheet
- Chain of Command
- Alarms
- Phone Numbers
- Alternate Site Locations

- Emergency School Closure Procedures and Phone Numbers
- Student Activity Buses Winter Travel Procedures
- Emergency Drills and Procedures
- Critical Incident “Shooter”
- Stress Management

Trustee Bloom moved to approve the District Emergency Response Plan as recommended.

Trustee Wolsky seconded the motion.

General discussion took place between the board members and the administration regarding what was learned from the safety drill that we had in the spring with the Sheriff's Department, the Rocky Mountain Lab, and many other individuals that were involved in facilitating the emergency drill.

It was noted to be a very good experience overall. We did learn a lot, however, the hardest part is to find the appropriate ways to communicate with families regarding how to connect with their children if the situation ever occurs in our district. We do have detailed instructions to what emergency centers we need to go to if an emergency event were to ever occur.

Our emergency plan is reviewed annually by the administration. Mr. Silk complimented the primary school principal, Janice Stranahan, for updating the emergency response plan manual for the district.

All members voted in favor.

10. Discussion and possible action regarding the deposit and investment of district funds with First Interstate Bank.

Information as presented in the board packet by Mr. Silk:

In reviewing the pros and cons of investing with First Interstate Bank (attached), Vannesa and I understand from our conversations with FIB that we would lose revenue if we go with them, and it would add work to our district office staff. The work would not be an issue if the other benefits were positive for investing with First Interstate, but Vannesa and I do not believe it is the right way to go at this time. The County Treasurer's Office has been working with the schools to catch up, and it seems that reports to the schools will continue to improve over time, and November elections may provide information for future discussions as well.

Business Manager's updates from the May Board Meeting-To clarify the recommendation being made.

Vannesa Bargfrede reported that she and Mr. Silk met with David Sande and Scott Henderson from First Interstate Bank on May 2, 2014.

The following is a listing of items Vannesa had requested to be discussed at the meeting on May 2nd:

- A copy of the contract usually offered to schools
- An approximate estimate of what our annual interest earnings would be
 - Based upon the attached cash flow sheet
 - Your recommendation of how you would propose we invest the funds
 - Investments for a two month period
 - Process of the nightly sweep account
- Annual fees charged to us by FIB for using your services
- Cost of each wire transfer requested to another bank
- An example of a monthly report showing revenue and expenses for a school – used for reconciliation purposes
- Costs of check charges for our claims and warrants
 - Please check with Scott Henderson in Hamilton regarding the set-up of how our current checks look
- A listing of schools that use these services that have about the same cash flow we have, if any
- A listing of all schools who use this service
- Testimonials from other schools
- Are we “required” to participate in any other products you provide?

At the meeting the district received copies of FIB’s Resolution form authorizing participation in their investment program. An agency agreement including a document outlining our potential risk profile of our assets along with a profile questionnaire. They also provided a copy with a “Statement of Account” from undisclosed school to review.

Vannesa noted that after reviewing all the information provided by FIB and their copy of a monthly sample report consisting of 9 pages instead of the county’s report of approximately 43 pages, which includes all the state revenue sources that the auditors like to use in annual review of accounts. Mr. Sande stated he would have to check to see how they may be able use the same coding.

Vannesa then distributed a copy of a spreadsheet showing the current interest revenue from the county and their fees with a comparison to the Bank’s offer. She stated at this time that because of the cost of bank fees versus the potential interest income associated with signing a contract with First Interstate Bank, that she was unsure if it would be in the best interest of the district to make a change at this time.

Trustee Sangster moved to approve to remain with the County for next school year regarding our banking with them and their investment options, and consider potential changes at a later date if needed.

Trustee Hoffman seconded the motion and all voted in favor.

11. Request approval of the transfer of funds from the Transportation budget to the Building Reserve budget.

Information as presented in the board packet by Mr. Silk:

A board resolution to transfer funds to the Building Reserve budget for school safety and security improvement is based upon the need for more of a camera presence at the three schools. The transferred funds may only be spent for safety and security.

Jim has been tasked with laying out a scalable plan for camera upgrades on the three campuses this summer and in the future. It is our intent to start with the installation of cameras in those high traffic areas not now covered. The funds will not be expended until after July 1, and the administrative team has listed priorities, and the board has been notified of those priorities.

Since the estimated cost for installing cameras to cover all exterior exits and entrances, all playgrounds and high traffic areas, and all hallways at the Primary School and the High School is \$215,800, the need to prioritize is essential. The written bid is \$90,000 more than the verbal estimation API Systems gave us a month ago. Each school's proportional cost of the prioritized plans will take place prior to actual camera installation.

Business Manager's update regarding SB 348:

Vanessa Bargfrede reported that after her and Mr. Silk consulted with the officials of the Office of Public Instruction, if the district were to transfer funds under the Senate Bill 348 to move the dollars from one budgeted fund to the Building Reserve Fund for school safety improvements the district would have to pay those dollars back to those funds. We would also have to make budget amendments. OPI recommended that we just present a resolution to transfer any remaining dollars in any budgeted funds to cover for security improvements. However, the dollars will not be able to be spent until July 1. It was noted that Senate Bill 348 mainly benefits schools that have oil and gas revenue, therefore they can pay the money back from those funds him.

The reason the transportation budget has available funds to transfer is because we did not have to have any asphalt repairs, and the salary paid out to our special education driver came in less than projected (which is a very difficult area to project until school actually begins in September).

The board and administration had general discussion regarding how transferring these funds may affect the taxpayers for the next school year. It was noted that the board determines its budgeted funds in August and they look at trying to maintain the approximate current year's mills levied to the taxpayers. The superintendent and business manager will submit next year's mill levy information during the August board budget hearing.

Trustee Wolsky moved to approve the transfer of approximately \$40,000. from this year's Transportation budget to the Building Reserve budget. Trustee Hoffman seconded the motion and all voted in favor.

12. Discussion and possible action regarding the adoption of the Montana Educator Performance Appraisal system (M-EPAS) the State model for teacher evaluation.

As presented in the board packet by Mr. Silk:

There are two evaluation instruments in M-EPAS and, by law, each school district must either adopt or align their current evaluation system with two state models 1) *A State Model for Teacher Evaluation* and 2) *A State Model for Principal Evaluation*. Last July we adopted the *State Model for Principal Evaluation* and it was used with principals and directors this year.

Last August, we adopted the *State Model for Teacher Evaluation* as a pilot model for the 2013-2014 school year.

The teacher evaluation model is based upon Charlotte Danielson's work. It is considered the premier teacher evaluation system. *The State Model for Teacher Evaluation* is composed of four components and 24 criteria with four rubrics for evaluation—exemplary, proficient, developing, and unsatisfactory.

The four components are:

- Planning and Preparation
- Classroom Environment
- Instructional Effectiveness for Student Learning
- Professional Responsibilities

The principals used this model for evaluating certified staff this year and found it to be a solid instrument for emphasizing growth in teachers.

Trustee Wolsky moved to approve the adoption of the State Model for Teacher Evaluation as recommended.

Trustee Sangster seconded the motion and all voted in favor.

13. Discussion and possible action regarding adjustments to the Classified Wage Schedule.

As presented in the board packet by Mr. Silk:

Kathy Martin and I are requesting a few changes to the Classified Wage Schedule.

Kathy Martin is asking for a change to the Level 1 pay scale. The Montana minimum wage is now \$7.90, and she has always paid her staff from \$.50 to a \$1.00 higher than the state; therefore, the request is to increase the pay from \$8.05 to 8.55 per hour. This will increase pay by \$.50 for people now in those positions.

Kathy is also requesting two other the adjustments to the pay scale. She is requesting the Cook/Baker positions be moved from level 2 to Level 3 and the Food Service Accountant position be moved from level 2 to Level 4. This change will only affect future hires.

I am requesting two other changes. I recommend moving the Secretary position from Level 2 to Level 3, and moving the Administrative Secretary from Level 3 to Level 4. Last year, a Level 7 was added to the Classified Wage Scale and the District Administrative Secretary was

moved from Level 5 to Level 6. This will bring the relative pay of other secretaries to the appropriate level.

The Business Manger discussed how many individuals pay increase would change from this recommendation. One change would occur to the general fund and the remaining changes of salaries would be paid by the food service department fund.

Trustee Harder-Brouwer moved to approve the new Classified Wage Scale as recommended.

Trustee Sangster seconded the motion and all voted in favor

14. Discussion of the May, 2014 Board and Administrator publication.

Staff morale is always a concern of the Board. This month's publication reviews the board's role in addressing concerns about staff morale. Personnel responsibilities for the superintendent include staff morale, but the board can provide important questions and feedback when the administration is resolving real or perceived morale issues.

15. Correspondence

- A letter from the School Administrators of Montana informing us of a Youth Endowment Award for assisting a student purchasing a new laptop computer for continued studies in high school and college.
- E-mail correspondence from middle school teacher, Jill Warren, regarding the eighth grade students' trip to Yellowstone National Park. The trip was fabulous, students were wonderful and were so polite and enthusiastic about every aspect of the trip, and kind to one another. A thank you was also mentioned to the members of the Corvallis Schools Foundation and Indian education committee for their financial support for the trip

16. Approval of Minutes

Trustee Sangster moved to approve the minutes dated 5/13/2014.

Trustee Wolsky seconded the motion and all voted in favor.

17. Approval of Bills

Trustee Wolsky moved to approve the bills as presented.

Trustee Bloom seconded the motion and all voted in favor.

18. Adjournment

The next regular Board Meeting was scheduled for July 14th.

Trustee Wolsky moved to adjourn.

Adjourned – 9:49 p.m.

District Clerk

Board Chair