

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

08/11/2015

Special Session Meeting in High School Library

1. *Called to order at 6:07 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, 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: 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. *Budget Hearing and Request for approval of the budgets for the 2015-2016 fiscal year*

Corvallis School District #1 August Budget Hearing Update
Vannesa Bargfrede, Business Manager/Clerk

Recap of the 2014-2015 School Year

Our tax revenue came in less than in previous years and it was in the General Fund. This has not occurred for the last three years and it was only in the amount of \$6,607. So thank you to our district's tax payers. There was also a small decrease in the Transportation Fund.

Tax Receivables Due from our Taxpayers. At year-end our "Total Tax Receivables" due from our tax-payers was \$127,895 compared to \$121,681 the year before. And they range back from 2000 to current.

As of 6/30/15 the District's long term debt that had to be budgeted for is the purchased Greer property. Our annual payment was \$7,356, and the remaining balance due was \$49,558.

Our interest revenue increased. It was approximately \$2,538 more than last year. But, over the last years our interest earnings in the General Fund have gone from approximately \$62,000 down to \$13,877.

2015-2016 School Year – The Budget Reports are in Draft Format

Change in Tax Revenue and Budget Amounts

- **Our taxable valuation** decreased by \$847,628 compared to last year's decrease of \$20,427. This was probably caused by the new property tax valuations assessed for the 15-16 SY. Many homeowners tax decreased from last year per the recent mailing for the new tax payments.
- **General Fund Is set by the State based upon ANB Funding**
Budget Increased \$87,475
 - Our ANB enrollment was up 6 students at the elementary level, and down 14 students at the high school level.
 - Our District was able to balance the budget through attrition of staff, prepaying the health premium in the amount of \$75,000, and, and then to charge the Flexibility Budget for the new kindergarten teacher (OTO).
- **Transportation – Budget Increased \$7,154**
 - Mainly because of salary increases.
- **Bus Depreciation – Budget Increased \$44,528**
 - We purchased a new bus this year.
- **Tuition Fund - Increase \$0 but the budget will pay for 1 and ½ SPED paraprofessionals**
 - In previous years this fund was only used to pay for our districts students who received some form of services from another district. Example, students placed in County Detention Center for education expenses for some of our students while they are detained in the center. 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 factors. Two years ago we felt that there was need to budget for an emergency para position because of the increase in numbers of students receiving IEP's.
- **Retirement Fund - No mill charge for this Fund - Budget decreased \$36,109**
 - This was because of the attrition turn over in District staff for next year.
- **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 has been very beneficial offering courses in the new VOED building.

- **Technology - Budget Increased by \$9122**
 - Our annual technology levy remained in the amount of \$50,000. The increase in the budget amount is because there was some remaining year-end dollars. This year we will receive \$8,441 from the States Timber which is included in the budget increase.
- **Flexibility Fund - Budget Increased \$69,016**
 - The reason for the increase was because we transferred \$48,000 from the Transportation Fund to cover a portion of the new additional Kindergarten teacher. Then we receive an increase that is funded by the State – We put all of our combined School Block Grant dollars in this budget. Instead of spreading out \$2,200 to each budgeted fund.
- **Debt Service Fund - Was closed out as of June 30, 2013**
 - This year we did not receive any additional tax receivables. Since these taxes are deposited in the General Fund that explains some of the unpaid taxes in the General Fund. However, we are leaving the fund open in case any unpaid back taxes are paid.
- **Building Reserve Fund - Budget Decreased \$30,567**
 - The levy expired some years ago. Last year we were able to transfer approximately \$40,000 for school security and safety. We are leaving this fund open to collect back taxes. There is no mill charge to the local tax payers.

Business Manager, Vanesa Bargfrede, reported that all of the budgeted funds are now balanced. Then she will enter them in the school finance program. She was still working on the completion of the TFS reporting for all the non-budgeted funds. And still wrapping up the year-end financials, and will start preparing for the auditors that will arrive in November. And she was looking forward to another good year!

There was some general discussion between the Board members and Vannesa, and Mr. Johnson during the review of the individual budgets.

The Board thanked Vannesa for all her efforts in getting the budget amounts set, and noted that the information that she provided was very detailed.

The 2015-2016 budgets were presented to the Board in the following amounts:

<u>Budget</u>	<u>Amount</u>
General Fund	\$8,092,501.46
Transportation	590,000.00
Bus Deprecation	212,723.76
Tuition	21,200.00
Retirement	1,032,344.00
Adult Education	51,000.00
Technology Fund	68,229.08
Flex Fund	200,979.82
Building Reserve	<u>9,891.29</u>
Total	\$10,278,869.41

General discussion took place regarding the funding guidelines for the individual budgets.

Trustee Harder-Brouwer moved to approve the “Budgeted Funds” for the 2015-2016 school year as presented totaling \$10,278,869.41

Trustee Bloom seconded the motion and all voted in favor.

5. *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 will be approximately 3%. This was mainly caused by the decrease in property tax valuations.

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

Recess: 6:42 pm

Reconvene: 6:53 pm

Regular Board Meeting in the High School Library

1. *Called to order at 6:53 p.m. by Chairman Wilbur Nisly*

2. *Public Comment on Non-Agenda Items*

There was 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.

Trustees

Trustee Harder-Brouwer stated that it was nice to see the new foundation of the gazebo pad, and people are excited about the new structure.

Trustee Sangster noted that the new resurfacing of the tennis courts look really nice.

Trustee Nisly stated that he liked the idea of the possibility of the new amphitheater being placed by the middle school, and that the grant writer was working on the funding for it.

4. *Personnel*

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

Certified Contracts for 2015-16 SY:

Tom Wood Special Ed Teacher

Classified Contract for 2015-16 SY:

*Jenell Semple Paraprofessional Special Services .53 FTE
KEE (Kindergarten Early Enrollment)*

6. *Requests for Credit Approval*

None presented.

7. *Discussion and possible action regarding first reading of the following policy: (policies revision/additions/deletions because of changes in law may be passed on the first reading BP 1310)*

Superintendent, Mr. Johnson, reviewed the details from the information he submitted in the Board Packet regarding the policies:

BP 1111

Elections – This policy revision removes the requirement to collect signatures to submit a resident’s name as a trustee candidate. Candidates must submit their intent to run to the district clerk 40 days prior to election. Included were some minor changes for write-in candidates. (required change in Montana Law; 2015 session).

**Trustee Sangster moved to adopt Policy 1111 on first reading.
Trustee Channer seconded the motion and all voted in favor.**

BP 2100 School Year Calendar and Day – This revision aligns with CFG language and past practice.

**Trustee Channer moved to adopt Policy 2100 on first reading.
Trustee Sangster seconded the motion and all voted in favor.**

BP 3110 Entrance, Placement, and Transfer – The revision to this policy is also tied to BP3413. This is an updated immunization revision required for enrollment.

**Trustee Harder-Brouwer moved to adopt Policy 3110 on first reading.
Trustee Channer seconded the motion and all voted in favor.**

BP 3121P Enrollment and Attendance Records – This revision removes the third (December) count date bringing the number of ANB counts back to two counts per year (required change in Montana Law; 2015 session).

**Trustee Channer moved to adopt Policy 3121P on first reading.
Trustee Sangster seconded the motion and all voted in favor.**

BP 3226 Bullying and Harassment-Intimidation-Hazing – The revisions in this proposed policy: Page 1, #4 a definition from the statute is included; Page 2 a new section was added requiring that all administrative remedies be exhausted prior to criminal/civil suits are filed (ie uniform complaint procedure).

**Trustee Channer moved to adopt Policy 3226 on first reading with amendments.
Trustee Harder-Brouwer seconded the motion and all voted in favor.**

BP 3310 Student Discipline – SB 66 make it illegal for persons under 18 to possess, purchase, or consume alternative nicotine products or vapor products. Our policy is close to this from our revision last fall. However, MTSBA’s version is succinct.

The Board recommended that the student handbooks be edited in following years to reflect the policy changes.

Trustee Bloom moved to adopt Policy 3310 on first reading.
Trustee Channer seconded the motion and all voted in favor.

BP 3413 Student Immunization – HB 143 requires “varicella” be added to line 11 along with the phrase, “in the manner and with immunizing agents approved by the department.”

Trustee Harder-Brouwer moved to adopt Policy 3413 on first reading.
Trustee Sangster seconded the motion and all voted in favor.

BP 4332 Conduct on School Property – This revision is not required however, this revision is consistent with BP 3310 and is based upon a change in law regarding tobacco and nicotine/vapor products.

Trustee Bloom moved to adopt Policy 4332 on first reading.
Trustee Harder-Brouwer seconded the motion and all voted in favor.

BP 8301 District Safety – SB 213 clarified the interchangeable language often found throughout the state regarding Emergency Operation Plan (EOP) and School Safety Plan. The language allows both terms to be used and also removes the old deadline.

Trustee Sangster moved to adopt Policy 8301 on first reading with amendments.
Trustee Harder-Brouwer seconded the motion and all voted in favor.

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

Superintendent, Mr. Johnson, reviewed the details from the information he submitted in the Board Packet regarding the policies:

Policy 3100 Student-Student Enrollment, Exceptional Circumstances Meriting Waiver of Age Requirements for Pupils

Trustee Bloom moved to adopt Policy 3100 on second reading with incorporating the Option A. wording.
Trustee Harder-Brouwer seconded the motion and all voted in favor.

Policy 3100P Procedure

Trustee Bloom moved to adopt Policy 3100P on second reading with inserting “31 days” in section 3 of the policy.
Trustee Sangster seconded the motion and all voted in favor.

9. *Discussion and Possible action regarding bids for approved bus sale*

2000 Bluebird Yellow Special Education Bus 4 x 4 with wheel chair lift-Type C
Seating Capacity 18
126748 Miles
Minimum Bid Amount \$6,000

Board Chairman Nisly, open the one bid received. It was from Potomac Elementary School in the amount of \$6,300.

Business Manager, Vannesa Bargfrede, reported that she received an e-mail from Potomac School stating that the sale would be based upon a clear inspection by their inspector.

**Trustee Channer moved to sell the 2000 Bluebird Yellow Special Education Bus 4x4 to Potomac Elementary School in the amount of \$6,300.
Trustee Bloom seconded the motion and all voted in favor.**

10. *Discussion and Possible action regarding HS Tiered Diploma*

The proposed tiered high school diploma has four tracks: Rigorous Core, College Prep, Fine Arts, and Vo-ed. The four options would provide students with options regarding required graduation requirements. These options have proven to be successful in retaining students within an appealing academic plan.

The Board had general discussion regarding allowing the opportunity for students to be able to substitute a course offering for a more vigorous class option. However, they do like the concept of the tracks offered.

The Board tabled this discussion until the High School Principal, Mr. Wirt, would be present for the discussion.

11. *Discussion and Possible action regarding Facility Planning*

Mr. Johnson stated that along with the establishment of a committee and its designees, he would recommend that they outline the communication standards useful in updating the board and notifying the community of meetings.

Trustee Harder-Brouwer moved to establish a Board Committee for Facility Planning.

Trustee Channer seconded the motion and all voted in favor.

Chairman Nisly, appointed Trustee's Bloom, Sangster, and Hoffman, with Channer being a substitute when needed.

Trustee Nisly thanked the individuals for asking to be on the committee.

12. Discussion regarding operating levy

Mr. Johnson reported that a levy request addresses the needs of the district through the ability to raise revenue to pay for associated operational costs. He recommend that the board establish a framework to identify the levy contents of a levy request.

Mr. Johnson's brief framework was provided as a guide:

1. Identify the needs of the district as it relates to the strategic plan
 - o Identify participants and roles of participants useful in effectively collecting, analyzing, and making recommendations to the board in determining the contents of the May 2016 levy request.
2. Analyze the scope of the needs through data collection
3. Determine the impact of needs on the implementation of our Strategic Plan and Five Year Plan
4. Draw conclusions based upon analysis which may include projected costs
5. Determine priority of conclusions as it relates to the implementation of the Strategic Plan, Five Year Plan, and possible increased efficiencies.
6. Determine feasibility and short/long term goals of overall levy request
7. Establish content, modes for communication, and participants to communicate levy request to Corvallis voters.

The Board agreed to approve the framework guide as presented.

Recess: 7:59 pm

Reconvene: 8:06 pm

13. Discussion of the August 2015 Board and Administrator publication.

General discussion took place regarding the publications and how important it was to discuss the publications as a group.

14. Correspondence

A letter from High School Teacher, Doug McConnaha, for his appreciation of having the funds made available to attend the National Speech and Debate Association national tournament with student Rachel Devine, in Dallas, TX in June.

A letter from the Jane S. Heman Foundation regarding their generous donation in the amount of \$20,000 as support for the school nurse program. Their next year contribution will be in the amount \$10,000, after which they will not continue to make contributions for the position

15. Approval of Bills

Trustee Bloom moved to approve the bills as presented.

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

16. Adjournment

Trustee Channer moved to adjourn.

Adjourned – 8:24 p.m.

District Clerk

Board Chair