

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

08/13/2013

Special Session Meeting -

1. *Called to order at 6:07 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, Kathi Harder-Brouwer and Adam Sangster

Absent: Dan Wolsky and Ginny Hoffman

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

Others Present Administrators and others as listed on the sign-in sheet attached to the minutes.

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

3. *Budget Hearing and request for approval of the budgets for the 2013-2014 fiscal year*

Recap of the 12-13 School Year

Our tax revenue came in better than what the County expected overall. This has happened for the last three years. So thank you to our district's tax payers. The County estimated that the County tax revenue would be about 91%, meaning that we could potentially not have received \$135,748, as revenue in the General Fund alone. So, again we decided to hold off on some of the planned year end expenditures until we received the final reports. Our final report was received the 3rd week in July showing our local revenue coming in at approximately 96%. At year-end our "Total Tax Receivables" due from our tax-payers was \$121,681 compared to \$134,181 the year before.

Since our final revenue was better than what the County-Wide projections were, we used the remaining dollars in the funds from unused health insurance dollars, unused facilities/debt dollars and any remaining dollars left in the building line items to pay towards the purchase of textbooks. And we had agreed to encumber dollars towards next year's health premium to balance the new budget.

As of June 30, 2013, the District's long term debt that had to be budgeted for was the newly purchased Greer property in the amount of \$86,000. Our annual payment is \$7,356. 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.

Business Manager, Vannesa Bargfrede, gave an overview of comparison figures from the 2012-2013 to the 2013-2014 budgets:

- Our interest revenue was still low. It was approximately \$66 more than last year. But, over the last years our interest earnings in the General Fund have gone from approximately \$62,000 down to \$13,800.
- Our taxable valuation increased by \$115,960 compared to last year's decrease of \$13,373. The three years before that it annually increased by at least \$400,000. I spoke with Debra at the Department of Revenue regarding the decrease in our "new property taxable values" in the amount of approximately \$77,000. 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.

2013-2014 School Year Budgeted Funds

Business Manager, Vannesa Bargfrede, and Superintendent, Mr. Silk, discussed the budget details.

General discussion took place regarding the budgets:

❖ **General Fund is set by the State based upon ANB averaging Budget Increased \$4,822**

Our ANB enrollment was down by 11 students at the elementary level, and down 29 students at the high school level (this was without the averaging factor for ANB funding).

Our District was able to balance the budget through attrition of staff, prepaying the health premium in the amount of \$75,000 and charging the Technology Budget \$30,000 to go towards the tech department salaries, and then possibly charging the Flexibility Budget \$20,000 if needed at year-end.

❖ **Transportation – Budget Increased \$18,536**

Any remaining year end dollars from the paving project were reappropriated to fund the budget and lower the potential taxes. The budget does include the cost of a new 4 X 4 special education bus costing approximately \$75,000, and the routes for the 21st Century After School Program which serves students in grades 5-12 (we run two extra routes per day). The budget also includes dollars for some minor potential asphalt repairs, and to pay for a potential paraprofessional to ride the buses when needed to help with discipline issues etc.

❖ **Bus Depreciation – Budget Increased \$7,321**

In previous year's the District was able to purchase three buses at half the cost because of a special federal "clean diesel" grant program. The amount budgeted this year allows replacement of a route bus in an emergency situation.

❖ **Tuition Fund - Increase \$16,560**

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 education expenses for some of our students while they were detained in the center in the amount of \$4640. This year with the passage of SB 191, it allows districts to levy the actual cost of a student's individualized education program (IEP) based on a specific funding factor. We felt that there was need to budget for an emergency paraprofessional position because of the increase in numbers of students receiving IEP's and providing more than 15 service hours a week to over 60% of them. This is a permissive levy Fund.

- ❖ **Retirement Fund** - No mill charge for this Fund - Budget Increase \$270,434
 With the passage of HB 377 & HB 454 districts are required to decrease their reserves from 35% down to 20% of the final budget and return the dollars to TRS by October 1, 2013. There was an increase to both the employer and employee contribution amounts by 1%. The bills were devised to improve the actuarial soundness of TRS & PERS. The calculation was based upon last year's budget and this year's budget. We would be sending a check to TRS in the amount of \$150,490.
- ❖ **Adult Education** - No change to the Budgeted Amount
 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 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 this last year.
- ❖ **Technology** - Budget Decreased \$1,251
 Our annual technology levy remained in the amount of \$50,000. The decrease in the budget amount was because we did not have as many year-end dollars remaining to roll into next year's budget. This year we will receive \$17,501 from the States Timber Harvest Dollars compared to \$9,037 last year. This year we are using \$30,000 of the budget to help cover the technology staff salaries.
- ❖ **Flexibility Fund** - Budget Increased \$20,065
 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 – some of the dollars were earmarked to go towards a teacher's salary in the amount of \$30,000 to balance the GF Budget, \$25,000 as part of the match for 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
 The year end cash dollars in the amount of \$19,033 was transferred into the GF to go towards the down payment on the Greer property last June. Any payment of remaining uncollected back taxes would be deposited in the GF.
- ❖ **Building Reserve Fund** - Budget Increased \$15
 The levy expired some years ago. But we are leaving this fund open to collect back taxes and with the passage of SB 348 we hope to be able to transfer any year-end dollars to this fund for school safety improvements. There is no mill charge to the local tax payers.

All of the budgeted funds are balanced in the school finance program. The Business Manager is wrapping up the year-end financials, and would start preparing for the auditors who arrive in November.

The 2013-2014 budgets were presented to the Board in the following amounts:

<u>Budget</u>	<u>Amount</u>
General Fund	\$7,934,545.75
Transportation	650,775.00
Bus Deprecation	150,098.49
Tuition	21,200.00
Retirement	1,237,007.00
Adult Education	51,000.00
Technology Fund	85,141.02
Flex Fund	110,979.53
Building Reserve	<u>330.30</u>
Total	\$10,241,077.99

General discussion took place regarding the new 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.

Trustee Harder-Brouwer moved to approve the budgets for the 2013-2014 school year as presented totaling \$10,241,077.99

Trustee Channer seconded the motion and all voted in favor.

4 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 pass a Resolution to affirm the Trustees' possible intent to collect increased tax revenue from the District's taxpayers. The estimated increase in Ad Valorem Tax Revenues was approximately \$24,632.64

Trustee Bloom moved to adopt the Resolution to Budget Additional Property Tax as presented. Trustee Harder-Brouwer seconded the motion and voted in favor.

Recess 6:50 p.m.

Regular Board Meeting in the High School Library

1. *Called to order at 7:00 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 discussed the state's guidelines for class size requirements for grades K-12 as listed in his board report. He also thanked Business Manager Vannesa Bargfrede for obtaining the new name stands for the board members.

High School Principal

Mr. Wirt gave a public "kudos" to Tyson Tucker, Assistant High School Principal/Athletic Director regarding the handling and facilitating of the parents' meeting held on August 10th. He said Mr. Tucker did an excellent job and there was a great turn out of parents who attended the meeting.

Curriculum Director

Mrs. Ihde reported that the district's curriculum documents were now posted on the district's website for the public to review.

Technology Director

Mr. Hendrickson discussed the problems that are occurring with the link for the trustees to use to access the board packets. He said he would do some research to see if there was another option for them to use (i.e. Drop box).

4. Personnel

<u>Extra Contracts:</u>	Willi Prince	Middle School Student Council Advisor 2013-14 SY
	Clayton Curley	HS Assistant Boys Basketball Coach 2013-14 SY
	Jake Jessop	MS Cross Country Coach 2013-14 SY
	Brian Greco	HS Assistant Football Coach 2013-14 SY
	Loren Hochhalter	HS Assistant Football Coach 2013-14 SY

<u>Resignations:</u>	Monte Silk	Superintendent-effective June 30, 2014
	Renee Drischler	Custodian

Mr. Silk publically thanked Renee for her contribution in working with our custodial staff for the last year and a half.

The Board stated that Mr. Silk's resignation letter was very well written and thanked him for the nice comments made it.

**Trustee Sangster moved to accept the personnel recommendations as listed.
Trustee Channer seconded the motion and all voted in favor.**

5. Requests for Credit Approval

None presented.

6. *Non-resident Student Requests for Enrollment*

The principal's noted that the Fisson family was in attendance at the Board Meeting, and they were very pleased to be recommending the students for approval to the Board.

Middle School: Casey Fisson 6th Grade

Casey's family recently moved to Montana and reside in the Victor School District. They would prefer to have Casey attend Corvallis. She is a strong student with high recommendations from her previous school.

High School: Ethan Fisson 10th Grade

Ethan's family is moving here from California and they live on Old West Trail which is right on the boundary of our district. I spoke with his previous school and he is a respectful well-mannered student with above average grades.

Trustee Bloom moved to approve the requests as presented.

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

The Board Members "welcomed" the Fisson family to Montana and our school district.

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

- BP 3416 – Administering Medicines to Students
- BP 5232 – Abused and Neglected Child Reporting

BP 3416. Administering Medicines to Students

Senate Bill 165 allows a school district to maintain a stock supply of auto-injectable epinephrine to be administered by a school nurse or other authorized personnel to any student or nonstudent as needed for actual or perceived anaphylaxis. It is not mandatory for a district to have a supply on hand, nor will a district be liable if they do not. MTSBA recommends districts add this language to their policy for the time a district may have a supply of auto-injectable epinephrine on hand.

BP 5232. Abused and Neglected Child Reporting

The language added in policy 5232 came from HB 131 allowing DPHHS to share information to an Individual who reported a suspected child abuse or neglect. It is also very clear that the individual must keep that information confidential. MTSBA considers this a required change to the policy.

Trustee Harder-Brower noted that it would be a good idea to obtain clarification regarding if the district was required to have parent approval prior to administering the medicines noted in Policy 3416.

Trustee Bloom moved to adopt first reading of Policies 3416 and 5243 as presented.

Trustee Sangster seconded the motion and all voted in favor.

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

- BP 3311 – Firearms and Weapons
- BP 3123 – Attendance Policy Procedure-Truancy
- BP 3415, 3415P, 3415F – Management of Sports Related Concussions
- BP 4330F – Facility Use Fee Structure

Details of the policy changes were in the last minutes on first reading of the policies.

General discussion took place on Policies:

BP 3311 – This policy was put on hold so that Mr. Silk would be able to obtain more clarification regarding the placement of certain wording in the policy.

BP 3123 - Minor edits

BP 3415P – Summary of discussion points:

- The district should establish a universal Standard Operating Procedure to be followed along with a check sheet. Everyone is to always ask each student the exact same questions during possible concussion evaluation process.
- Employees, coaches, or a referee should never say they think the student may have a concussion. A concussion determination should only be determined by a person in the medical field, because it is a doctor who would be required to release the student to athletic participation.
- Students suspected of having a concussion should never be allowed to drive home alone, and parents need to be contacted in every instance.

BP 4300F - Minor edits

Trustee Harder-Brouwer moved to adopt Policies 3123, 3415, 3415P, 3415F and 4330F as presented and edited for second reading.

Trustee Channer seconded the motion and all voted in favor.

9. *Early graduation request*

Sherry Clarke is requesting your approval to graduate early. Mr. Wirt had provided the application for *Request for Waiver of Graduation Requirements*, Sherry's letter, her mother's letter, and transcripts for your review in the Board Packet.

High School Principal, Mr. Wirt, reported that Sherry is a great a student and he supports her request 100%. Sherry would be allowed to walk with the graduation class if the Board approves the request.

Trustee Sangster moved to the early gradation request for Sherry Clarke as recommended. Trustee Channer seconded the motion and all voted in favor.

10. *“Drug free schools incidence review” and report on discipline for the 2012-2013 school year.*

The Office of Public Instruction requires each school in the state to file an annual report on any drug related incidents in the schools. Mr. Silk asked each of the principals to review their discipline tracking and reporting information with the Board.

General discussion took place regarding the different tracking methods used and how the information was reviewed to help specific students when patterns are noticed. The data gives a base-line to compare year to year and helps to determine the school climate regarding the types of discipline concerns for safety reasons.

Overall the discipline referral behaviors in the district are in the lower risk categories.

11. *Discussion and possible action regarding approval of student handbooks for the 2013-2014 school year*

Mr. Silk stated that last month the Board approved the primary school student handbook.

Mr. Silk was now asking approval for the middle school and high school students’ handbooks. He said he had reviewed them and was recommending them both for approval.

General discussion took place regarding a wording edit to the high school handbook.

Trustee Bloom moved to approve the Middle School and High School student handbooks as recommended. Trustee Channer seconded the motion and all voted in favor.

12. *Pedestrian bridge at Woodside over the Bitterroot River*

Trustee Bloom gave an update regarding some meetings between the Corvallis Civic Club with the local commissioners and state department in advocating for a pedestrian bridge at the Woodside Cutoff Bridge. She asked that the trustees and school district write a letter in support of the project and the needs of the project for safety reason.

Recess 8:48 p.m.

Reconvene 8:52 p.m

13. *Discussion of the July, 2013 Board and Administrator publication.*

This month’s *Board and Administrator* provided information on what to do and what not to do as a board member. The Board reviewed the four main articles and discussed any ideas for any changes to try in planning their own “2-hour” board meeting.

14. Correspondence

As presented in the Board Packet with copies attached to the minutes.

- An Audit report from the Department of Justice stating that our district was in full compliance regarding the audit of our Noncriminal Justice Records (background checks).

Mr. Silk and Vannesa Bargfrede publically stated that they both appreciate the detailed work and follow-up that Lyndi Henson performs to ensure we have no audit findings.

- A letter from the Bitterroot Valley Education Cooperative informing the district of the services they offer to schools.
- A letter from community member, Nancy Kelly, informing the district of her intent to subdivide her property. Ms. Kelly believes there would be no impact to the school district from the subdivision so she will not be paying the voluntary impact fee to the district.

15. Approval of Minutes

**Trustee Channer moved to approve the minutes dated 7/16/2013 as presented.
Trustee Harder-Brouwer seconded the motion and all voted in favor.**

16. Approval of Bills

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

Adjournment

Trustee Wolsky moved to adjourn.
Adjourn – 9:12 p.m.

District Clerk

Chairman