

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

07/16/13

**Special Session Meeting -**

1. *Called to order at 6:05 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, Dan Wolsky, Jennifer Channer and Kathi Harder-Brouwer

Absent: Ginny Hoffman and Adam Sangster

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. *Professional Development 360 (PD 360) – Monte Silk*

Superintendent, Monte Silk, gave an overview presentation discussing the new professional development resources the district is implementing this school year.

The following is his information presented in the board packet:

We are adding a new service for professional learning in the district for 2013-2014. It is called PD 360. “PD 360 is an on-demand, online library of professional development resources that leverages technology to make professional learning more effective. With over 1,800 videos and over 250 hours of content PD 360 is the most comprehensive solution for educator professional development.” Source: PD 360 Website.

PD 360 is part of The School Improvement Network and their Educator Effectiveness System (EES) system, which is composed of (Professional Development 360, Common Core 360 and OBServation 360). PD360 allows teachers to customize their professional development with individual access at any time to the PD 360 online library and view videos of the common core content and standards. Observation 360 allows the district’s evaluation instrument and supplemental resources from EES to be used by principals when doing observations or final evaluations. Each certified employee has been entered into the PD 360 system, so access to the content and videos will be available at the start of the school year. The cost of the system is \$6,995 annually and will not increase over time. We are not obligated to continue with the program if, for any reason, it does not meet our professional learning needs. It will be paid for from the money we spend on our current professional development in the Title I budget. This is not an additional cost to our current budget. I will provide an overview of the program at the opening assembly on August 26<sup>th</sup> or at another time convenient for principals and teachers.

Mr. Silk reported that the program only allows persons to view what courses/sites they have completed. No one can monitor another person's viewings. It provides teachers with opportunities to enhance their learning when they want to. The program courses taken will not go towards a teacher's movement on the salary schedule.

The Board thanked Mr. Silk for presenting the information, and were pleased that the District will be able to allow the Board Members access to the program to review it in more detail.

4. *Montana Educator Performance Appraisal System – Monte Silk*

Mr. Silk presented a PowerPoint reviewing the Montana Educator Performance Appraisal System (M-EPAS). Schools are required to adopt the M-EPAS or align their current evaluation system with the state model this year.

The *State Model for Teacher Evaluation* is composed of four components with 4-6 criteria for each component and it uses four evaluative rubrics--exemplary, proficient, developing, and unsatisfactory.

The State Model for Principal Evaluation is composed of four components and each component has four criteria with the same four rubrics for evaluation—exemplary, proficient, developing, and unsatisfactory.

A copy of Mr. Silk's PowerPoint presentation is attached the minutes, and more details are outlined in the Board Packet under agenda item 12.

*Recess 6:55 p.m.*

**Regular Board Meeting in the High School Library**

1. *Called to order at 7:01 p.m. by Chairman Wilbur Nisly*

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

Chairman Nisly asked to have agenda item #9 moved up in the interest of the community persons who were present to discuss the topic.

9. *Request approval of bus routes for the 2013-2014 school year*

Mr. Silk provided the following information in the Board Packet along with sending it to some of the community members that were present to discuss the topic.

Larry Bays has attached his proposed bus routes for this next school year. He has made change to Routes 3, 4, and 5. Because of the growth in Corvallis Hills, these three routes were revised to more evenly balance the number of students on each route. About twenty students were removed from Route 5 and distributed between Routes 3 and 4.

You are all aware of the request by Chis and Stephanie Hockman on behalf of four other families who have school age children (9) to add Alvista Loop to our Route 2 bus route. Weber Transportation, one of our contracted route drivers, is assigned to Route 2.

After serious consideration of this request, I recommend no change to Route 2. The main reason for recommending against the request is student safety. The second main reason is it will set a precedent to provide services in other areas of the district, not presently served, but which have lower altitude and a better road grade.

Safety Concerns:

- Steep incline – North side of Loop --14% grade (Dutch Hill is 11%)
- Steep incline – South side of Loop -- Curving nature of south side of loop with hazardous drop offs on side of road even though the grade is slightly less
- Narrow road -- The road width has narrow places that are 15' to 16' maximum width with the maximum width in other places at 19' to 20'. The bus width is 10.5' and passing vehicles would be a challenge. The south blind turn also has a flowing irrigation ditch that is culverted under the road and open right next to the roadway.
- Narrower roadway in the winter. Snow buildup on sides of road
- Intermittent snow, ice, and/or mud during the year
- Possible snow and ice build up
- Soft shoulders
- No run-outs at the bottom of the south or north side of the loop
- Blind corners on the north and south and at 90 degrees on the north
- Conditions change and we cannot constantly monitor those conditions to guarantee safety for students

I have considered the following to reach a recommendation regarding this request:

1. The bus is not four wheel drive and does not have chains.
2. Our special services bus does not go up Alvista Loop many times in the winter.
3. Larry Bays, Transportation Director, drove the loop with Brien Weber, our contracted driver, in his 72 passenger bus. Brien's said this is an inappropriate road for safe bus travel.
4. Larry drove the loop in a bus with another driver and Larry and I drove the loop in his pickup and in one of our 84 passenger buses twice when it was in its best condition.
5. Larry tested possible turnaround spots with a bus on the flat top part of the loop thinking perhaps use of the south side of the loop only would work. He concluded that will not work either.
6. John Horat, County Engineer, measured the grade to be 14% on the north side of Alvista Loop, three more degrees than Dutch Hill.
7. I have considered that we have bus stops where we pick up 20 students who travel down roads that are less steep than Alvista Loop on the north west and east side of the valley.
8. Brien Weber, Route 2 driver, and the Transportation Director, Larry Bays, recommend against adding this change to our current routes. Their concern is safety and Larry does not want to set a precedent by driving steeper inclines than we currently have, especially, since it would be unsafe.
9. I called Donell Rosenthal, Transportation Director at the Office of Public Instruction, and asked what reasons carried the most weight with the County Transportation Committee and State Transportation Committee when deciding a case on appeal. She said safety and precedence were the most important reasons for refusing a route change. On the phone she gave me the following information.

- a. No district has to provide bus service, but if riders are more than three miles from the school, the district must pay the parents mileage to bring their children to school.
- b. If parents are more than three miles from a bus stop, we must pay them mileage to bring students to the bus stop.
- c. According to MCA 20-10-132, the duties of County Transportation Committee include approval of bus routes and individual parent contracts for mileage payment submitted by the local school board of trustees and to hear an appeal from parents who are not in agreement with the local board's bus route or mileage payment decisions.

Mr. Nisly opened the floor for discussion with the community members present:

Parents present that live on Alvista Loop:

Chis and Stephanie Hockman, Sandy Kirkland, and Justin Simmons

A summary of the discussion to change Bus Route #2 to include the Alvista Loop follows:

Alvista Loop: Summary of Main Points of Discussion

Families' position (Chris and Stephanie Hockman, Justin Simmons, Sandy Kirkland, Jim Walker)

1. The north side road grade is 11.55%, not 14%.
2. There is a run-out on the south side.
3. Justin Simmons will provide a legal easement to turn around in his driveway on the top of loop.
4. Requested what road conditions were needed to add Alvista to Route #2.
5. We should use Montana precedence, not just Corvallis School District.
6. We can call them the "seven to fifteen" times when inclement weather prevents driving Alvista Loop.
7. There were concerns for wildlife/animals in the area.
8. The number of students is increasing.
9. The road has been improved.

District position

1. Concerns for student safety
2. Setting a precedent
3. There are no run-outs at the bottom of the north and south hills.
  - a. There is a "T" at the bottom of the north hill
  - b. There is a curve at the bottom of the south hill
  - c. There are bear, mountain lion, and wildlife on all bus routes
  - d. Bus service to families is important, but the liability of a potential accident on either the north or south hill is a bigger concern
  - e. The 11% grade on the north hill is an average.
  - f. If one bus accident or personal injury is avoided by not driving Alvista Loop, it is the right thing to do.
  - g. The state does not require bus service if families reside less than 3 miles from the bus stop and it is  $\frac{3}{4}$  of a mile or less from driveways on Alvista Loop.

The Board thanked the parents for all their preparation and the research they did to discuss the details of the topic at the meeting, along with the video they presented.

The Board agreed that they would not feel comfortable going against the administrators' recommendation that are professionals in their jobs and understand the issues of transporting students on school buses. The administrators did a lot of research themselves in trying to see if they could accommodate the parents request, but they do not feel adding Alvista Loop is in the best interest of the district.

**Trustee Harder-Brouwer moved to approve the recommendation of the administration to leave Route 2 as presented with no changes.**

**Trustee Channer seconded the motion.**

The Board noted that if the Administration comes back to make a recommended change to the route this school year, it would not be fair for all the kids and families on the current route.

**All voted in favor. Motion carried.**

*Recess 8:50 p.m.*

*Reconvene 9:00 p.m.*

**Trustee Wolsky moved to approve the remaining bus routes as recommended and presented. Trustee Harder-Brouwer seconded the motion and all voted in favor.**

### *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*

Trustee Bloom asked Mr. Silk to discuss his planning strategy regarding hiring an additional kindergarten teacher if the student enrollment numbers increase this fall.

Mr. Silk stated we currently have a kindergarten paraprofessional that would allow us to meet the accreditation requirements if the enrollment stays about even. We will know more about the enrollment numbers after the first week registration in order to determine what action, if any, is necessary.

### *4. Personnel*

Mr. Silk reported that he was glad to offer contracts to some of our special education paraprofessionals. The federal funding awards were better than their preliminary award amounts. However, we are still waiting on the Title VI funding amount which cover's salary shortfalls in the other budgets.

<u>Classified:</u>	Tim Blanchfield	Paraprofessional Start date on or about August 26, 2013 End Date on or about June 11, 2014 1 FTE
	Robin Stanton	Paraprofessional Start date on or about August 26, 2013 End Date on or about June 11, 2014 1 FTE
	Christine Greytak-Hower	Paraprofessional Start date on or about August 26, 2013 End Date on or about June 11, 2014 1 FTE
	Karen Chaffin	Paraprofessional Start date on or about August 26, 2013

Debra Kane End Date on or about June 11, 2014 1 FTE  
Paraprofessional Start date on or about August 26, 2013  
End Date on or about June 11, 2014 1 FTE  
Betsy Day Summer Grounds Worker Start date on or about July 9, 2013  
End date October 1, 2013

Extra Contracts: Willi Prince Middle School 5 extra days  
Laura Carrasco Classroom Without Walls Summer 2013 .5 FTE

Resignations: Jennifer Mosbrucker-Summer Grounds Crew

Mr. Silk publically thanked Jennifer for her contribution in helping out the summer ground crew.

**Trustee Wolsky moved to accept the personnel recommendations as presented.  
Trustee Bloom seconded the motion and all voted in favor.**

#### 5. *Requests for Credit Approval*

Name	Class	Credits	Lane Change
Middleton, Garrett	Coaches Clinic Enhancement Course Loyola Marymount U	1 Semester	No

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

#### 6. *Non-resident Student Requests for Enrollment*

**Middle School:** Tayler Markert 6<sup>th</sup> Grade

Tayler's family just moved from Illinois to Victor, MT. They have heard good things about the Corvallis schools and would prefer that their children attend our district. Tayler is a strong student with a solid recommendation from her previous school.

**Trustee Bloom moved to approve the requests as presented for attendance.  
Trustee Channer seconded the motion and all voted in favor.**

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

- BP 3121P – Enrollment and Attendance Records
- BP 3600P – Maintenance of School Student Records

- BP 3600 – Student Records
- BP 5231 – Personnel Records
- BP 7320 – Purchasing
- BP 3300 – Suspension and Expulsion
- BP 3311 – Firearms and Weapons
- BP 8301 – District Safety

New legislation dictates changes in the policies listed. These are all **required** policy changes.

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

After general discussion of the policies it was noted that the trustee's would like the administrator's to review Policy 3311 – Firearms and Weapons, and then come back to the Board with their recommendations and advice regarding changes to the policy wording. This policy was tabled to allow Mr. Silk time to review a comparison of our policy #3311 and MTSBA's recommended update and to solicit the principals' input.

**Trustee Bloom moved to table Policy 3311 pending further clarification regarding comparing the two policies. Trustee Wolsky seconded the motion and all voted in favor.**

**Trustee Wolsky moved to adopt Policies 3121P, 3600P, 3600, 5231, 7320 3300, and 8301 as presented and edited. Trustee Bloom seconded the motion and all voted in favor.**

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

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

**BP 3123. Attendance Policy Procedure-Truancy**

This is a new policy. HB 313, signed by the Governor April 24, 2013 and effective July 1, 2013, **requires** each school district to have a policy which defines truancy (persistent non-attendance without excuse) for their district, indicates who the attendance officer(s) is for the district, and indicating that the assigned attendance officer shall have the powers and duties as stated in 2-5-102(Section 2), MCA. In the policy developed by MTSBA, there are four options. The options stipulate which school districts must appoint, or may appoint, an attendance officer. These options are dictated by HB 313. Each school district must decide which option is needed for (fits) their district. Note that the options refer to district classification by Class 1, Class 2, or Class 3, based on the latest census, and also by dropout rate compared to the statewide average.

**BP 3415-3415P-3415F. Management of Sports Related Concussions**

These are new policies for the district. SB 112, the Dylan Steigers Protection of Youth Athletes Act, signed by the Governor April 22, 2013, **requires** each school district offering organized youth athletic activities to adopt a policy addressing the dangers of concussions. This bill is a requirement for K-12 level. MTSBA and MHSAA has collaborated on revising policies 3415 and 3415P to meet the requirements of the MHSAA and SB 112. Policy 3415F is the information and sign-off required of the bill. These are required policies that need to be adopted by every district.

**BP 4330F – Facility Use Fee Structure**

I have added “Classrooms If No School and If Available” as part of the definition of “Meeting Rooms”. We have teachers who tutor individual students during the summer at school for a private fee, but they would have to pay \$250 for the summer if we do not change the definition of “Meeting Rooms”. This allows us to charge for additional fees like custodial and utilities without having to charge for the room itself. I charged two teachers \$25 each for the summer for “utilities” and want the policy to be consistent with practice.

General discussion took place on Policy 3415 – Management of Sports Related Concussions. The Board directed the administration to write a Standard Operating Procedure for the coaches, staff, referees, etc. to follow in the event of a blow to the head.

**Trustee Bloom moved to adopt first reading of Policies 3123, 3415, 3415P, 3415F and 4330F as presented and edited. Trustee Wolsky seconded the motion and all voted in favor.**

*10. Discussion and possible action wages for classified employees for the 2013-2014 fiscal year*

Mr. Silk reviewed the information that was reported in his Board Report:

Vannesa and I have received enough information about the federal allocation of dollars for Special Education and Title Programs to allow us to recommend some raises for classified staff. This year, the district is contributing \$15 more per month to the classified employees’ health benefits plans. However, classified employees have lost 1% of their pay to a required 1% increase in their contributions to the Public Employees Retirement System (PERS). With recent knowledge from OPI of an unexpected increase of \$39,000 in federal dollars, I am able to recommend a wage increase.

**Trustee Channer moved to approve a \$.20 per hour raise for classified employees for the 2013-2014 school year. Trustee Bloom seconded the motion and all voted in favor.**

*11. Discussion and possible action regarding salaries for administrative employees for the 2013-2014 fiscal year.*

Mr. Silk reviewed the information that was reported in his Board Report:

With recent knowledge from OPI of an unexpected increase of \$39,000 in the federal allocation of dollars for Special Education and Title Programs, I am able to recommend raises for administrative staff, because I can move some employees to those budgets and free up dollars for raises from the General Fund. Administrators also have to contribute 1% more to the Teachers Retirement System (TRS).

I recommend a 2.5% increase for all administrators, however, I am recommending an increase of 5% for Jim Bowen and 5% for Wendy Ihde. Jim has the lowest classified administrator salary and has done an outstanding job in improving campus aesthetics, safety, and maintenance systems. Wendy had provided five years of excellent work in curriculum development, student assessment, and strategic planning. She is our lowest paid certified administrator and relative to other curriculum directors in Class A schools is paid below scale.



**Trustee Channer moved to approve the recommendation of a 2.5% increase in salaries for all other administrators, including the superintendent, and a 5% increase for Wendy Ihde and Jim Bowen for the 2013-2014 school year.**  
**Trustee Harder-Brouwer seconded the motion.**

**All voted yes. Motion carried.**

*#12. Discussion and possible action regarding the adoption of the Montana Educator Performance Appraisal System (M-EPAS)*

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*.

Mr. Silk received both state models in mid-June at the Educators' Institute in Helena.

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 principal evaluation model is based upon ISLLC (Interstate School Leaders Licensure Consortium) standards. There are four components and 16 criteria with the same four rubrics for evaluation—exemplary, proficient, developing, and unsatisfactory. The four components are:

- Vision and Goals
- Culture of Learning
- Management
- Professional Responsibilities

The decision to adopt or align must be made by July 1, 2013, but this is a soft date. We have the option to “pilot” the state model this year as well, but regardless of our chosen option the board must adopt an official state-approved evaluation system by July 1, 2014.

**The Board agreed to table the teacher evaluation model until Mr. Silk is able to review it in detail with the administrators.**

**Trustee Channer moved to adopt the State Principal Evaluation Model as recommended.**  
**Trustee Bloom seconded the motion and all voted in favor.**

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

Principal, Janice Stranahan, submitted the Corvallis Primary School Parent/Student Handbook for approval. Mr. Silk stated he reviewed the handbook and recommended its approval.

**Trustee Bloom moved to approve the Primary School Parent/Student Handbook as presented.  
Trustee Channer seconded the motion and all voted in favor.**

*14. Discussion of the June, 2013 Board and Administrator publication.*

Mr. Silk reported that both he and the Board get some good information from reading the monthly publications.

*15. Correspondence*

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

*16. Approval of Minutes*

**Trustee Bloom moved to approve the minutes dated 6/17/2013 as presented.  
Trustee Harder-Brouwer seconded the motion and all voted in favor.**

*17. Approval of Bills*

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

*Adjournment*

**Trustee Wolsky moved to adjourn.**  
Adjourn – 10:32 p.m.

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District Clerk

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Chairman